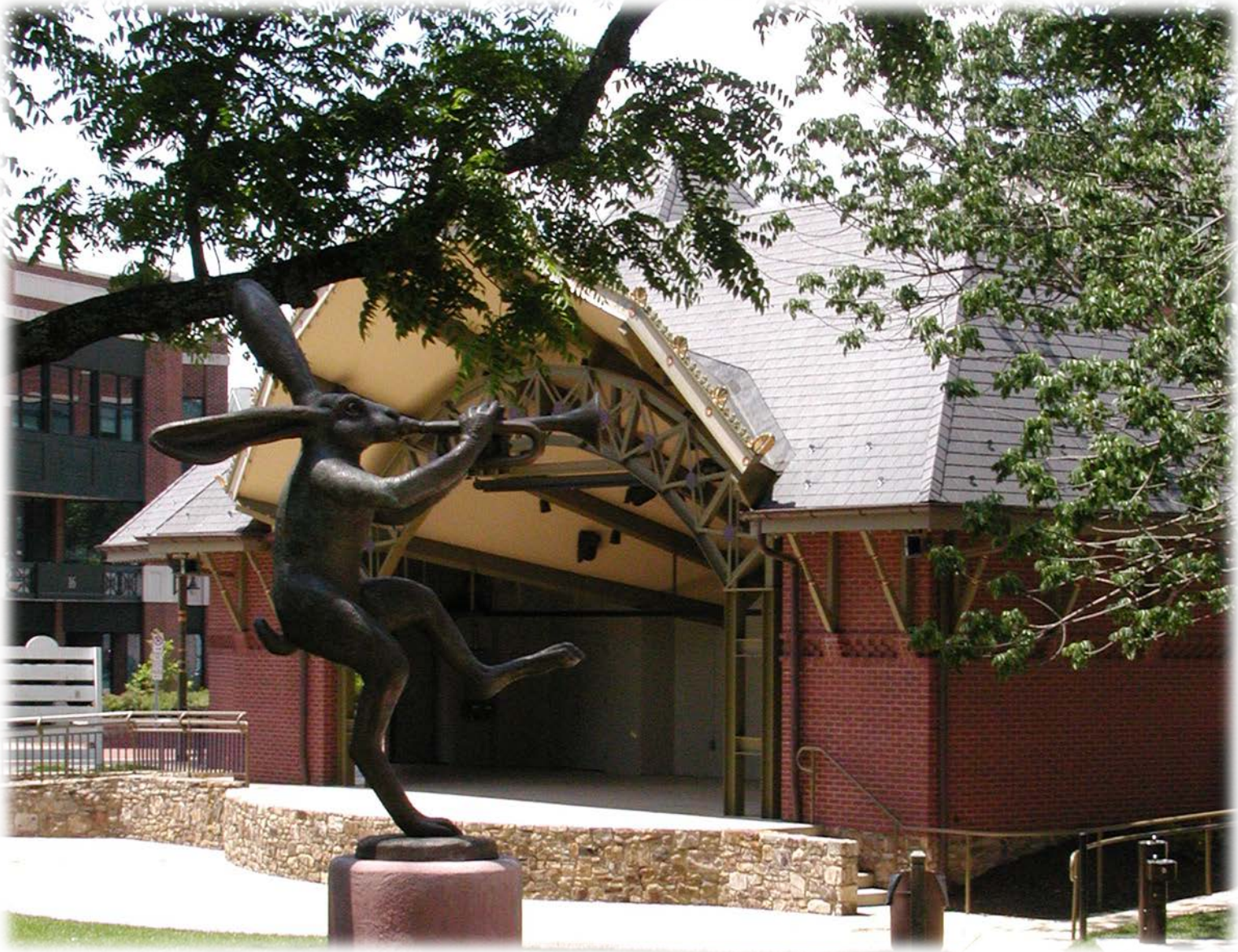

City of Gaithersburg, Maryland

Adopted Budget

For the Fiscal Year Ended
July 1, 2016 to June 30, 2017

Gaithersburg
A CHARACTER COUNTS! CITY

Rio Washingtonian Center

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Gaithersburg
A CHARACTER COUNTS! CITY

June 7, 2016

Mayor and City Council and Citizens of Gaithersburg:

I am pleased to submit the adopted Fiscal Year 2017 (FY17) City of Gaithersburg budget. As always, this document 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.

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 Program (CIP), we are able to present a budget which allows us to continue our commitment to delivering a high level of service to our residents, compensate employees fairly, and maintain adequate reserves.

Significant emphasis continues to be placed on forecasting. Departments compared budgeted FY17 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.

I am happy to report that, once again, no tax increase was proposed. We are proud that one of the benefits of our long tradition of fiscal responsibility is that we have only raised the real property tax rate once in over forty years. 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.

As with FY16, within this adopted budget is a significant reappropriation of reserves to more robustly fund the CIP and the Other Post-Employment Benefits (OPEB) Trust. 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 (CPSC) site, as well as other capital projects. 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.

The Stormwater Management program continues to come together. To accurately capture and reflect both revenue and expenses related to stormwater management, a new, distinct fund was established in FY16. The fee structure, which charges all property owners based solely on impervious surface, allows us to fund mandated stormwater initiatives.

City of Gaithersburg • 31 South Summit Avenue, Gaithersburg, Maryland 20877-2038
301-258-6300 • FAX 301-948-6149 • cityhall@gaithersburgmd.gov • gaithersburgmd.gov

MAYOR
Jud Ashman

COUNCIL MEMBERS
Neil Harris
Henry F. Marraffa, Jr.
Michael A. Sesma
Ryan Spiegel
Robert T. Wu

CITY MANAGER
Tony Tomasello

Mayor and City Council and Citizens of Gaithersburg
June 7, 2016

Budget Highlights

The total adopted budget for FY17 is $66.6 million, representing a 2.4 percent decrease from FY16. This decrease occurred because the FY17 budget reports the stormwater management fee directly to the Stormwater Management Fund, rather than including it in both revenue and as a transfer in the General Fund budget. The revenue and transfer were $3.4 million in the FY16 budget. Excluding the effect of the stormwater management fee, the total adopted budget increased by $1.8 million, or 2.8 percent. The FY17 adopted revenue budget, excluding the re-appropriation of reserve funding and the effect of the stormwater management fee change, increased by $1.6 million, or 3.0 percent over FY16.

Several significant factors impacted the FY17 budget. Due to the City's population growth over the last several years (up more than 12 percent from 2009 to 2015), the City is experiencing increasing demands for services. The FY17 budget includes funding for nine new positions, and one position changed from part-time to full-time to accommodate the increased demands.

Health insurance costs continue to fluctuate significantly. The City participates in a group self-insurance pool that provides the City with many advantages as compared to commercial insurance. For example, the City retains claims savings in good claim years and there is a cap on the City's costs in high claim years. However, even within a self-insurance pool, there is more rate volatility than in commercial insurance. As a result, the City is currently budgeting for a 11.6 percent increase in health insurance costs for FY17, which followed a good year in FY16, when rates increased by only 4 percent.

The transfer to the City's OPEB Trust was increased by $400,000, or 33 percent, to move it closer to the actuarially determined contribution.

The City was notified that the State had incorrectly allocated income tax returns to the City for individuals not located within the City limits. The State has indicated that the City will need to repay approximately $2.5 million that was over distributed to the City from FY10 through FY14. The State has indicated that repayment could occur over a ten-year period beginning in FY18. The City estimates that annual income tax revenue will decrease by $750,000, or approximately 7 percent for the FY17 budget year.

These changes were funded through a number of mechanisms including: the addition of a salary vacancy rate for full-time and part-time salaries, an expected increase in funding from State police grants, and continued tightening of the operating expenditure budget to better reflect the actual results from previous years.

Operating Budget

Highlighted on the following pages in alphabetical order are select FY17 Strategic Direction action items, which are reflected in the adopted budget.

City Administration

- The City will continue to implement the new procurement policy and regulations manual to ensure consistency and guide us in decision making.

- A new asset management system(s) will be selected and implemented to adequately track City assets including vehicles, property and stormwater facilities.
- Robust funding for the OPEB Trust was proposed to ensure that we are in a position to provide for our future retirees.

Communication

- Staff will implement a social media management plan and conduct Citywide training.
- Working with our website contractor, staff will implement an automated language translation feature for the City website.
- Staff will expand marketing opportunities through the installation of digital signage in select City facilities.

Community Services

- Staff will develop a two year work plan and gather outcome statistics for the Gaithersburg Financial Wellness Coalition, Bank On Gaithersburg and vocational and financial empowerment initiatives for adults and youth.
- Staff will research and implement a client data tracking program.
- The City will expand vocational and career development programs for Wells/Robertson and DeSellum House residents, including increasing enrollment in Montgomery College Workforce Development programs.

Economic Development

- The City will begin construction of the newly designed Olde Towne Park Plaza.
- Staff will promote the enhanced Toolbox program.
- Staff will research funding opportunities for, and types of, "community based" wayfinding signage programs for the City's commercial sectors.
- The City will pursue new development opportunities for the vacant site at 315 East Diamond Avenue in Olde Towne.

Environment

- The City will continue to work with the Maryland Department of the Environment to renew our National Pollutant Discharge Elimination System (NPDES) permit pending issuance of State guidance.
- Staff will develop, in coordination with the Environmental Affairs Committee and Public Information Office, a grass recycling education and outreach program titled, "Leave it on the Lawn."
- Staff will draft the new Stormwater Standards policy document and present it to the Mayor and City Council for consideration of final adoption.

Housing

- Staff will present options for Mayor and City Council prioritization relative to uses of the Housing Initiatives Fund.
- Staff will develop a Language Access Plan for residents with limited English proficiency as required by HUD.

- Staff will propose amendments to the Affordable Housing Ordinance and regulations for consideration of adoption by the Mayor and City Council.

Infrastructure and Facilities

- Staff will complete the design of the new Police Station, replace the roof at City Hall and complete renovations of the Miniature Golf Park.
- Staff will complete design of the park on the former CPSC site and begin construction.
- The City will acquire Crown Farm buildings, and staff will erect a security fence and conduct a study for the preservation and use of the buildings.
- Staff will complete the design and construction for replacement of the waterslides at the Water Park.

Parks, Recreation and Culture

- Staff will update the Parks, Recreation and Culture Master Plan.
- The City will select an offsite ticket vendor for Arts Barn and special events.
- Staff will assist in completing designs for the Side Garden at Kentlands Mansion and ballfield lighting in Walker Field at Morris Park.
- Staff will work with the Department of Information Technology to select and procure new recreation management software.
- Staff will finalize the Community Museum complex with the addition of exhibits in the Budd Car and Caboose.

Planning and Development

- Staff will update the Historic Preservation Master Plan and present it to the Mayor and City Council for consideration of adoption.
- Staff will conduct citizen and stakeholder outreach related to possible changes to the Corridor Development (CD) Zone and present the options to the Planning Commission and Mayor and City Council for consideration of adoption.
- Staff will continue to facilitate efforts to obtain Bus Rapid Transit along Route 355.
- Staff will implement new Fire License software and gain compliance for Fire Systems maintenance.

Police Department

- The City will provide officers with de-escalation training.
- Staff will work with the Department of Public Works to complete the architectural design for the new Police Station.
- Staff will present results of the evaluation of body worn cameras to the Mayor and City Council for consideration and possible future use by patrol officers.

Transportation

- Staff will develop new pathway and pavement management systems.
- Staff will amend the City Road Code and present it to the Mayor and City Council for consideration of adoption.
- Staff will work on reconstructing City owned but County maintained traffic signals.

- Staff will work on resurfacing along Victory Farm Drive from Girard Street to Saybrooke Oaks Boulevard and reconstructing Quince Orchard Boulevard from MD 117 to MD 124.
- Staff will complete construction of several new lighting projects.

Conclusion

I want to take this opportunity to thank all of those who were involved in developing the budget. The Mayor and City Council, our creative and dedicated staff and, of course, our residents all have a role in continuing the City's reputation for excellence.

Our City is growing, with an estimated population of 67,330. 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 growing City enjoy the highest possible quality of life.

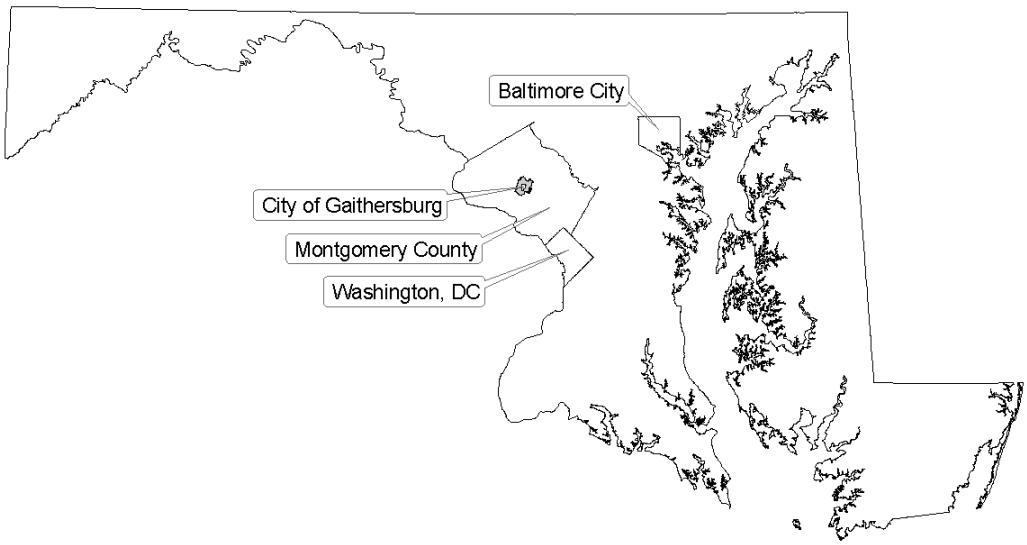
Tony Tomasello
City Manager

Community Profile

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 66,816 as of July 1, 2014. 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, 2014 estimate	66,816	5,976,407
Population, 2010 (April 1) estimates base	59,893	5,773,785
Population, percent change - April 1, 2010 to July 1, 2014	11.60%	3.50%
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 ago, percent age 1 year+, 2010-2014	83.80%	86.70%
Foreign born persons, percent, 2010-2014	40.20%	14.20%
Language other than English spoken at home, percent age 5 years+, 2010-2	48.00%	16.90%
High school graduate or higher,% age 25 years+, 2010-2014	88.00%	89.00%
Bachelor's degree or higher, percent of persons age 25 years+, 2010-2014	51.60%	37.30%
Veterans, 2010-2014	2,793	416,027
Mean travel time to work (minutes), workers age 16 years+, 2010-2014	32	32
Housing units, April 1, 2010	23,337	2,378,814
Owner-occupied housing unit rate, 2010-2014	55	67
Median value of owner-occupied housing units, 2010-2014	363,800	287,500
Median gross rent, 2010-2014	$1,504	$1,218
Households, 2010-2014	$22,818	$2,155,983
Persons per household, 2010-2014	2.76	2.67

(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 FY15 Comprehensive Annual Financial Report (CAFR).

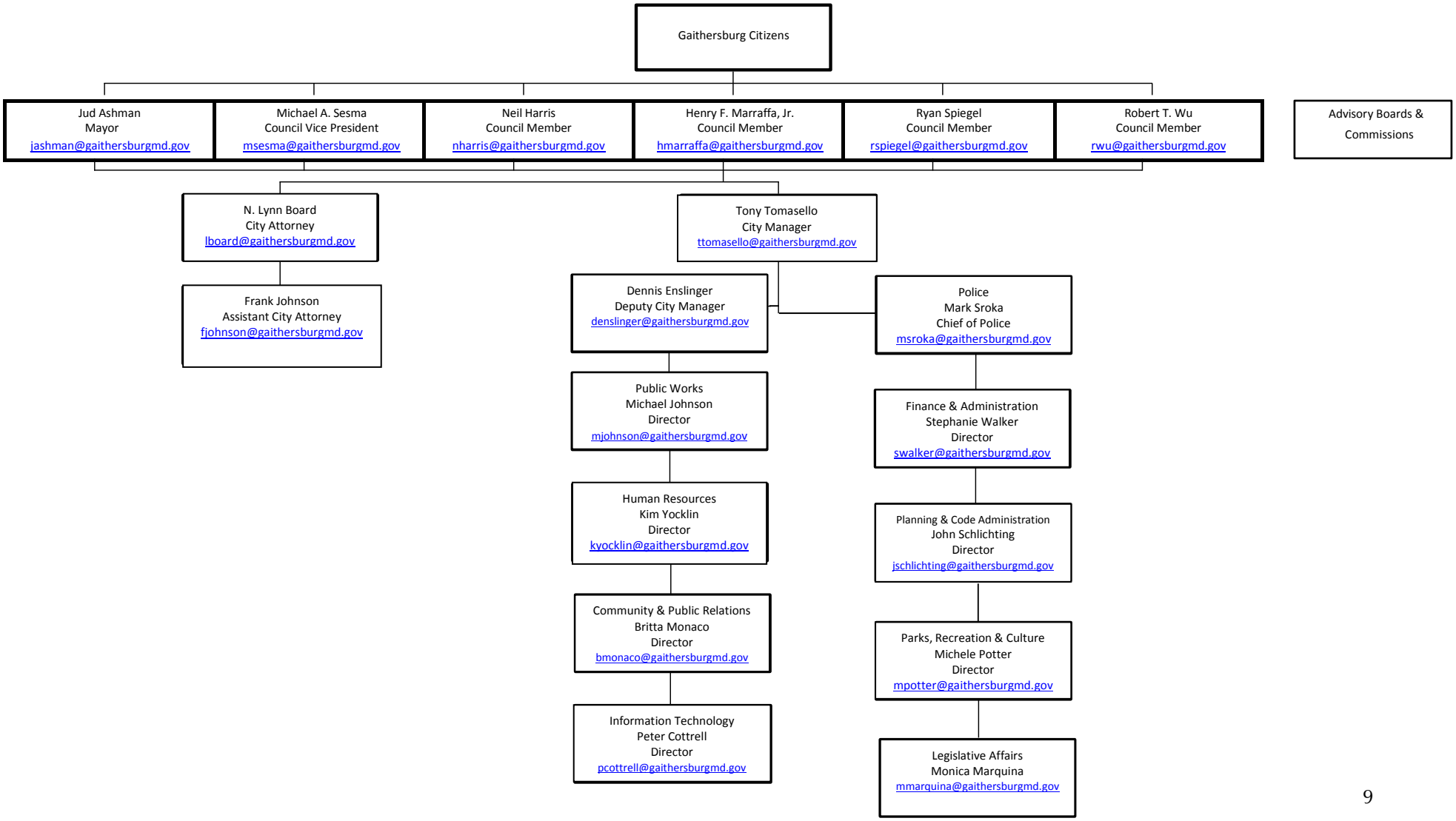
Largest Taxpayers

Taxpayer	Assessed Valuation	% of Total
Medimmune, Inc	$ 207,174,666	235.81%
ARE LLC	113,048,066	128.68%
Lake Forest Associates	109,951,133	125.15%
Asbury Atlantic Inc	101,894,633	115.98%
Avalon II Maryland Value III LP	88,429,133	100.65%
Archstone Westchester	87,596,033	99.71%
KBSIII One Washingtonian LLC	85,250,000	97.04%
893 Clopper Road Investors Corp	85,221,500	97.00%
Federal Realty Investments TR	83,109,700	94.60%
TRT 270 Center Owner LLC	75,241,400	85.64%
Total Major Taxpayers	1,036,916,264	11.80%
Total Assessed Valuation	$ 8,785,480,916	

Major Employers

Employer	Employees
National Institute of Standards and Technology	2,730
Medimmune	2,290
Asbury Methodist Village	820
Lockheed Martin	736
Sodexo USA	570
Hughes Network Systems, LLC	450
Adventist HealthCare	400
Kaiser Permanente	350
GXS	346
Novavax	300
Total	8,992
Total Montgomery County Civilian Labor Force	544,313
(Data for total employees available for county only)	

City of Gaithersburg, Maryland



List of Principal Officials

Title	Name
Mayor	Jud Ashman
City Council	Neil Harris
	Henry F. Marraffa, Jr.
	Michael A. Sesma
	Ryan Spiegel
	Robert T. Wu
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

Benjamin Gaither Center Reopening

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.

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 the budget year.

The Strategic Plan 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. Additionally, the departmental pages identify the Strategic Directions that relate to that department, to better understand how the department relates to the strategic plan, action plan items and criterial measurements. 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 2017

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

- Maintain employee compensation program balancing internal equity & external competitiveness with financial sustainability
- Develop efficient, transparent processes/systems to provide financial information & foster sustainability
- Provide engaged, professional, enthusiastic staff to serve City needs
- Ensure City policies & processes reflect City's values, mission & vision
- Invest in/maintain technology to gain efficiencies, improve operational effectiveness, increase productivity, & assist in information dissemination
- Ensure maintenance of key City services while acknowledging changes in demographics, population growth and/or economic conditions
- Ensure effective and efficient communication among employees, citizens & stakeholders
- Maintain intergovernmental & lobbying activities to enhance City resources & residents' quality of life

Potential Strategy Conflicts-

Objectives

Maintain employee compensation program balancing internal equity & external competitiveness with financial sustainability

- Offer wellness incentive programs that will encourage employees to lead a healthy and active lifestyle while helping the City reduce health care costs
- Facilitate the retirement transition process for employees
- Provide programs and processes aimed at maintaining a healthy, active workforce
- Maintain salary structures that are externally competitive, internally equitable and sustainable
- Provide training for departmental hiring managers on recruitment and selection best practices to build and maintain a talented and diverse workforce
- Provide an employee benefits strategy based on shared City and employee financial responsibilities, cost predictability, and appropriate plan design

Develop efficient, transparent processes/systems to provide financial information & foster sustainability

- Safeguard and maximize the use of resources through risk management, prudent investments, and best financial management practices
- Review and improve financial processes and procedures to remain current with changing needs and technology
- Provide timely, relevant financial information to decision makers and the public
- Ensure financial sustainability through long range financial planning and encouraging long term decision making
- Ensure budget document and financial statements continue to meet Government Finance Officers Associations (GFOA's) Distinguished Budget Presentation Award and Excellence in Financial Reporting Award criteria

Objectives

Provide engaged, professional, enthusiastic staff to serve City needs

- 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 compensation equity policies
- Build an environment of employee professionalism, engagement, empowerment, and involvement that supports an effective operating environment
- Develop succession strategies for key positions/job classes to prepare for potential turnover and loss of organizational knowledge
- Provide opportunities to improve organizational capability and effectiveness
- Encourage and seek out employee feedback on issues in the workplace
- Engage employees in determining how work is performed to enhance ownership and accountability
- Provide training, organizational development, and career management opportunities to meet the changing needs of the City
- Provide opportunities for cross-departmental cooperation and promotion
- Develop and implement safety programs and incentives to achieve safety goals

Objectives

Ensure City policies & processes reflect City's values, mission & 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 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
- Provide managers and supervisors with knowledge, tools, resources and a policy framework that facilitates accurate and consistent interpretation of policies
- Promote a "values driven" organizational culture that reinforces ethical behavior, exercises transparency, and maintains the public trust

Objectives

Invest in/maintain technology to gain efficiencies, improve operational effectiveness, increase productivity, & assist in information dissemination

- 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
- Maintain continuity of operations and disaster recoverability by increasing redundancy and resiliency of key systems
- Use new technologies to increase the transparency of local government including GIS mapping techniques, statistical data tools, and access to public records.
- Enhance service to citizens, businesses, and others through information technology by providing more services and information to citizens
- Minimize the variation of hardware platforms, operating systems, network infrastructure, and database and application development to allow for ease of maintenance, facilitate training, and reduce the total cost of ownership
- Maintain accurate and up-to-date databases to support decision making and transparency

Objectives

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

Ensure effective and efficient communication among employees, citizens & 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

Objectives

Maintain intergovernmental & lobbying activities to enhance City resources & 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 2016 Key Action Items

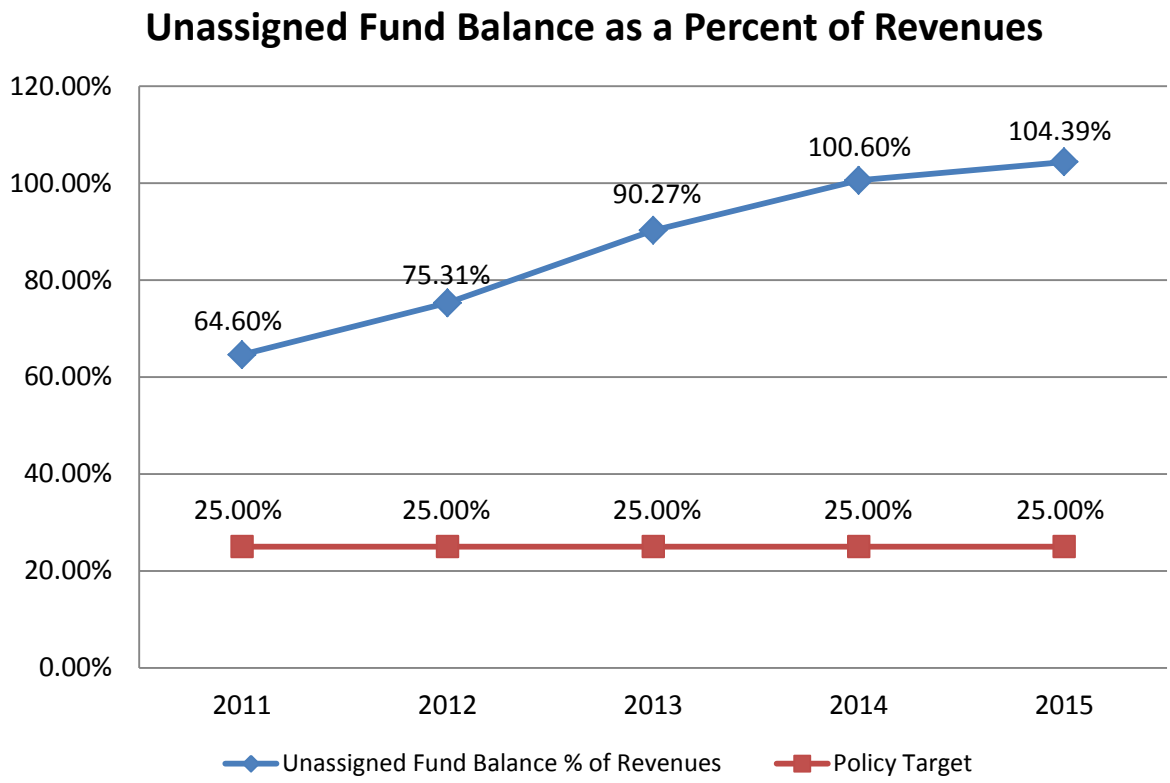
- ✓ Engage consultant in review of the Personnel Rules and Regulations for clarity and consistency
- ❑ Submit recommendations of consultant review of the Personnel Rules and Regulations to Mayor and City Council for consideration
- ❑ Complete redesign and implementation of internal website (CityNet)
- ✓ 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

Action Items

FY 2017 Key Action Items

- Complete redesign and implementation of internal website (CityNet)
- Develop a workforce plan that addresses appropriate staffing levels and space allocation needs
- Complete implementation of new procurement policy and regulations manual
- Implement new budget software and provide training to all users
- Fully invest available City funds in accordance with investment strategy (may be completed in FY16)
- Select and begin implementation of asset management system(s) to adequately track City assets including vehicles, property and stormwater facilities
- Select and implement an agenda management system to replace the current system in place (SIRE)
- Create critical measure of response rate relative to Help Desk tickets
- Implement a process to conduct targeted pay scale studies, on periodic basis, to ensure the City maintains internal and external compensation equity

Critical Measures

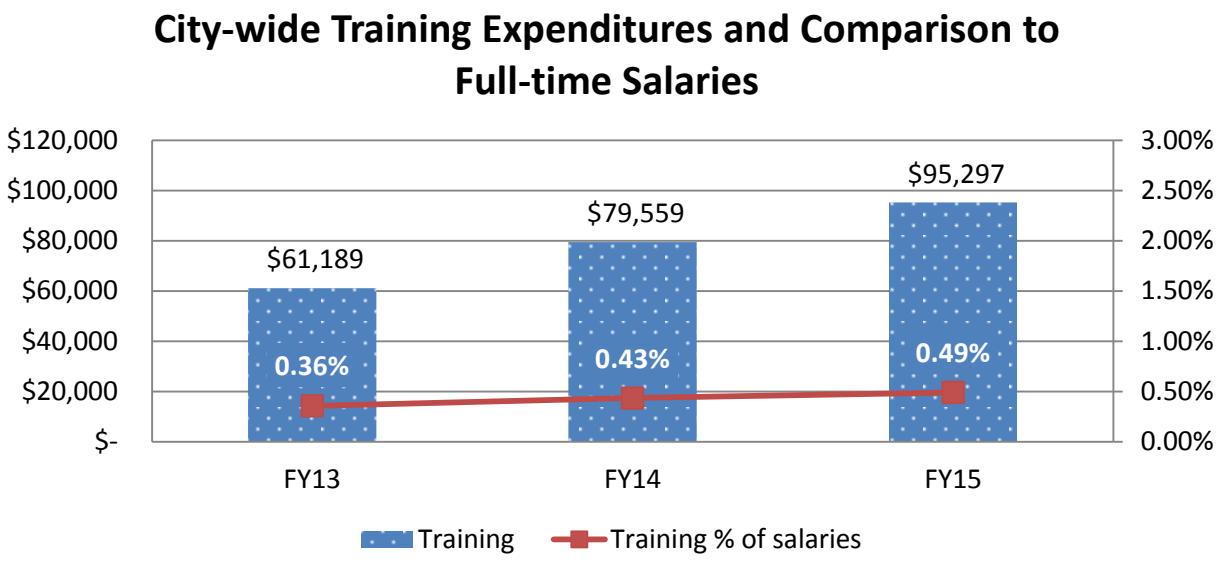


Analysis

The chart above compares the City's actual unassigned fund balance to the current fund balance policy target of 25 percent. When actual results are compared to this target, it appears that the unassigned fund balance is higher than the target. The City's current policy target is similar to that used by many other jurisdictions. However, most other government entities issue debt for large capital projects.

The City's current policy does not take into account that the unassigned fund balance will be used in place of debt for funding. This means that in years when large capital projects are being completed, the unassigned fund balance would be depleted. Conversely, in other years it would be expected that additional funds would be added to the unassigned fund balance as the City saves for future years' projects. The FY16 – FY20 projection shows an expected use of fund balance of $40 million (or 70 percent of revenues), which would reduce the actual line to approximately 34 percent of revenues. Over the next several years, staff will be working towards incorporating this longer term perspective into a new policy for consideration by the Mayor and City Council.

Critical Measures

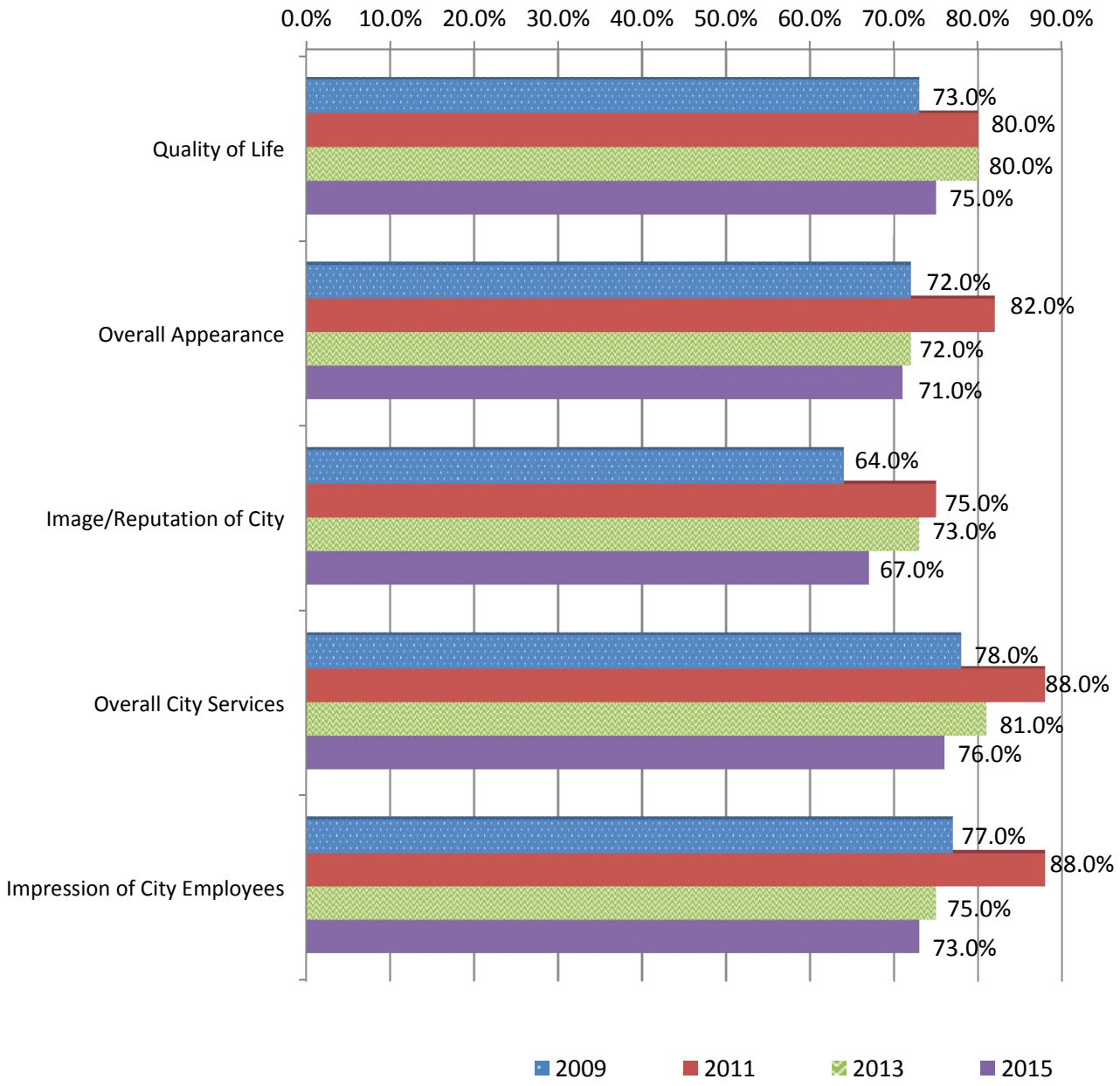


Analysis

Actual expenditure of In-Service Training has increased each year from FY13 to FY15 relative to full-time salaries. This comparison is for Conference and In-Service Training in relation to full-time salaries.

Critical Measures

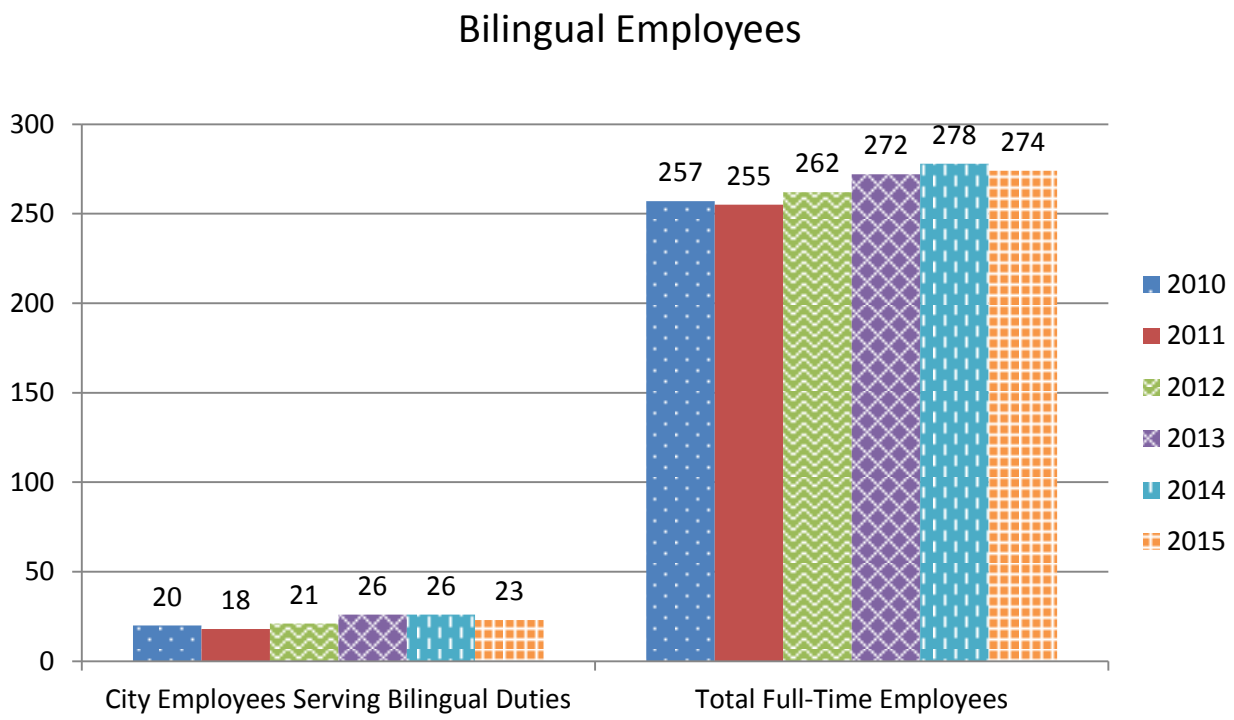
Revised Citizen Survey Responses – "Excellent" or "Good"



Analysis

438 responses were received as part of the 2015 survey as compared to 186 in 2013. These five measures were all similar to the national benchmark, although they are slightly below the 2013 survey results.

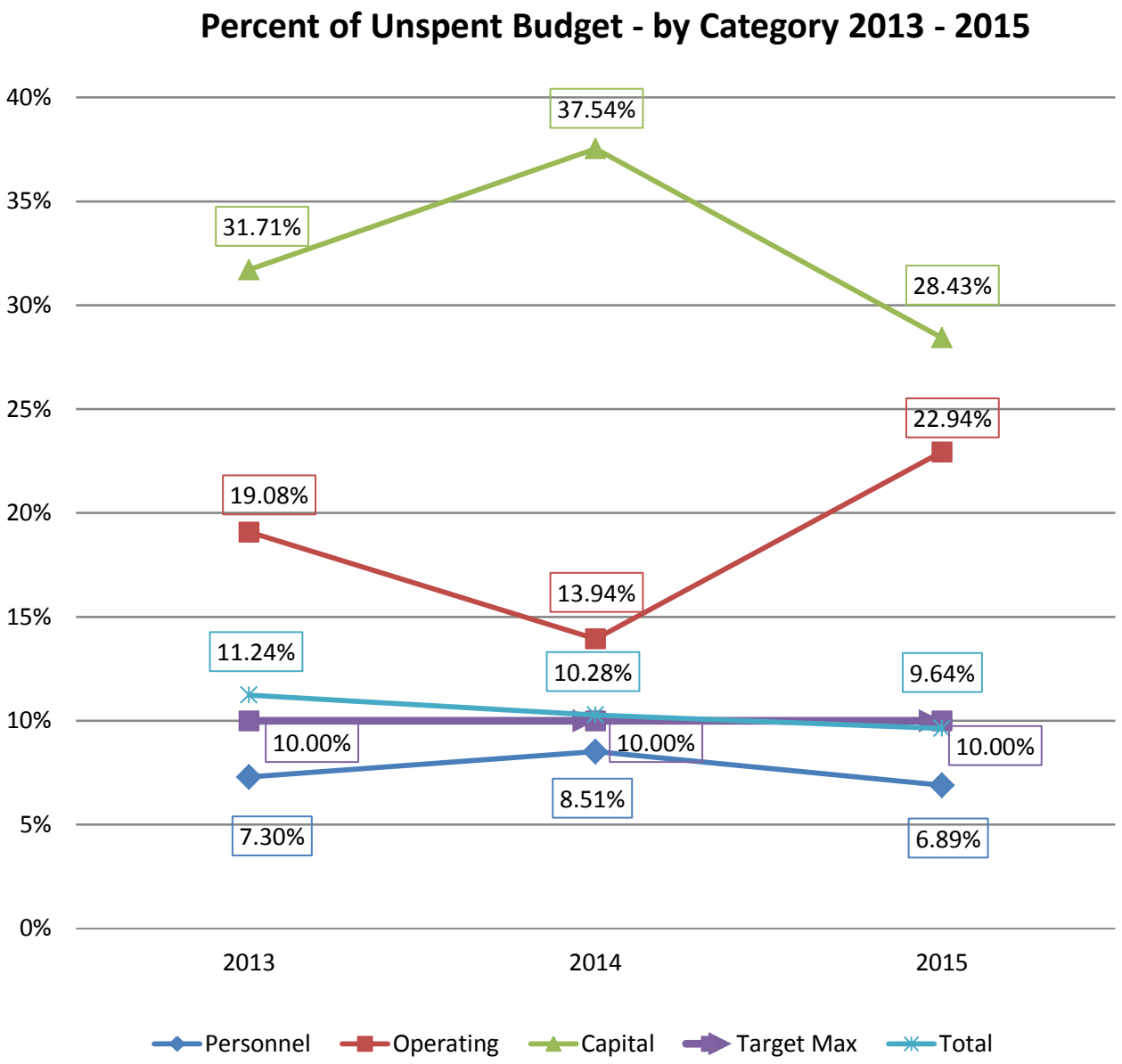
Critical Measures



Analysis

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

Critical Measures



Analysis

The City desires to have the actual costs come in within 10 percent of budget. This is represented by the Target Max line/column shown above. Staff are exploring several changes to how we budget in order to reduce the "budget to actual" gap in future years.

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 diverse and meaningful ways, providing 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 and increase exposure through effective multimedia campaigns and special events

Potential Strategy Conflicts-

- Environment – efforts to reduce printed materials

Objectives

Engage citizenry in diverse and meaningful ways, providing 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 digital and print
- Produce creative and engaging marketing materials and publications to inform citizens of City news, programs and events
- Use citizen feedback such as online polls and citizen surveys to aid in strategic planning
- Monitor community demography and tailor communications as appropriate
- Utilize 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, is responsive to the needs of users, 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
- Expand opt-in opportunities for citizen engagement
- 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
- Produce and promote programs in a variety of formats and across multiple platforms that benefit the City both strategically and economically
- Monitor industry and leverage opportunities for broader programming exposure, including improving viewing opportunities for GTV by taking advantage of online scheduling features
- Maintain collaborative relationships with other Public/Education/Government (PEG) entities and service providers

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 and increase exposure 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

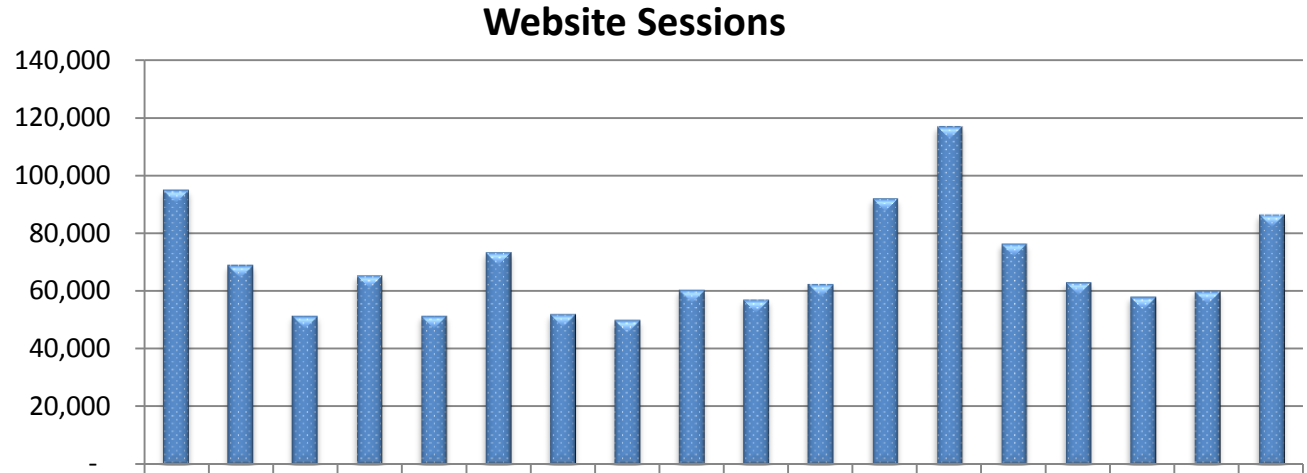
FY 2016 Key Action Items

- ✓ Explore cross-training and skill utilization to maximize effectiveness of Public Information Office staff (Continuation from FY15)
- ❑ 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

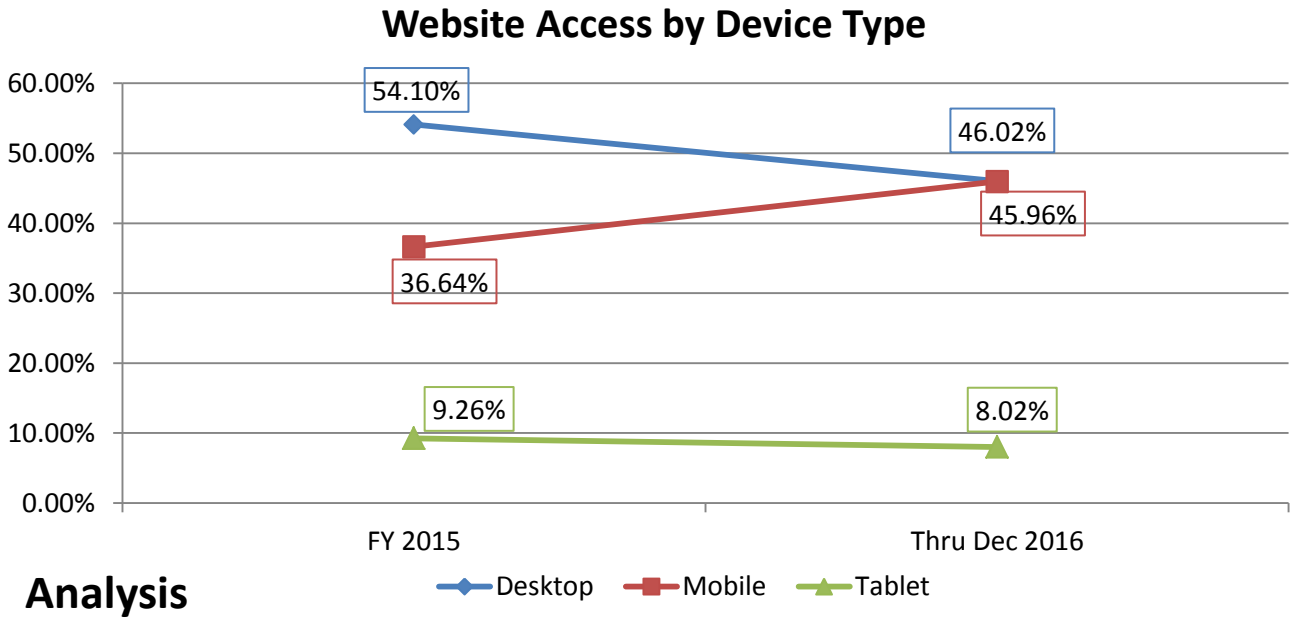
FY 2017 Key Action Items

- Implement social media management plan and conduct City-wide training to review guidelines and best practices
- Expand presence across all social media platforms and encourage citizen dialog with interactive content such as surveys and polls
- Work with website contractor to implement an automated language translation feature for the City website
- Develop training programs and manage workflows to facilitate posting of digital content from all departments across multiple platforms (Modified Action Item from FY16)
- Enhance the user experience on the City Projects webpage by reorganizing the content and incorporating a GIS-based map
- Produce attention grabbing short format video news content specifically for use on social media platforms
- Expand marketing opportunities with the installation of digital signage in select City facilities and manage content that incorporates facility and meeting information, events and activities, social media and RSS feeds

Critical Measures



	Jul 14	Aug	Sep	Oct	Nov	Dec	Jan 15	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Website Sessions	95,	69,	51,	65,	51,	73,	52,	50,	60,	57,	62,	92,	117	76,	63,	58,	60,	86,



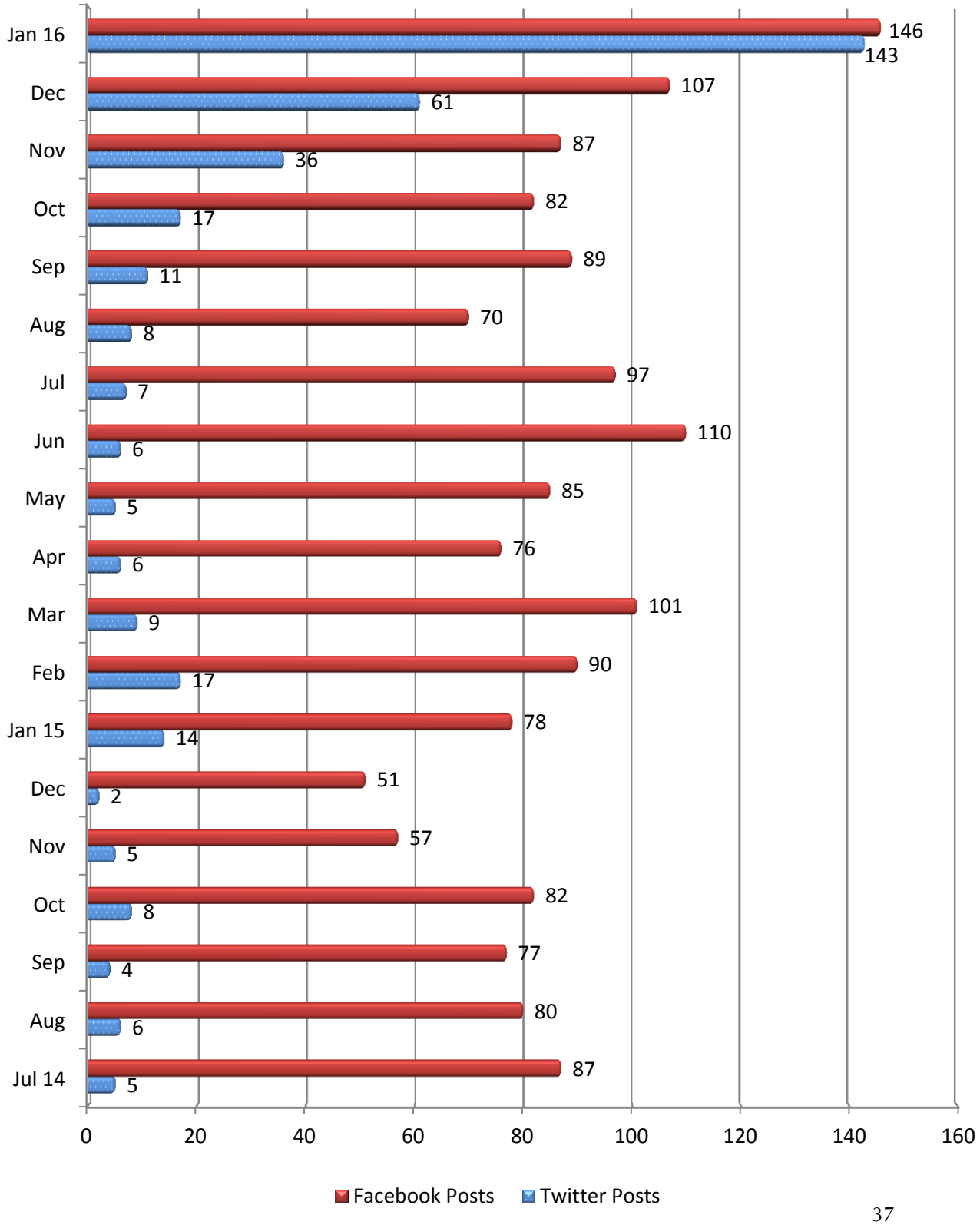
Analysis

These graphs indicate usage of the City website, which continues to increase each year. Spikes in monthly views correspond with special events and City program registrations. By monitoring the specific topics people are searching and viewing, we are better able to anticipate and highlight those programs on the front page and in social media.

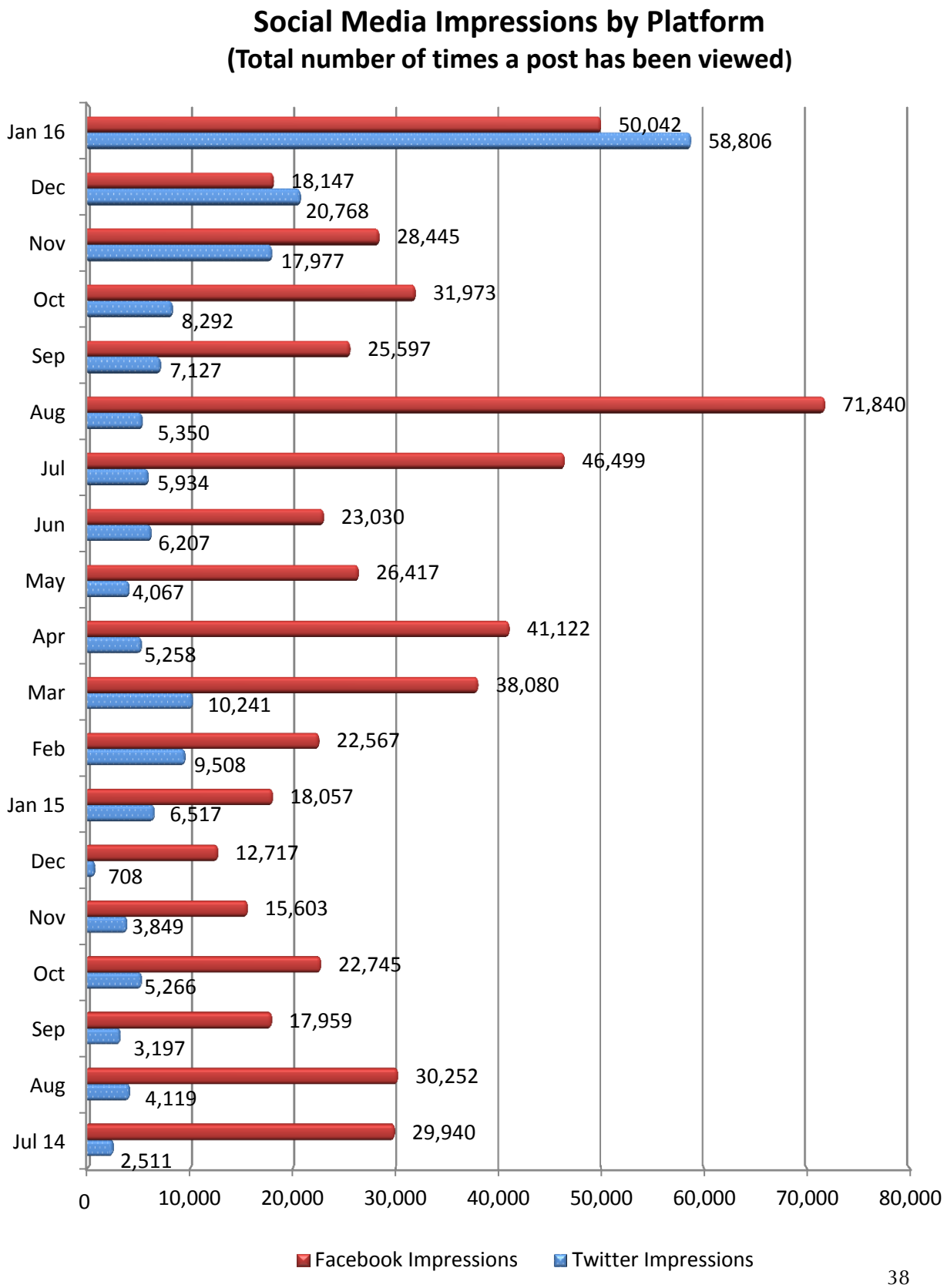
The City website is increasingly being accessed through mobile devices. Almost half of all user interactions came through mobile rather than desktop computers, a significant increase from previous years. This will continue to influence decisions on graphics and the layout of information.

Critical Measures

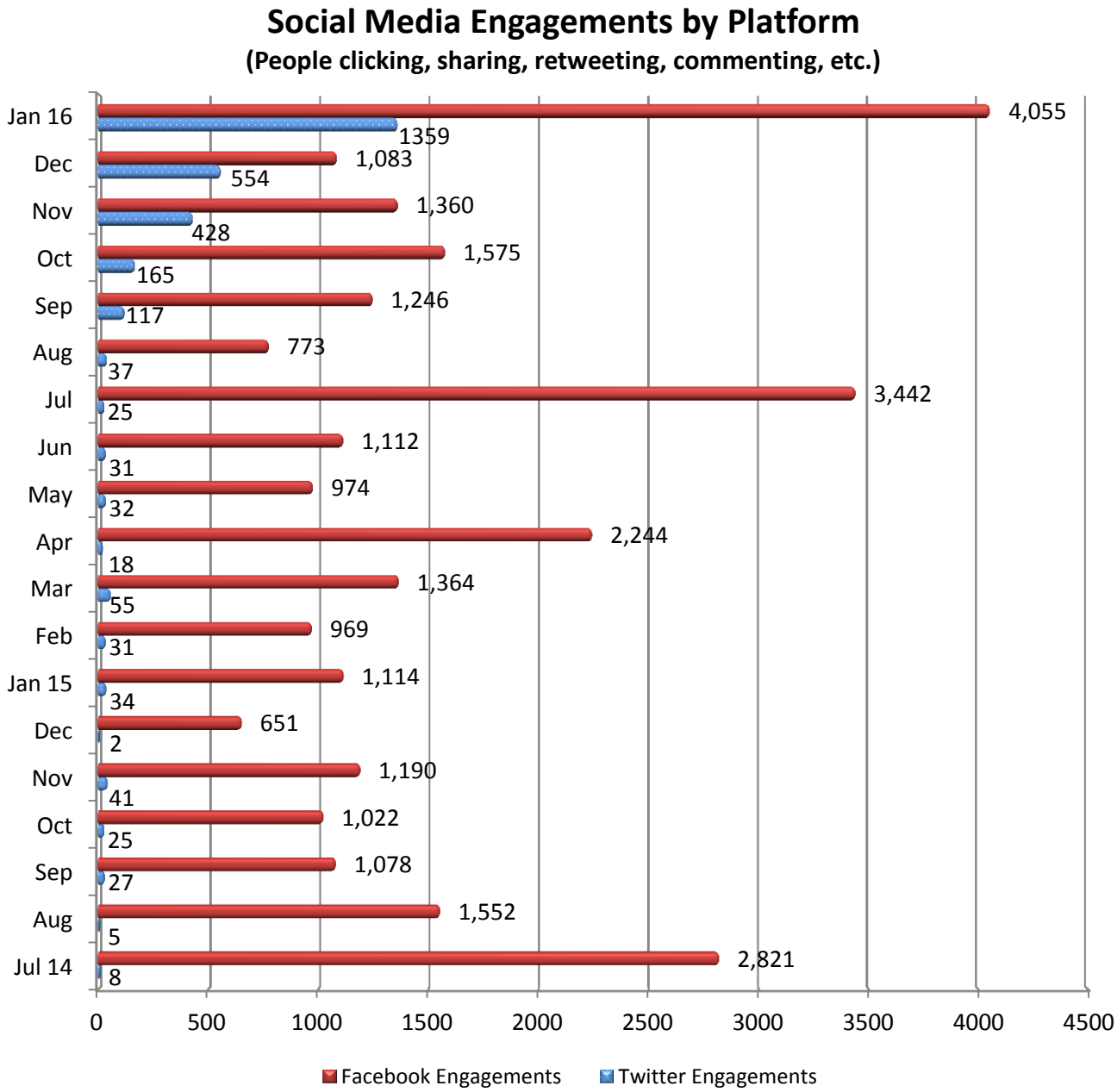
Social Media Posts by Platform



Critical Measures



Critical Measures



Analysis

These graphs indicate that increased posting, monitoring and engagement on Facebook and Twitter have created opportunities for dialog and audience reach. Facebook continues to be a viable source of communication based on engagement, page reach and likes. The data tells us that strategic social media campaigns further engage our followers, and we will explore more opportunities for two-way interaction. With an increased presence on Twitter, engagement has increased significantly. These numbers support the relevancy of social media in our communication strategy and demonstrate an opportunity for expanded presence on other large-scale social media platforms.

Community Services

Strengthen the community by caring for the human service needs and safety of all City residents through collaborative efforts with schools, businesses, organizations, and nonprofits

Key Strategies

- Collaborate with partners to ensure comprehensive, integrated, quality service delivery and community education
- Promote economic self-sufficiency through financial wellness, vocational education & workforce development
- Provide access to safety net services
- Provide homeless services through advocacy, education, outreach, shelter, & prevention
- Maximize access to physical & mental health services for the un- and underinsured
- Provide youth with educational enrichment support & opportunities for positive social development
- Promote and support the ethnic and cultural diversity reflected in the City's population
- Support homeless City residents in recovery from addiction by providing outreach services and operating and pursuing funding for the Wells/Robertson House & the DeSellum House

Potential Strategy Conflicts-

Objectives

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

- Coordinate a collaborative, community-supported program to serve residents in need during the holiday season
- Collaborate on the delivery of services and provide information on City programs and initiatives by participating in and/or facilitating local and regional coalitions, meetings and dialogues
- Coordinate and promote events and initiatives that provide opportunities for nonprofits and schools to increase their capacities in the areas of partnerships and volunteerism
- Conduct regular assessments of community needs to identify emerging trends

Promote economic self-sufficiency through financial wellness, vocational education & workforce development

- Engage in collaborative initiatives that promote economic self-sufficiency and financial wellness
- Encourage the unbanked and underbanked to use mainstream financial institutions through Bank On Gaithersburg and the programs of the Gaithersburg Financial Wellness Coalition
- Administer and monitor a nonprofit contract program that uses a strategic, results-based approach to support vocational and financial wellness education
- Encourage resident participation in area ESOL, GED, tutoring, civics, and citizenship programs
- Enhance community education and awareness through the development of and participation in outreach events and programs

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 oversight for a nonprofit Housing Counselor contract and federally-funded emergency assistance funds (Community Development Block Grant)
- Administer and monitor the Housing Preservation, Transportation 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
- Assist in the reduction of hunger experienced by City children by participating in a school lunch subsidy program

Provide homeless services through advocacy, education, outreach, shelter, & prevention

- Administer and monitor the Housing Stabilization Services nonprofit contracts
- 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 & 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 youth with educational enrichment support & 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
- Incorporate diversity elements into civic events
- Strive to ensure that the City's Advisory Committees reflect the diversity of the community
- Work with the Public Information Office to provide inclusive communication

Support homeless City residents in recovery from addiction by providing outreach services and operating and pursuing funding for the Wells/Robertson House & the DeSellum House

- Empower residents to break the cycle of addiction and homelessness and attain permanent or permanent-supportive housing through the programs and services of the Wells/Robertson House (transitional program) and DeSellum House (extended supportive housing program for Wells graduates)
- Utilize a Wellness Recovery Action Plan model to engage residents of Wells/Robertson and DeSellum Houses in a total well-being program
- Improve graduation and success rates for Wells/Robertson House and DeSellum program participants
- Maximize existing federal, state and county grant funding and research other grant opportunities

Action Items

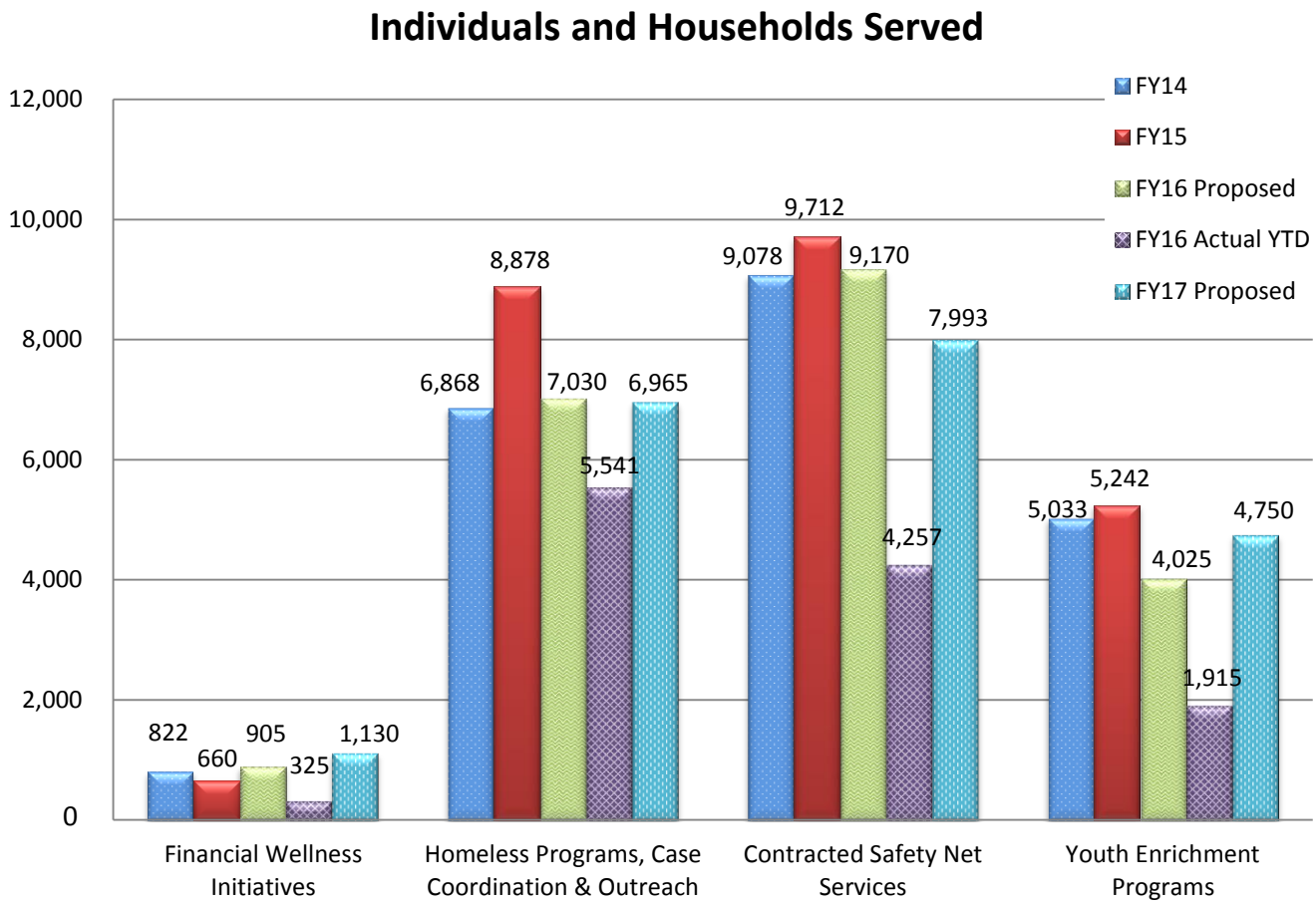
FY 2016 Key Action Items

- ❑ Expand programming to promote volunteerism and nonprofit/school program support by creating and distributing marketing materials and enhancing listings on the City website
- ✓ Expand the Financial Wellness Coalition and Bank On Gaithersburg, distributing public relations materials, enhancing the webpage and integrating services within all programming
- ❑ Develop a 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

FY 2017 Key Action Items

- ❑ Develop a two year work plan and gather outcome statistics for the Gaithersburg Financial Wellness Coalition, Bank On Gaithersburg and vocational and financial empowerment initiatives for adults and youth
- ❑ Conduct a Citywide Community Services survey
- ❑ Celebrate the City's 20 years of involvement with the CHARACTER COUNTS! program in 2016
- ❑ Research and implement a client data tracking program
- ❑ Expand vocational and career development programs for Wells/Robertson and DeSellum House residents, including increasing enrollment in Montgomery College Workforce Development programs

Critical Measures



Analysis

This graph indicates the number of households served in four priority service areas.

Financial Wellness: FY17 tracking will include clients served by all partners of the Financial Wellness Coalition. Most residents seeking assistance through City case coordination and housing counseling are "rent burdened" and experiencing loss of income or low paying jobs. This supports the need for financial empowerment and vocational coaching programs.

Homeless Programs: The City's Street Outreach Team is now listed in the County's Homeless Management Information System as the Upcounty Outreach Team, giving us the opportunity to track all the homeless people we engage and make referrals electronically within that system.

Contracted Safety Net Programs: Although challenges continue with affordable rent, the number of households receiving eviction prevention and utility cut-off assistance has declined. Increased emphasis on budgeting may be helping.

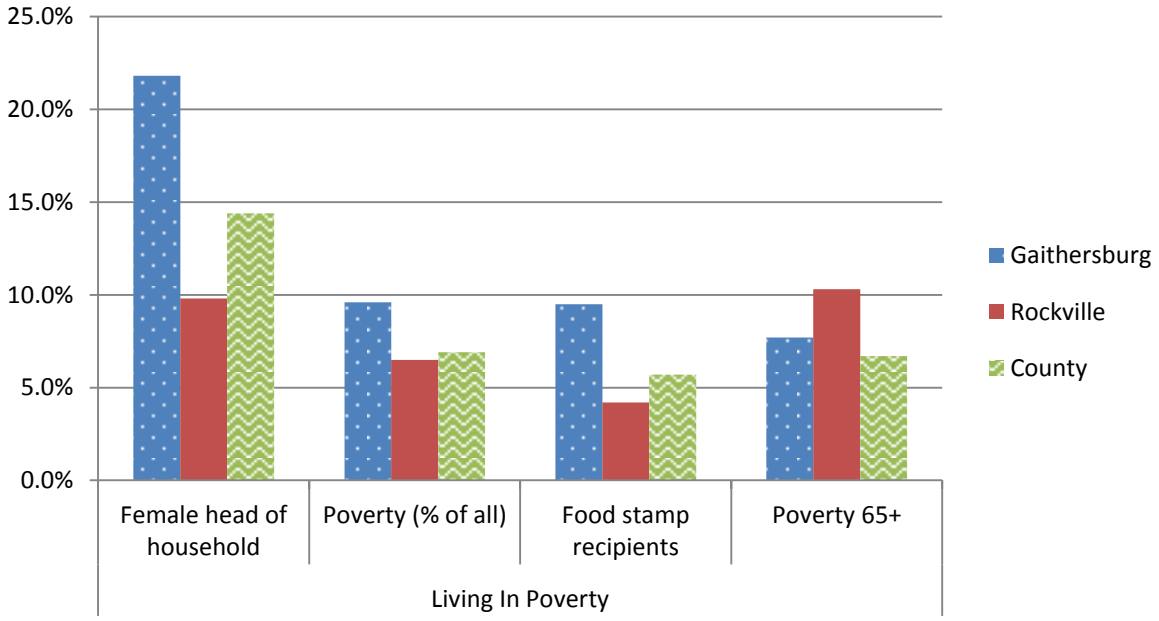
Youth Enrichment Programs: Contractors and schools report a waiting list for trauma-based mental health services for youth in Gaithersburg and the increased need for psychiatric services, medication management and employment/career counseling.

Poverty and Income Demographics

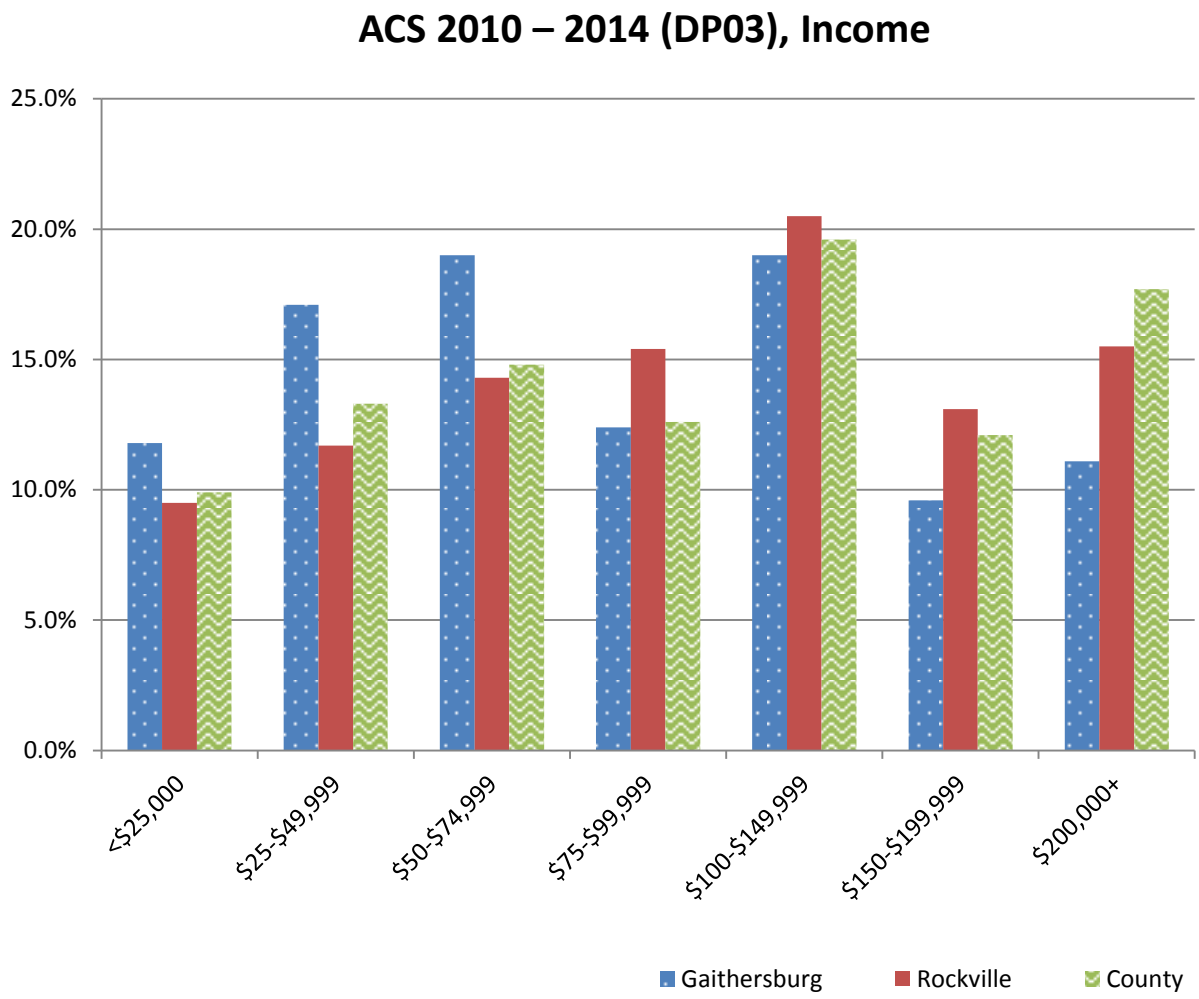
Federal Poverty Rate (2015)

HH size	Maximum Income
1	$11,770
2	$15,930
3	$20,090
4	$24,250
5	$28,410
6	$32,570
7	$36,730
8	$40,890

ACS 2010 – 2014 (DP03), Poverty



Critical Measures

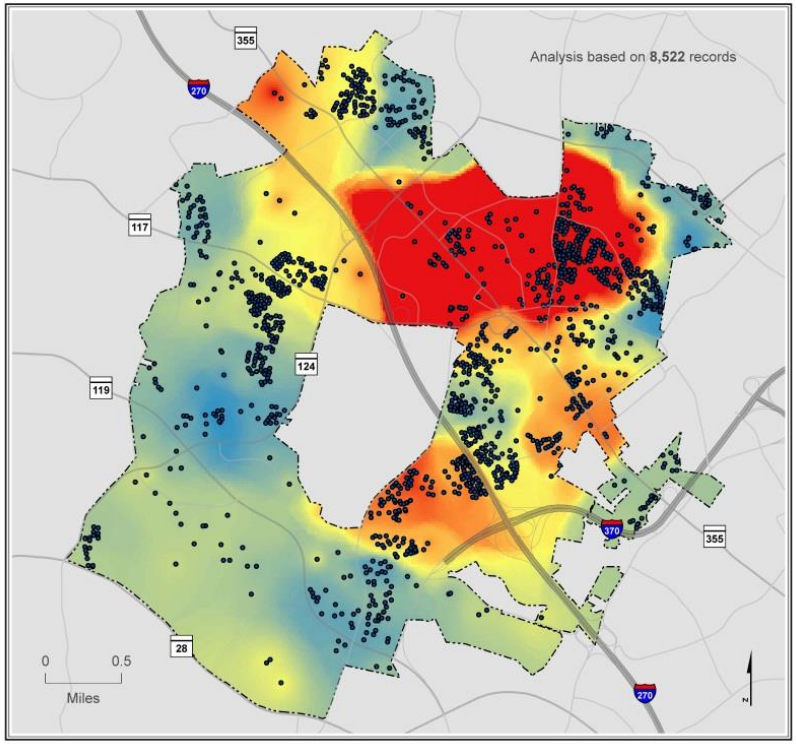


Analysis

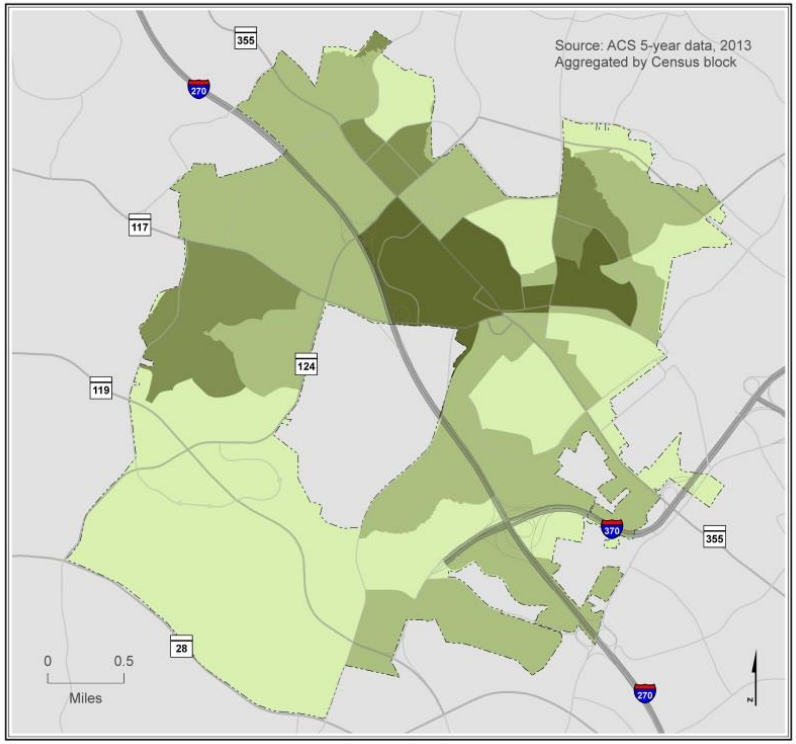
These charts demonstrate poverty rates from the U.S. Census Bureau five-year (2010 – 2014) American Community Survey. Gaithersburg's poverty rate is generally higher than that of Montgomery County and Rockville, and the percentage of households at the lower end of the annual income scale is also higher. Approximately 9.6 percent (2,327) of City households live in poverty. The continuation of City support for educational and financial wellness programming and housing stabilization remains a priority service need. Among elderly households (65 and older), the poverty rate is 7.7 percent. Because isolation is a significant concern among elderly residents, coordinating community services through the Benjamin Gaither Center is also an ongoing priority.

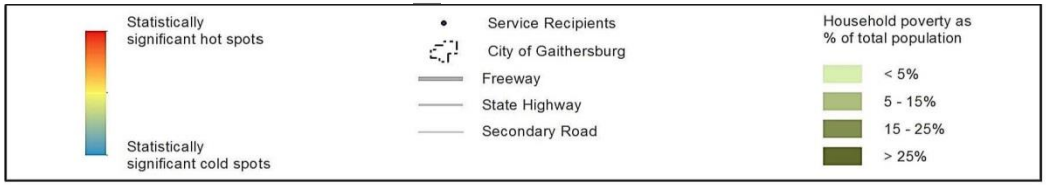
The number of City households participating in the food stamp program correlates with the number of City residents at the poverty level. This reflects a positive outcome from the City's ongoing community outreach and collaborations with community stakeholders.

FY15 Hotspot Analysis



FY15 Household Poverty





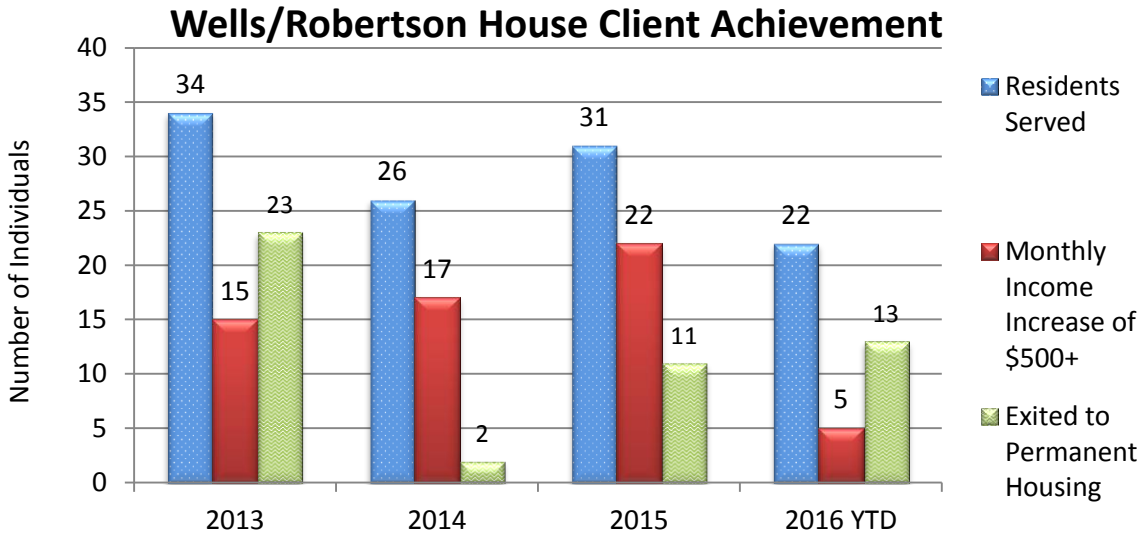
Analysis

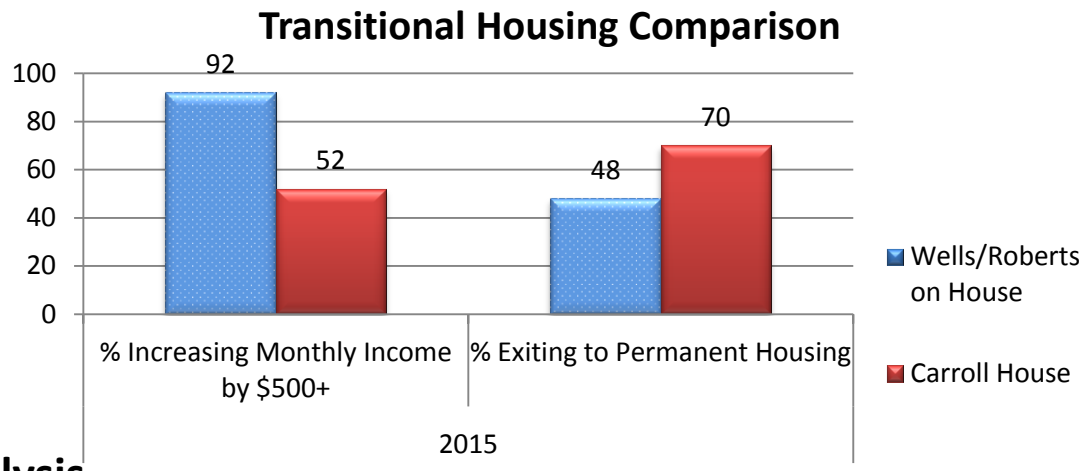
Poverty vs Service Delivery

These maps compare pockets of poverty to client access of contracted services supported by City funding for emergency assistance, financial wellness, housing stabilization, food and nutrition services, health and mental health assistance, and vocational coaching in FY15.

Our contracted services appear to be reaching the high poverty areas. Data seems to indicate that lower income residents west of I-270 are not accessing services at the same level as those east of I-270. This might be attributed to somewhat higher incomes in the areas west of I-270 and the ability of individuals, based on immigration status, to qualify for health insurance.

Critical Measures





Analysis

These graphs indicate client achievement and the relationship between vocational success and housing attainment. The goal of transitional housing is to move individuals from homelessness to permanent housing, defined as a place suitable for human habitation where there is no time limit on occupancy. Wells/Robertson House is a two-year program, so numbers will fluctuate from year-to-year. Some residents are on fixed incomes. The number of those who are able to increase their monthly income will vary depending on the clientele. FY17 proposed outcome measures for our Montgomery County grant include 70 percent of residents maintaining or increasing their monthly income, and 85 percent of residents who remain in the program for at least one year, exiting to permanent housing.

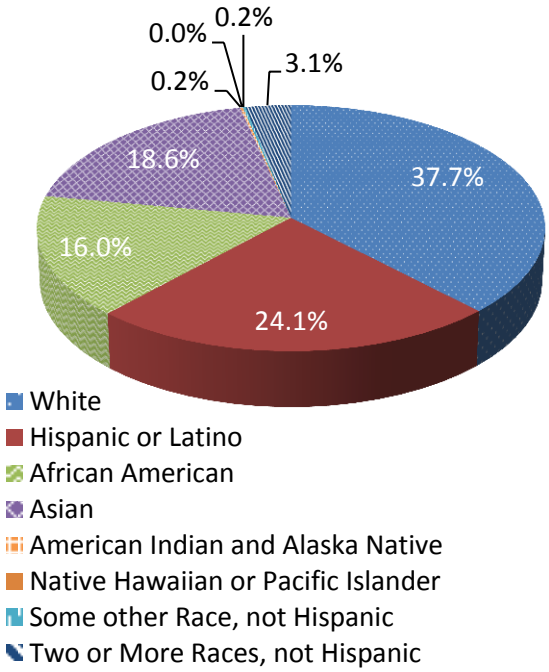
Carroll House in Silver Spring is the most comparable transitional housing program for data comparison. It has the capacity for 32 beds, compared to 14 at Wells. The 2015 data represents 31 clients at Wells and 70 clients at Carroll House. Carroll House requires those coming in without jobs to participate in vocational training classes, which they feel leads to success in attaining suitable housing after leaving the program.

Critical Measures

Ethnic Diversity					
Race	**2008-2010**	**2009-2011**	**2010-2012**	**2011-2013**	**2010-2014***
White, not Hispanic	41.2%	40.4%	40.5%	39.9%	37.7%
Hispanic or Latino	24.3%	23.5%	21.1%	21.7%	24.1%
African American, not Hispanic	12.5%	14.6%	15.6%	17.2%	16.0%
Asian, not Hispanic	18.5%	17.4%	18.7%	17.4%	18.6%
American Indian and Alaska Native, not Hispanic	0.4%	0.7%	0.2%	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%	0.3%	0.4%	0.1%	0.2%
Two or More Races, not Hispanic	2.7%	3.2%	3.0%	3.3%	3.1%

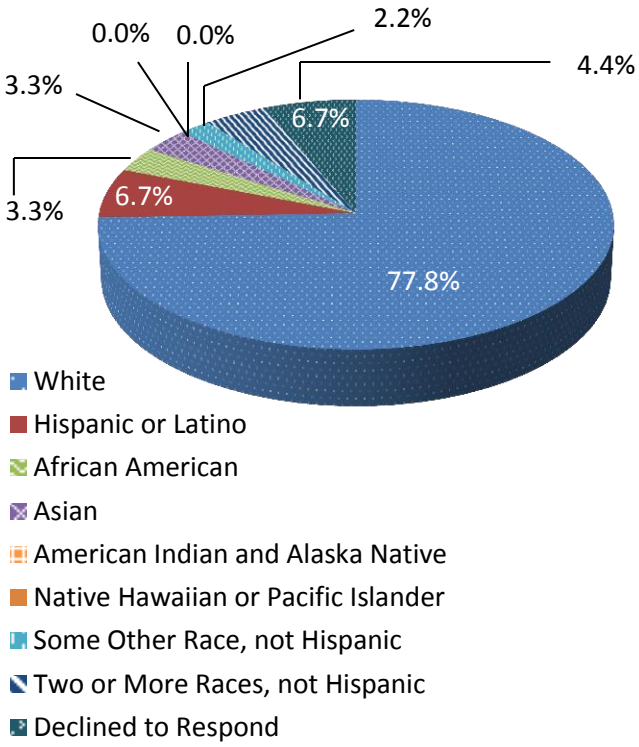
** American Communities Survey now provides data in five-year increments instead of three.*

Community Diversity (2010-2014)



City Committee Diversity

(Based on 2015 Survey)



Analysis

These charts and graphs illustrate the diversity of the Gaithersburg community. The City remains culturally diverse, with slight changes in the various racial components. The overall diversity of City committees does not correlate to that of the community. Outreach efforts to raise awareness of committee opportunities will be increased.

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 Commerce, Technology Council of Maryland, Montgomery County Economic Development Corporation, International Council of Shopping Centers, Chamber of Commerce events and initiatives, and other target industry 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 and other digital media outlets 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
- 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
- Work with commercial property owners interested in converting obsolete office/flex space into lab and other marketable uses

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
- Highlight recent Toolbox program modifications which expand support for Olde Towne

Action Items

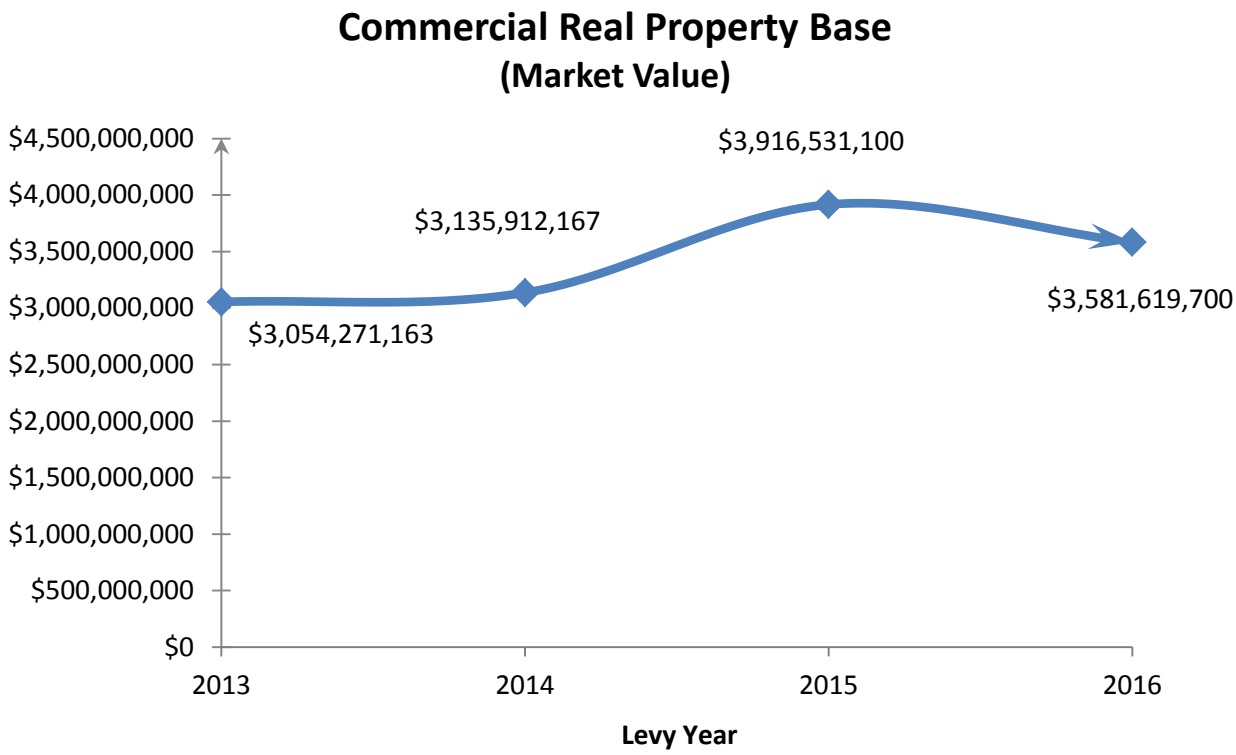
FY 2016 Key Action Items

- ❑ Refine design of Olde Towne Park Plaza project
- ✓ Study efficacy of potential business and/or retail incubator(s)
- ❑ Pursue lighting and aesthetic enhancements in Olde Towne
- ❑ Seek state grants available with Sustainable Communities designation
- ❑ Explore partnership opportunities to expand cultural events in Olde Towne
- ❑ Pursue new development opportunities for the vacant site at 315 East Diamond Avenue in Olde Towne ("Fishman" site)
- ✓ Propose potential Toolbox modifications for façade improvement investments in Olde Towne as well as enhanced grants for struggling office properties
- ✓ Initiate strategic investments in lighting and aesthetic enhancements along East Diamond Avenue in Olde Towne

FY 2017 Key Action Items

- ❑ Continue to explore and prioritize implementation strategies from the Frederick Avenue Corridor and Vicinity Capacity Study
- ❑ Research funding opportunities for, and types of, "community based" wayfinding signage programs 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
- ❑ Finalize designs for strategic investments in lighting and aesthetic enhancements along East Diamond Avenue in Olde Towne
- ❑ Seek state grants available with Sustainable Communities designation
- ❑ Promote recent Toolbox program modifications
- ❑ Undertake comprehensive office market analysis
- ❑ Support repositioning and/or redevelopment of Lakeforest Mall property
- ❑ Strengthen prospect referral network between State, County and City

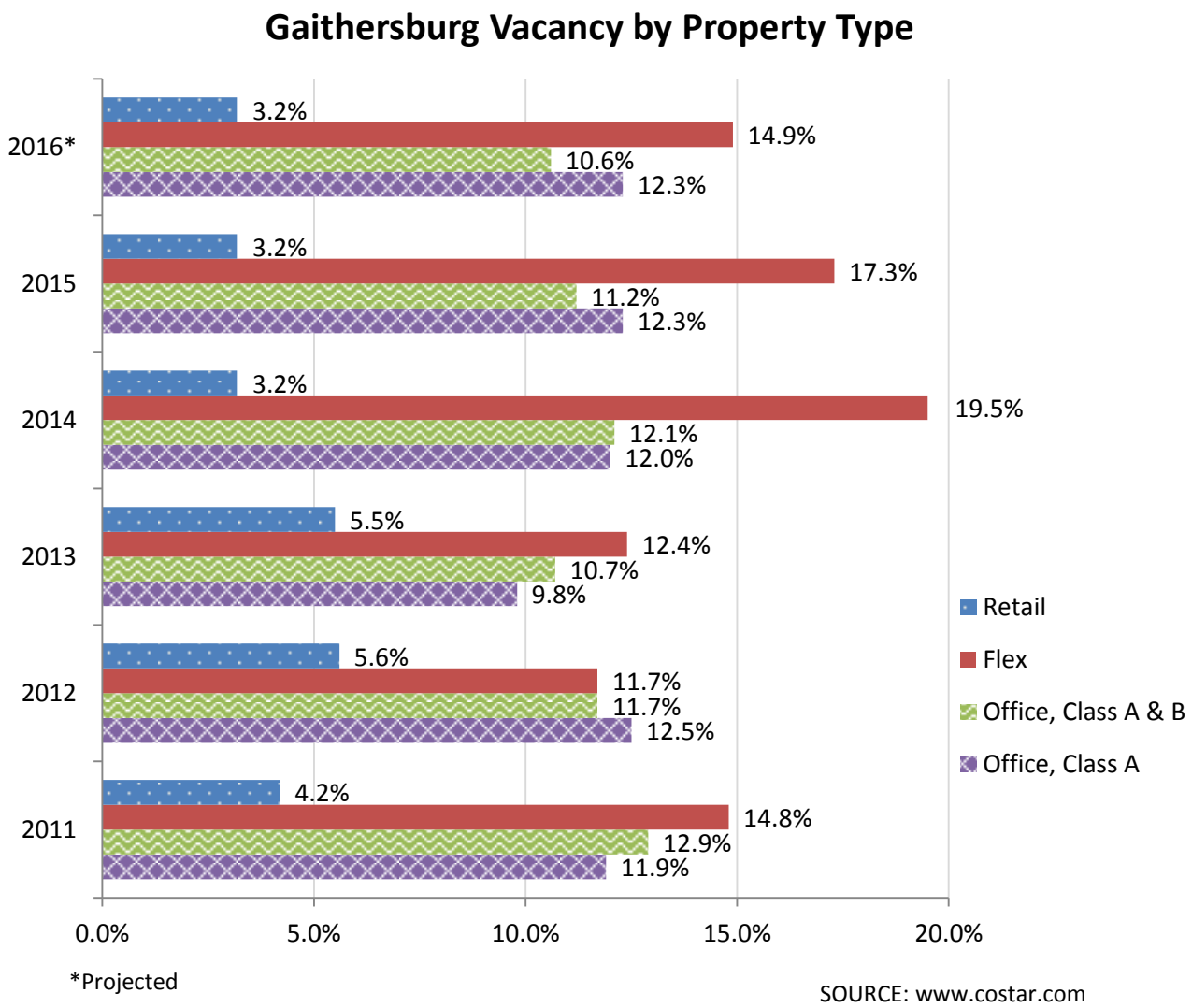
Critical Measures



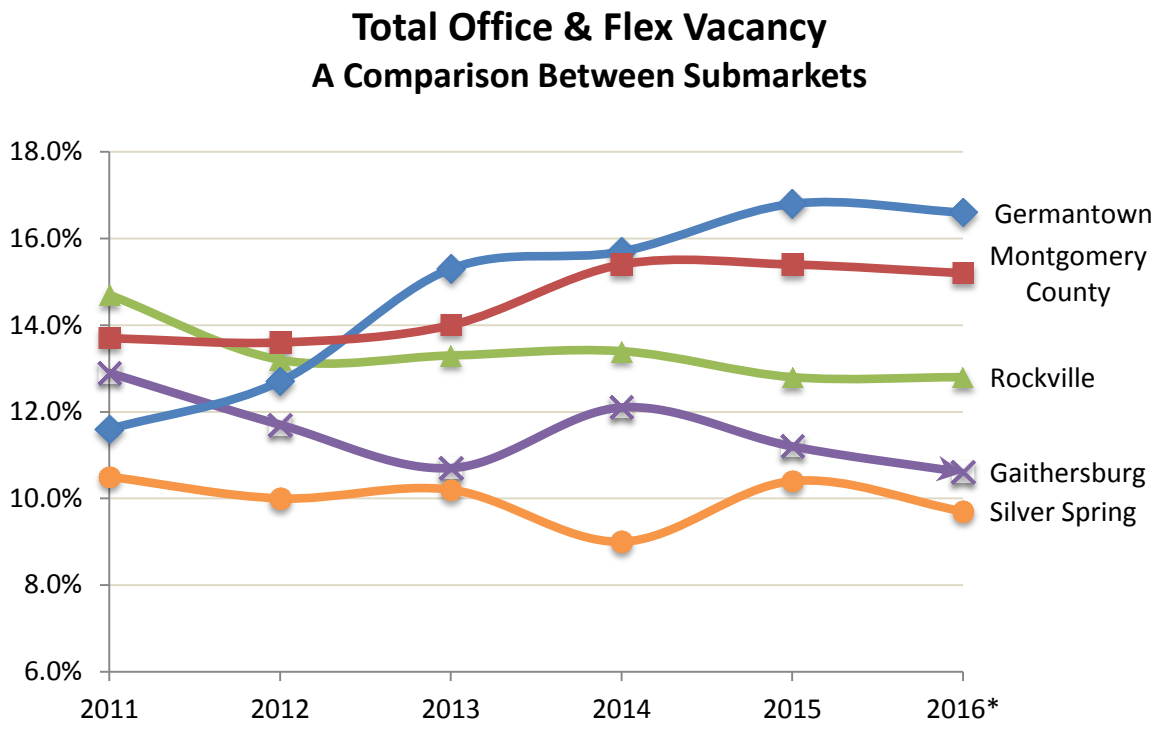
Analysis

Property types included in the total for the "Commercial Real Property Base" are the *Commercial, Commercial Condo*, and *Industrial* classifications. The total for these categories in Levy Year 2016 will decline slightly. The greatest decline in absolute dollars is attributed to Commercial accounts, but declines were spread across all three property types. Staff reviewed individual accounts of larger properties to determine any apparent trends over the triennial assessment period. In general, assessed values were flat (no increase) or rose slightly. Declines were limited to buildings which had experienced significant vacancies. This suggests that the declines could be the result of property owner appeals, initiated after the first year of the three-year valuation period.

Critical Measures



Critical Measures



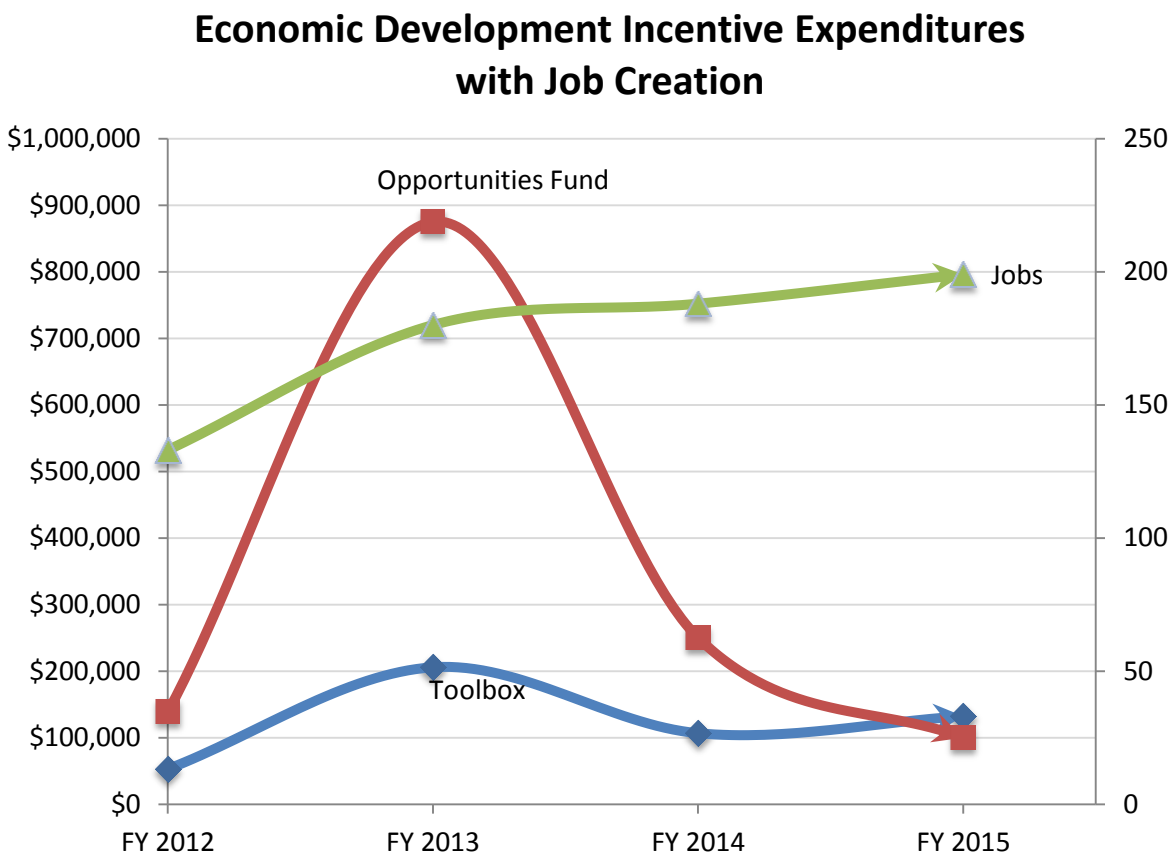
SOURCE:
www.costar.com

*projected

Analysis

The Gaithersburg Office and Flex market strengthened considerably, establishing a trend that outperformed nearby submarkets and Montgomery County as a whole. The Gaithersburg vacancy rate approached that of Silver Spring, historically the County's strongest submarket. Flex R & D space showed the greatest tightening in the market, with demand by the biotechnology sector driving occupancy.

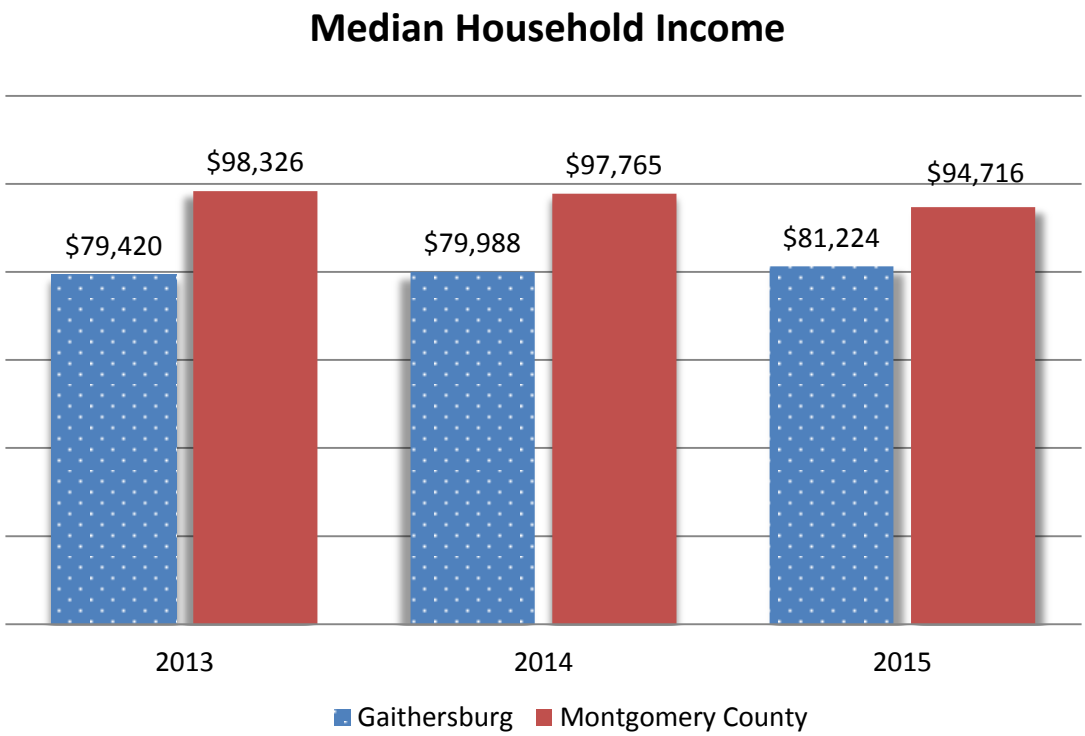
Critical Measures



Analysis

Over $132,000 were awarded in FY 2015 through a total of 11 grants, up from $106,000 via 10 grants in FY 2014. 199 jobs were supported through these funds in 2015 versus 188 in FY 2014, and significantly higher than the 133 jobs supported in FY 2012. With expansion of the program categories in FY 2016, increases are expected in the number of awards matching private investment and jobs.

Critical Measures



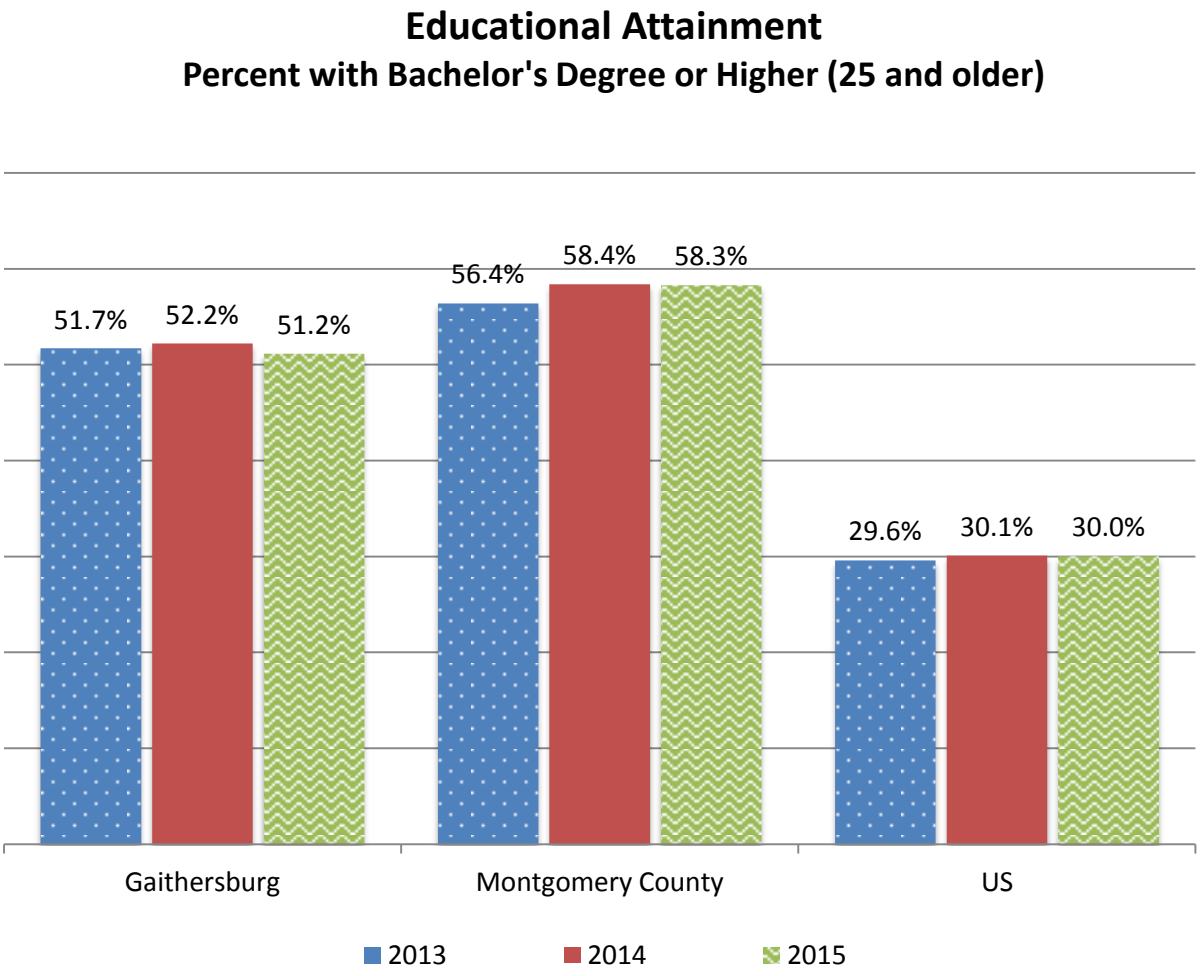
SOURCES:
2013, 2014 American Community Survey 1-year estimate
2015 Esri Community Analyst

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

Analysis

Gaithersburg Median Household Incomes increased meaningfully between 2014 and 2015, likely due to an economy which continues to improve and an influx of higher earning residents. The City unemployment rate hovered around 4 percent in 2015, among the lowest in the state.

Critical Measures



SOURCES:
2013, 2014 American Community Survey 1-year estimate
2015 Esri Community Analyst

Analysis

Percentage of residents with Bachelor's Degrees or higher dipped slightly across the jurisdictions tracked. This is a trend across City, County and national categories and is likely attributed to many factors, such as the cost of education and employment opportunities that do not require higher education.

Environment

Meet the needs of the City in a manner that accurately reflects the community's desire for 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
- Maintain a Stormwater Management Program which strives to balance the goals of the City's Watershed Implementation Plan (WIP), Chesapeake Bay Total Maximum Daily Load (TMDL) targets, existing infrastructure maintenance, and a fair and equitable fee structure
- Support efforts to increase public participation in recycling, pollution prevention and other sustainability initiatives

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, and continue to partner with State, County and other local governments to address regional environmental concerns
- Continue to implement elements of the Green Team Action Plan
- Involve Environmental Affairs Committee in regional sustainability initiatives and promoting environmental education
- Implement strategies contained in the Environmental & Sustainability Master Plan which is focused on both the urban and natural environment
- Coordinate with Montgomery County Public Schools 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 & economic benefits
- Strive to improve local and regional air quality, resource efficiency and transportation alternatives
- Encourage energy conservation and pursue 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
- Maintain and enhance the City's Geographic Information System to provide mapping and statistical data as tools for reporting and evaluating environmental and economic impacts
- Promote public and private energy efficiency audits and improvements

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 Program which strives to balance the goals of the City's Watershed Implementation Plan (WIP), Chesapeake Bay Total Maximum Daily Load (TMDL) targets, existing infrastructure maintenance, and a fair and equitable fee structure

- Work with Maryland Department of the Environment and Montgomery County in supporting the Watershed Implementation Plan (WIP) that 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

Objectives

Support efforts to increase public participation in recycling, pollution prevention and other sustainability initiatives

- Encourage participation in the curbside recycling program
- Promote recycling program for multi-family dwellings and for businesses
- Promote the use of safe and environmentally-friendly practices in our Fleet Maintenance program
- Foster summer Parks, Recreation & Culture programs that promote environmental awareness and sensitivity
- Encourage grass recycling source reduction by City residents
- Encourage pollution prevention Citywide by implementing measures to address illicit discharges, illegal dumping, and the introduction of pollutants into the ecosystem

Action Items

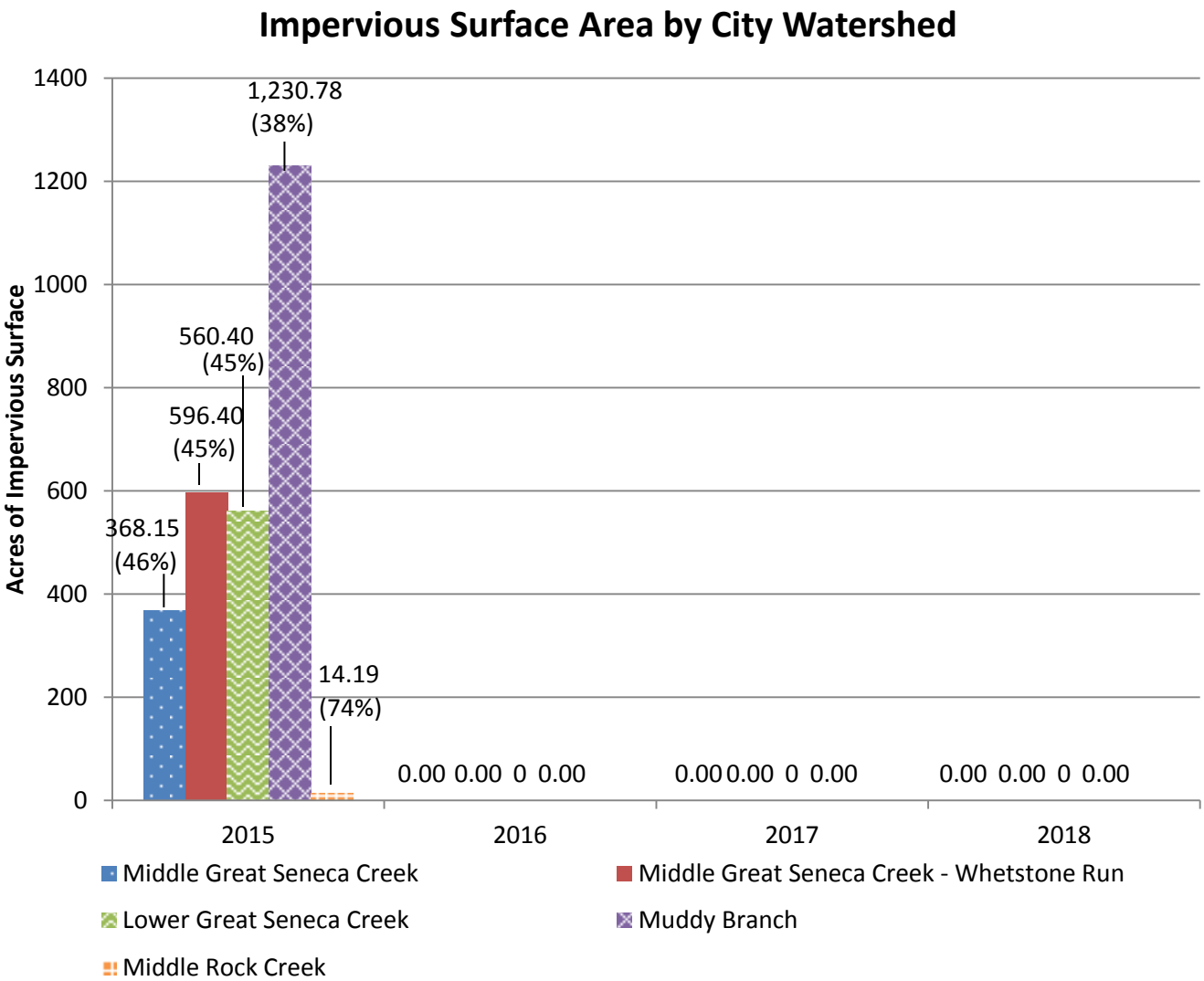
FY 2016 Key Action Items

- ❑ Work with the Maryland Department of the Environment to renew Gaithersburg's National Pollutant Discharge Elimination System (NPDES) permit
- ✓ Complete first year Community Emissions Tracking (FY15 carryover)
- ✓ Complete first year Municipal Emissions Tracking
- ✓ Update the City's illicit discharge response manual
- ❑ Conduct Citywide 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

FY 2017 Key Action Items

- ❑ Work with the Maryland Department of the Environment to renew Gaithersburg's National Pollutant Discharge Elimination System (NPDES) permit
- ❑ Develop policies, an energy action plan and energy-related projects to fulfill the requirements for inclusion in the Maryland Energy Administration (MEA) Smart Energy Communities program
- ❑ Develop, in coordination with the Environmental Affairs Committee and Public Information Office, a grass recycling education and outreach program, "Leave it on the Lawn"
- ❑ Revise Chapter 8 of the City Code to reflect necessary changes to the Stormwater Management ordinance and adopt final version
- ❑ Complete draft of the new Stormwater Standards policy document and present to Mayor and City Council for final adoption

Critical Measures

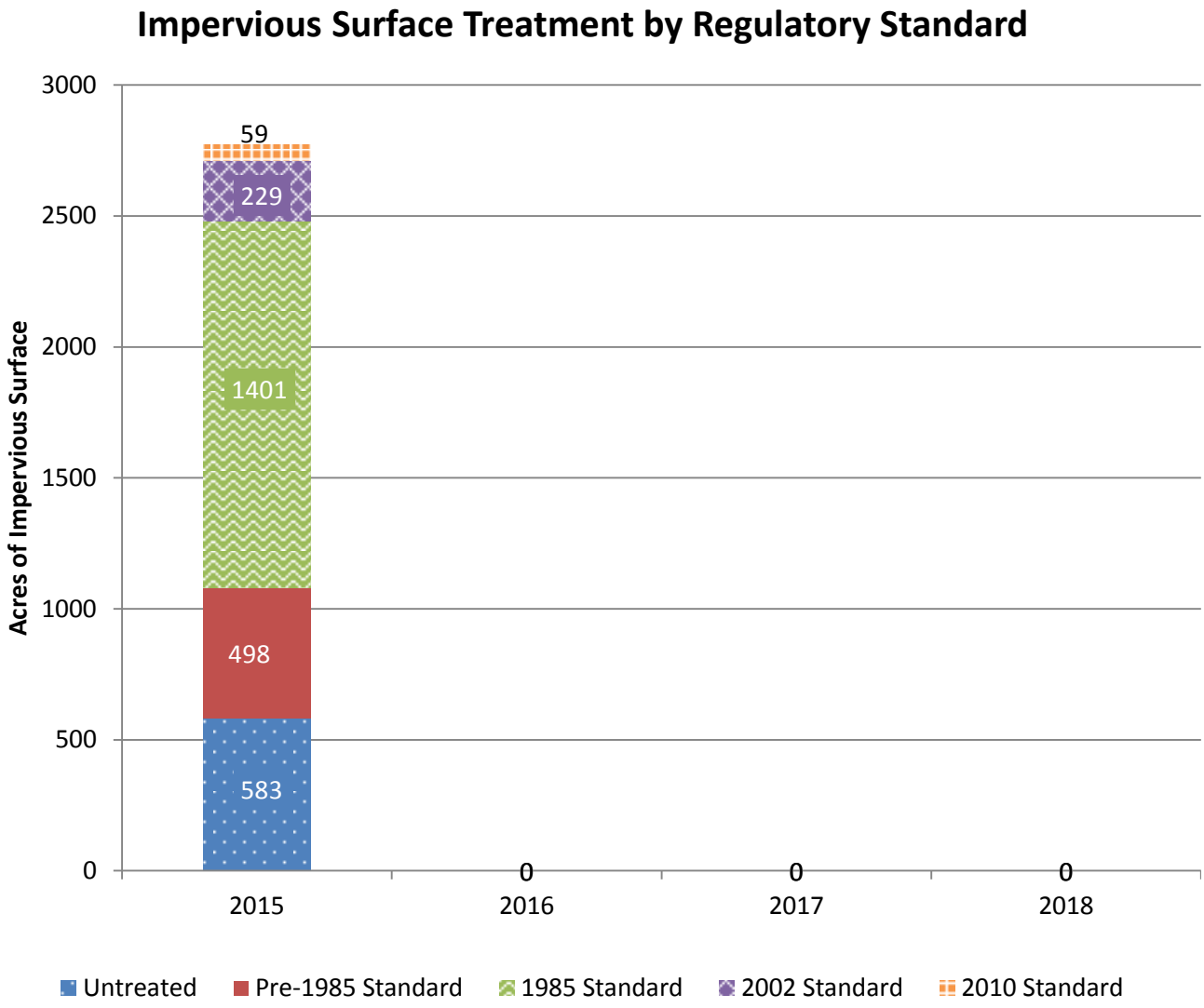


Analysis

The chart above represents the total acreage of impervious surface within each of the City's five major subwatersheds. At the end of 2015, Muddy Branch had the greatest amount of impervious surface, which is expected since it is the City's largest watershed, encompassing nearly fifty percent of the City. The Middle and Lower Great Seneca Creek watersheds have similar amounts of impervious surface, followed by Middle Great Seneca Creek-Whetstone Run. Finally, the Middle Rock Creek watershed, which is made up of a single parcel, has the least amount of impervious surface acres.

The yearly total of impervious surface could increase or decrease depending on redevelopment, annexations, or through the implementation of City programs that encourage the removal of impervious surface where feasible.

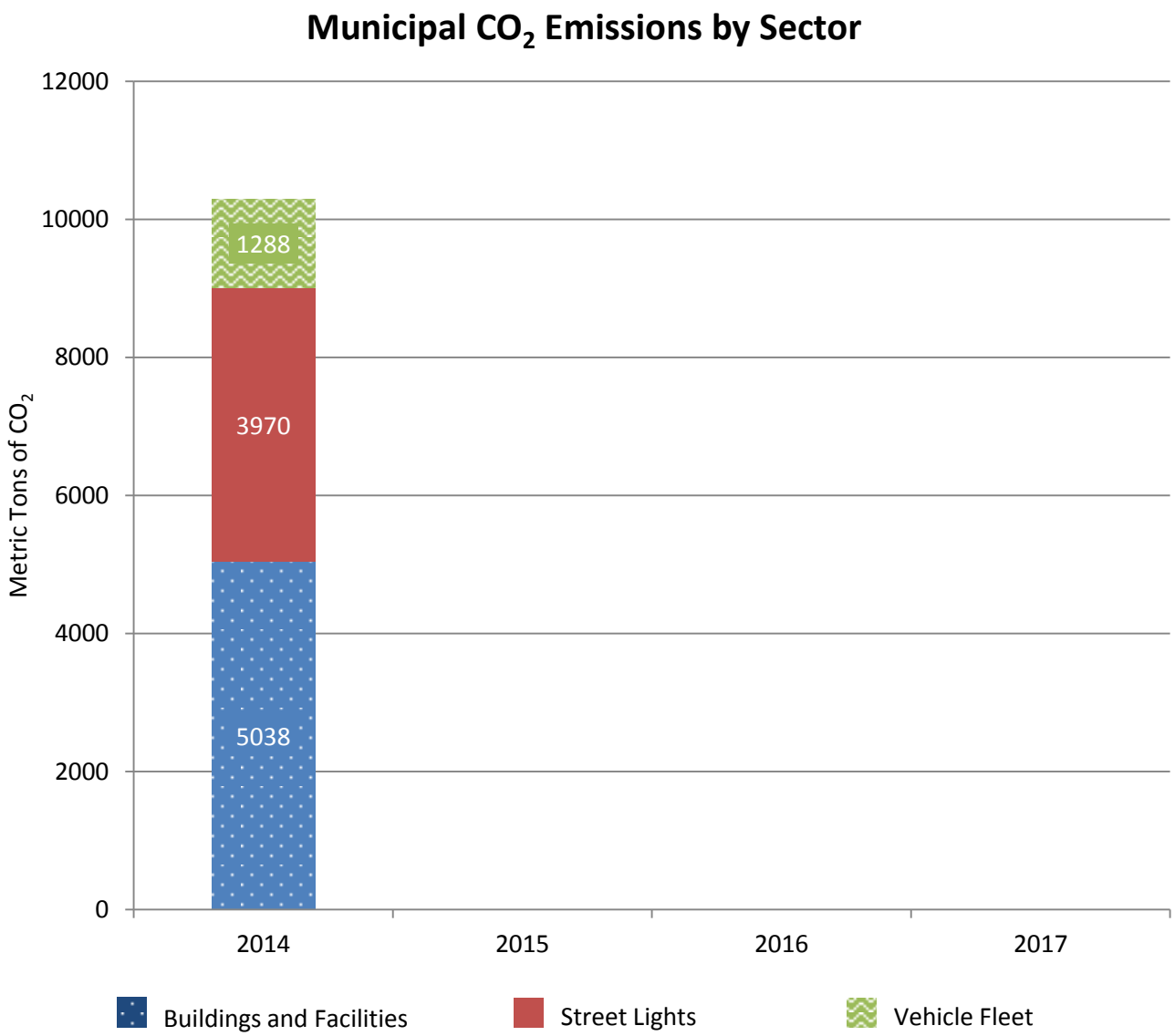
Critical Measures



Analysis

At the end of 2015, the City encompassed just under 3,000 acres of impervious surface. A majority of this area is treated by older practices from the 1985 and pre-1985 regulatory eras, or remains untreated. As the City implements stream restoration and stormwater retrofit CIP projects over the coming fiscal years, we expect to see the untreated areas shrink, with increasing treatment under the 2002 and 2010 standards. Treatment to the 2002 and 2010 stormwater regulatory standards is preferred as the City is able to receive credit for these areas from the State (under its NPDES permit) and in the State Watershed Implementation Plan (WIP).

Critical Measures



Analysis

2014 was chosen to be the baseline year for tracking municipal CO_2 emissions. Municipal emissions shown include the three major City emitting sectors: facilities, fleet, and street lights. With the inclusion of future data, comparisons and analysis of municipal emissions can be made between years. The data will show how the City is performing on emissions reduction strategies in three ways: overall emissions reductions; reductions within the three major sectors; and comparison of individual sectors from year-to-year.

Housing

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

Key Strategies

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

Potential Strategy Conflicts-

- Economic Development

Objectives

Utilize Housing Initiative Fund to make strategic investments in priority projects

- Increase the stock of affordable units throughout the City, particularly for households at or below 100 percent of Area Median Income (AMI)
- Prioritize preservation of existing affordable rental units in redevelopment projects in relation to City funding
- Partner with peer institutions, local governments, nonprofit housing organizations, and/or for-profit developers to maximize City investment
- Provide opportunities to redevelop or improve underutilized 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
- Leverage other financial resources to increase number of GHALP loans to meet demand
- Encourage a diversity of dwelling types and home prices in new developments

Objectives

Identify and address barriers to fair housing and educate 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
- Support development community to ensure that affordable housing requirements are fully met

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 2016 Key Action Items

- ❑ Present options for Mayor and City Council prioritization relative to uses of the Housing Initiatives Fund
- ❑ Propose amendments to the Affordable Housing Regulations for adoption by Mayor and City 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

FY 2017 Key Action Items

- ❑ Present options for Mayor and City Council prioritization relative to uses of the Housing Initiatives Fund
- ❑ Propose amendments to the Affordable Housing Ordinance and regulations for adoption by Mayor and City 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 a Language Access Plan for residents with limited English proficiency as required by HUD
- ❑ Document and report on challenges facing renters and landlords and facilitate meetings with service providers to help prevent late payment, utility cutoff and eviction

Critical Measures

Housing Programs/Services

Fiscal Year	Closing Cost Loans	Rental MPDUs		Rental WFHUs		Emergency Assistance Grants
		Added	Total	Added	Total Units	
2013	7	35	102	0	0	25
2014	12	14	116	25	25	34
2015	43	148	264	56	81	34
2016	20	-	-	-	-	14

Fiscal Year	Homeownership MPDUs		Homeownership WFHUs	
	Added	Total	Added	Total
2013	0	0	0	0
2014	5	5	1	1
2015	14	19	2	3
2016	5	24	5	6

2016 data as of Dec. 31, 2015.

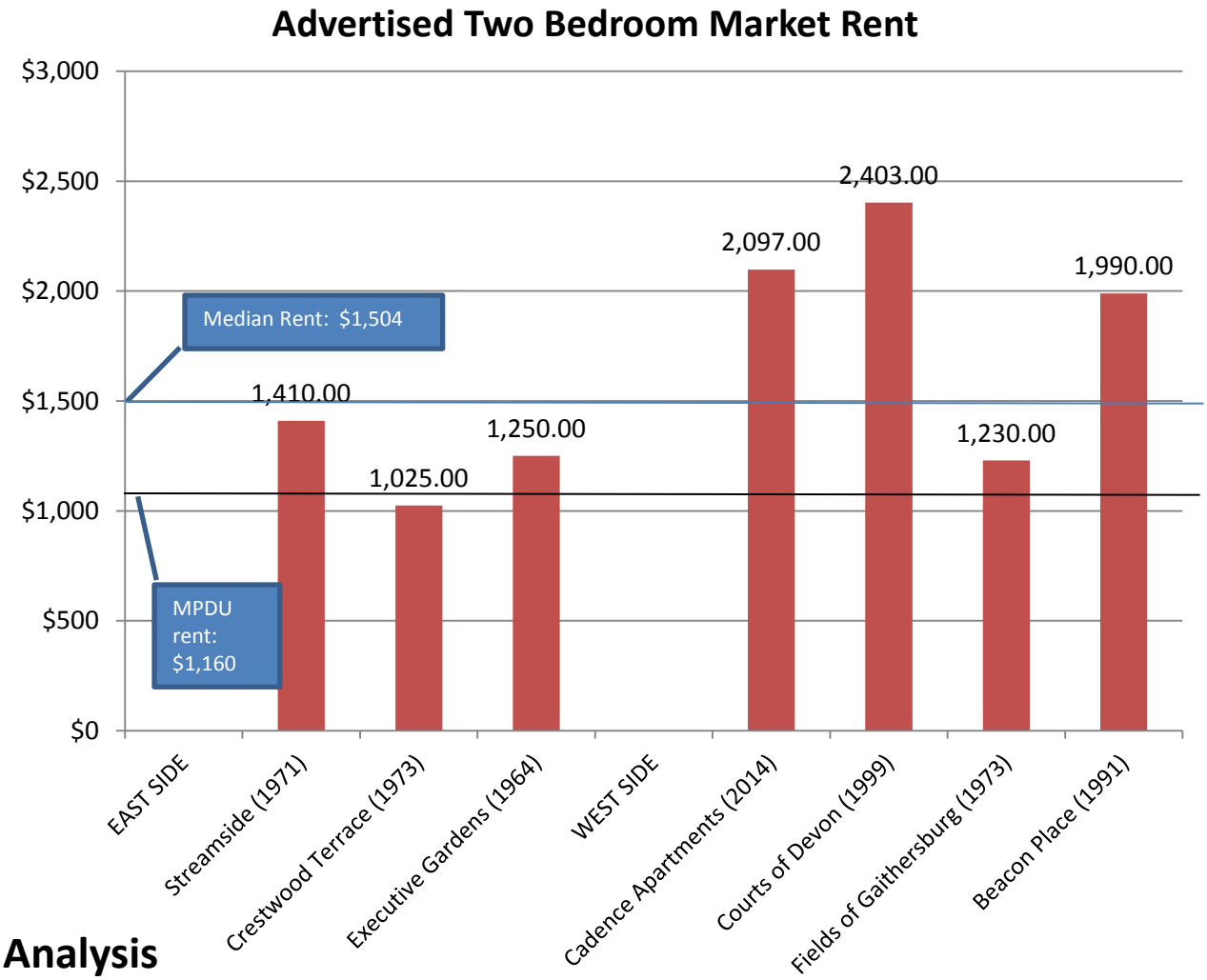
Analysis

Beginning in FY14, media exposure and popularity among lenders and realtors led to exponential growth in the GHALP program. Without additional funding or a reduction in the loan amount, the City will be unable to meet the demand for the remainder of FY16.

Of the 71 loans issued since July 2014, 20 percent have been to homebuyers at or below "50% of AMI" and to homebuyers between "80 and 100% of AMI," whereas, nearly 60 percent of all loans during that period have been issued to households between "50 and 80% of AMI."

Low and very low-income renters continue to struggle with housing costs. Nearly one quarter of all renter households in the City pay more than 50 percent of their incomes to rent (i.e., severely cost burdened). Eviction prevention coupled with other housing-related supports (e.g., utility assistance, security deposits, bridge funds) is a critical component of the City's overall housing strategy. In addition to Community Development Block Grant (CDBG) funding, partnerships with nonprofit and other organizations enable the City to access other funds to keep families housed. Based on 2010-2014 American Community Survey (ACS) figures for Gaithersburg City, median income decreased more than 4 percent from the previous five-year ACS. By comparison, median gross rents for City properties increased by 13 percent during that same period.

Critical Measures



Analysis

An analysis of advertised market rents reflects a disparity based on geography and age of construction. Using I-270 as the dividing line, two bedroom units west of I-270 have significantly higher rents than those on the east side of the City. Except for the Fields of Gaithersburg (a tax credit property currently under a 15-year extended Low-Income Housing Tax Credit agreement), the average rents are more than $2,000/month, only affordable to households above $100,000.

On the East side of the City, on the other hand, where the majority of multi-family rental properties were constructed before 1990, average two-bedroom rents are well below $1,500/month, affordable to households up to 70 percent of Area Median Income. In fact, some market rate units on the East side are priced at or below the City's Moderately Priced Dwelling Unit (MPDU) rate of $1,160.

Although the City's inventory of 264 MPDUs and 81 WFHUs provide quality affordable rental units to households at 60 – 90 percent of AMI, this number represents less than 4 percent of the City's total multi/family rental housing inventory.

Median Household Income and Location of Affordable Units

4/6/2016 • lsukal

MD State Plane
HPGN NAD 83/91

Property boundaries and planimetric data layers, if present on the map, are courtesy of City of Gaithersburg and M-NCPPC. Aerial imagery was acquired in March 2015. All rights reserved.

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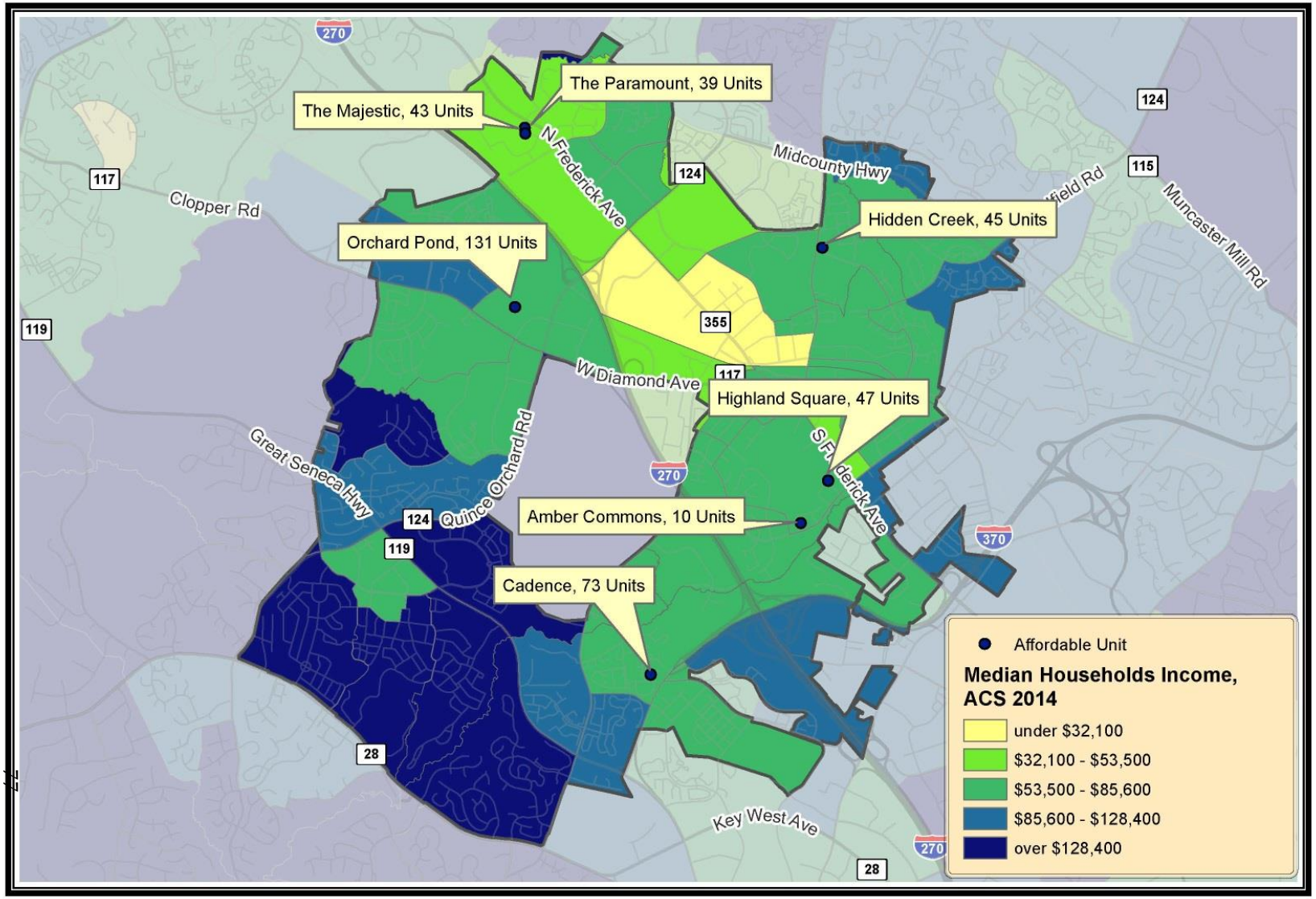
City of Gaithersburg
Finance and Administration
31 South Summit Avenue
Gaithersburg, MD 20877
(301)-258-6320
www.gaithersburgmd.gov



Critical Measures

Affordable Housing and Median Home Value

4/6/2016 • lsukal

MD State Plane
HPGN NAD 83/91

Property boundaries and planimetric data layers, if present on the map, are courtesy of City of Gaithersburg and M-NCPPC. Aerial imagery was acquired in March 2015. All rights reserved.

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Finance and Administration
31 South Summit Avenue
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1. Montgomery Meadows (7): $265,714
2. Woodland Hills (3): $285,000
3. Whetstone Run (1): $390,000
4. Villa Ridge (1): $103,000
5. Audobon Square (3): $228,333
6. Deer Park (3): $326,000
7. Summit Hall Reserve (4 MPDU, 5 WFHU, 1 Traditional): $299,000
8. Brighton East (2): $279,000
9. Crown Farm (15): $162,177 (MPDU)
10. Shady Grove Village (5): $294,000
11. Colonade (1): $230,000
12. The Orchards (3): $291,000
13. Brighton West (3): $201,000
14. Observatory Heights (1): $342,000
15. Phesant Run (1): $280,000
16. Echo Dale (1): $285,000

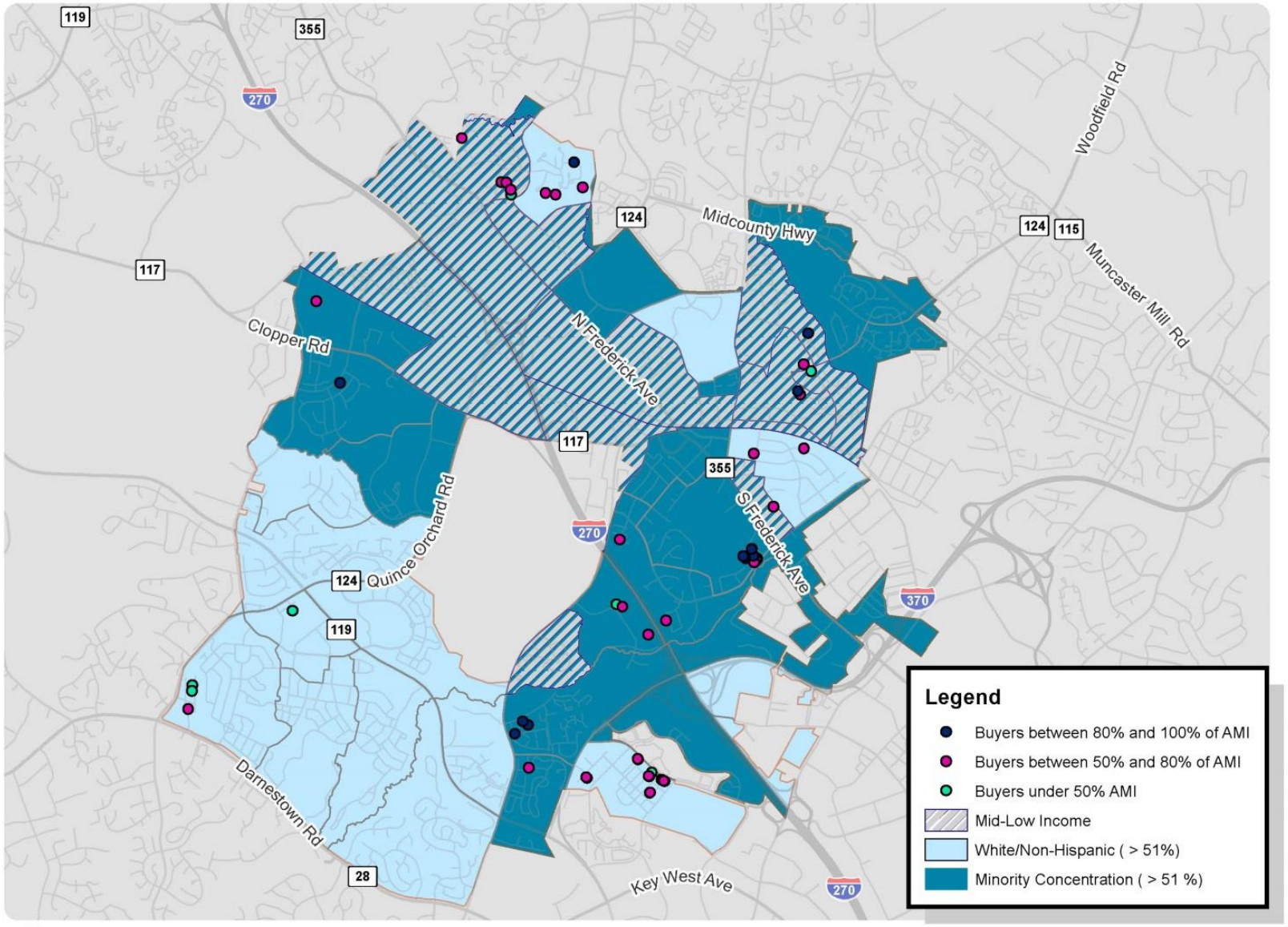
Legend

- Used GHALP funds

Median Home Value, 2015

- under $246,605
- $246,605 - $347,500
- $347,500 - $408,333
- $408,333 - $524,430
- $524,430 - $694,170

Critical Measures



GHALP Loans by Percent of Area Median Income July 1, 2014- December 31, 2015

City of Gaithersburg| Housing and Community Development 31 South Summit Avenue Gaithersburg, MD 20877 | (301)-258-6320 |

2/4/2016 • lsukal

Analysis

The majority of affordable housing in the City has long been confined to certain areas. A key strategy objective calls for increased affordable housing throughout the City. Since the housing recovery began in 2010, and as a result of the MPDU ordinance, there has been a slight increase in housing affordable to moderate-income households outside of those traditional neighborhoods. We do not anticipate a large number of new affordable rental units to be offered through compliance with the ordinance in the short-term, however, and must look to other opportunities to ensure an adequate supply of affordable rental housing that is available City wide.

More significant has been the greater dispersal of affordable homeownership through the MPDU and WFHU for-sale program and GHALP funds. Since FY14, 78 percent of homebuyers using GHALP funds had incomes at or below 80 percent of AMI, and yet many were able to purchase in areas of the City with home values at or above the median home value for Gaithersburg. With low interest rates and downpayment assistance from the City, most buyers are paying the same or less than typical rent costs.

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
- Maintain a Planned Life-Cycle Asset Replacement program for major equipment and building component replacement through the development of individual building maintenance plans
- Foster community interaction by offering unique, non-duplicative amenities and facilities in locations that draw residents throughout the City

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 2016 Key Action Items

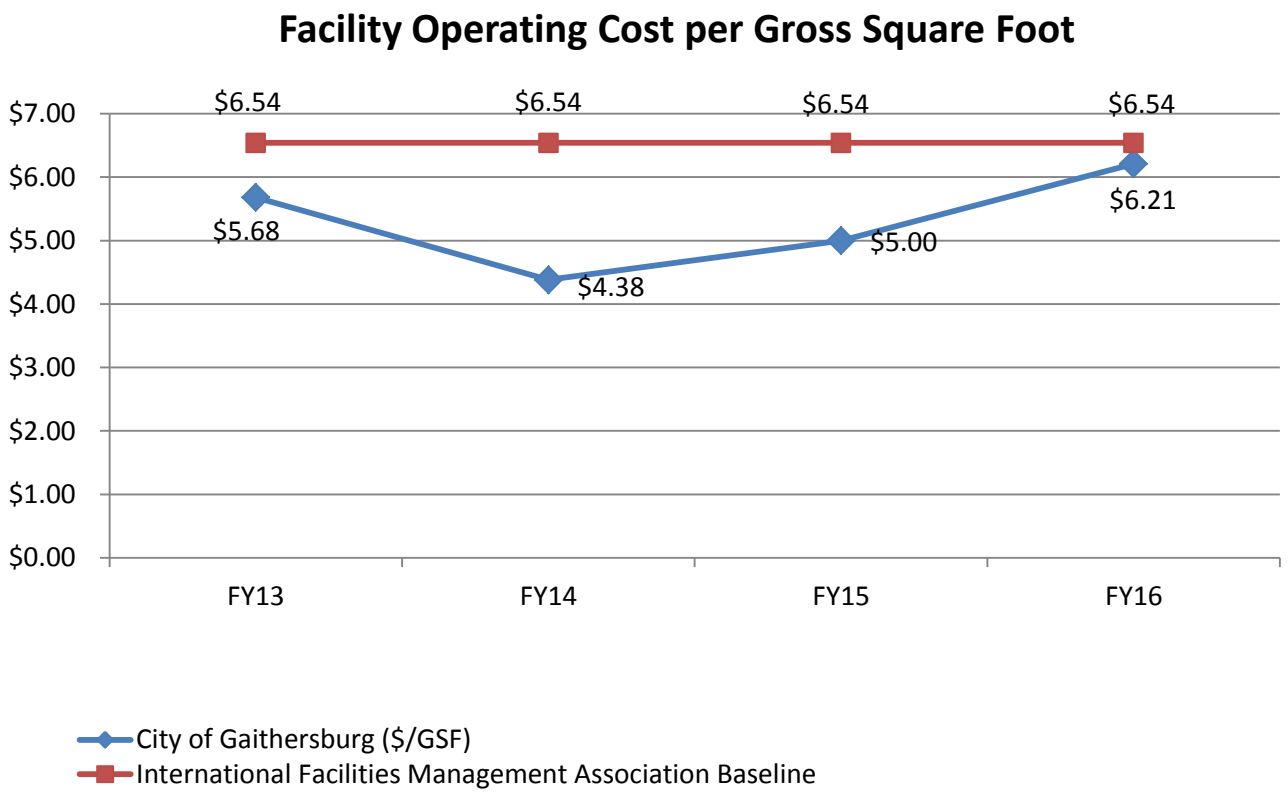
- ❑ Acquire Crown Farm buildings, erect a security fence, & conduct a study for the preservation and use of these buildings
- ✓ Analyze Police Facility Needs Study and develop a strategy for implementation
- ❑ Develop strategy for incremental implementation of City Hall improvements including roof replacement & refurbishment of HR & PIO sections
- ❑ Complete design and construction of Miniature Golf Park renovation
- ❑ Complete rehabilitation of Smoke House at Bohrer Park
- ❑ Complete Kentlands Mansion ADA compliance study and develop maintenance & improvement plan
- ✓ 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

FY 2017 Key Action Items

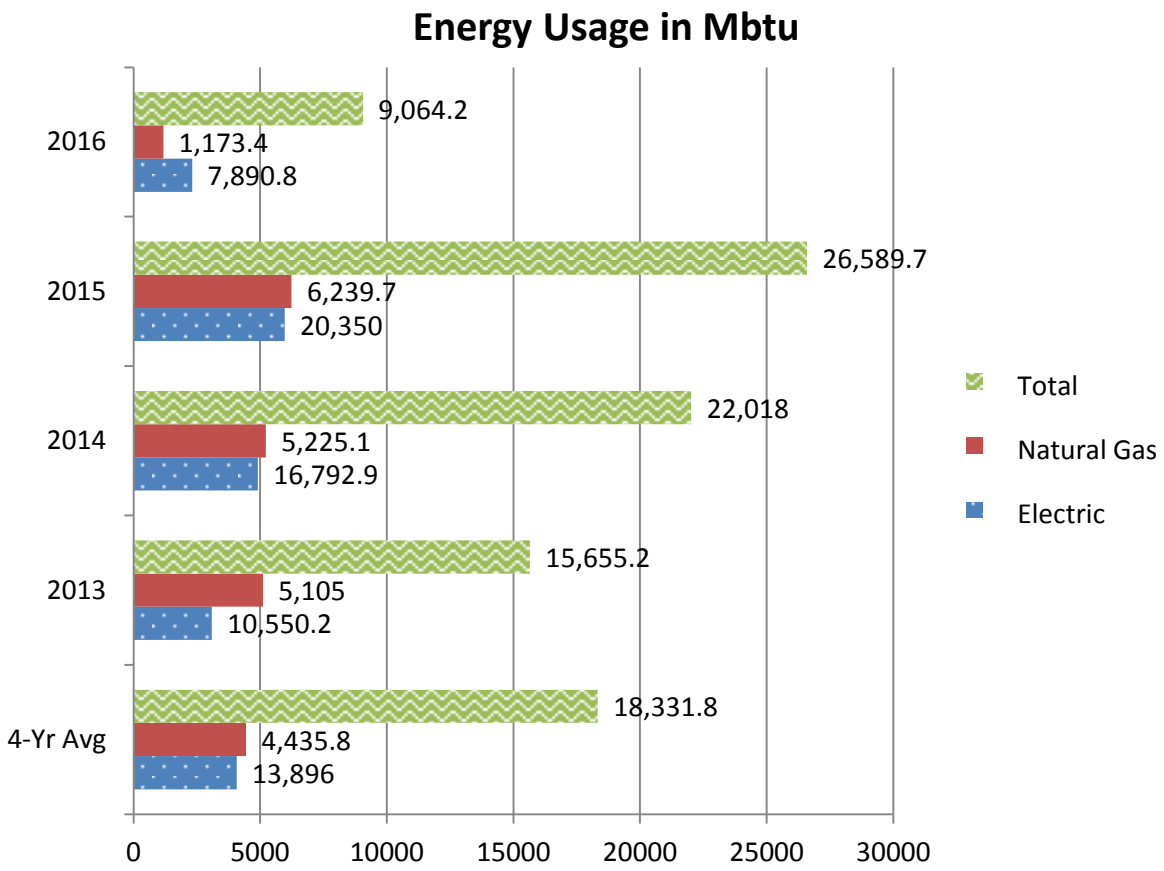
- ❑ Acquire Crown Farm buildings, erect a security fence, & conduct a study for the preservation and use of these buildings
- ❑ Develop a maintenance strategy for incremental implementation at all City Facilities
- ❑ Complete construction for Miniature Golf Park renovation
- ❑ Procure and implement new Utility Management and Computerized Maintenance Management Software Systems
- ❑ Complete the roof replacement at City Hall
- ❑ Complete park design and begin construction at the former CPSC site
- ❑ Complete design of the new Police Station
- ❑ Complete the design and construction for the replacement of the waterslides at the waterpark
- ❑ Complete Arts Barn facility & needs assessment

Critical Measures

Facilities Management				
Facilities Management	**FY 2013**	**FY 2014**	**FY 2015**	**FY2016 (Thru Dec. 2015)**
Square Feet Maintained	438,358	472,378	452,830	452,830
Work Orders Performed	1,652	1,616	1,816	1,016
Facility Operating Cost per Square Foot (2013 IFMA Benchmark $6.54/GSF)	$5.68	$4.38	$5.00	$6.21 (Budgeted)
Total Energy Per Facilities (Mbtu)	15,655.2	22,018 (+40.6)	26,589.7 (+20.8%)	9,064.2 (-41.6%)
Electrical Usage Per MW	10,550.2	16,792.9	20,350	7,890.8
Natural Gas Usage per (Mbtu)	5,105	5,225.1	6,239.7	1,173.4



Critical Measures



Analysis

Current trends indicate an increase in work order activity which is expected to grow as facilities age and as more square footage is added to the inventory. The Facilities Department will be moving to a new Computerized Maintenance Management System (CMMS) which will allow metrics to be broken down into "Emergency" (within 24 hours), "Urgent" (7-15 days) and "Routine" (longer than 15 days). This new system will also allow us to track the average completion time per work order.

The City of Gaithersburg needs to spend more on the operating costs per gross square foot (GSF) of our facilities. If we fail to do so, the amount of deferred maintenance will continue to climb as our facilities age until our buildings go through renovation and remodeling to decrease their utility costs.

More effective work order tracking was implemented in FY13. However, Public Works is working on the procurement and implementation of new Utility Management and Maintenance Management Systems which will be able to help identify trends and future requirements to assist with prioritizing the allocation of resources.

**The FY17 square footage will increase to 494,849 due to the additional square footage resulting from the acquisition of 16 South Summit Avenue.

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 through initiatives such as “Let’s Move Cities and Towns” and CHARACTER COUNTS!
- Provide out-of-school activities for City students that promote enriching experiences
- Utilize online 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 and outdoor educational offerings in youth activities at all age levels
- Act as a resource for older adults who would benefit from programs and services that help them to stay healthy, engaged in their community, feel valued, and age in place

Objectives

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
- Coordinate with local agencies and organizations to publicize and encourage participation in free or reduced-fee programs
- Work with Montgomery County Public Schools (MCPS) to continue the joint operation of the Gaithersburg Aquatic Center

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, such as the use of mobile apps, email blasts and other available technologies
- Use marketing strategies including social media to increase awareness of the City's cultural offerings

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 volunteers 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 2016 Key Action Items

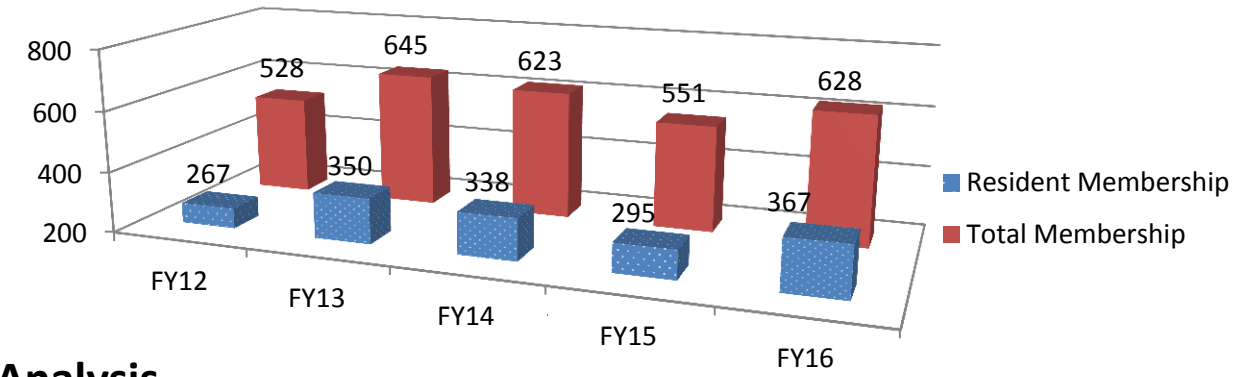
- ✓ Establish park planning committee for 9.54 acre City park on former CPSC property *(FY15 items completed in FY16)*
- ✓ Review the Articles of Incorporation and By-laws to make recommendations for the role of the Gaithersburg Arts & Monuments Funding Corporation to raise funds to support City recreation programs and facilities
- ✓ Update Chapter 15A of the Municipal Code (Parks and Other Properties) *(FY15 items completed in FY16)*
- ❑ 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

FY 2017 Key Action Items

- ❑ Construction of Miniature Golf renovation
- ❑ Finalize Community Museum complex with exhibits in the Budd Car and Caboose and additional plaza enhancements
- ❑ Update PRC Master Plan as element of City Master Plan
- ❑ Design ballfield lighting at Walker Field at Morris Park
- ❑ Replacement of recreation management software
- ❑ Select offsite ticket vendor for Arts Barn & special events
- ❑ Construction of Side Garden at Kentlands Mansion

Critical Measures

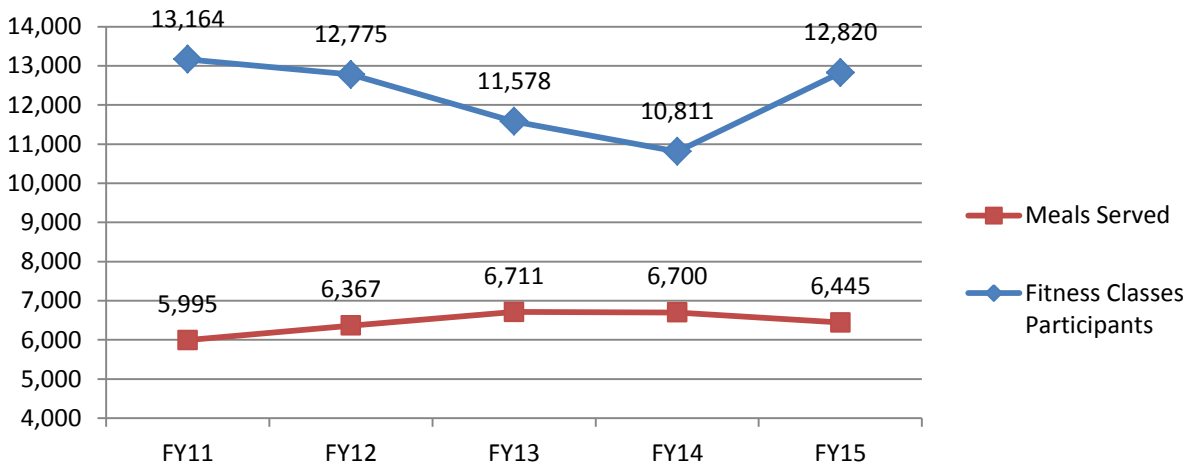
Benjamin Gaither Center Memberships



Analysis

This chart reflects a sharp decline in members in FY11 due to a nonresident fee being instituted. Membership was on the rise except for a decline in FY15 due to construction during a renovation. Since the grand reopening and rebranding of the Senior Center to the Benjamin Gaither Center, daily attendance increased from 105 to 135 participants. Membership is growing and resident membership is at an all-time high of 59 percent.

Benjamin Gaither Center Meals/Fitness Classes Participants



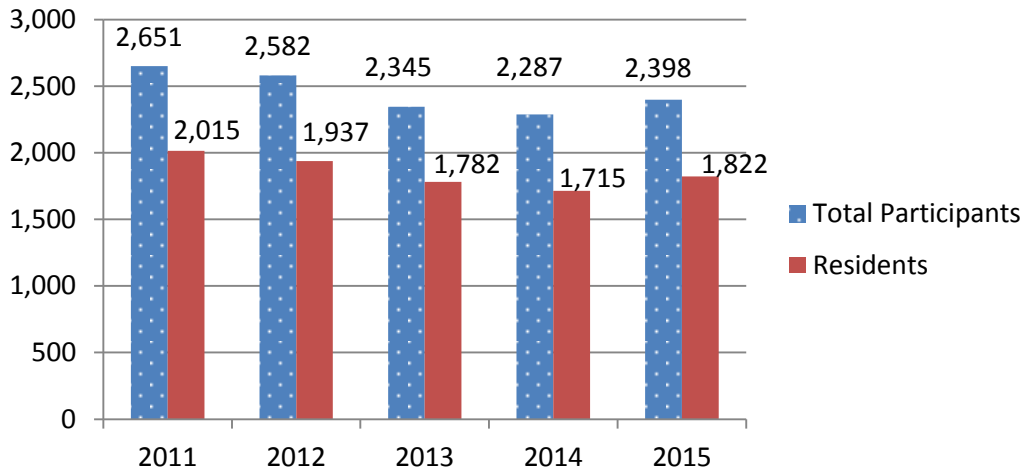
Analysis

This graph reflects the number of fitness classes and meals served through the federal nutrition program. The number of lunches has remained relatively steady since FY12. However in the first six months of FY16, over 4,300 meals have been served. At this pace, the FY16 total could be the highest number of meals ever served at the Center.

Fitness class participation began to decline in FY12 due to a $1 fee that was added to most classes. Participation has been steadily increasing as new members join. In the first six months of FY16, there have been over 7,400 class participants.

Critical Measures

Summer Camp Participation

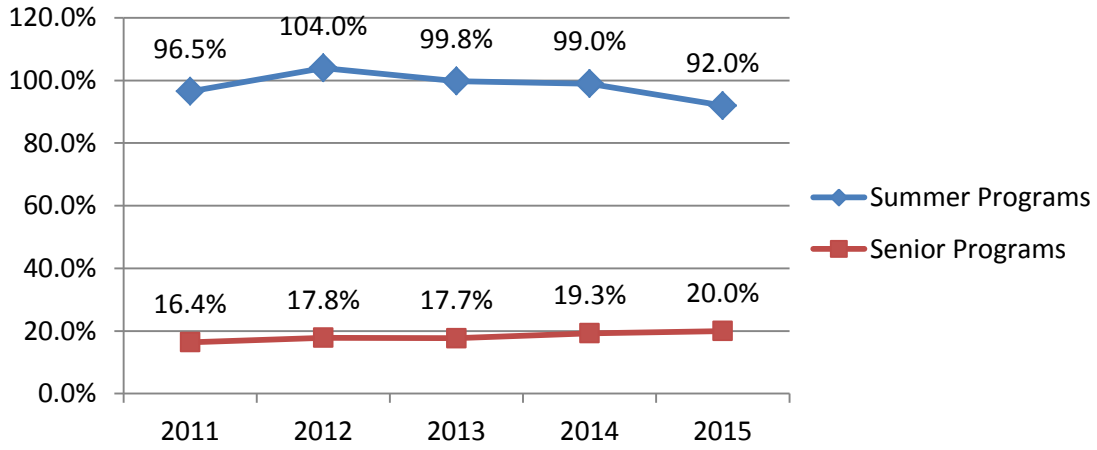


Analysis

This chart reflects the overall participation in the Summer Camp Program. Since FY12, there has been an overall decline in registration due to the loss of several schools undergoing construction. For the foreseeable future, the total number of camper slots available will be approximately 2,400. The percentage of resident participation has averaged 75 percent each summer regardless of overall participation.

Summer Programs and Senior Center Revenue Offset

Net of Facility Costs

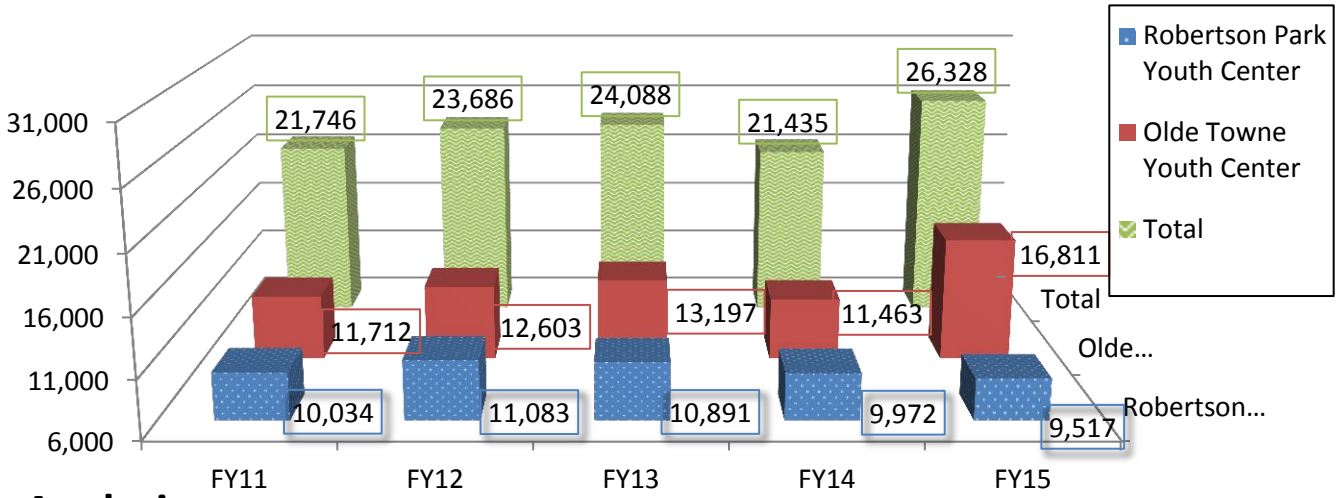


Analysis

This chart represents the percentage of revenue to program operating expenses. The offset continues to increase annually due to the popular trip programs, increased fitness class participation and the addition of evening activities at the Center. The Summer Programs revenue offset declined sharply in 2015 with the first major impact of the minimum wage increase.

Critical Measures

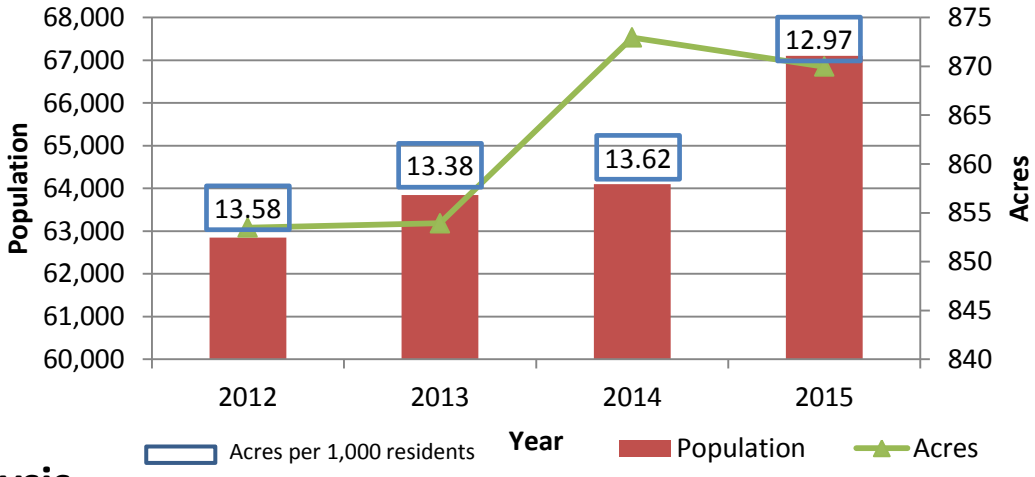
Youth Centers Attendance



Analysis

This bar chart depicts the total attendance at the Robertson Park and Olde Towne Youth Centers. FY12 was a record year at Robertson Park. Staff turnover may be a factor in offering continuity. The current staff is excelling in programming and relationship building with the youth. In Olde Towne, attendance jumped considerably as new Studio programs were implemented. There was also a significant increase in summer attendance at this site.

Acres of Parkland

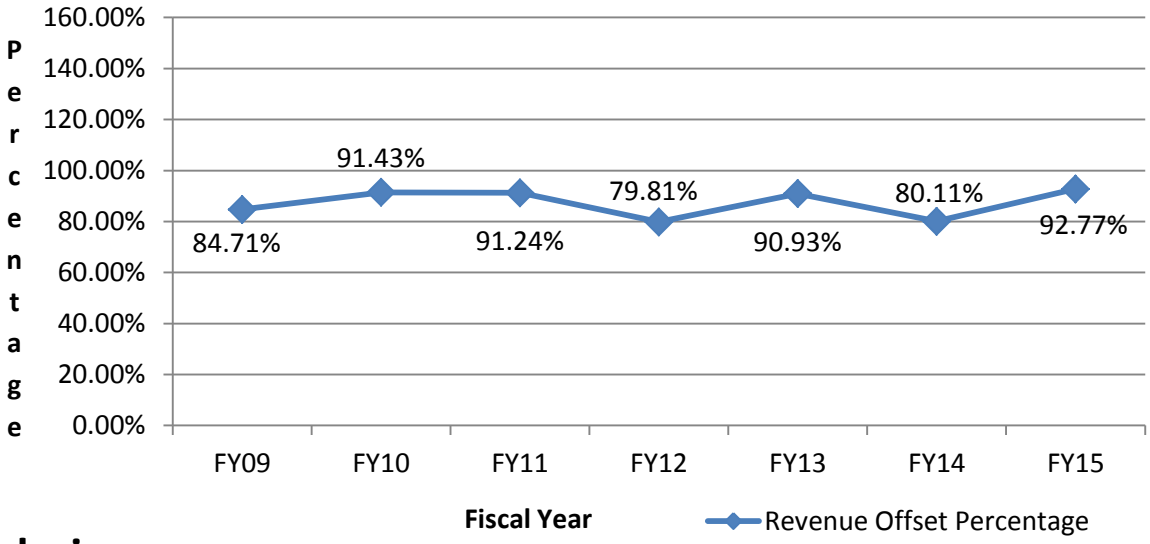


Analysis

This graph depicts the acres of parkland per 1,000 residents based on the City's population. A decrease occurred from FY14 as the 2.99 acres of Crown Farm have not been deeded to the City to date. According to the National Recreation and Park Association, the typical agency has 9.1 acres of parkland for every 1,000 residents.

Critical Measures

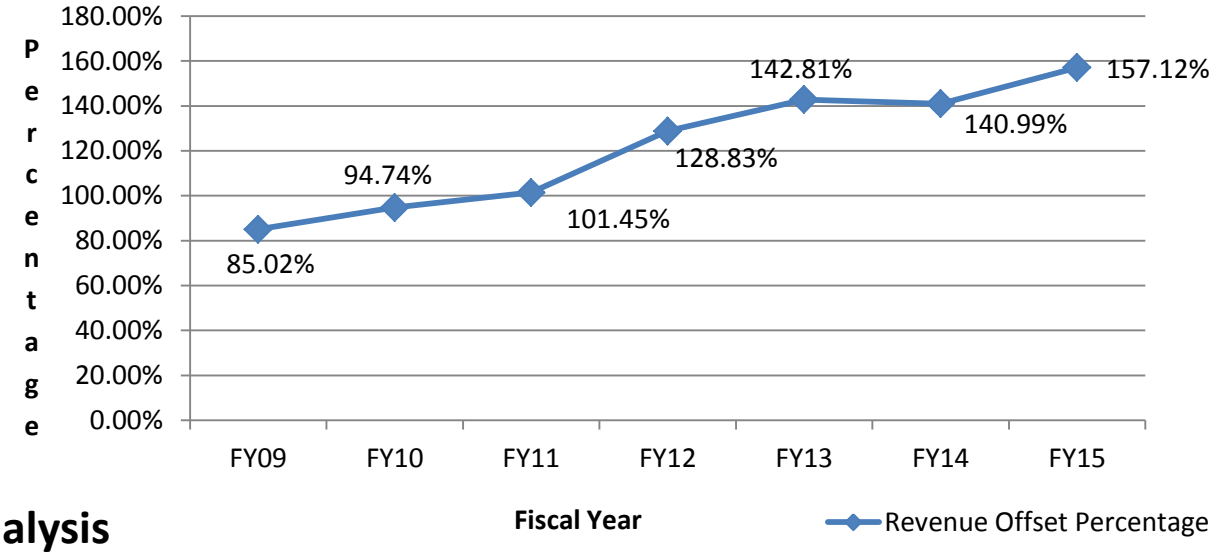
Recreation Classes Revenue Offset – Net of Facility Costs



Analysis

This chart represents the percentage of revenue to program operating expenses. More classes were held at the Benjamin Gaither Center in FY15 reducing MCPS rentals fees. Participation trends in fitness, health and dance remain consistent despite the challenges posed by the private sector.

Water Park Revenue Offset - Net of Facility Costs



Analysis

This chart demonstrates the percentage of revenue realized in relation to operating expenses. Attendance in FY15 remained consistent with prior years. Staff made policy and procedural recommendations to the Mayor and City Council for the 2016 season. A concentrated effort is being made to increase City resident use.

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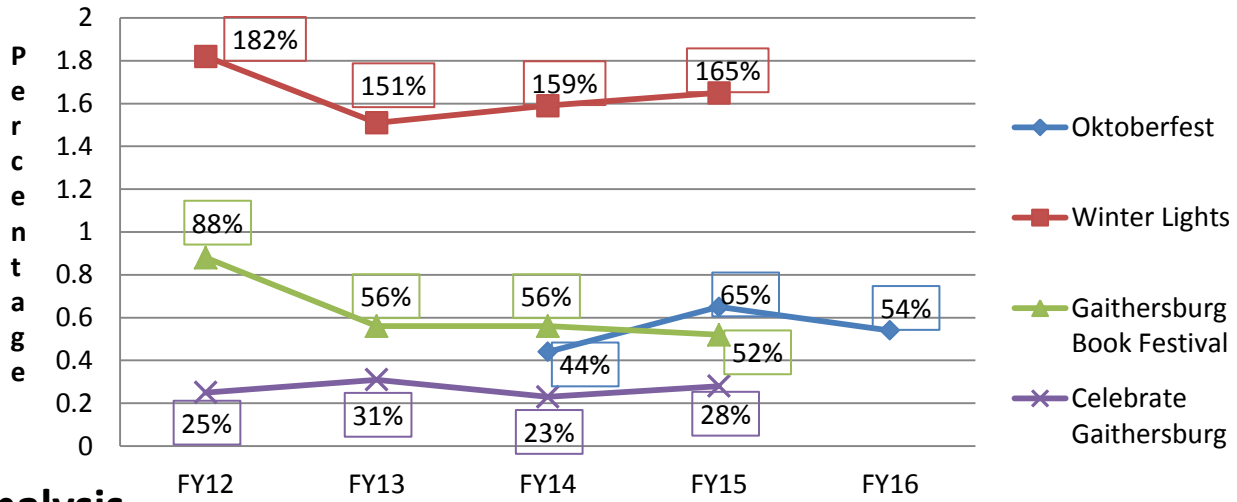
Critical Measures

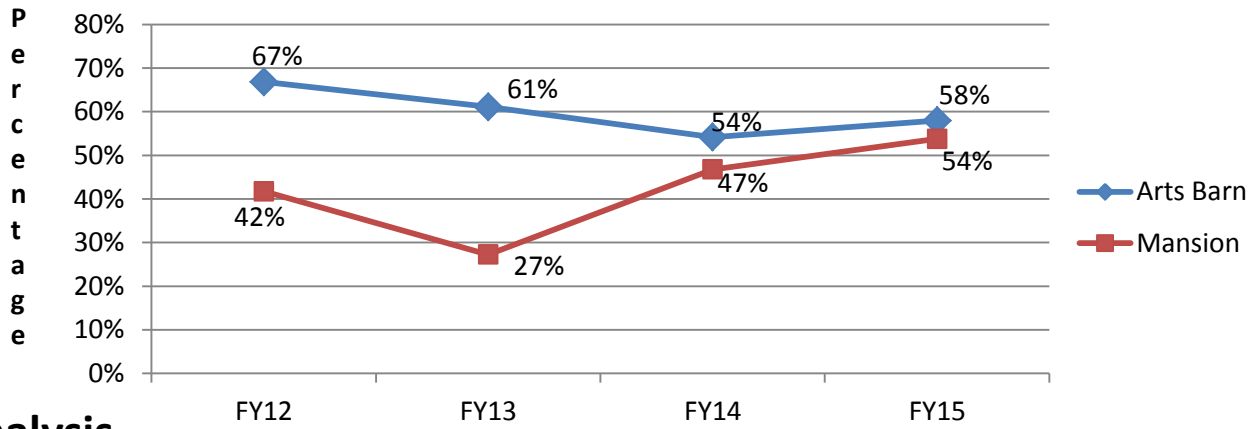
Regional Events Revenue Offset



Analysis

This chart represents the percentage of operational expenditures offset by revenue for Regional Events. In the three-year history of Oktoberfest as a solely City-run event, the boundaries and attractions were significantly expanded, creating national acclaim and, increasing attendance and revenue. In FY16, Winter Lights celebrated its 20th year with new light displays, sold-out special events, and the highest vehicle count in 10 years. Attendance at the Gaithersburg Book Festival continues to grow, along with its national and regional reputation. In an effort to reinvigorate Celebrate Gaithersburg Day, it was re-programmed logistically and thematically and moved to June in FY14, resulting in increased attendance.

Arts Barn and Mansion Revenue Offset - Net of Facility Costs



Analysis

This chart demonstrates the percentage of operational expenses that are offset by revenue for the Arts Barn and Kentlands Mansion. In FY15, the branding initiative “Arts on the Green” launched to promote these facilities. Both realized increased attendance, registrations and rental revenue. In FY15, ticket sales were at 56 percent capacity, up 10 percent from FY14, and class registration increased by 23 percent.

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 & stakeholder involvement in planning & development
- Encourage high quality, aesthetically appealing development that adheres to City's objectives for sustainable growth
- Ensure all aspects of development completed with best practices management, code enforcement, the highest level of public safety, & high quality standards for public & private infrastructure & well-maintained neighborhoods
- Carefully weigh impacts of development & annexations on public infrastructure & environment with City's economic development, sustainable growth, & quality of life objectives
- Promote housing stability & inclusiveness and maintain neighborhood vitality through quality infrastructure, community involvement, public safety, and neighborhood services

Potential Strategy Conflicts-

- Economic Development
- Housing
- Environmental
- Transportation

Objectives

Foster a high level of community & stakeholder involvement in planning & development

- 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 and relative to code compliance issues

Encourage high quality, aesthetically appealing development that adheres to 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
- Provide amenities in new neighborhoods and strive to add additional neighborhood amenities within established neighborhoods

Objectives

Ensure all aspects of development completed with best practices management, code enforcement, the highest level of public safety, & high quality standards for public & private infrastructure & well-maintained neighborhoods

- 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
- Provide safety program involving fire inspections of targeted high-hazard occupancies

Carefully weigh impacts of development & annexations on public infrastructure & environment with City's economic development, sustainable growth, & 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
- Work with partner agencies and jurisdictions concerning adequate public facilities; analyze results and recommended potential changes

Objectives

Promote housing stability & inclusiveness and maintain neighborhood vitality through quality infrastructure, community involvement, public safety, and neighborhood services

- Continually monitor and address deteriorating, blighted and/or overcrowded residential and non-residential structures through targeted code enforcement
- 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
- Determine possible needs of underserved neighborhoods and reflect in the Comprehensive Plan
- Maintain a proactive license and inspection program for rental housing stock
- Actively track and ensure code compliance on foreclosed properties within the City
- Provide matching grants to neighborhood associations to address community improvements, beautification efforts and blight issues
- Maintain a proactive license program to encourage the registration of pets

Action Items

FY 2016 Key Action Items

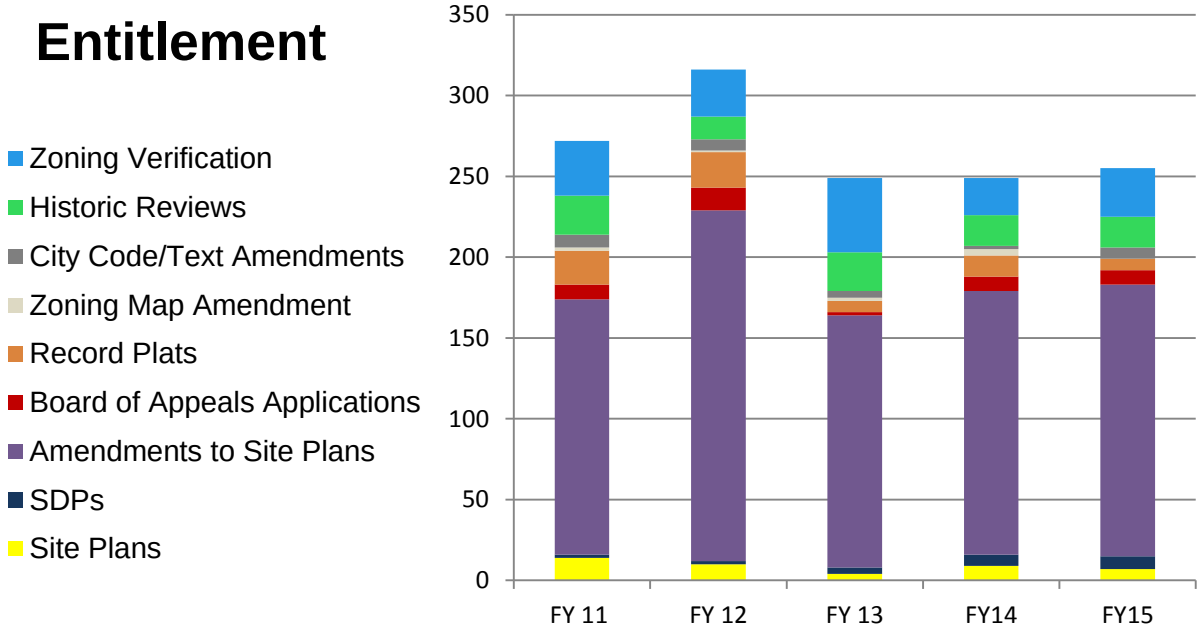
- ❑ Update Historic Preservation (HP) ordinances, evaluate the Historic District Commission Rules of Procedures & prepare draft HP Master Plan
- ❑ Participate in Metropolitan Washington Council of Governments Round 9.0 Cooperative Forecast for households, population & employment
- ❑ Adopt 2015 National Building Codes
- ✓ Update and Adopt Floodplain Ordinance
- ✓ Complete City's Bus Rapid Transit Study for the Frederick Avenue 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

FY 2017 Key Action Items

- ❑ 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
- ❑ Adopt Historic Preservation Master Plan
- ❑ Finalize citizen input report on allowing Accessory Units and present options to Planning Commission and Mayor and City Council
- ❑ Finalize citizen input report on amending Day Care Zoning regulations and present options to Planning Commission and Mayor and City Council
- ❑ Implement new Fire License software and gain compliance for Fire Systems maintenance

Critical Measures

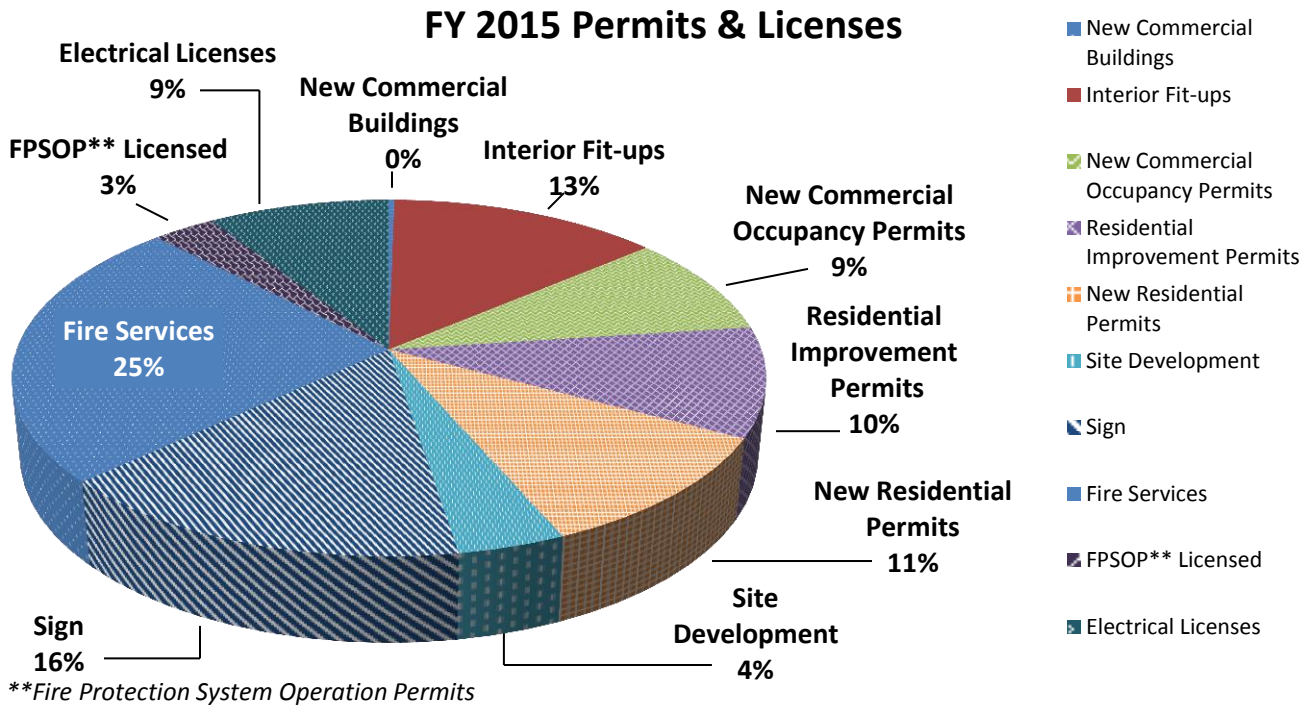
Entitlements for Development							
Case Type	**FY 2011**	**FY 2012**	**FY 2013**	**FY 2014**	**FY 2015**	**FY 2016***	**FY 2017 Projections**
Site Plans	4	10	4	9	7	4	6
Schematic Development Plans & Amendments	2	2	4	7	8	2	5
Amendments to Site Plans	158	217	156	163	168	82	172
Record Plats	21	22	7	7	7	3	9
Zoning Map Amendment (Rezoning)	2	1	2	4	0	2	2
Zoning Verification Letters	34	29	46	23	30	13	30
Board of Appeals	9	14	2	9	9	1	6
Historic District Commission Reviews	24	3	24	19	19	7	20
Text Amendment/City Code	8	7	4	2	7	1	3
TOTAL	**272**	**316**	**249**	**249**	**255**	**115**	**253**
**FY 2016 figures as of January 8, 2016*							

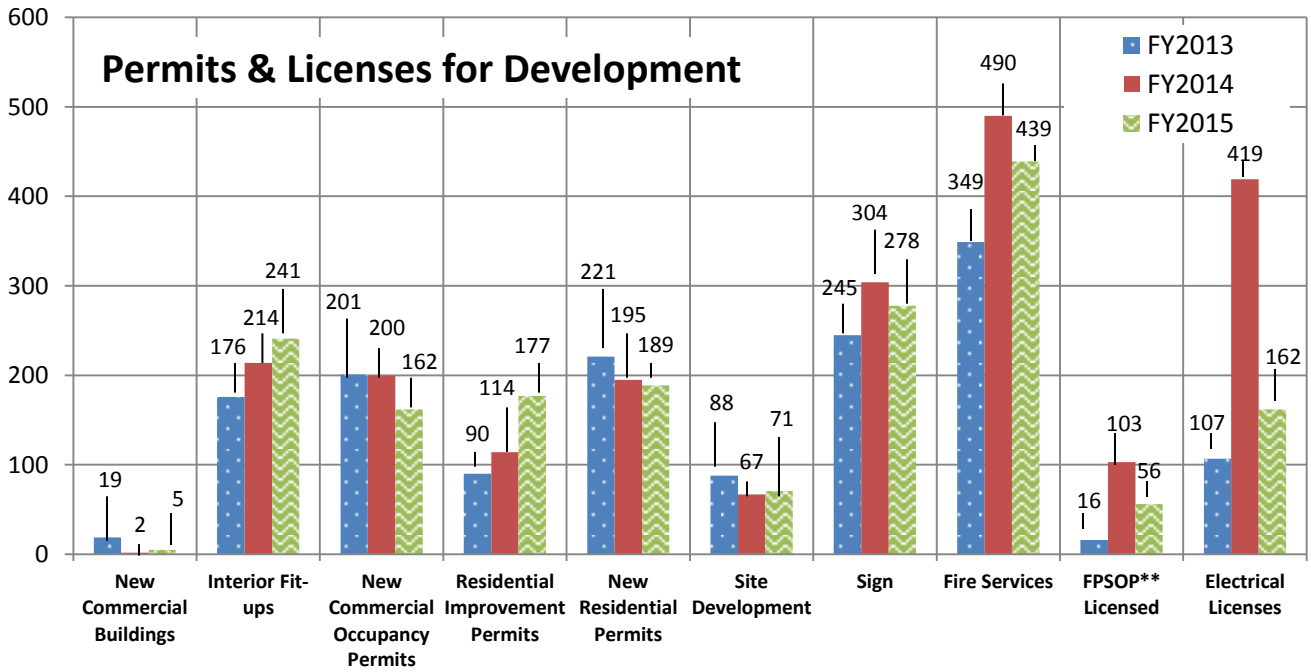


Analysis

Development trends continue to be stable, with the total number of applications holding steady for the past three years. The number of applications at the mid-mark of FY 2016 are generally matching the budget projections. Expectations for applications in FY 2017 are in line with those seen in the past few years.

Critical Measures

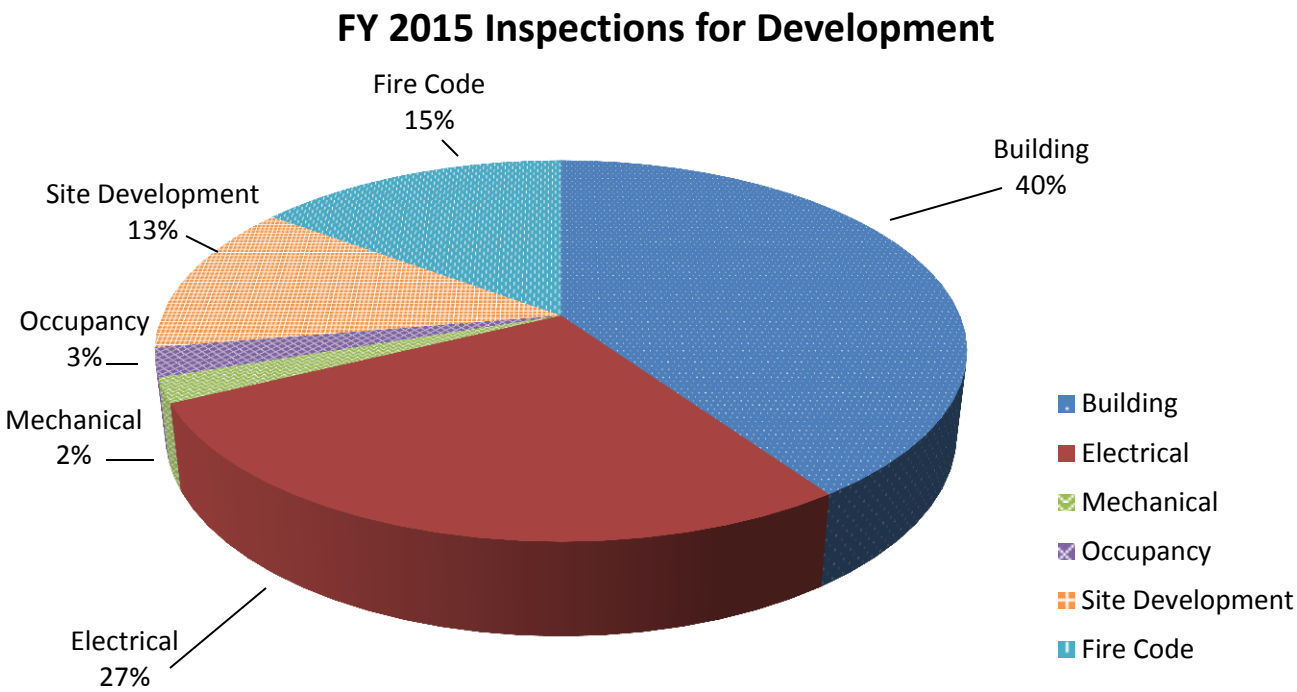


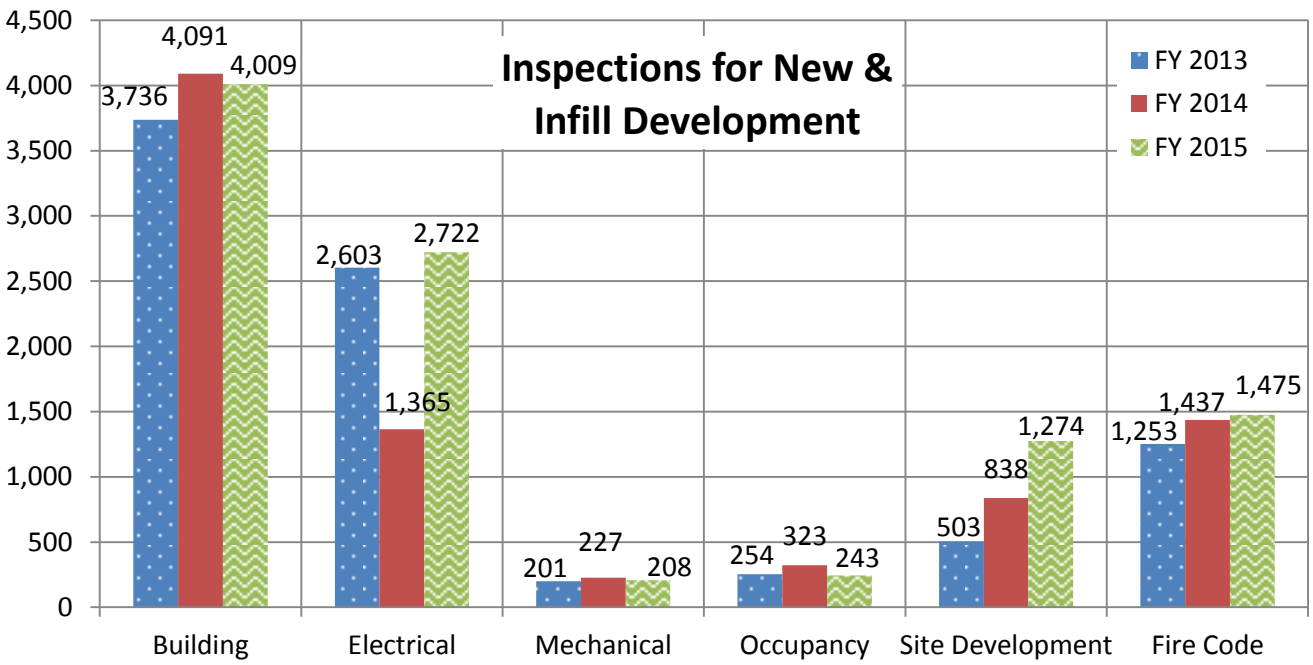


Analysis

Residential Improvement permits were up in FY 2015. Electrical Licenses were down due to cyclic nature of the licensing frequency. Permitting and Licensing are projected to continue near the same rate in FY 2016 and FY 2017.

Critical Measures



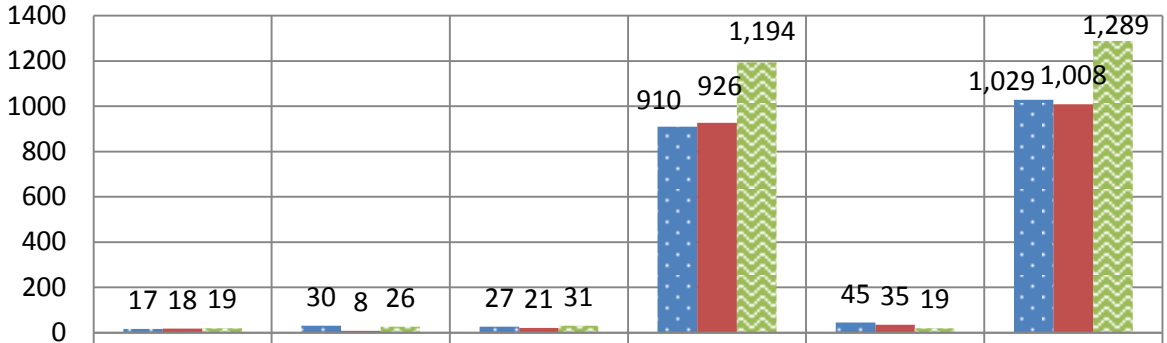


Analysis

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. Electrical inspections returned to normal rates for FY15.

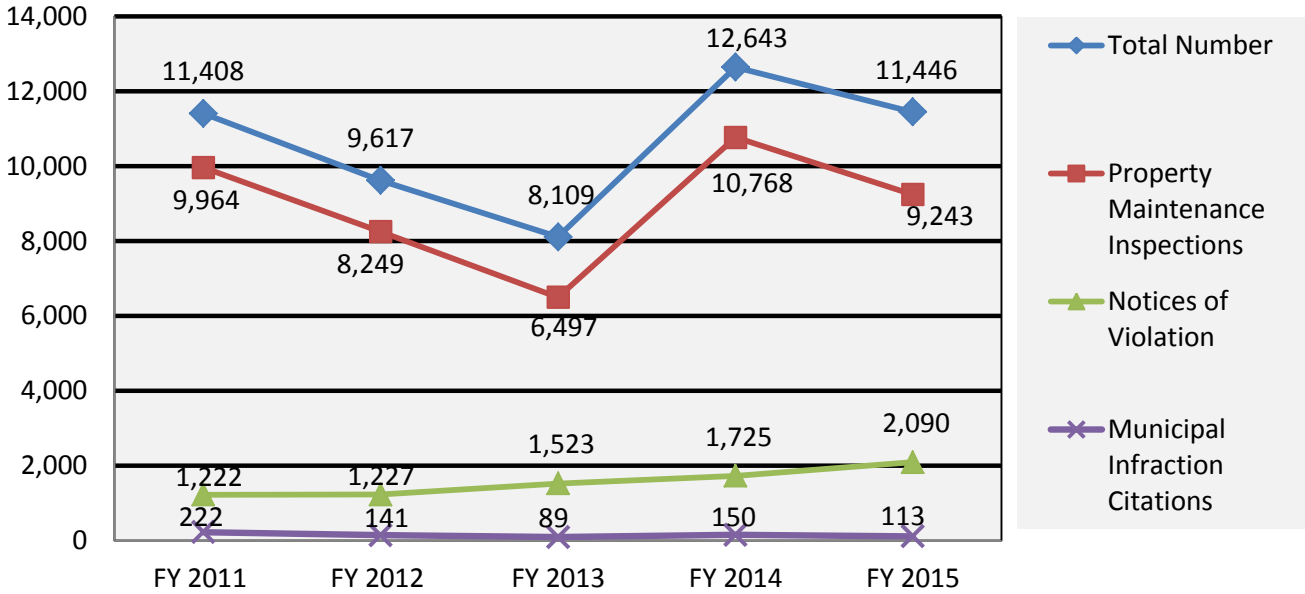
Critical Measures

Neighborhood Services Licenses



	Amusement	Vendors	Rental - Multi-Family (2 Year Cycle)	Rental - Single-Family	Home Based Business	Total Number of Licenses
FY 2013	17	30	27	910	45	1029
FY 2014	18	8	21	926	35	1008
FY 2015	19	26	31	1194	19	1,289

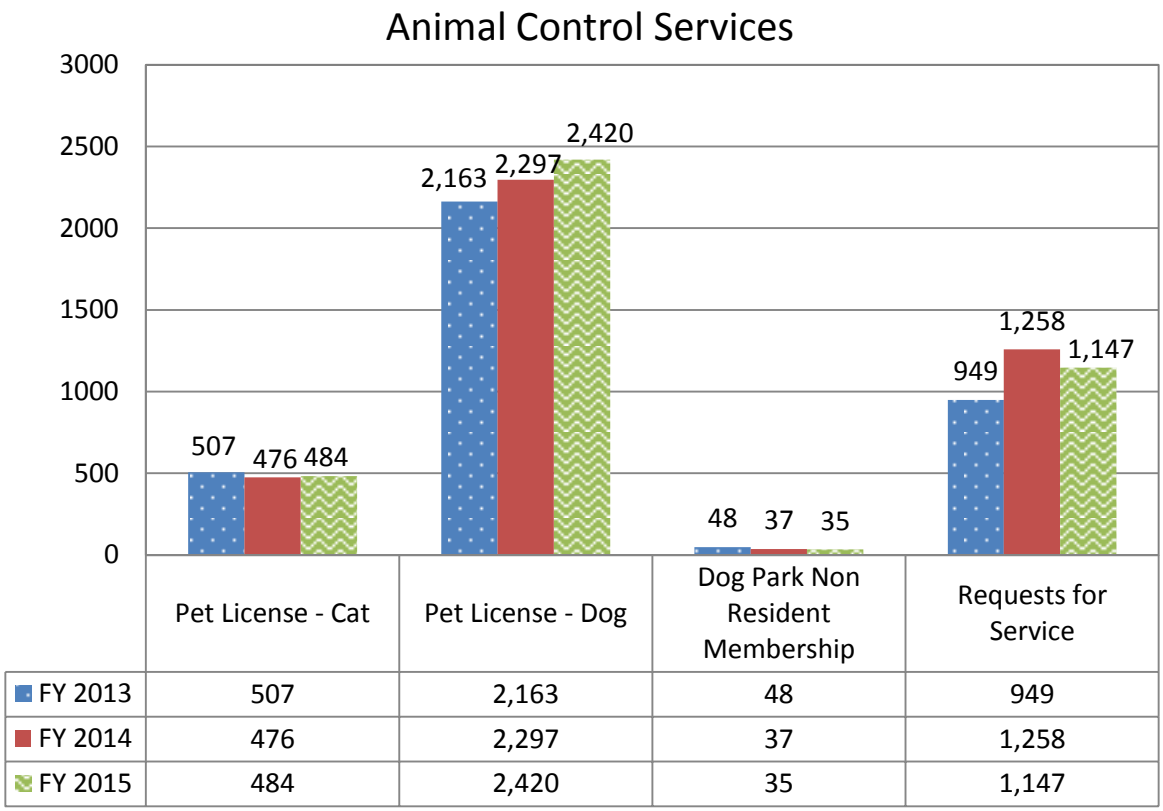
Neighborhood Vitality

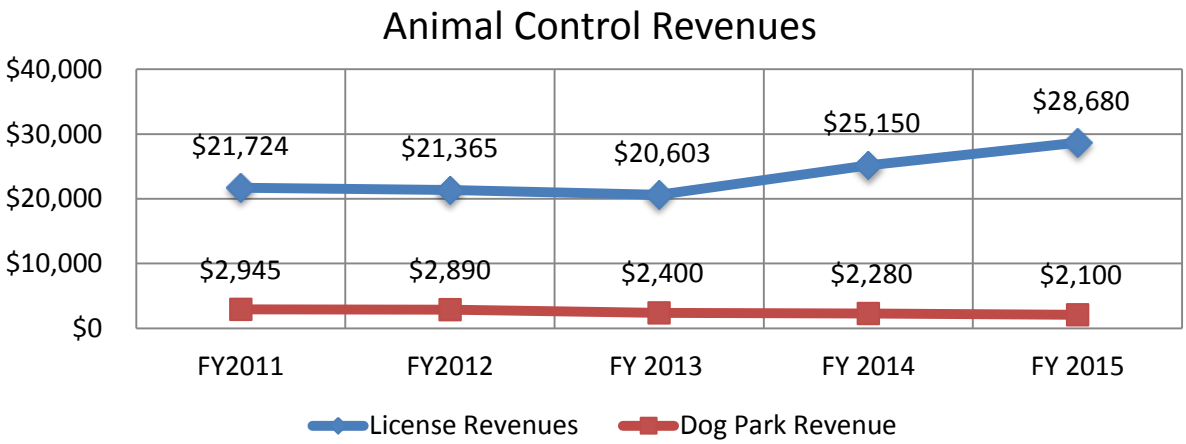


Analysis

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. The number of rental housing licenses has resulted from staff's efforts to identify unlicensed rental properties and turnover of foreclosed properties to investor owned properties.

Critical Measures





Analysis

This metric tracks animal licenses issued yearly as well as dog park memberships sold and requests for service. Dog licenses have seen a steady increase from year-to-year and it is expected to continue with increased outreach efforts. Cat licenses seem to remain flat in the three-year average. Memberships to the Dog Park show a slight decrease that is also reflected in the yearly revenues. Requests for service show no real trend with fluctuations from year-to-year. There is no revenue associated with these service calls.

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
- Continually build community trust in the Police Department

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
- Provide de-escalation technique training to all officers to encourage a peaceful resolution to incidents, when feasible

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

Continually build community trust in the Police Department

- Foster and adopt procedural justice as a guiding principle for internal and external policies and practices
- Maintain an organizational culture of transparency and accountability
- Provide a diverse workforce that covers a broad range of cultures and life experiences to improve understanding and effectiveness in dealing with all communities

Action Items

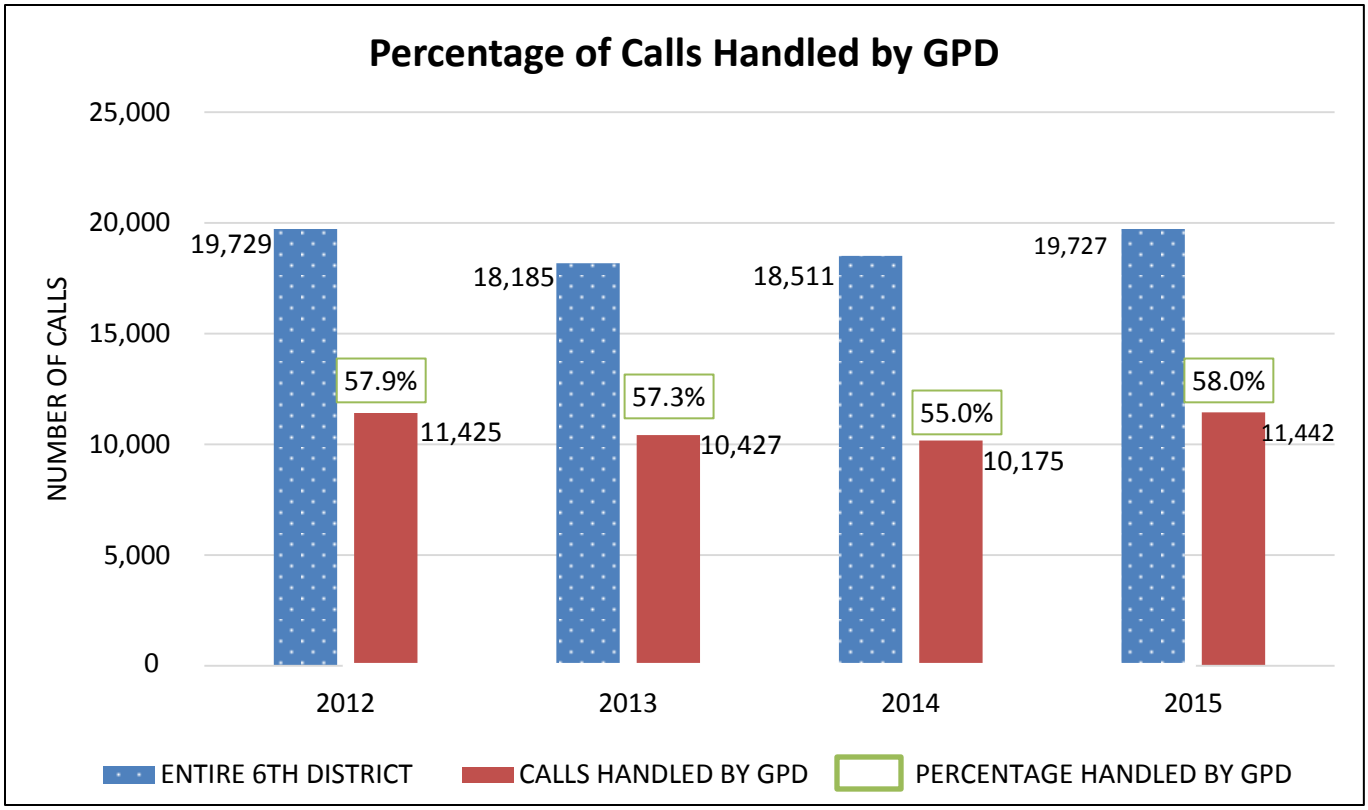
FY 2016 Key Action Items

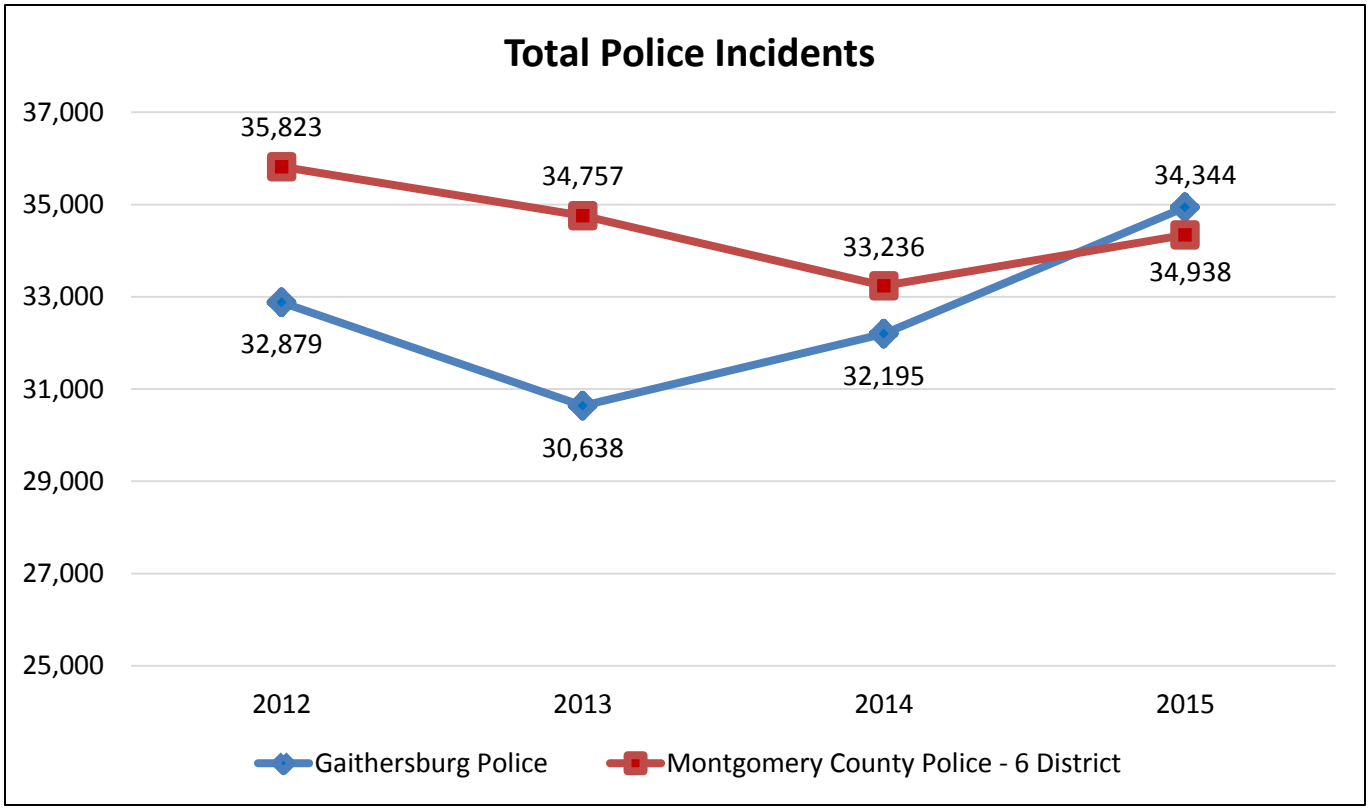
- ❑ Increase the percentage of primary calls handled to 60%
- ✓ Implement proactive patrols in Focused Enforcement Areas to create safer neighborhoods by reducing criminal activity and conditions that foster crime and fear within the community
- ✓ Enhance the safety of the City of Gaithersburg roadways through education, engineering and enforcement of traffic laws
- ✓ Work together with Neighborhood Services to identify City Code violations occurring within the City. Protocols and combined training will be developed to facilitate the sharing of information and encourage 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

FY 2017 Key Action Items

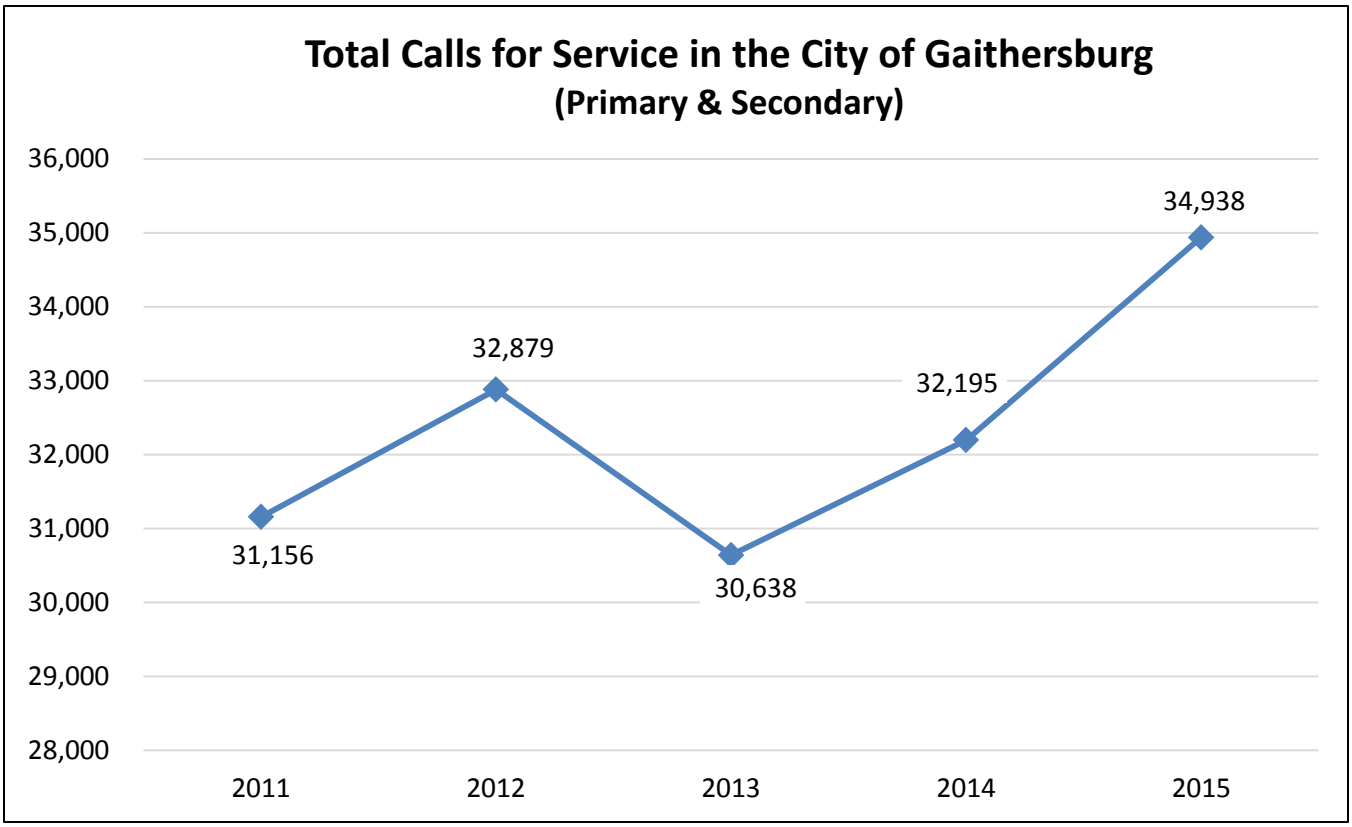
- ❑ Increase the percentage of primary calls handled to 60%
- ❑ Develop protocols to identify Code violations and hold training sessions in order to facilitate the sharing of information and encourage joint investigations
- ❑ Present results of evaluation of body worn cameras to Mayor and City Council
- ❑ Conduct safety talks and increase visits to parks and facilities
- ❑ Provide officers with de-escalation training

Critical Measures



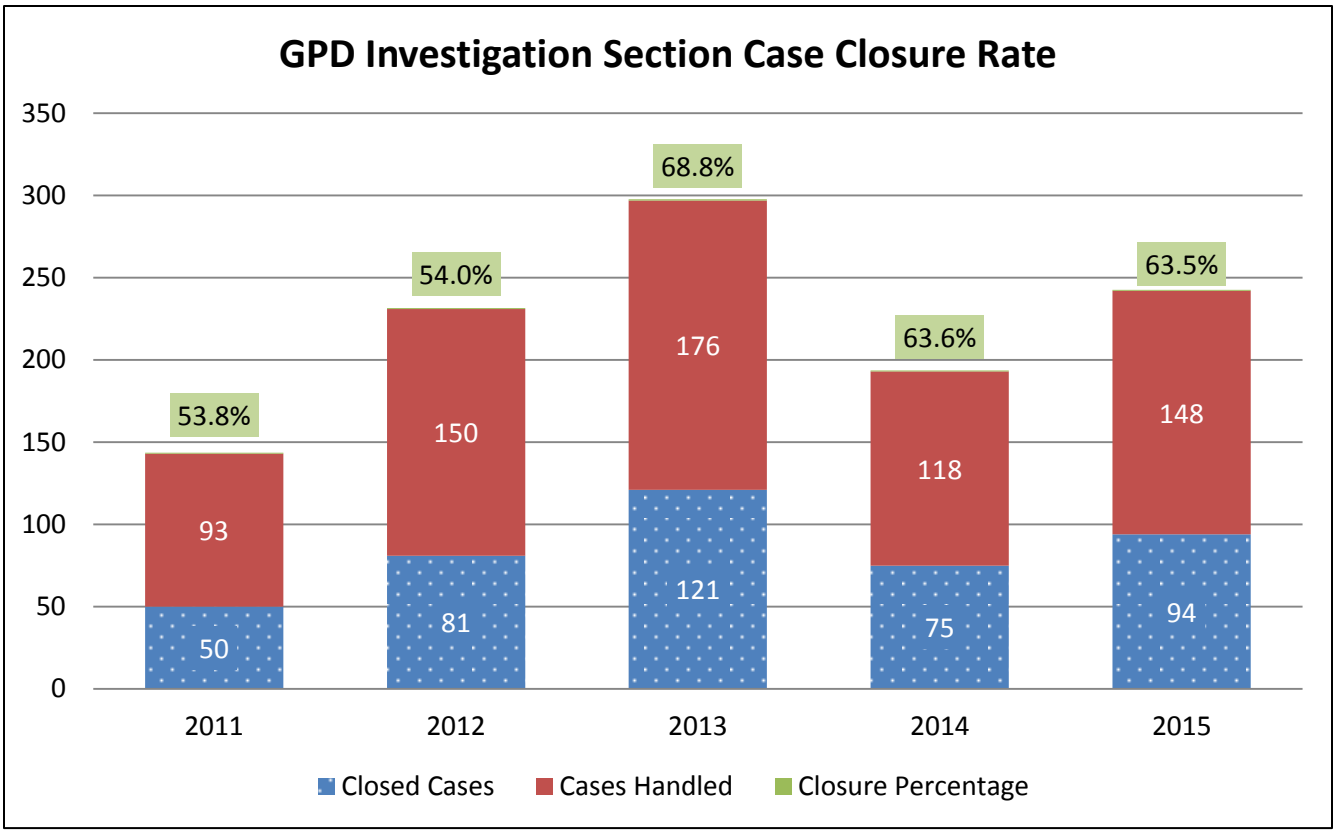


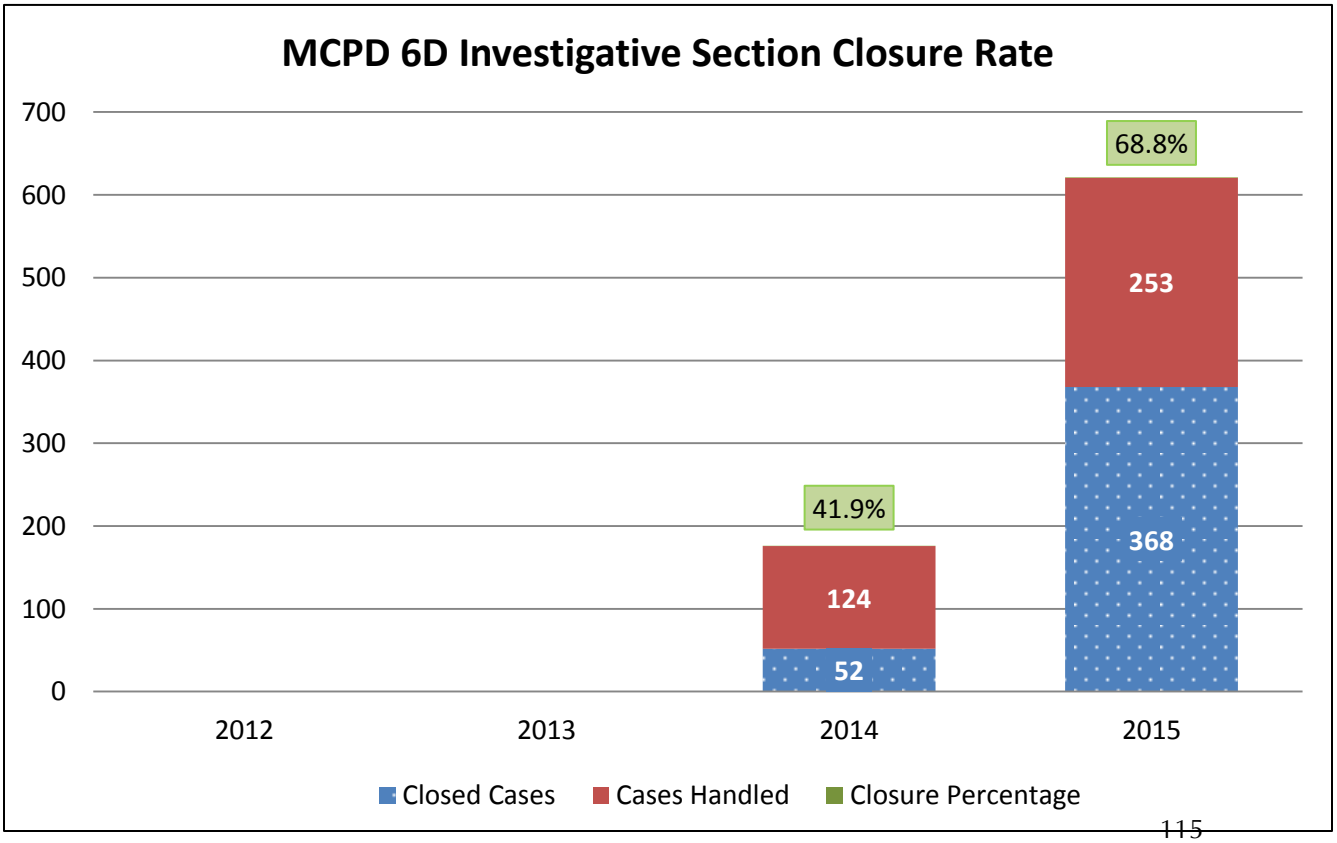
Critical Measures



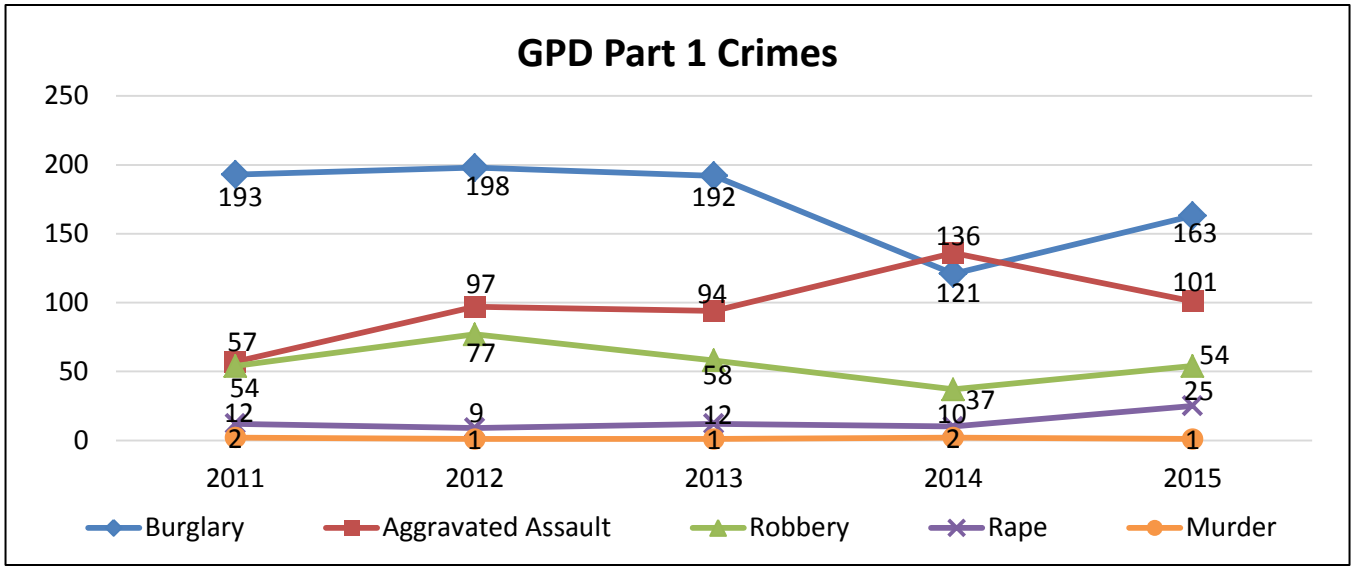
Because this measure incudes countywide data, there is no comparison chart.

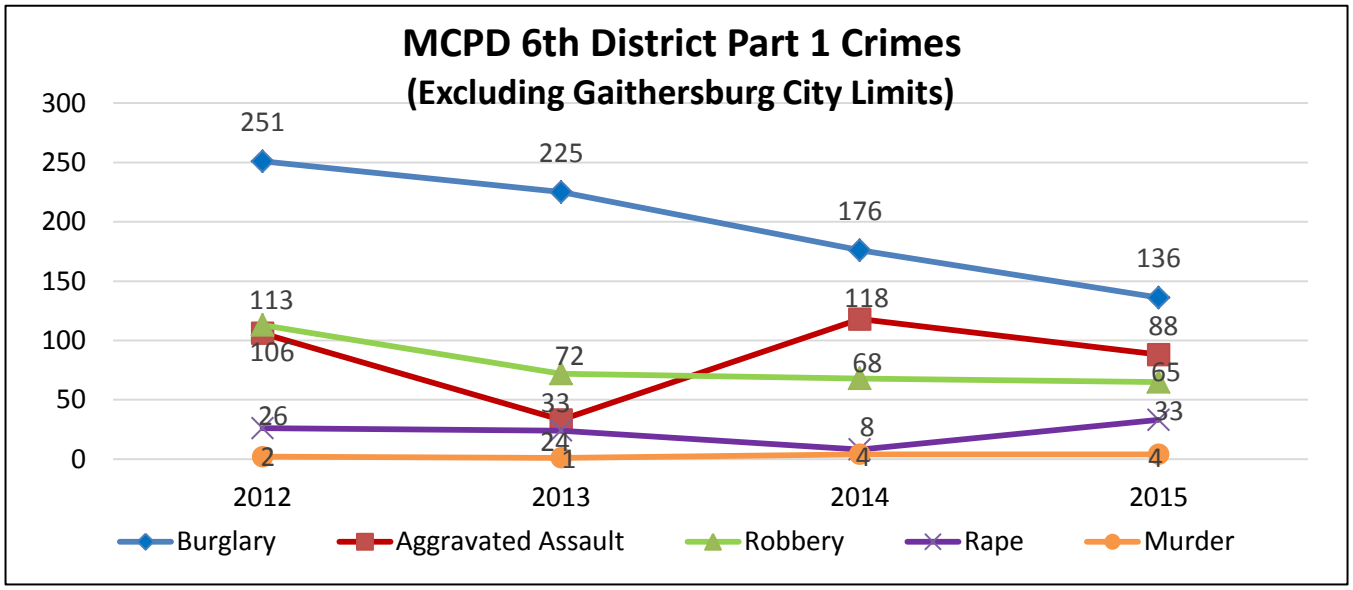
Critical Measures





Critical Measures





Crime statistics from the Montgomery County Records Management System as of January 8, 2016. As this system is live, data may fluctuate from day to day. Unfounded incidents are not included.

Analysis

Part I Crimes saw an overall increase of 9.9 percent in 2015 from 1,610 in 2014 to 1,769 in 2015 with the following showing increases: Rapes from 10 in 2014 to 25 in 2015, Robberies from 37 in 2014 to 54 in 2015, Burglaries from 121 in 2014 to 163 in 2015 and Thefts from 1,251 in 2014 to 1,358 in 2015. A decrease was shown in Homicides from 2 in 2014 to 1 in 2015 and Aggravated Assaults from 136 in 2014 to 101 in 2015.

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 to enhance safety and contain capital costs
- 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
- Ensure attractiveness and viability of streetscape and associated amenities

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 roadway elements 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, Region Forward initiative, Cooperative Forecast, 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
- Effectively balance the public's right to park on City streets with neighborhood impacts

Objectives

Ensure attractiveness and viability of streetscape and associated amenities

- 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
- Provide pedestrian amenities such as benches and shelters at bus stops on City streets
- Provide attractive public rights-of-way through regular mowing and litter pickup

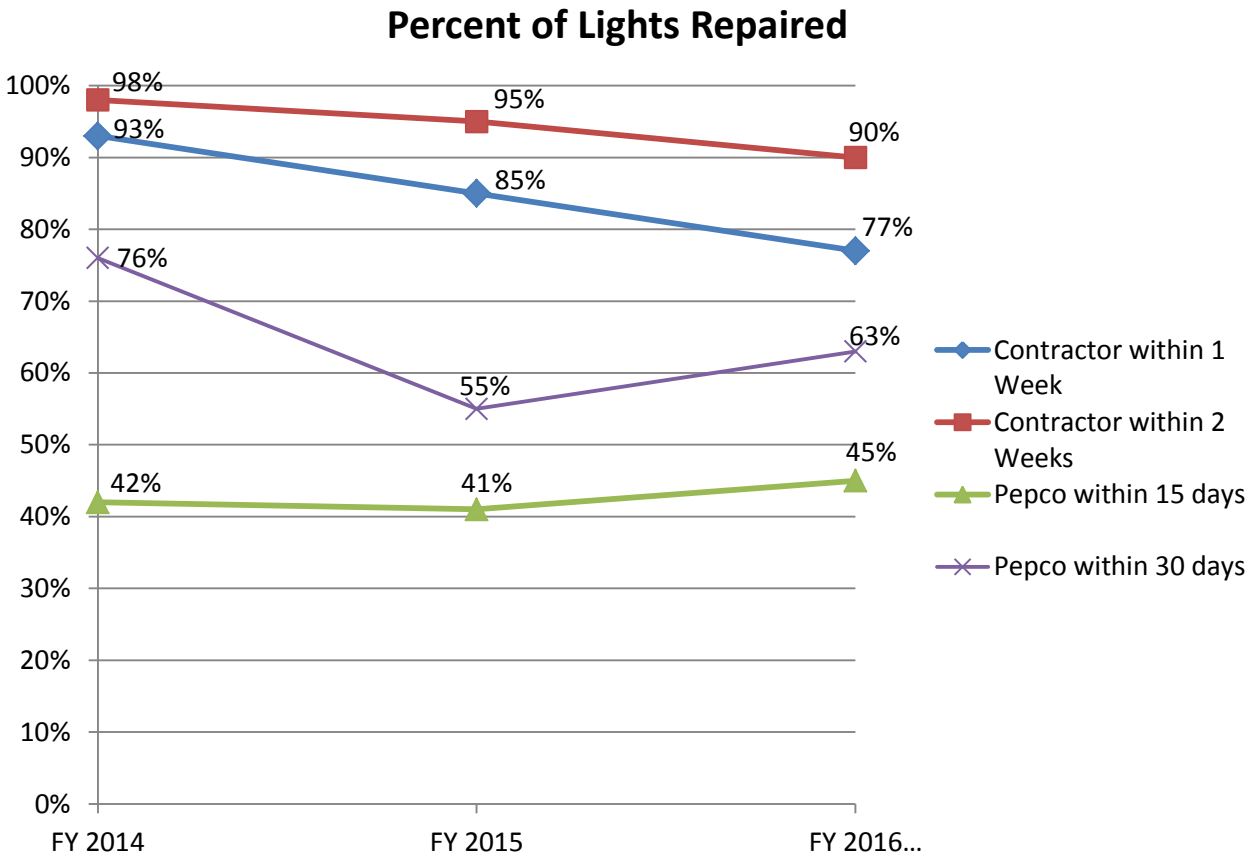
FY 2016 Key Action Items

- ❑ 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
- ❑ 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

FY 2017 Key Action Items

- Complete construction of new lights for Sullnick Way
- Complete the install of 30 additional benches at various City bus stops
- Complete construction of new lights for Midsummer Drive
- Evaluate and implement process changes based on new ADA guidelines
- Conduct a needs and missing links feasibility survey for existing City pathways
- Reconstruction of City owned but County maintained traffic signals
- Develop new pathway management system for survey and assessment of sidewalks and paths
- Data collection and analysis of existing City streets based on the new pavement management system
- Construction of parking spaces along Orchard Ridge Drive
- Design, service installation and construction of lights in Woodland Hills and Olde Carriage Hill
- Upgrade to existing lights in Olde Towne
- Reconstruction of Quince Orchard Boulevard from MD 117 to MD 124
- Resurfacing along Victory Farm Drive from Girard Street to Saybrooke Oaks Boulevard
- Amend and adopt City Road Code (Chapter 19)

Critical Measures



Analysis

The goal for the contractor's turnaround time for repairs is to have at least 90 percent of City-maintained lights repaired within a week. Repair time is monitored on a regular basis to ensure it remains in this range. This has dropped during the last year and a half, due in part to reporting delays from the contractor. This will be addressed as part of a new 2016 lighting contract. 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. Part of this is also due to reporting delays and will be addressed by working with our PEPCO contact.

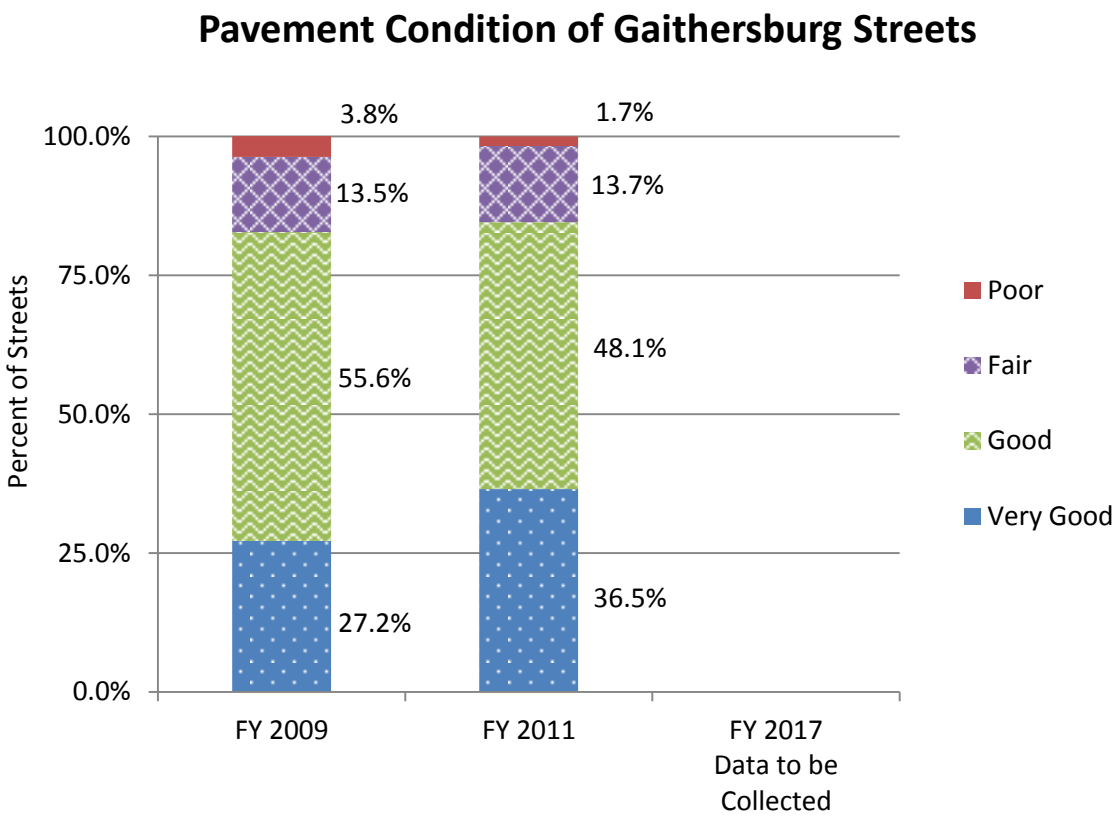
Critical Measures

Winter Events			
SNOW TOTALS	**0" – 3"**	**4" – 8"**	**9" to 12"**
Miles of City Streets Plowed	94	94	94
Time to Clear Pavement	6 to 7 hours	8 to 10 hours	11 to 15 hours
Number of Contractors	6	6	6

Analysis

On average the City of Gaithersburg receives eighteen inches of snow per year. The City operates a fleet of forty snow plows and six contract trucks around the clock during a winter event. Currently, Public Works needs approximately eight hours to have clear pavement after an average storm. As the City continues to grow and the number of City owned streets and parking lots increases, Public Works will need to consider adding additional contract plow trucks.

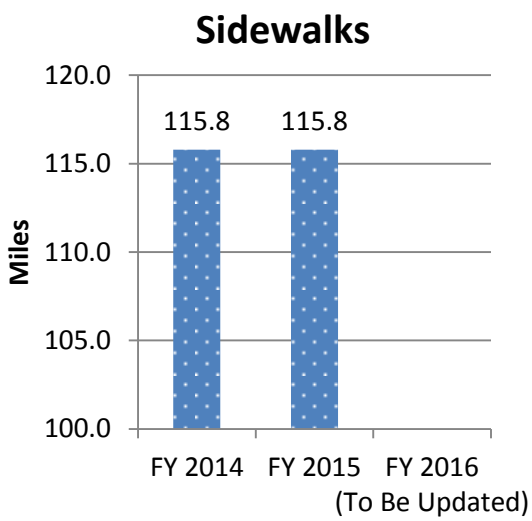
Critical Measures

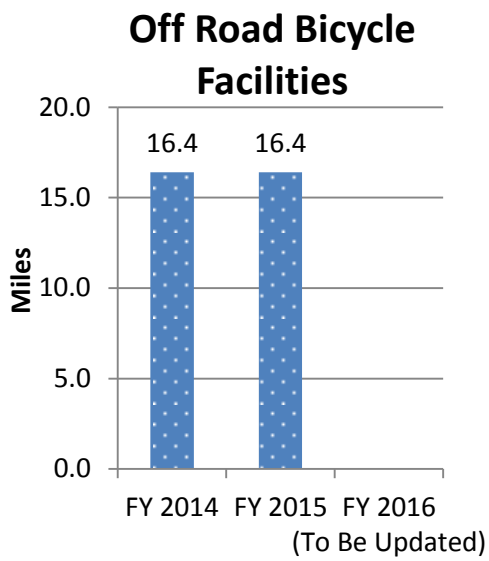


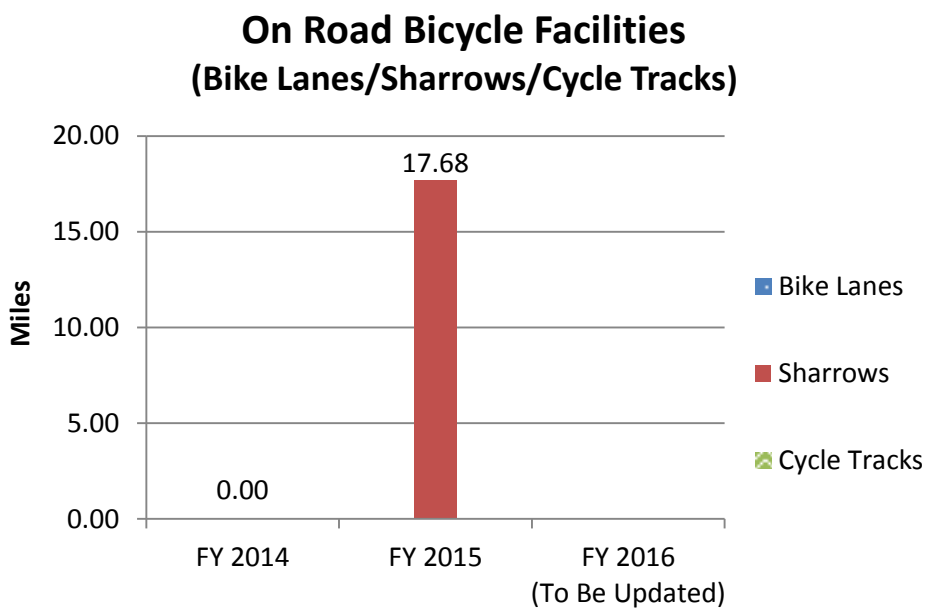
Analysis

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 percent of our street sections were considered in “good” to “very good” condition. A new pavement management system will be in place and a reassessment of our streets will begin in 2017.

Critical Measures







Analysis

These items will be used to track increases in our bicycle/pedestrian system. In FY 15 17.68 miles of sharrows were placed on 14 City streets. Moving forward, we can track the addition of new bicycle facilities as projects are constructed to connect missing links in our bike network and the planned construction of the Quince Orchard Boulevard “cycle track” and similar facilities.

Critical Measures

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.

This data is no longer available in three-year increments so staff is evaluating options to track this critical measure.

Appendix

In addition to the Critical Measures shown in this document, the City tracks a multitude of performance measures as part of the budget process. Listed below are the categories and highlights of the types of performance measures tracked. Should you wish to obtain a detailed list of performance measures please contact the City Manager's Office.

City Manager's Office
- Public information requests
- Ordinances, resolutions, deeds, easements, agreements, leases, covenants, contracts, and MOU's prepared /reviewed
- Municipal infractions prosecuted
- Administrative proceedings/appeals

Human Resources
- Workers compensation claims
- New hires/terminations

Finance and Administration
- Payroll checks/e-vouchers issued
- Cash/accounting procedure audits
- Invoices paid

Information Technology
- In-house/commercial applications supported
- GIS web mapping applications
  Conference and Travel Budget

Communication/Community and Public Relations
- Website metrics
- Press releases
- Marketing/facility spots
- Facebook/Twitter followers
- Media subscribers
- Meetings aired

Community Services
- Counseling & mentoring
- School enrichment grants
- Workforce development services
- Bank on Gaithersburg accounts & workshops
- Volunteer Income Tax Assistance
- Emergency Assistance
- Homeless support programs
- Wells/Robertson, DeSellum House
- Foreclosure prevention

Economic Development
- Toolbox & Economic Opportunities Fund
- Office vacancy trend
- Median household income

Environment/Planning and Code Administration
- Impervious areas /stormwater management facilities/outfalls
- Stream monitoring /clean up events
- Stormwater management Illicit discharge reports/investigations

Housing/Finance and Administration
- Closing cost loans issued
- Community Development Block Grants projects
- MPDU/WFHU rentals/sales
- Loans repaid

Infrastructure and Facilities/Public Works
- Winter salt use
- Asphalt use
- Vehicle & equipment repairs
- Repair/preventative maintenance
- Landscaping/yard waste/Green Street Facilities

Parks, Recreation and Culture
- Facilities/rental/use
- Program/class attendance
- Special events
- Sponsorships

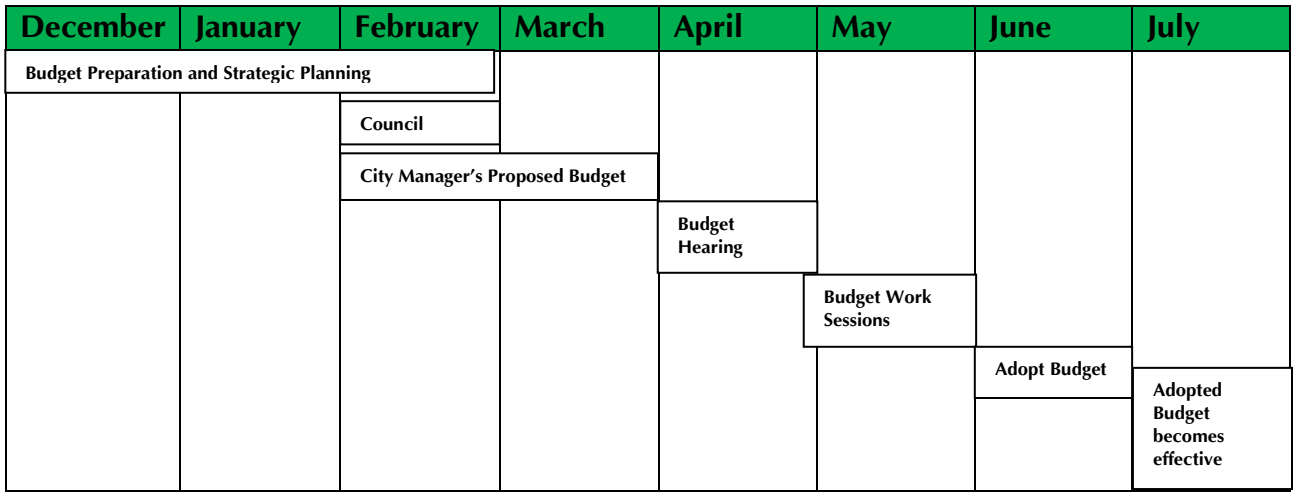
Planning and Development
- Permits/licenses/passports processed
- Animal Control calls for service/bite reports
- Municipal Infractions/violations
- Inspections

Police
- Citations issued
- Investigation closure rates
- Part I crimes

Transportation
- Light outages/repairs
- New infill lighting
- Sidewalk/pavement maintenance
- Traffic signs replaced
- Snow plowing clearing rates

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.

Phase I the initial work on departmental proposed request and budget data base entry should be completed by early February. 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%. 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

NOVEMBER 30, 2015
- Prepare budget package and distribute to Department Heads

DECEMBER 31, 2015
- CIP forms and personnel requests due from Department Heads

JANUARY 15, 2016
- Stormwater and Equipment Replacement budgets due from Department Heads

JANUARY 22, 2016
- Revenue budgets and fee schedule changes due from Department Heads

FEBRUARY 8, 2016
- Operating budgets due from Department Heads
- Budget Public Forum

FEBRUARY 29, 2016
- Mayor & City Council Planning Retreat

FEBRUARY 21 – MARCH 20, 2015
- City Manager, Deputy City Manager, Director of Finance and Administration begin review and meetings with Department Heads

MARCH 9, 2016
- Budget Ordinance and Constant Yield Tax Rate materials submitted to Mayor & City Council package for March 21st meeting

MARCH 21, 2016
- 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 2017

MARCH 28 – APRIL 1, 2016
- Budget printing for public hearing and Mayor & City Council

MARCH 31, 2016
- 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 1 – APRIL 6, 2016

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

APRIL 18, 2016

- Conduct Public Hearing on Budget and Constant Yield Tax Rate

APRIL 25 (APRIL 26, if necessary)

- Conduct Budget Work Session(s)

MAY 11, 2016

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

MAY 20, 2016

- Submit Materials for Mayor & City Council package for June 6 meeting

JUNE 6, 2016

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

JUNE 9, 2016

- Budget Adoption ad in Washington Post
- Budget Adoption ad posted on web

JULY 1, 2016

- 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, 2015

Executive Director

For the 2016 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-3-16

ORDINANCE ADOPTING THE CITY BUDGET FOR THE FISCAL YEAR JULY 1, 2016, THROUGH JUNE 30, 2017, AND LEVYING AN AD VALOREM TAX ON ALL ASSESSABLE PROPERTY WITHIN THE CITY OF GAITHERSBURG, MARYLAND

WHEREAS, the proposed budget for the 2016-2017 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 2016-2017 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, 2016 through June 30, 2017, be and it hereby is proposed as follows:

ANTICIPATED REVENUES

Local Taxes	$28,357,700	
Licenses & Permits	4,249,183	
Intergovernmental Revenue	14,471,893	
Charges for Services	5,245,980	
Fines & Forfeitures	2,340,000	
Miscellaneous Revenue	1,036,925	
Anticipated Revenue		55,701,681
Reappropriation		10,930,876
Total Anticipated Revenue		$66,632,557

PROPOSED EXPENDITURES

General Government	$14,422,612	
Public Safety	11,634,567	
Public Works	9,819,069	
Parks, Recreation & Culture	7,741,513	
Community & Public Relations	2,749,187	
Miscellaneous	3,111,522	
OPERATING TOTAL		$49,478,470

PROPOSED TRANSFERS

Other Post Employment Benefit Trust	1,600,000
Asset Replacement Fund	1,318,487
Stormwater Fund	1,049,000
Capital Improvements	13,186,600
Total Proposed Expenditures	$66,632,557

OTHER REVENUES APPROPRIATED FOR

Stormwater Fund	$3,881,700

AND BE IT FURTHER ORDAINED that all of the sums set forth herein under the headings "PROPOSED EXPENDITURES", "PROPOSED TRANSFERS" and "OTHER REVENUES APPROPRIATED FOR" 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 6th day of June, 2016.

JUD ASHMAN, MAYOR and
President of the Council

DELIVERED to the Mayor of the City of Gaithersburg this 6th day of June, 2016. APPROVED by the Mayor of the City of Gaithersburg this 6th day of June, 2016.

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 6th day of June, 2016; and that the same was APPROVED by the Mayor of the City of Gaithersburg on the 6th day of June, 2016. This Ordinance will become effective on the 1st day of July, 2016.

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 was 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 CIP is used to account for financial resources to be used for the acquisition or construction of capital facilities. The CIP 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.

Asset Replacement Fund – this fund is also a Capital Projects Fund; this fund accounts for money set aside for the replacement of existing City equipment, vehicles and other assets. Revenues for this fund consist of a transfer from the General Fund. Expenditures include budgeted purchases for replacement assets. This is a new fund in FY17.

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. This is a new budgeted fund in FY17. During the FY16 year, the City showed expenditures expected to be eligible for this fee within the General Fund and included a transfer from the Forest Conservation Fund as a reimbursement for these costs.

The City also has a fund for which it does not budget:

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, Asset Replacement 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 are 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.

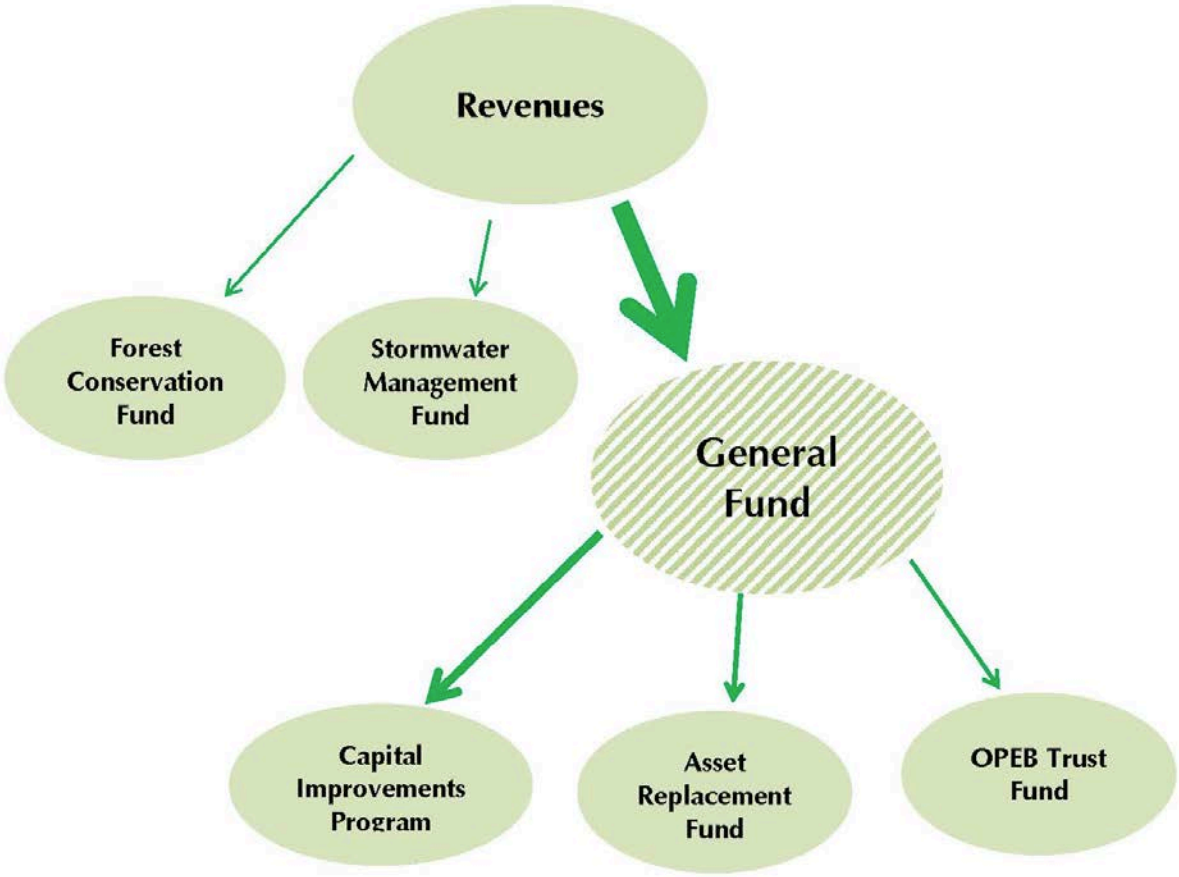
The Mayor and City Council adopts an annual operating budget within the General Fund. Through the budget ordinance money is appropriated to the Stormwater Management, the Capital Improvements Program, and the Asset Replacement Funds and revenues are appropriated to the Forest Conservation Fund through the City's code which established the Fund; however an annual expenditure budget by is not adopted for those funds via the ordinance.

The following page summarizes the revenues and expenditures for all funds that the City prepares a budget for, even though not all funds have expenditure budgets that are formally adopted.

City of Gaithersburg
All Funds Summary
FY17 Budget

	General	Stormwater	CIP	Asset Replacement	Forest Conservation	Total
Revenues and Sources of Funds						
Local Taxes	$ 28,357,700	$ -	$ -	$ -	$ -	$ 28,357,700
Licenses & Permits	4,249,183	-	-	-	-	4,249,183
Grants - Federal	418,155	-	-	-	-	418,155
Grants - State	2,983,011	-	-	-	-	2,983,011
County Grants & Shared Taxes	11,070,727	-	-	-	-	11,070,727
Charges for Services	5,245,980	3,867,800	-	-	-	9,113,780
Fines & Forfeitures	2,340,000	-	-	-	-	2,340,000
Miscellaneous Revenues	1,036,925	13,900	-	-	1,500	1,052,325
Total	55,701,681	3,881,700	-	-	1,500	59,584,881
Transfers In	-	1,049,400	13,186,600	1,318,487	-	15,554,487
Reappropriation	10,930,876	-	-	-	-	10,930,876
Total Revenues and Sources of Funds	66,632,557	4,931,100	13,186,600	1,318,487	1,500	86,070,244
Expenditures and Uses of Funds						
Office of the City Manager	2,188,960	-	-	-	-	2,188,960
Human Resources	948,019	-	-	-	-	948,019
Community & Public Relations	3,123,154	-	-	-	-	3,123,154
Finance & Administration	4,654,679	-	-	-	-	4,654,679
Information Technology	1,876,173	-	-	-	-	1,876,173
Parks, Recreation & Culture	8,478,898	-	-	-	-	8,478,898
Planning & Code Administration	6,002,534	-	-	-	-	6,002,534
Police	9,123,925	-	-	-	-	9,123,925
Public Works	13,082,128	2,494,778	-	-	28,800	15,605,706
Capital	-	-	14,934,225	2,038,310	-	16,972,535
Total	49,478,470	2,494,778	14,934,225	2,038,310	28,800	68,974,583
Transfers						
OPEB Trust	1,600,000	-	-	-	-	1,600,000
Asset Replacement Fund	1,318,487	-	-	-	-	1,318,487
Capital Improvements	13,186,600	-	-	-	-	13,186,600
Stormwater - City Subsidy	102,000	-	-	-	-	102,000
Stormwater - City Portion	931,000	-	-	-	-	931,000
Stormwater - Hardship	16,000	-	-	-	-	16,000
Total	17,154,087	-	-	-	-	17,154,087
Total Expenditures and Uses of Funds	66,632,557	2,494,778	14,934,225	2,038,310	28,800	86,128,670
Revenues Over / (Under) Expenditures	-	2,436,322	(1,747,625)	(719,823)	(27,300)	(58,426)
Begininng Fund Balance	56,445,602	4,124,607	31,834,300	11,040,273	584,387	104,029,169
Reappropriation	(10,930,876)	-	-	-	-	(10,930,876)
Ending Fund Balance	$ 45,514,726	$ 6,560,929	$ 30,086,675	$ 10,320,450	$ 557,087	$ 93,039,867

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 the stormwater fee and forest conservation payments in lieu. Distributions are made to the other funds in accordance with the budget.



Typically the City uses funds in order to show compliance with restrictions on how certain revenues are spent, or to separate activities, like capital and asset replacement, from general operations for improved transparency. However, responsibility for administering different funds often crosses departmental lines. The chart below is designed to help show which funds are overseen by each department; the City Manager also oversees all departments and funds. The Stormwater Fund is the only fund besides the General Fund where salaries and benefits are charged.

Office of the City Manager

Funds:
- General Fund
- CIP

Human Resources

Funds:
- General Fund

Community and Public Relations

Funds:
- General Fund
- Asset Replacement

Finance and Administration

Funds:
- General Fund
- CIP

Information Technology

Funds:
- General Fund
- CIP
- Asset Replacement

Parks, Recreation and Culture

Funds:
- General Fund
- CIP
- Asset Replacement

Department of Planning and Code Administration

Funds:
- General Fund
- CIP
- Forest Conservation

Gaithersburg Police Department

Funds:
- General Fund
- Asset Replacement

Public Works

Funds:
- General Fund
- Stormwater Management
- CIP
- Asset Replacement
- Forest Conservation

Accounting Policies

The policies enumerated below 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 City adopted a new investment policy in FY16 and has begun to implement a new investment strategy. The strategy calls for an annual cash flow projection and investment in low risk securities such as US government bonds, US agencies securities and some short-term investments such as commercial paper and certificates of deposit. As a result the budget reflects an increase in budgeted interest income.

Capital Asset Policy

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 Improvements Program, 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 Program (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, stormwater 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 policy, its stated goal is not to allow unassigned fund balance in the current fiscal year to drop below twenty five (25) percent of the three year average of General Fund expenditures.

Financial Overview

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.

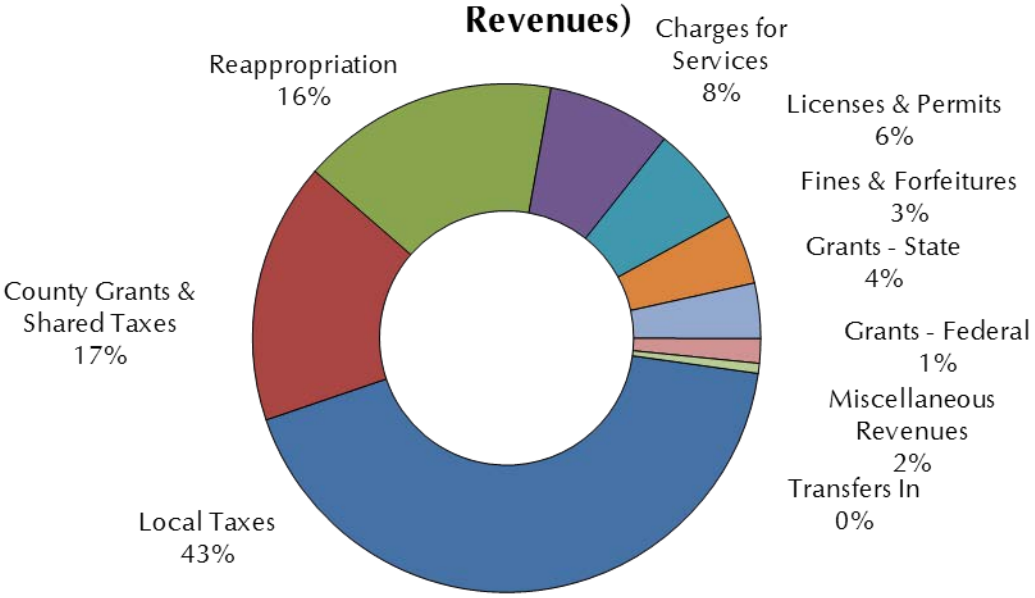
Fund balance represents the excess of assets minus liabilities. Fund balance is also often called the City's reserves and can also be thought of as the cumulative balance of revenues exceeding expenditures. Since the City has adopted a pay-as-you-go philosophy for capital projects, it is expected that 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 FY17 budget is one of those years.

The City has chosen to utilize some of the available unassigned fund balance to subsidize the operating budget. This use of fund balance will create a structural imbalance, meaning that operating revenues will not be sufficient to cover operating expenditures on an on-going basis, unless this reliance on fund balance is removed in future years. Over the next few budget cycles the City plans to refine the projected long term capital needs and establish a fund balance policy which takes into account the City's pay-as-you-go debt status. Both of these steps will help refine the City's fund balance target in order to determine if the unassigned balances should be further reduced. Once that policy target has been established, the reliance on the use of re-appropriation for operating costs will be reevaluated. The Strategic Plan critical measure currently shows the City's fund balance is in excess of the target of 25% of the three year average of expenditures.

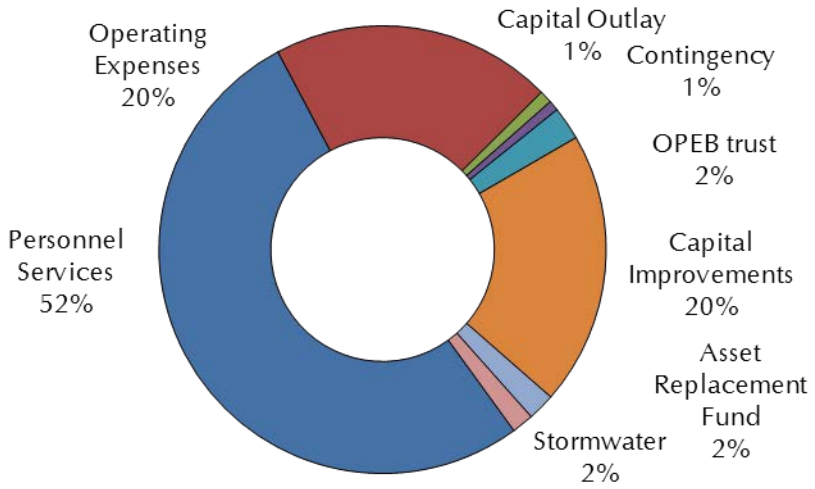
	Actual FY15	Budget FY16	Proposed FY17	Adopted FY17
Revenues and Sources of Funds				
Local Taxes	$ 26,394,499	$ 27,720,200	$ 28,357,700	$ 28,357,700
Licenses & Permits	4,446,244	3,969,580	4,249,183	4,249,183
Grants - Federal	692,311	489,200	446,690	418,155
Grants - State	3,006,023	2,314,678	3,083,011	2,983,011
County Grants & Shared Taxes	12,122,138	11,744,230	10,994,927	11,070,727
Charges for Services	6,605,923	8,476,120	5,245,980	5,245,980
Fines & Forfeitures	2,493,517	2,045,000	2,340,000	2,340,000
Miscellaneous Revenues	1,748,321	739,870	1,026,925	1,036,925
Total	57,508,976	57,498,878	55,744,416	55,701,681
Transfer In	-	150,000	-	-
Reappropriation	-	10,586,936	10,763,175	10,930,876
Total Revenues and Sources of Funds	$ 57,508,976	$ 68,235,814	$ 66,507,591	$ 66,632,557

	Actual FY15	Budget FY16	Proposed FY17	Adopted FY17
Expenditures and Uses of Funds				
Personnel Services	31,344,673	34,315,704	34,782,376	34,811,078
Operating Expenses	11,121,736	13,406,410	13,462,078	13,558,342
Capital Outlay	998,223	2,022,700	609,050	609,050
Contingency	23,049	500,000	500,000	500,000
Total	43,487,681	50,244,814	49,353,504	49,478,470
Transfers				
OPEB trust	1,310,000	1,200,000	1,600,000	1,600,000
Asset Replacement Fund	-	-	1,318,487	1,318,487
Capital Improvements	8,790,000	13,300,000	13,186,600	13,186,600
Stormwater - City storm fee	-	91,000	102,000	102,000
Stormwater - City subsidy	-	-	931,000	931,000
Stormwater - Hardships	-	-	16,000	16,000
Stormwater - Fee Revenue	-	3,400,000	-	-
Total	10,100,000	17,991,000	17,154,087	17,154,087
Total Expenditures and Uses of Funds	53,587,681	68,235,814	66,507,591	66,632,557
Revenues Over / (Under) Expenditures	3,921,295	-	-	-
Begininng Fund Balance	74,151,516	78,072,811	67,485,875	67,485,875
Reappropriation	-	(10,586,936)	(10,763,175)	(10,930,876)
Ending Fund Balance	$ 78,072,811	$ 67,485,875	$ 56,722,700	$ 56,554,999

Where the Money Comes From (Total Budgeted Revenues)



Where the Money Goes (Total Budgeted Uses of Funds $68 million)



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% 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.

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 this year's budget, the Constant Yield Tax Rate was less than the City's tax rate, so a public hearing and notice was required.

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 the year, based on assessments conducted prior to January 1, 2016. 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. The budget reduces estimated taxes due by 2% as some tax bills will not be paid during the year.

Real and Personal Property Taxes, plus penalties and interest ($28,357,700) make up approximately 47% of the budgeted City revenue, or 39% of all revenue and other sources (includes re-appropriations).

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% but not more than 60%, 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% "piggyback" tax rate applied to the State Income Tax rate of 2.95%. The City's receipts are determined according to State administered formulas based on the amount of income tax paid by City residents.

During FY17 the City will receive income tax distributions that represent tax collections related to income earned in calendar year 2016, adjustments on returns related to calendar year 2015 and estimated tax payments made in calendar year 2017. As a result it is not easy to predict. Additionally, during FY16 the State identified an error in how returns had been allocated to individual municipalities, resulting in an overpayment to the City. The State identified the amount of the overpayment related to the most recent tax year at just under $1.0 million.

In determining the FY17 budget for income tax the City used the FY15 revenue as a starting point, removed the estimated effect of the error, then added 3.6% for FY16 and FY17. The 3.6% was developed by taking the average income tax growth over the last five years. This estimate was then rounded.

Income Taxes make up approximately 17.5% of the budgeted City revenue, excluding re-appropriations, or 14.7% of all revenues and other sources.

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. The City has thirteen (13) hotels/motels within the City limits that collect these taxes and remit the funds monthly. The budget for this revenue was developed based on the current year projected revenues. The projected revenues were calculated using individual hotel/motel receipts through November times the five year average amount collected through November divided by the total revenue for each hotel.

Hotel / Motel Taxes ($1,120,000) make up approximately 2.0% of the budgeted City revenue, or 1.7% of all revenues and other sources.

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%. Those categories subject to State sales and use tax remain at 5%. The budget for this revenue was held at the same level as the prior year budget based on current year collections and no new known amusement facilities.

Admissions and Amusements Tax ($1,250,000) make up approximately 2.2% of the budgeted City revenue, or 1.9% of all revenues and other sources.

Licenses & Permits

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

Cable TV Franchise revenue is based on a negotiated percent (5%) 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 ($888,000); permits issued for building construction is ($1,400,000); rental housing licenses (fees paid by landlords for each rental housing unit) is ($655,000); revenue from fire protection permits is ($250,000). The budget for these accounts was developed based on review of prior years' collections.

Total of Licenses & Permits ($4,249,183) make up approximately 7.6% of the budgeted City revenue, or 6.4% of all revenues and other sources.

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 ($4.8 million), with the largest sources being the recurring Montgomery County Revenue Sharing ($1,168,467), State Police Aid ($834,702), and Community Development Block Grant ($306,000). State Highway User Tax ($1,394,971), 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.

Intergovernmental Revenue ($4,774,628) makes up approximately 8.6% of the budgeted City revenue, or 7.2% of all revenues and other sources.

Service Charges

Service Charges come primarily from fees imposed on the recipients of certain City services. The City's largest fees include recycling ($1,140,000), recreation programs, classes, youth services and summer camps ($1,209,000), and water park revenues ($680,000). In past years' budgets the City's stormwater management fee was also reported in this category. Beginning in FY17 this revenue has been reported directly in the Stormwater Management Fund, rather than in the General Fund. The Stormwater management fee is budgeted at $3,881,500.

Service Charges within the General Fund ($5,245,900) make up approximately 9.4% of the budgeted City revenue, or 7.9% of total General Fund revenues and sources of funds.

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. FY17 revenue is budgeted for ($2,090,000) an increase from the prior year budget. This revenue budget was developed based on the first quarter FY16 revenue compared to the historical first quarter collections.

All Fines and Forfeitures ($2,340,000) make up approximately 4.2% of the budgeted City revenue, or 3.5% of all revenue and other sources.

Other Miscellaneous

The City receives miscellaneous revenue from other non-recurring sources, the single largest of which is interest earnings. The budget for interest earnings is based on an estimated $35 million invested in liquid funds with an 8 basis point (0.08%) return, $10 million invested with a 50 basis point (0.5%) return and $65 million invested with a 65 basis point (0.65%) return. These returns were reduced by 25% as this is the first year of the City's investment portfolio and in case of unrealized losses. Unrealized losses may be experienced as the City is expecting interest rates to rise, making the market value of investments decline. Since the City intends to hold most investments to maturity the unrealized losses would not be converted to actual losses; however accounting regulations require that all investments be reported at market value during the year.

Other Miscellaneous ($739,870) makes up approximately 1.8% of the budgeted City revenue, or 1.5% of all revenue and other sources.

Re-appropriation of Fund Balance

The FY17 budget includes $10,930,876 of funds from fund balance accumulated in previous years. This increased in the current year by approximately $343,940. The FY17 budget for re-appropriation supported the following items:

- $7.9 million in one-time expenditures within the CIP, this a portion of the transfer to the CIP;
- $609,000 in new equipment and vehicles funded within the General Fund budget;
- $236,408 to offset the budget for health insurance. (The City pays the self-insurance provider 115% of expected claims, if claims are less than 115% the City receives funding back. The FY17 budget assumes claims will come in at only 105% of expected. The $214,000 represents the difference between the 105% and the 115% that would be paid out during the fiscal year.)
- $500,000 for contingency
- $1.7 million which is approximately 3.4% of General Fund expenditures to subsidize current year operations.

The next few pages detail the revenues for the General Fund.

Account	Actual FY15	Adopted FY16	Proposed FY17	Adopted FY17
Local Taxes				
410000 - REAL ESTATE TAXES-CURRENT	$ 23,037,129	$ 24,000,000	$ 24,940,000	$ 24,940,000
410100 - REAL ESTATE TAXES-PRIOR YEARS	(464,285)	-	(213,000)	(213,000)
411000 - CORPORATE PERS PROP TX-CURRENT	1,018,505	1,000,000	900,000	900,000
411100 - CORPORATE PERS PROP TAX-PRIOR	48,171	100,000	75,000	75,000
412000 - PERSONAL PROPERTY TAX-CURRENT	12,100	5,000	5,000	5,000
412100 - PERSONAL PROPERTY TAX-PRIOR	312	200	300	300
413000 - PUBLIC UTILITIES PPT - CURRENT	392,980	200,000	223,400	223,400
413100 - PUBLIC UTILITIES PPT - PRIOR	5,471	10,000	7,000	7,000
414000 - HOTEL AND MOTEL TAX	1,122,931	1,100,000	1,120,000	1,120,000
418300 - ADMISSIONS & AMUSEMENTS TAX	1,171,020	1,250,000	1,250,000	1,250,000
419000 - LOCAL TAX-PENALTIES & INTEREST	33,176	30,000	30,000	30,000
419100 - PENALTY/INTEREST-PRIOR YEARS	16,989	25,000	20,000	20,000
Total Local Taxes	$ 26,394,499	$ 27,720,200	$ 28,357,700	$ 28,357,700
Licenses & Permits				
420070 - PUBLIC IMPROVEMENT STREET PERM	$ 13,840	$ 51,000	$ 40,000	$ 40,000
420090 - AMUSEMENT LICENSES	23,400	22,500	23,000	23,000
420100 - TRADERS LICENSES	131,391	145,000	140,000	140,000
420130 - HAWKERS/PEDDLERS LICENSES	6,750	5,000	5,000	5,000
420150 - ELECTRICIANS LICENSE	64,575	27,000	40,000	40,000
420170 - RENTAL HOUSING LICENSE	683,540	654,430	655,000	655,000
420185 - BUS SHELTER FRANCHISE FEE	18,454	21,000	16,000	16,000
420190 - CABLE TV FRANCHISE FEES	884,025	848,000	888,000	888,000
420210 - ANIMAL LICENSES	30,845	28,500	28,500	28,500
420220 - PET SHOP COMMERICAL KENNEL	500	750	583	583
420230 - BUILDING PERMITS	1,450,874	1,200,000	1,400,000	1,400,000
420231 - DECK PERMITS	17,350	15,000	18,000	18,000
420232 - FENCE PERMITS	2,170	2,100	2,100	2,100
420233 - FUEL TANK PERMITS	2,350	200	500	500
420234 - SWIMMING POOL PERMITS	3,580	2,000	3,000	3,000
420235 - TENT PERMITS	5,219	5,000	5,500	5,500
420236 - TRAILER PERMITS	2,200	1,900	2,200	2,200
420250 - ELECTRICAL PERMITS	214,882	170,000	200,000	200,000
420270 - UTILITY PERMIT	13,240	9,000	13,000	13,000
420290 - OCCUPANCY PERMITS	63,625	68,000	60,000	60,000
420300 - HOME OCCUPATION LICENSES	200	200	200	200
420310 - SIGN PERMITS	32,960	26,000	32,000	32,000
420320 - FIRE PROTECTION PERMITS	207,630	250,000	250,000	250,000
420330 - MECHANICAL PERMITS	152,594	150,000	150,000	150,000
420340 - SPECIAL EVENT PERMITS	17,020	15,000	15,000	15,000
420350 - GRADING PERMITS	82,971	54,000	40,000	40,000
420360 - FIRE PROTECTION SYS LICENSES	12,450	25,000	12,000	12,000
420370 - ON-SITE IMPROVEMENTS	177,558	100,000	130,000	130,000
420380 - STORMWATER MGMT PERMITS	78,908	28,000	28,000	28,000
464250 - CATV-CAPITAL EQUIPMENT & PEG	51,144	45,000	51,600	51,600
Total Licenses & Permits	$ 4,446,244	$ 3,969,580	$ 4,249,183	$ 4,249,183

Account	Actual FY15	Adopted FY16	Proposed FY17	Adopted FY17
Grants - Federal Government				
431200 - FEDERAL GRANT-TRANS HOUSING	$ 127,177	$ 130,700	$ 130,690	$ 54,455
432000 - FED GRANT-TRANSPORTATION	5,039	27,000	-	-
432100 - FED GRANT-POLICE EQUIPMENT	3,175	9,000	7,000	7,000
432400 - FEDERAL GRANT - DHS	-	2,500	3,000	3,000
433100 - FEDERAL GRANT-CDBG	556,920	320,000	306,000	353,700
Total Grants - Federal Government	$ 692,311	$ 489,200	$ 446,690	$ 418,155
State Grants & Shared Taxes				
434000 - STATE GRANT-OPEN SPACE	$ -	$ -	$ 66,000	$ 66,000
434050 - STATE GRANT-OLDE TOWNE REVITAL	-	100,000	100,000	100,000
434100 - STATE GRANT-MISCELLANEOUS	7,278	280,000	280,000	280,000
434110 - STATE GRANT-HOMELESS PROGRAM	4,957	5,000	26,338	26,338
434200 - STATE GRANT-POLICE	601,077	600,000	834,702	834,702
434230 - STATE GRANT-POLICE OT GRANT	-	-	27,000	27,000
434240 - STATE HIGHWAY SAFETY PROG	12,082	20,000	15,000	15,000
434300 - STATE GRANT-ARTS	33,361	34,000	39,000	39,000
434310 - STATE GRANT-ARTS NEW INITIATVE	2,487	-	-	-
434900 - STATE GRANT-WATER PK BOND BILL	205,000	-	-	-
434910 - STATE GRANT-SENR CTR BOND BILL	200,000	-	-	-
434940 - STATE GRANT- BOND BILLS	-	-	300,000	200,000
434600 - DEPT OF NATURAL RESOURCES	35,791	-	-	-
434920 - STATE GRANT- SYNTH TURF	720,146	-	-	-
435900 - STATE REV SHARE-HIGHWAY USER	1,183,845	1,275,678	1,394,971	1,394,971
Total State Grants & Shared Taxes	$ 3,006,023	$ 2,314,678	$ 3,083,011	$ 2,983,011
County Grants & Shared Taxes				
437110 - COUNTY GRANT-HOMELESS PROGRAMS	$ 9,234	$ 9,230	$ 9,415	$ 85,215
437130 - COUNTY GRANT-NUTRITION PROGRAM	45,618	46,000	46,000	46,000
437165 - COUNTY SUPPORTIVE HOUSING ASST	18,540	18,400	18,400	18,400
437970 - COUNTY GRANT-FINANCIAL CORP	2,645	2,600	2,645	2,645
438100 - COUNTY REV SHARE-INCOME TAXES	10,877,634	10,500,000	9,750,000	9,750,000
438700 - COUNTY REV SHARE-DUPLICATE SRV	1,168,467	1,168,000	1,168,467	1,168,467
Total County Grants & Shared Taxes	$ 12,122,138	$ 11,744,230	$ 10,994,927	$ 11,070,727

Account	Actual FY15	Adopted FY16	Proposed FY17	Adopted FY17
Charges for Services				
441100 - AUTOMATION FEES	$ 248,415	$ 186,620	$ 250,000	$ 250,000
441300 - ZONING/SUBDIVISION FEES	148,660	150,000	150,000	150,000
447150 - REC PROGRAMS/SPORTS	488,779	445,000	430,000	430,000
447160 - REC PROGRAMS/REC CLASSES	224,005	240,000	225,000	225,000
447170 - REC PROGRAMS/YOUTH SERVICES	51,701	49,000	49,000	49,000
447180 - REC PROGRAMS/SUMMER CAMPS	491,890	490,000	505,000	505,000
447200 - CASEY COMMUNITY CENTER RENTALS	151,811	110,000	135,000	135,000
447210 - CASEY COMMUNITY CENTER PROGRAM	51,258	70,500	60,000	60,000
447220 - WATER PARK	682,203	640,000	680,000	680,000
447240 - KENTLANDS	178,734	134,000	140,000	140,000
447260 - SPECIAL EVENTS	129,552	106,500	120,000	120,000
447270 - AQUATIC FACILITY-INDOOR	173,965	175,000	160,000	160,000
447280 - SKATE PARK	10,851	11,000	12,000	12,000
447290 - GROUP PICNICS	64,890	56,000	60,000	60,000
447300 - WINTER LIGHTS	264,481	235,000	250,000	250,000
447320 - MINIATURE GOLF REVENUE	112,735	112,000	118,000	118,000
447330 - G'BURG YOUTH CTR IN OLDE TOWNE	18,402	13,000	10,000	10,000
447340 - ACTIVITY CENTER - RENTAL	209,489	190,000	190,000	190,000
447350 - FOOD SERVICES	5,000	-	-	-
447360 - ACTIVITY CENTER-PROGRAMS	43,478	48,000	45,000	45,000
447370 - ARTS BARN - RENTAL	23,898	13,000	18,000	18,000
447380 - ARTS BARN PROGRAM	145,055	114,000	130,000	130,000
447390 - ARTS BARN ADMISSIONS	119,758	125,000	125,000	125,000
447400 - ARTS BAR ART SALES	2,899	1,800	1,800	1,800
447410 - G'BURG YOUTH CTR AT ROBERTSON	8,033	4,000	4,000	4,000
447422 - AQUATIC OUTDOOR TAXABLE	1,540	1,700	4,000	4,000
447423 - ARTS BARN TAXABLE	4,748	2,100	2,100	2,100
447428 - SKATE PARK TAXABLE	534	-	300	300
447432 - MINIATURE GOLF TAXABLE	4,847	4,500	4,500	4,500
447470 - AQUATIC INDOOR TAXABLE	819	-	1,000	1,000
447493 - KENTLANDS - TAXABLE SALES	560	400	400	400
447550 - COMMUNITY MUSEUM REVENUE	3,254	3,000	3,200	3,200
447800 - MEMBERSHIP FEE - DOG EXERCISE	2,100	1,000	2,200	2,200
448250 - SENIOR PROGRAMS	107,620	125,000	132,000	132,000
448300 - BENJAMIN GAITHER CENTER RENTALS	15,735	23,000	23,000	23,000
449150 - ENVIRONMENTAL FEES	6,103	1,500	5,000	5,000
449200 - STORMWATER MGMT PLAN REVIEW FE	80,484	35,000	50,000	50,000
449240 - RECYCLING COLLECTIONS	880,398	1,148,000	1,140,000	1,140,000
449300 - WATER QUALITY PROTECTION	1,438,262	3,400,000	-	-
449600 - BIKE LOCKER RENTAL	140	-	140	140
449700 - FINGERPRINTING SERVICE	4,103	5,000	5,000	5,000
449800 - PARKING GARAGE FEES	35	-	40	40
451320 - RETURNED CHECK FEES	1,365	1,500	1,300	1,300
463200 - PROCESSING FEE (PR&C)	3,333	5,000	4,000	4,000
Total Charges for Services	$ 6,605,923	$ 8,476,120	$ 5,245,980	$ 5,245,980

Account	Actual FY15	Adopted FY16	Proposed FY17	Adopted FY17
Fines & Forfeitures				
451300 - ORDINANCE FINES	$ 27,465	$ 25,000	$ 25,000	$ 25,000
451310 - POLICE TICKETS & FINES	228,924	220,000	220,000	220,000
451350 - PHOTO RADAR	2,181,394	1,800,000	2,090,000	2,090,000
451420 - POLICE SEIZURE	55,735	-	5,000	5,000
Total Fines & Forfeitures	$ 2,493,517	$ 2,045,000	$ 2,340,000	$ 2,340,000
Miscellaneous Revenues				
460110 - SALE OF RECYCLABLE MATERIALS	$ 5,365	$ 21,000	$ 5,000	$ 5,000
460210 - SALES-PUBLICATIONS	2	-	-	-
461100 - INTEREST EARNINGS	80,324	300,000	400,000	400,000
461500 - INTEREST ON LOANS	-	14,720	14,720	14,720
462010 - PROPERTY RENT-RESIDENTIAL	13,000	13,000	13,000	13,000
462030 - PROPERTY RENT-TELECOMM.	97,280	90,880	76,500	76,500
462040 - PROPERTY RENT-COMMERCIAL	15,353	16,400	16,128	16,128
462110 - WELLS ROBERTSON SERVICE FEES	17,915	16,000	16,000	16,000
462120 - RENT-50 DESELLUM	14,800	15,370	14,977	14,977
463210 - NAMING RIGHTS	15,000	15,000	15,000	15,000
464100 - CONTRIBUTIONS	63,084	80,000	80,000	80,000
464150 - CONTRIBUTION-CS	3,500	-	1,900	1,900
464170 - CONTRIBUTION-CC SCHOLARSHIP	5,137	-	700	700
464190 - CONTRIBUTIONS - PR&C	17,696	-	12,500	12,500
464230 - CONTRIBUTIONS - GERTRUDE AGER	10,276	-	4,000	4,000
464240 - HOLIDAY GIVING	34,715	25,000	25,000	25,000
464300 - ANNEXATION AGREEMENT	120,000	-	-	-
464500 - ADMINISTRATIVE SVC AGREEMENT	12,500	-	25,000	25,000
465100 - EXPENDITURE REIMBURSEMENT	12,319	-	12,500	12,500
465200 - PRIOR YEAR EXPENDITURE REIMB.	49,356	12,000	25,000	25,000
467200 - MISCELLANEOUS	178,426	1,000	5,000	15,000
467210 - CASH OVER/SHORT	(278)	-	-	-
467230 - MISCELLANEOUS-VENDING MACHINES	3,083	4,500	4,000	4,000
467250 - PASSPORTS	82,350	65,000	85,000	85,000
467280 - HOUSING INITIATIVE FUND	600,000	-	-	-
467300 - COMMUNITY PROMOTIONS	53	-	-	-
467360 - ICMA MISCELLANEOUS	134,021	-	75,000	75,000
481100 - SALE OF GENERAL FIXED ASSETS	163,046	50,000	100,000	100,000
Total Miscellaneous Revenues	$ 1,748,321	$ 739,870	$ 1,026,925	$ 1,036,925
Sub-total Revenues	$ 57,508,977	$ 57,498,878	$ 55,744,416	$ 55,701,681
Transfers In	$ -	$ 150,000	$ -	$ -
Reappropriation	$ -	$ 10,586,936	$ 10,763,175	$ 10,930,876
Total All Revenue and Other Sources	$ 57,508,977	$ 68,235,814	$ 66,507,591	$ 66,632,557

The preceding pages focused on the General Fund's revenue streams and categorized revenues by their source, or where they came from. The City's expenditures often are viewed in many different categories to help understand the overall operations. Some of the ways this budget categorizes expenditures are:

- By department – this groups expenditures under the operating department that is responsible for monitoring and developing the budget. This is similar to how the rest of the document is organized. Departments are further broken down by activity.
- By function – this groups activities into broader categories, such as general government; public safety; public works; parks, recreation and culture; community services and development; miscellaneous; and transfers. These categories do not always correspond to the operating departments. These are the categories that are shown on the budget ordinance, which adopts the budget.
- By object – this groups expenditures by the type of account or type of purchase;

The pages that follow show General Fund expenditures in each of the categories identified above.

General Fund Expenditures by Department

Department	FY15 Actual	FY16 Adopted	FY17 Proposed	FY17 Adopted	% Chg
Office of the City Manager	$ 2,184,278	$ 2,580,165	$ 2,284,963	$ 2,188,960	-15.16%
Human Resources	809,150	978,862	948,677	948,019	-3.15%
Community and Public Relations	2,815,844	3,122,884	3,109,633	3,123,154	0.01%
Finance and Administration	13,943,523	22,592,614	21,781,153	21,808,766	-3.47%
Information Technology	1,703,844	1,936,501	1,854,399	1,876,173	-3.12%
Parks, Recreation and Culture	7,696,977	8,769,372	8,470,520	8,478,898	-3.31%
Planning and Code Administration	4,547,428	5,769,826	5,832,728	6,002,534	4.03%
Gaithersburg Police Department	8,773,536	9,149,578	9,122,542	9,123,925	-0.28%
Public Works	11,113,103	13,336,012	13,102,976	13,082,128	-1.90%
Total	$ 53,587,681	$ 68,235,814	$ 66,507,591	$ 66,632,557	-2.35%

Allocation of $1 of City Taxpayer's Money – FY17 Budget by Department

General Fund Expenditures by Function and Activity

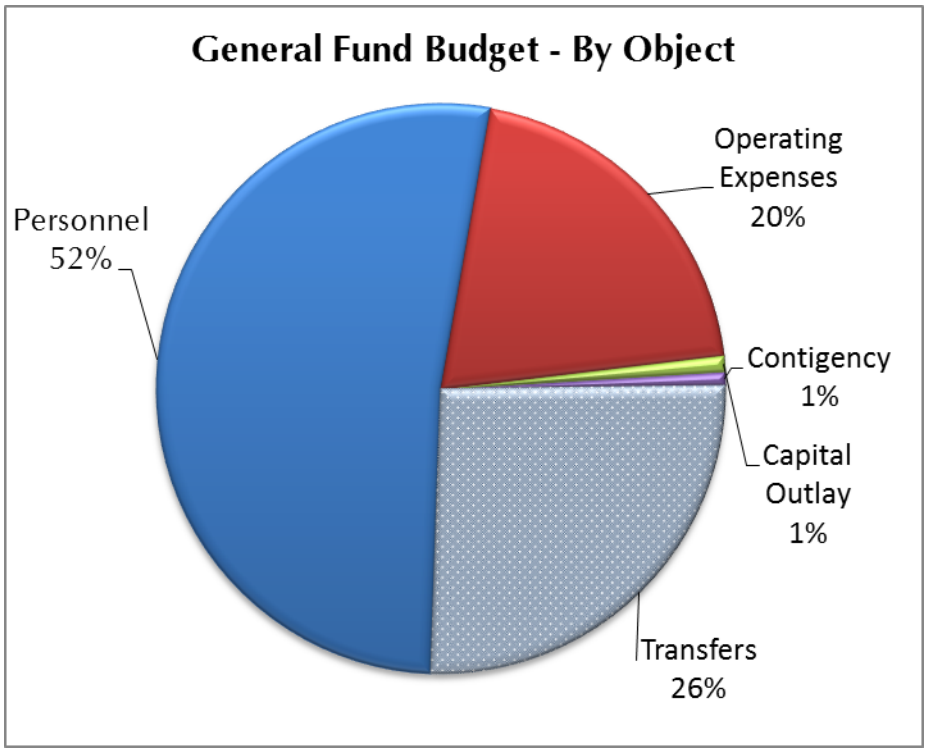
Function / Activity	FY15 Actual	FY16 Adopted	FY17 Proposed	FY17 Adopted
General Government				
Mayor & City Council	$ 292,278	$ 310,378	$ 310,487	$ 310,280
Office of the City Manager	685,817	706,026	707,175	706,619
Legal Services	517,521	551,934	558,969	558,619
Registration & Elections	-	54,800	1,200	1,200
Economic & Business Development	415,149	503,194	475,605	475,238
Environmental Services	273,513	453,833	231,527	137,004
Human Resources	809,150	978,862	948,677	948,019
Finance & Administration	1,104,305	1,251,124	1,490,674	1,491,548
Housing and Community Development	255,301	785,139	871,719	899,397
General Services	54,566	72,032	51,609	51,609
Information Technology	1,445,812	1,653,217	1,573,886	1,595,904
Geographic Information Systems	258,032	283,284	280,513	280,269
Public Information	743,334	831,717	838,240	837,382
Gaithersburg Television	257,809	278,307	274,383	273,970
Planning	776,789	918,885	985,078	1,079,040
Planning & Code Administration	816,871	871,402	834,968	837,993
Neighborhood Services	697,175	882,531	943,838	942,988
Facilities Management	943,685	1,296,285	1,151,126	1,199,847
Buildings & Grounds (B&G) - City Hall	137,877	215,888	202,081	202,081
B&G - Police Station	57,398	68,933	72,564	72,564
B&G - Public Service Facility	130,004	129,410	271,810	271,810
B&G - Train Station/Freight House	23,479	30,478	29,568	29,568
B&G - Kentlands Mansion	48,075	58,900	59,285	59,285
B&G - Benjamin Gaither Center	70,197	74,282	124,078	124,078
B&G - Casey Community Center	145,757	148,737	155,441	155,441
B&G - Olde Towne Pavilion	2,758	3,300	4,870	4,870
B&G - Public Safety Facility	-	-	42,010	42,010
B&G - GAC	21,075	32,387	19,417	19,417
B&G - Activity Center at Bohrer Park	267,164	297,381	304,624	304,624
B&G - Gaithersburg Arts Barn	70,577	84,986	85,356	85,356
B&G - Water Park at Bohrer Park	140,649	127,046	150,401	150,401
B&G - Miniature Golf	12,892	24,000	17,300	17,300
B&G - Skate Park	3,036	7,295	10,300	10,300
B&G - Gaithersburg Youth Center at Olde Towne	37,580	39,287	71,541	71,541
B&G - Gaithersburg Youth Center at Robertson Park	49,263	55,391	51,356	51,356
B&G - Gaithersburg – CPSC Park Site	22,139	28,800	39,755	39,755
B&G - Parking Facility	82,414	89,715	83,929	83,929
Total	$ 11,669,440	$ 14,199,166	$ 14,325,360	$ 14,422,612

Function / Activity	FY15 Actual	FY16 Adopted	FY17 Proposed	FY17 Adopted
Public Safety				
Police Department	$ 8,773,536	$ 9,149,578	$ 9,122,542	$ 9,123,925
Traffic Control	258,249	263,752	267,939	267,526
Animal Control	451,805	505,375	486,105	485,446
Permits and Inspections	1,549,487	1,806,494	1,711,020	1,757,670
Total	$ 11,033,076	$ 11,725,199	$ 11,587,606	$ 11,634,567
Public Works				
Public Works Administration	$ 822,858	$ 825,091	$ 810,247	$ 809,422
Engineering Services	426,130	668,143	618,010	557,567
Fleet Maintenance	524,028	553,731	566,178	565,436
Landscaping & Forestry	1,027,018	1,266,269	1,115,299	1,113,716
Mowing and Special Pickups	1,749,018	2,104,822	2,164,759	2,162,653
Municipal Parks Maintenance	1,751,929	1,929,637	2,045,656	2,042,758
Recycling	689,091	965,775	963,650	963,650
Street Lighting	593,146	613,000	625,000	625,000
Streets & Special Projects	1,005,618	1,333,291	979,426	978,867
Total	$ 8,588,835	$ 10,259,759	$ 9,888,225	$ 9,819,069
Parks, Recreation & Culture				
Parks, Recreation & Culture Administration	$ 727,252	$ 822,163	$ 769,573	$ 769,246
Activity Center	404,318	487,269	472,245	472,162
Casey Community Center	377,325	368,478	352,028	351,863
Gaithersburg Aquatic Center	221,221	373,983	316,962	316,962
Gaithersburg Arts Barn	499,567	503,991	476,715	476,632
Gaithersburg Youth Center at Olde Towne	224,984	310,201	296,709	296,340
Gaithersburg Youth Center at Robertson Park	196,692	215,598	215,571	215,281
Kentlands Mansion	332,399	358,211	353,030	352,842
Miniature Golf Course	85,382	94,336	96,592	96,488
Museums	177,845	187,244	187,960	187,960
Picnic Pavilions	21,050	21,288	20,447	20,447
Recreation Classes	269,137	322,464	305,848	305,765
Recreation Programs & Sports	884,324	928,819	899,461	908,424
Skate Park	30,649	31,149	33,764	33,764
Special Events	1,019,643	1,139,865	1,123,646	1,122,909
Summer Programs	502,972	545,649	550,640	550,640
Water Park	492,063	655,919	569,008	572,127
Winter Lights	160,463	214,252	233,765	233,765
Youth Services	441,336	452,027	458,268	457,896
Total	$ 7,068,621	$ 8,032,906	$ 7,732,232	$ 7,741,513

Function / Activity	FY15 Actual	FY16 Adopted	FY17 Proposed	FY17 Adopted
Community Services & Development				
Community Services	$ 1,335,047	$ 1,448,096	$ 1,467,547	$ 1,482,629
Homeless Assistance	479,653	564,764	529,463	529,173
Seniors Program	628,356	736,466	738,288	737,385
Total	$ 2,443,056	$ 2,749,326	$ 2,735,298	$ 2,749,187
Miscellaneous				
Non-Departmental	$ 2,654,780	$ 3,261,672	$ 3,057,283	$ 3,084,022
Contingency	29,873	16,786	27,500	27,500
Total	$ 2,684,653	$ 3,278,458	$ 3,084,783	$ 3,111,522
Total Operating	$ 43,487,681	$ 50,244,814	$ 49,353,504	$ 49,478,470
Transfers				
OPEB trust	$ 1,310,000	$ 1,200,000	$ 1,600,000	$ 1,600,000
Asset Replacement Fund	-	-	1,318,487	1,318,487
Capital Improvements	8,790,000	13,300,000	13,186,600	13,186,600
Stormwater - City Storm Fee	-	91,000	102,000	102,000
Stormwater - City Subsidy	-	-	931,000	931,000
Stormwater - Hardships	-	-	16,000	16,000
Stormwater - Fee Revenue	-	3,400,000	-	-
Total	$ 10,100,000	$ 17,991,000	$ 17,154,087	$ 17,154,087
Combined Total	$ 53,587,681	$ 68,235,814	$ 66,507,591	$ 66,632,557

General Fund Expenditures by Object – Summary

Department	FY15 Actual	FY16 Adopted	FY17 Proposed	FY17 Adopted	% Chg
Object					
Personnel	$ 31,344,673	$ 34,315,704	$ 34,782,376	$ 34,811,078	1.44%
Operating Expenses	11,121,736	13,406,410	13,462,078	13,558,342	1.13%
Capital Outlay	998,223	2,022,700	609,050	609,050	-69.89%
Contigency	23,049	500,000	500,000	500,000	0.00%
Transfers	10,100,000	17,991,000	17,154,087	17,154,087	-4.65%
Total	$ 53,587,681	$ 68,235,814	$ 66,507,591	$ 66,632,557	-2.35%



General Fund Expenditures by Object – Detail

Object	FY15 Actual	FY16 Adopted	FY17 Proposed	FY17 Adopted
Personal Services				
501000 - Salaries, Full-Time Employees	$19,387,051	$20,747,566	$21,140,066	$21,184,946
505000 - Other Taxable Compensation	10,843	-	-	-
505100 - Other Taxable Comp-Multilingual	58,240	56,160	52,000	52,000
505200 - Other Taxable Comp-Gfit	20,696	20,454	22,038	22,038
505300 - Other Taxable Comp-Housing Stipend	69,300	64,800	90,000	90,000
507000 - Vacation & Sick Pay	275,520	275,000	290,000	290,000
508000 - Salaries, Overtime	751,444	832,086	747,678	747,678
509000 - Salaries, Part-Time Employees	2,703,180	3,194,807	3,093,898	3,078,098
510000 - Social Security & Medicare Taxes (FICA)	1,725,675	1,917,326	1,928,669	1,935,315
512000 - State Unemployment	33,624	45,396	35,000	35,000
513000 - Workers' Compensation Insurance	388,867	301,810	230,897	230,897
513100 - Employee Advance/ Worker's Comp.	1,268	-	-	-
514000 - Group Insurance	3,109,791	3,648,022	3,903,059	3,891,066
514100 - Group Insurance - Retirees	-	-	-	-
514200 - Vision Plan	13,677	19,977	21,435	21,435
514300 - Retiree Share/Insurance	29,845	-	-	-
514500 - Mayor & Council Benefits	23,999	24,000	24,000	24,000
514600 - Cobra Coverage	(945)	-	-	-
514700 - Insurance Deductible Reimbursement	104,796	140,000	100,000	100,000
515000 - Retirement Contribution (401A)	1,533,141	1,659,804	1,741,284	1,745,007
515050 - Supplemental Retirement Contribution	369,928	434,831	414,663	414,663
515100 - Retirement Health Savings (RHS)	170,867	178,240	231,224	231,224
516000 - Savings Plan Contribution (401K)	524,997	622,430	609,892	611,138
516500 - Deferred Compensation	16,886	16,690	18,048	18,048
519000 - Tuition Reimbursement	21,982	116,305	88,525	88,525
Total	$31,344,673	$34,315,704	$34,782,376	$34,811,078
Operating Expenses				
521000 - Office Supplies	$ 59,947	$ 74,210	$ 67,640	$ 67,640
522000 - General Operating Supplies	715,989	745,255	780,644	780,644
522200 - Photographic, Audio, Video Supplies	6,217	3,250	3,050	3,050
522500 - Program Activities	130,439	184,487	159,790	167,290
523300 - Police Outreach/Operational Supplies	4,573	6,400	5,600	5,600
523400 - Police Weapons, Accessories & Supplies	120,197	66,710	70,639	70,639
524000 - Supplies for Resale	26,479	40,000	36,450	36,450
525000 - Furniture & Fixtures	59,650	48,650	34,050	34,050
526000 - Machinery & Equipment	172,264	100,100	140,170	140,170
529000 - Building & Construction Supplies	55,732	95,500	60,000	60,000
530000 - Accounting & Audit	164,549	144,760	192,060	192,060

Object	FY15 Actual	FY16 Adopted	FY17 Proposed	FY17 Adopted
531000 - Information Technology (IT) Services	194,870	289,570	305,292	305,292
531500 - Software Licenses	73,569	27,000	27,450	27,450
531600 - Software Maintenance Agreements	433,408	423,445	425,690	425,690
532000 - Engineering & Architectural	18,193	124,000	130,000	130,000
533000 - Legal	24,549	40,130	30,100	30,100
534500 - Wellness Programs	21,210	25,500	34,180	34,180
535000 - Medical/Hospital (Screenings)	28,774	20,000	22,000	22,000
536000 - Miscellaneous Professional Services	1,309,566	1,461,967	1,491,698	1,495,735
536100 - Temporary Employment Agency	-	3,000	3,000	3,000
536200 - Americans with Disabilities Act	8,778	13,000	10,000	10,000
536300 - Contract Cleaning Services	356,294	362,343	372,115	372,115
536400 - Contract Maintenance Services	246,052	327,700	541,402	591,402
536500 - Investigations	13,171	14,940	14,240	14,240
536700 - Abatement Services	3,774	50,000	25,000	25,000
536800 - Security Services	16,639	20,610	20,575	20,575
537000 - Instructor Services	71,994	140,020	82,200	82,200
538000 - Performances & Entertainment	229,303	237,625	238,500	238,500
541000 - Advertising	131,066	159,107	149,500	149,500
542000 - Awards & Presentations	68,519	57,498	62,075	62,075
543000 - Contributions	999,980	1,166,453	1,181,950	1,190,006
544000 - Professional Dues & Certification Fees	135,649	155,835	170,956	170,956
545000 - Magazines, Books & Resource Material	12,712	24,020	25,575	25,575
546000 - Conference & Seminar Registration	85,211	144,366	140,696	143,196
546300 - In-Service Training	9,942	19,300	23,500	23,500
547000 - Travel Expense	61,236	108,035	109,230	109,230
547100 - Travel Mileage Reimbursement	8,174	8,770	9,870	9,870
548000 - Economic Development Activities	108,938	129,000	102,000	102,000
548100 - Sponsorships	4,364	9,750	10,500	10,500
549000 - Scholarship Management	28,625	26,500	31,250	31,250
550000 - Electric	1,019,805	1,117,984	1,075,796	1,075,796
550100 - Gas (Natural)	75,196	80,300	80,300	80,300
550200 - Water	118,615	120,200	120,455	120,455
550700 - Recycling Services/Trash Collection	49,646	44,733	52,729	52,729
550900 - Utilities, Other	3,811	-	4,500	4,500
551000 - Telephone (Landline)	91,905	84,820	124,540	124,540
551100 - Cellular Telephone	124,670	142,850	139,390	139,390
552500 - Vehicle & Equipment Gasoline Expense	365,844	407,320	340,100	340,100
553000 - Printing & Binding	82,034	108,950	108,600	108,600
554000 - Signage	40,048	49,640	54,615	54,615

Object	FY15 Actual	FY16 Adopted	FY17 Proposed	FY17 Adopted
556000 - Postage	75,944	99,685	77,665	77,665
556500 - Messenger Services	1,370	1,650	1,650	1,650
557000 - Laundry & Uniforms	111,496	153,545	154,787	154,787
560000 - Miscellaneous	144,828	407,555	255,175	259,434
561000 - Local, In-Services Meals	3,355	3,225	4,150	4,150
562000 - Homeownership Assistance Program	-	450,000	450,000	469,912
563000 - Insurance - Not Payroll	331,464	337,000	307,000	307,000
564000 - Tax Abatement	355,613	300,000	150,000	150,000
567000 - Rental & Use Charges	980,644	1,320,995	1,312,899	1,312,899
567100 - Rental of Facilities	103,530	129,042	117,540	117,540
568300 - Forfeiture Expenditures	7,100	-	10,000	10,000
568400 - Holiday Giving Expenditures	20,559	-	25,000	25,000
572000 - Repair & Maint - Buildings & Facilities	234,642	451,600	632,650	632,650
573000 - Repair & Maint - Machinery & Equipment	205,707	185,460	200,025	200,025
574000 - Repair & Maint - Vehicles	351,558	305,450	318,275	318,275
575000 - Repair & Maint - Furniture & Equipment	1,749	5,600	3,600	3,600
576000 - Repair & Maint - Art	10	-	-	-
Total	$11,121,736	$13,406,410	$13,462,078	$13,558,342
Capital Outlay				
592000 - Software	$ (62,028)	$ 2,000	$ -	$ -
592100 - Software (Replacement)	115,500	-	-	-
593000 - Improvements - Not Buildings	2,280	-	-	-
595000 - Furniture & Equipment	(294,653)	32,250	33,250	33,250
595100 - Furniture & Equipment (Replacement)	683,804	871,487	-	-
596000 - Vehicles & Equipment	(34,170)	114,000	575,800	575,800
596100 - Vehicles & Equipment (Replacement)	587,490	1,002,963	-	-
Total	$ 998,223	$ 2,022,700	$ 609,050	$ 609,050
Contingency	$ 23,049	$ 500,000	$ 500,000	$ 500,000
Total Operating	$43,487,681	$50,244,814	$49,353,504	$49,478,470
Transfers	10,100,000	17,991,000	17,154,087	17,154,087
Total Expenditures & Other Uses	$53,587,681	$68,235,814	$66,507,591	$66,632,557

No matter how the City's expenditures are categorized, personnel costs make up a substantial portion of the total. The majority of personnel costs relate to the City's workforce. The reasons for changes in full-time equivalent (FTE) employee counts, which are shown on the next page, are as follow:

- The Office of the City Manager – removed part-time assistance and the sustainability planner was transferred here from Planning and Code Administration

- Community & Public Relations – added a part-time Digital and Social Media Specialist during FY16

- Finance and Administration Department
    - Added a Budget and Procurement Analyst mid-year during FY16
    - Added a new position in FY17 - Procurement Division Chief
    - Housing & Community Development Chief and Grants Administration moved to Planning and Code Administration
    - Removed a part-time intern position

- Information Technology Department
    - Added a new Helpdesk Technician position
    - Increased part-time hours by 1.1 FTE's

- Parks, Recreation and Culture
    - Reduced part-time hours by .22

- Planning and Code Administration
    - Added new positions for
        - Environmental Specialist within the Planning Division;
        - Transportation Planner within the Planning Division; and
        - Code Compliance Manager within the Neighborhood Services Division
    - The following positions were moved to the Stormwater Management Fund
        - Environmental Technician
        - Environmental Specialist
    - Housing & Community Development Chief and Grants Administrator were moved from Finance and Administration; additionally the Grants Administrator was changed from part-time to full-time
    - Part-time assistance was changed
        - Decreased by 0.85 in the Planning and Code Administration Division
        - Decreased by 0.90 in the Permits and Inspections Division
        - Increased by 0.32 in the Animal Control Division

- Police Department
  - Added two additional Police Officer Candidates
  - Added a Technology Systems Administrator

- Public Works Department
  - Added a Right-of-Way Inspector within the Engineering Services Division
  - Additional part-time assistance totaling 2.85 was added in multiple activities
  - The following positions were moved to the Stormwater Management Fund
    - Civil Engineer
    - 0.63 of part-time personnel

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

EXPENDITURE OVERVIEW
FY17 BUDGET

Department	Total Full-Time Equivalent Employees									
	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Office of the City Manager	40.85	44.15	14.20	10.45	11.45	11.45	11.70	11.20	12.52	12.83
Human Resources	-	-	5.00	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	20.69
Finance and Administration	6.30	6.30	8.80	8.50	8.50	9.20	11.00	11.00	11.00	11.00
Information Technology	7.50	8.50	8.50	8.50	9.50	10.70	12.00	12.00	12.50	14.60
Department of Parks, Recreation and Culture	120.21	122.74	132.07	116.73	117.73	119.53	121.42	120.84	120.99	120.77
Department of Planning and Code Administration	44.50	42.10	41.70	39.53	41.03	42.38	45.38	47.53	48.64	49.78
Gaithersburg Police Department	60.70	63.13	63.13	63.13	63.13	67.36	67.26	67.55	67.53	70.53
Public Works	92.90	94.00	93.00	89.50	89.50	89.50	89.44	92.07	92.57	94.79
Stormwater Management Fund	-	-	-	-	-	-	-	-	-	4.63
Total	372.96	380.92	383.65	358.59	365.29	375.31	385.15	387.82	390.76	404.62
% Change		2.13%	0.72%	-6.53%	1.87%	2.74%	2.62%	0.69%	0.76%	3.55%
Culmulative % Change										8.49%
Population	59,912	57,818	58,017	61,172	62,848	63,842	65,690	67,099		
% Chg in Population		-3.50%	0.34%	5.44%	2.74%	1.58%	2.89%	2.14%		
Culmulative % Change								12.00%		
Per Capita Income	71,366	68,673	69,559	71,681	73,140	72,749	74,597	77,745		
% Chg in Per Capita Income		-3.77%	1.29%	3.05%	2.04%	-0.53%	2.54%	4.22%		
Culmulative % Change								8.94%		

Note:
In 2010 the City reorganized the Office of the City Manager, adding Human Resources and Community & Public Relations Departments. Additionally, the Community & Housing Development was moved to Finance; Kentlands Mansion to Park, Recreation & Culture; and Enivronmental 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, and Federal Grants were held flat.
- Grants State were decreased by 5% in FY18 then held flat.
- The primary revenue within the County Grants & Shared Taxes is income tax. Due to the error by the State the City anticipates needing to repay approximately $350,000 per year beginning in FY19. Income tax base amounts were increased by 2% annually, repayments were then subtracted. All other revenues in this category were held flat.
- Charges services were increased 2%, except for the stormwater fee which increased as identified in that budget section.
- Due to expected decreases in photo radar, revenue Fines & Forfeitures are shown decreasing 3% annually.
- Miscellaneous revenue is shown increasing by one half of a percent annually.
- Personnel related expenditures were increased by 3%, excluding health insurance which was increased 8% annually.
- All operating expenditures are shown with a 1% annual increase.
- Capital and Contingency expenditures were held flat.
- OPEB was increased by $400,000 per year which follows a four year plan to bring funding up to the expected minimum required level needed to fund this obligation.
- Transfer for Asset Replacement Fund increases by 2% per year.
- Transfers for CIP and Stormwater are as identified in those five year plan sections of this document.
- This assumes limited growth of services and positions.
- Beginning unassigned fund balance was calculated using FY15 actual ending less the re-appropriation included in the FY16 budget.

Unassigned fund balance represents reserves that could be used to satisfy current claims, thus the five year projection looks only at unassigned fund balance, comparing this to a target 25% of the average of the last three years of expenditures.

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. During FY17 it was determined that some use of fund balance to subsidize the operating budget is appropriate. Any on-going reliance on fund balance for on-going operations causes a structural deficit and will be reviewed annually.

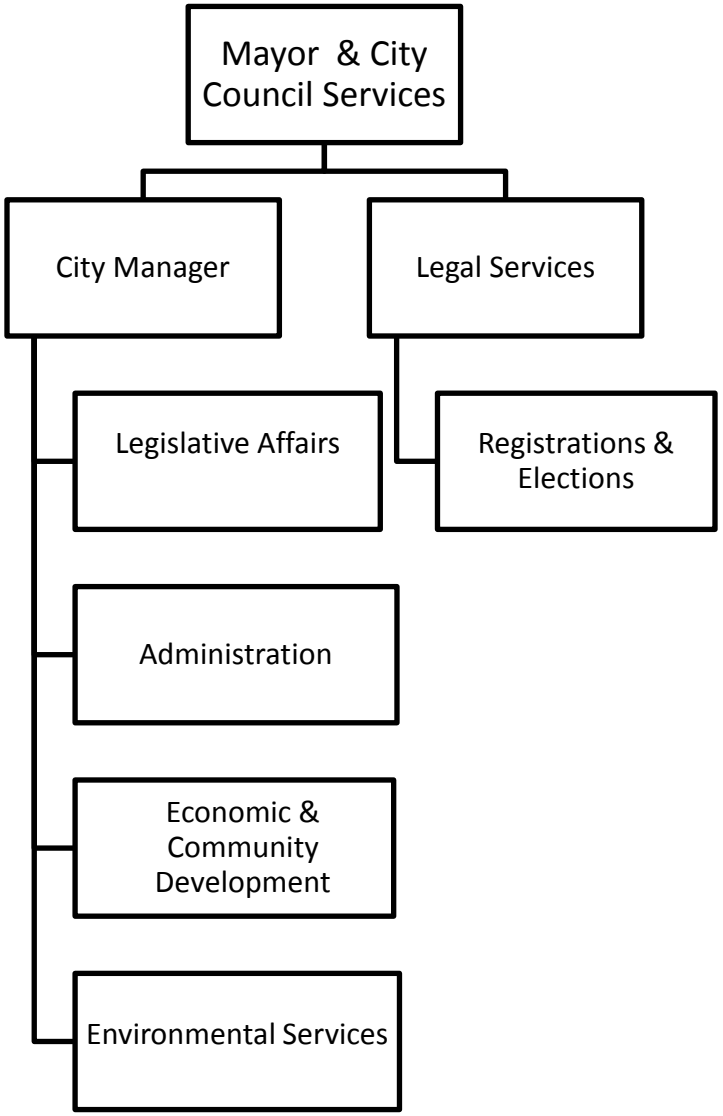
FINANCIAL OVERVIEW
FIVE YEAR FINANCIAL PLAN

Revenues and Sources of Funds	Adopted FY17	FY18	FY19	FY20	FY21
Local Taxes	$28,357,700	$ 28,924,900	$ 29,503,400	$ 30,093,500	$ 30,695,400
Licenses & Permits	4,249,183	4,249,183	4,249,183	4,249,183	4,249,183
Grants - Federal	418,155	418,155	418,155	418,155	418,155
Grants - State	2,983,011	2,833,900	2,833,900	2,833,900	2,833,900
County Grants & Shared Taxes	11,070,727	11,190,000	11,050,000	11,250,000	11,450,000
Charges for Services	5,245,980	5,351,000	5,458,000	5,567,000	5,678,000
Fines & Forfeitures	2,340,000	2,269,800	2,201,700	2,135,600	2,071,500
Miscellaneous Revenues	1,036,925	1,042,000	1,047,000	1,052,000	1,057,000
Total	55,701,681	56,278,938	56,761,338	57,599,338	58,453,138
Reappropriation	10,930,876	9,013,660	7,307,714	7,497,630	7,812,250
Total Revenues and Sources of Funds	$66,632,557	$ 65,292,598	$ 64,069,052	$ 65,096,968	$ 66,265,388

Expenditures and Uses of Funds	Adopted FY17	FY18	FY19	FY20	FY21
Personnel Services	34,811,078	36,049,962	37,341,579	38,688,751	40,094,494
Operating Expenses	13,558,342	13,693,929	13,830,869	13,969,178	14,108,871
Capital Outlay	609,050	609,050	609,050	609,050	609,050
Contingency	500,000	500,000	500,000	500,000	500,000
Total	49,478,470	50,852,941	52,281,498	53,766,979	55,312,415
Transfers					
OPEB trust	1,600,000	2,000,000	2,400,000	2,800,000	3,200,000
Asset Replacement Fund	1,318,487	1,344,857	1,371,754	1,399,189	1,427,173
Capital Improvements	13,186,600	9,896,000	6,805,000	5,905,000	5,100,000
Stormwater - City Storm Fee	102,000	120,000	132,000	147,000	147,000
Stormwater - City Subsidy	931,000	1,062,800	1,062,800	1,062,800	1,062,800
Stormwater - Hardships	16,000	16,000	16,000	16,000	16,000
Total Transfers	17,154,087	14,439,657	11,787,554	11,329,989	10,952,973
Total Expenditures and Uses of Funds	66,632,557	65,292,598	64,069,052	65,096,968	66,265,388
Revenues Over / (Under) Expenditures	-	-	-	-	-
Begininng Fund Balance - Unassigned	49,273,777	38,342,901	29,329,241	22,021,527	14,523,897
Reappropriation	(10,930,876)	(9,013,660)	(7,307,714)	(7,497,630)	(7,812,250)
Ending Fund Balance - Unassigned	$38,342,901	$ 29,329,241	$ 22,021,527	$ 14,523,897	$ 6,711,647

3 Year Average Expenditures	61,528,093	64,889,640	66,720,323	65,331,402	64,819,539
25% Fund Balance Minimum	15,382,023	16,222,410	16,680,081	16,332,851	16,204,885
Over / (Under) Minimum	22,960,878	13,106,831	5,341,446	(1,808,954)	(9,493,238)
Fund Balance Policy Met?	Yes	Yes	Yes	No	No

OFFICE OF THE CITY MANAGER



SERVICES PROVIDED:

The City Manager is the chief executive officer and, with the assistance of the Deputy City Manager, directs and coordinates the general administration of the City government. The City Manager coordinates the enforcement and execution of all laws, ordinances and policies of the City.

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's Office also includes Legal Services, Legislative Affairs, Economic Development, and Environmental Services.

SIGNIFICANT CHANGES:

1101 Mayor & City Council

- 595100 Furniture & Equipment (Replacement) – decreased by $5,605 as these amounts are now included in the Asset Replacement fund.

1111 Legal Services

- 531000 Information Technology (IT) Services- increased by $5,125 to reflect the addition of two software products, one to manage Maryland Public Information Act requests and another to provide electronic signature capability for contracts.
- 533000 Legal – decreased by $10,000 to be closer to actual historical usage.

1122 Registration & Elections

- 553000 Printing & Binding – decreased by $5,000 as there is no election scheduled for FY17.
- 556000 Postage – decreased by $12,500 as there is no election scheduled for FY17
- 560000 Miscellaneous – decreased by $6,500 as there is no election scheduled for FY17.
- 567000 Rental & Use Charges – decreased by $25,500 as there is no election scheduled for FY17.

1133 Economic Development

- 548000 Economic Development Activities (Toolbox) – decreased by $27,000 as funding for Toolbox Grant was reduced as the Toolbox Program is adequately funded. Annual allocations and awards for the past three years:
    - FY14 - $10,000 ($106,682 awarded)
    - FY15 - $104,000 ($132,179)
    - FY16 - $129,000 ($96,084 to date)

    - The current balance is approximately $171,000, with significant outstanding commitments and is anticipated to be under $70,000.
    - Additionally, recent modifications to the Toolbox program have expanded the scale and scope of investments which may qualify for support. These include augmenting the tenant fit-up allowance to $4/sq. ft. for some qualifying properties, as well as now supporting commercial signage, landscaping, and façade investments within Olde Towne.

1134 Environmental Services

- 536000 Miscellaneous Professional Services - decreased by $150,000 the Urban Forestry Study was a one-time funded action and will not be repeated in FY17.

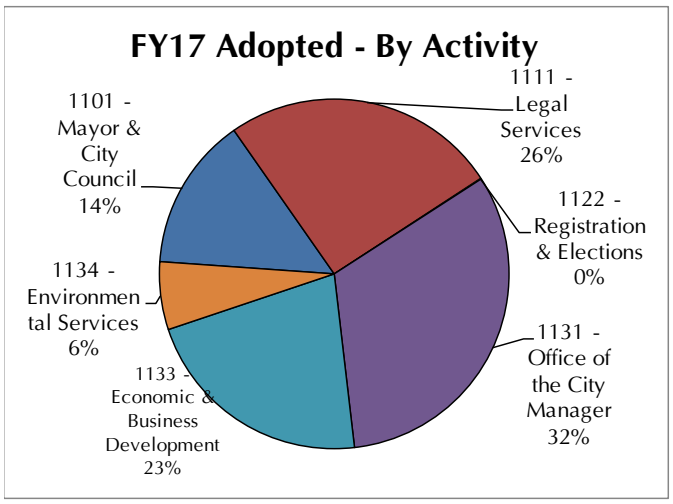
STRATEGIC PLAN DIRECTIONS:

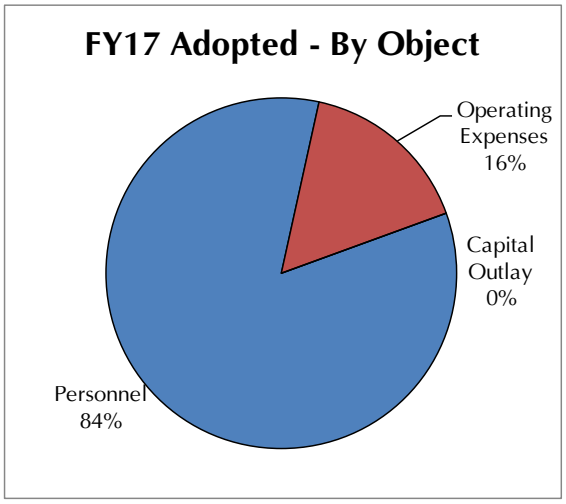
The City's Strategic Plan provides the overall approach to achieving the vision of the City of Gaithersburg by identifying organizational goals, the actions needed to achieve those goals, and ways to measure progress towards those goals. The Plan is evaluated every year and is used to guide the development of operating and a capital budgets to ensure that there are adequate resources to achieve the City's vision. The Plan also helps City departments to create work plans and helps residents understand the City's goals and how they will be achieved. In addition to creating the overarching Mission, Vision and Guiding Principles, the Strategic Plan is divided into eleven individual strategic directions focused on core elements. While some of the individual strategic directions such as communication have an impact on all budgeted activities, the following is a list of individual strategic directions which have a direct correlation to this department's budgeted activities:

- City Administration
- Communication
- Economic Development
- Environment
- Infrastructure and Facilities

Departmental Budget Summary

Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Activity					
1101 - Mayor & City Council	$ 292,278	$ 187,370	$ 310,378	$ 310,280	-0.03%
1111 - Legal Services	517,521	344,658	551,934	558,619	1.21%
1122 - Registration & Elections	-	51,143	54,800	1,200	-97.81%
1131 - Office of the City Manager	685,817	443,774	706,026	706,619	0.08%
1133 - Economic & Business Development	415,149	286,874	503,194	475,238	-5.56%
1134 - Environmental Services	273,513	98,377	453,833	137,004	-69.81%
Total	$ 2,184,278	$1,412,196	$2,580,165	$2,188,960	-15.16%





Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Object					
Personnel	$ 1,872,128	$1,150,186	$1,958,667	$1,838,822	-6.12%
Operating Expenses	308,508	244,549	600,787	349,888	-41.76%
Capital Outlay	3,642	17,461	20,711	250	-98.79%
Total	$ 2,184,278	$1,412,196	$2,580,165	$2,188,960	-15.16%

Departmental Staffing by Position

1101 - Mayor & Council	FY 15	FY 16	FY 17
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 15	FY 16	FY 17
City Attorney	1	1	1
Assistant City Attorney	1	1	1
Paralegal	1	1	1
Subtotal	**3**	**3**	**3**

1122 - Registration & Elections	FY 15	FY 16	FY 17
None	**0**	**0**	**0**

1131 - Office of the City Manager	FY 15	FY 16	FY 17
City Manager	1	1	1
Deputy City Manager	0	1	1
Assistant City Manager	1	0	0
Assistant to the City Manager	1	1	1
Sustainability Planner	0	0	1
Legislative Affairs Manager	1	1	1
Administrative Assistant II/CMO	0	1	1
Administrative Assistant I	1	0	0
Part-Time Personnel	0	0.69	0
Subtotal	**5**	**5.69**	**6**

1133 - Economic & Business Development	FY 15	FY 16	FY 17
Economic Development Director	1	1	1
Business Services Coordinator	1	1	1
Part-Time Personnel	0	0.63	0.63
Subtotal	**2**	**2.63**	**2.63**

1134 - Environmental Services	FY 15	FY 16	FY 17
Sustainability Planner	0	0	1
Subtotal	**0**	**0**	**1**

TOTAL	FY 15	FY 16	FY 17
Full-Time Personnel	11	11	12
Part-Time Personnel	0.2	1.52	0.83
	11.2	**12.52**	**12.83**

Activity Analysis Report - Adopted

1101 - Mayor & City Council

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$73,899	$75,227	$47,397	$75,107	-0.16%
505200 - Other Taxable Comp-Gfit	$210	$315	$210	$420	33.33%
507000 - Vacation & Sick Pay	$4,214	$0	$2,893	$0	0.00%
508000 - Salaries, Overtime	$1,813	$5,304	$2,007	$5,000	-5.73%
509000 - Salaries, Part-Time Employe	$106,647	$107,389	$67,265	$110,389	2.79%
510000 - Social Security & Medicare (	$12,886	$14,608	$7,875	$14,573	-0.24%
514000 - Group Insurance	$6,268	$19,178	$2,856	$19,758	3.02%
514200 - Vision Plan	$166	$92	$236	$92	0.00%
514500 - Mayor & Council Benefits	$23,999	$24,000	$15,692	$24,000	0.00%
515000 - Retirement Contribution (401	$5,912	$6,018	$3,792	$6,259	4.00%
516000 - Savings Plan Contribution (4	$2,217	$2,257	$1,422	$2,347	3.99%
519000 - Tuition Reimbursement		$0		$800	0.00%
521000 - Office Supplies	($19)	$200	$692	$200	0.00%
522000 - General Operating Supplies	$152	$0	$81	$0	0.00%
526000 - Machinery & Equipment	$0	$500	$0	$500	0.00%
531000 - Information Technology (IT)		$0		$160	0.00%
531600 - Software Maintenance Agree	$10,225	$9,710	$9,434	$9,250	-4.74%
541000 - Advertising	$451	$0	$0	$0	0.00%
542000 - Awards & Presentations	$680	$1,000	$0	$1,000	0.00%
543000 - Contributions	$200	$0	$0	$0	0.00%
544000 - Professional Dues & Certifica	$540	$575	$530	$625	8.70%
545000 - Magazines, Books & Resour	$0	$100	$0	$100	0.00%
546000 - Conference & Seminar Regis	$10,247	$7,150	$533	$7,150	0.00%
546300 - In-Service Training	$0	$500	$0	$500	0.00%
547000 - Travel Expense	$11,716	$15,500	$6,618	$15,500	0.00%
547100 - Travel Mileage Reimbursem	$1,325	$1,000	$1,071	$1,000	0.00%
551000 - Telephone (Landline)	$0	$0	$26	$0	0.00%
551100 - Cellular Telephone	$5,033	$6,000	$4,491	$6,400	6.67%
553000 - Printing & Binding	$127	$100	$60	$100	0.00%
556000 - Postage	$32	$150	$52	$150	0.00%
556500 - Messenger Services		$0		$0	0.00%
557000 - Laundry & Uniforms	$524	$400	$0	$400	0.00%
560000 - Miscellaneous	$10,716	$7,500	$6,491	$8,500	13.33%
567000 - Rental & Use Charges	$0	$0	$40	$0	0.00%
595000 - Furniture & Equipment	($508)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$2,605	$5,605	$5,605	$0	-100.00%
Personnel	$238,231	$254,388	$151,646	$258,745	1.71%
Operating Expenses	$51,950	$50,385	$30,119	$51,535	2.28%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$2,097	$5,605	$5,605	$0	-100.00%
Total	**$292,278**	**$310,378**	**$187,370**	**$310,280**	**-0.03%**

1101 Mayor & City Council

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	75,107	75,107
505200	Other Taxable Comp-Gfit	420	420
508000	Salaries, Overtime	5,000	5,000
509000	Salaries, Part-Time Employees	110,389	110,389
510000	Social Security & Medicare (FICA)	14,573	14,573
514000	Group Insurance	19,965	19,758
514200	Vision Plan	92	92
514500	Mayor & Council Benefits	24,000	24,000
515000	Retirement Contribution (401A)	6,259	6,259
516000	Savings Plan Contribution (401K)	2,347	2,347
519000	Tuition Reimbursement	800	800
	Subtotal Personnel Services	**258,952**	**258,745**

Operating Expenses

521000 Office Supplies				
		200		200
	Subtotal		**200**	**200**
526000 Machinery & Equipment				
	Miscellaneous Computer Supplies	500		500
	Subtotal		**500**	**500**
531000 Information Technology (IT) Services				
	Service - Software (Adobe Acrobat Pro DC) (1)	160		160
	Subtotal		**160**	**160**
531600 Software Maintenance Agreements				
	Maintenance - Sire Agenda Management	6,100		6,100
	Maintenance - Software (Microsoft CALs) (18)	3,150		3,150
	Subtotal		**9,250**	**9,250**
542000 Awards & Presentations				
		1,000		1,000
	Subtotal		**1,000**	**1,000**
544000 Professional Dues & Certification Fees				
	Maryland Mayor's Association	150		150
	Maryland Municipal League Montgomery County Chapter Dues	225		225
	MMCA and IIMC	250		250
	Subtotal		**625**	**625**
545000 Magazines, Books & Resource Material				
		100		100
	Subtotal		**100**	**100**

1101 Mayor & City Council

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**
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	
Replacement phones	400		400	
Subtotal		**6,400**		**6,400**
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	3,000		3,000	
Strategic Planning Retreat	1,000		1,000	
Subtotal		**8,500**		**8,500**
Subtotal Operating Expenses		**51,535**		**51,535**
Total		**310,487**		**310,280**

Activity Analysis Report - Adopted

1111 - Legal Services

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$355,733	$363,055	$243,719	$372,168	2.51%
505200 - Other Taxable Comp-Gfit	$511	$315	$259	$413	31.11%
507000 - Vacation & Sick Pay	$7,492	$0	$3,289	$0	0.00%
508000 - Salaries, Overtime	$1,352	$7,210	$4,466	$7,210	0.00%
510000 - Social Security & Medicare (	$23,855	$28,325	$14,498	$29,022	2.46%
514000 - Group Insurance	$31,519	$33,904	$21,710	$34,863	2.83%
514200 - Vision Plan	$429	$221	$0	$221	0.00%
515000 - Retirement Contribution (401	$28,456	$29,044	$18,813	$31,015	6.79%
516000 - Savings Plan Contribution (4	$10,671	$10,892	$7,055	$11,630	6.78%
516500 - Deferred Compensation	$8,166	$8,143	$5,428	$8,892	9.20%
519000 - Tuition Reimbursement	$2,720	$3,500	$1,617	$3,500	0.00%
521000 - Office Supplies	$0	$500	$543	$500	0.00%
522000 - General Operating Supplies	$188	$0	$41	$0	0.00%
525000 - Furniture & Fixtures	$0	$0	$207	$300	0.00%
526000 - Machinery & Equipment	$90	$500	$189	$500	0.00%
531000 - Information Technology (IT)		$0		$5,125	0.00%
531500 - Software Licenses	$0	$0	$742	$0	0.00%
531600 - Software Maintenance Agree	$450	$525	$1,140	$525	0.00%
533000 - Legal	$18,325	$35,000	$1,641	$25,000	-28.57%
536000 - Miscellaneous Professional	$3,070	$2,500	$0	$2,500	0.00%
541000 - Advertising	$10,956	$2,000	$2,801	$2,000	0.00%
544000 - Professional Dues & Certifica	$1,495	$1,875	$2,395	$2,175	16.00%
545000 - Magazines, Books & Resour	$5,879	$12,000	$11,331	$12,500	4.17%
546000 - Conference & Seminar Regis	$1,855	$2,500	$150	$2,500	0.00%
547000 - Travel Expense	$654	$3,000	$657	$3,000	0.00%
547100 - Travel Mileage Reimbursem	$453	$500	$0	$500	0.00%
551100 - Cellular Telephone	$1,556	$2,200	$727	$1,760	-20.00%
553000 - Printing & Binding	$0	$200	$0	$200	0.00%
556000 - Postage	$0	$200	$0	$0	-100.00%
556500 - Messenger Services	$23	$100	$0	$100	0.00%
557000 - Laundry & Uniforms	$282	$0	$0	$0	0.00%
560000 - Miscellaneous	$989	$500	$16	$500	0.00%
592000 - Software	$0	$2,000	$0	$0	-100.00%
595000 - Furniture & Equipment	($73)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$425	$1,225	$1,225	$0	-100.00%
Personnel	$470,904	$484,609	$320,853	$498,934	2.96%
Operating Expenses	$46,265	$64,100	$22,580	$59,685	-6.89%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$352	$3,225	$1,225	$0	-100.00%
Total	**$517,521**	**$551,934**	**$344,658**	**$558,619**	**1.21%**

1111 Legal Services

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	372,168	372,168
505200	Other Taxable Comp-Gfit	413	413
508000	Salaries, Overtime	7,210	7,210
510000	Social Security & Medicare (FICA)	29,022	29,022
514000	Group Insurance	35,213	34,863
514200	Vision Plan	221	221
515000	Retirement Contribution (401A)	31,015	31,015
516000	Savings Plan Contribution (401K)	11,630	11,630
516500	Deferred Compensation	8,892	8,892
519000	Tuition Reimbursement	3,500	3,500
	Subtotal Personnel Services	**499,284**	**498,934**

Operating Expenses

521000 Office Supplies				
	Office supplies	500	500	
	Subtotal	**500**		**500**
525000 Furniture & Fixtures				
	Furniture - filing cabinets	300	300	
	Subtotal	**300**		**300**
526000 Machinery & Equipment				
	Miscellaneous Computer Supplies	500	500	
	Subtotal	**500**		**500**
531000 Information Technology (IT) Services				
	Service - Software (Adobe Acrobat Pro DC) (3)	475	475	
	Service - Software (DocuSign)	600	600	
	Service - Software (JustFOIA)	4,050	4,050	
	Subtotal	**5,125**		**5,125**
531600 Software Maintenance Agreements				
	Maintenance - Software (Microsoft CALs) (3)	525	525	
	Subtotal	**525**		**525**
533000 Legal				
	Board of Appeals Attorney (in contract)	15,000	15,000	
	LEOBR (Police)	5,000	5,000	
	Other Boards and Commissions when a conflict of interest arises	5,000	5,000	
	Subtotal	**25,000**		**25,000**
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**

1111 Legal Services

544000 Professional Dues & Certification Fees				
Bar Associations	1,000		1,000	
Client Protection Fund Assessment	260		260	
IMLA	865		865	
U.S. District Court	50		50	
Subtotal		**2,175**		**2,175**
545000 Magazines, Books & Resource Material				
Lexis Nexis On-Line Research (in contract)	3,000		3,000	
Publications and Resource Materials	1,500		1,500	
Thompson West Code Updates (in contract)	8,000		8,000	
Subtotal		**12,500**		**12,500**
546000 Conference & Seminar Registration				
IMLA Annual Conference	600		600	
Maryland Municipal League Convention	900		900	
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	480		480	
City Attorney (1) cell phone	480		480	
Ipad (2)	800		800	
Subtotal		**1,760**		**1,760**
553000 Printing & Binding				
Printing and Binding of Briefs	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		**59,685**		**59,685**
Total		**558,969**		**558,619**

Activity Analysis Report - Adopted

1122 - Registration & Elections

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
521000 - Office Supplies	$0	$300	$347	$200	-33.33%
541000 - Advertising	$0	$2,500	$2,424	$0	-100.00%
553000 - Printing & Binding	$0	$5,000	$5,192	$0	-100.00%
554000 - Signage	$0	$500	$0	$0	-100.00%
556000 - Postage	$0	$12,500	$12,973	$0	-100.00%
560000 - Miscellaneous	$0	$7,500	$8,437	$1,000	-86.67%
567000 - Rental & Use Charges	$0	$25,500	$21,770	$0	-100.00%
595000 - Furniture & Equipment	$0	$1,000	$0	$0	-100.00%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$0	$53,800	$51,143	$1,200	-97.77%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$1,000	$0	$0	-100.00%
Total	**$0**	**$54,800**	**$51,143**	**$1,200**	**-97.81%**

1122 Registration & Elections

Operating Expenses

521000 Office Supplies				
Office supplies	200		200	
Subtotal		**200**		**200**
560000 Miscellaneous				
Miscellaneous expenses for voter registration outreach	1,000		1,000	
Subtotal		**1,000**		**1,000**
Subtotal Operating Expenses		**1,200**		**1,200**
Total		**1,200**		**1,200**

Activity Analysis Report - Adopted

1131 - Office of the City Manager

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$488,550	$490,471	$309,237	$495,477	1.02%
505000 - Other Taxable Compensatio	$10,843	$0	$6,557	$0	0.00%
505200 - Other Taxable Comp-Gfit	$670	$624	$478	$508	-18.59%
505300 - Other Taxable Comp-Housin	$2,400	$2,400	$1,600	$2,400	0.00%
507000 - Vacation & Sick Pay	$4,834	$0	$8,220	$0	0.00%
508000 - Salaries, Overtime	$425	$0	$309	$0	0.00%
509000 - Salaries, Part-Time Employe	$0	$3,072	$0	$0	-100.00%
510000 - Social Security & Medicare (	$33,022	$37,756	$17,871	$37,904	0.39%
514000 - Group Insurance	$48,094	$54,777	$32,752	$55,885	2.02%
514200 - Vision Plan	$300	$405	$307	$405	0.00%
515000 - Retirement Contribution (401	$38,263	$39,238	$24,739	$41,290	5.23%
515100 - Retirement Health Savings (	$2,748	$2,732	$1,925	$3,468	26.94%
516000 - Savings Plan Contribution (4	$12,459	$14,714	$8,062	$13,466	-8.48%
516500 - Deferred Compensation	$8,720	$8,547	$5,514	$9,156	7.13%
519000 - Tuition Reimbursement	$0	$3,500	$3,348	$3,500	0.00%
521000 - Office Supplies	$93	$1,000	$367	$1,000	0.00%
522000 - General Operating Supplies	$358	$0	$0	$0	0.00%
525000 - Furniture & Fixtures	$3,452	$500	$0	$500	0.00%
526000 - Machinery & Equipment	$153	$500	$0	$500	0.00%
531000 - Information Technology (IT)		$0		$1,240	0.00%
531600 - Software Maintenance Agree	$943	$1,150	$1,966	$700	-39.13%
533000 - Legal	$93	$0	$0	$0	0.00%
536000 - Miscellaneous Professional	$150	$0	$113	$200	0.00%
542000 - Awards & Presentations	$50	$0	$0	$0	0.00%
543000 - Contributions	$2,000	$7,500	$1,500	$5,500	-26.67%
544000 - Professional Dues & Certifica	$5,450	$5,620	$5,827	$5,720	1.78%
545000 - Magazines, Books & Resour	$0	$100	$0	$100	0.00%
546000 - Conference & Seminar Regis	$2,260	$4,150	$1,475	$4,150	0.00%
547000 - Travel Expense	$2,497	$4,500	$4,172	$4,500	0.00%
547100 - Travel Mileage Reimbursem	$0	$200	$11	$700	250.00%
548100 - Sponsorships	$0	$3,750	$0	$3,000	-20.00%
551000 - Telephone (Landline)	$0	$0	$37	$0	0.00%
551100 - Cellular Telephone	$2,855	$3,200	$1,420	$3,400	6.25%
552500 - Vehicle & Equipment Gasolin	$498	$500	$259	$500	0.00%
553000 - Printing & Binding	$585	$200	$0	$300	50.00%
556000 - Postage	$3,361	$700	$716	$2,000	185.71%
556500 - Messenger Services	$161	$100	$0	$200	100.00%
557000 - Laundry & Uniforms	$397	$200	$0	$200	0.00%
560000 - Miscellaneous	$8,313	$6,500	($1,188)	$7,500	15.38%
574000 - Repair & Maintenance - Vehi	$215	$1,000	$11	$1,000	0.00%
595000 - Furniture & Equipment	($540)	$250	$0	$250	0.00%
595100 - Furniture & Equipment (Repl	$1,145	$2,170	$2,170	$0	-100.00%

Activity Analysis Report - Adopted

1131 - Office of the City Manager

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
596000 - Vehicles & Equipment	($2,000)	$0	$0	$0	0.00%
596100 - Vehicles & Equipment (Repl	$2,000	$4,000	$4,000	$0	-100.00%
Personnel	$651,328	$658,236	$420,920	$663,459	0.79%
Operating Expenses	$33,883	$41,370	$16,684	$42,910	3.72%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$605	$6,420	$6,170	$250	-96.11%
Total	**$685,817**	**$706,026**	**$443,774**	**$706,619**	**0.08%**

1131 Office of the City Manager

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	495,477	495,477
505200	Other Taxable Comp-Gfit	508	508
505300	Other Taxable Comp-Housing Stipend	2,400	2,400
510000	Social Security & Medicare (FICA)	37,904	37,904
514000	Group Insurance	56,441	55,885
514200	Vision Plan	405	405
515000	Retirement Contribution (401A)	41,290	41,290
515100	Retirement Health Savings (RHS)	3,468	3,468
516000	Savings Plan Contribution (401K)	13,466	13,466
516500	Deferred Compensation	9,156	9,156
519000	Tuition Reimbursement	3,500	3,500
	Subtotal Personnel Services	**664,015**	**663,459**
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**
531000 Information Technology (IT) Services			
	Service - Software (Adobe Acrobat Pro DC) (3)	475	475
	Service - Software (Creative Cloud For Teams) (1)	765	765
	Subtotal	**1,240**	**1,240**
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (4)	700	700
	Subtotal	**700**	**700**
536000 Miscellaneous Professional Services			
		200	200
	Subtotal	**200**	**200**
543000 Contributions			
	Events	3,000	3,000
	Montgomery County Youth Council - NAACP	1,500	1,500
	Other Contributions	1,000	1,000
	Subtotal	**5,500**	**5,500**

1131 Office of the City Manager

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)	300		300	
National Assoc. of Telecommunications Officers and Advisors (N	970		970	
Other	500		500	
Subtotal		**5,720**		**5,720**
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				
Mileage and parking	700		700	
Subtotal		**700**		**700**
548100 Sponsorships				
	0		0	
Maryland Municipal League	1,000		1,000	
Other	2,000		2,000	
Subtotal		**3,000**		**3,000**
551100 Cellular Telephone				
City Manager, Dep. City Manager, & Legislative Affairs Manager	2,700		2,700	
Replacement phones	200		200	
Service - Laptop Mobile Data Plan (1)	500		500	
Subtotal		**3,400**		**3,400**
552500 Vehicle & Equipment Gasoline Expense				
	500		500	
Subtotal		**500**		**500**
553000 Printing & Binding				
	300		300	
Subtotal		**300**		**300**
556000 Postage				
	2,000		2,000	
Subtotal		**2,000**		**2,000**

1131 Office of the City Manager

556500 Messenger Services				
	200		200	
Subtotal		**200**		**200**
557000 Laundry & Uniforms				
Staff Apparel	200		200	
Subtotal		**200**		**200**
560000 Miscellaneous				
CMO - Miscellaneous	4,000		4,000	
Intergovernmental Relations	3,500		3,500	
Subtotal		**7,500**		**7,500**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (2 Units)	1,000		1,000	
Subtotal		**1,000**		**1,000**
Subtotal Operating Expenses		**42,910**		**42,910**

Capital Outlay

595000 Furniture & Equipment				
	250		250	
Subtotal		**250**		**250**
Subtotal Capital Outlay		**250**		**250**
Total		**707,175**		**706,619**

Activity Analysis Report - Adopted

1133 - Economic & Business Development

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$190,179	$195,769	$122,581	$195,456	-0.16%
507000 - Vacation & Sick Pay	$3,959	$0	$3,575	$0	0.00%
509000 - Salaries, Part-Time Employe	$0	$32,825	$5,325	$29,584	-9.87%
510000 - Social Security & Medicare (	$14,534	$17,487	$9,809	$17,216	-1.55%
514000 - Group Insurance	$28,007	$30,351	$20,017	$35,147	15.80%
514200 - Vision Plan	$0	$92	$0	$184	100.00%
515000 - Retirement Contribution (401	$15,214	$15,662	$9,806	$16,288	4.00%
516000 - Savings Plan Contribution (4	$5,705	$5,873	$3,677	$6,108	4.00%
521000 - Office Supplies	$0	$100	$26	$100	0.00%
525000 - Furniture & Fixtures	$0	$500	$0	$500	0.00%
526000 - Machinery & Equipment	$53	$500	$1,232	$900	80.00%
531000 - Information Technology (IT)	$0	$2,625	$1,785	$3,230	23.05%
531600 - Software Maintenance Agree	$15,161	$16,450	$16,804	$14,475	-12.01%
536000 - Miscellaneous Professional	$0	$3,000	$218	$2,500	-16.67%
538000 - Performances & Entertainme	$10,050	$10,000	$6,700	$10,000	0.00%
541000 - Advertising	$3,725	$8,000	$3,204	$8,000	0.00%
543000 - Contributions	$0	$1,000	$0	$1,000	0.00%
544000 - Professional Dues & Certifica	$1,840	$3,475	$1,535	$2,355	-32.23%
545000 - Magazines, Books & Resour	$79	$300	$0	$300	0.00%
546000 - Conference & Seminar Regis	$3,445	$5,960	$1,480	$5,345	-10.32%
547000 - Travel Expense	$2,596	$5,500	$226	$5,700	3.64%
547100 - Travel Mileage Reimbursem	$1,067	$1,000	$485	$1,250	25.00%
548000 - Economic Development Acti	$108,938	$129,000	$70,730	$102,000	-20.93%
548100 - Sponsorships	$4,364	$6,000	$4,850	$7,500	25.00%
551100 - Cellular Telephone	$648	$840	$693	$1,500	78.57%
553000 - Printing & Binding	$3,435	$4,000	$15	$2,000	-50.00%
556000 - Postage	$76	$500	$4	$500	0.00%
556500 - Messenger Services	$0	$100	$0	$100	0.00%
560000 - Miscellaneous	$1,839	$6,000	$1,810	$6,000	0.00%
595000 - Furniture & Equipment	($90)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$325	$285	$285	$0	-100.00%
Personnel	$257,598	$298,059	$174,790	$299,983	0.65%
Operating Expenses	$157,316	$204,850	$111,799	$175,255	-14.45%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$235	$285	$285	$0	-100.00%
Total	**$415,149**	**$503,194**	**$286,874**	**$475,238**	**-5.56%**

1133 Economic & Business Development

Expenditure Statement by Object	Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services		
501000 Salaries, Full-Time Employees	195,456	195,456
509000 Salaries, Part-Time Employees	29,584	29,584
510000 Social Security & Medicare (FICA)	17,216	17,216
514000 Group Insurance	35,514	35,147
514200 Vision Plan	184	184
515000 Retirement Contribution (401A)	16,288	16,288
516000 Savings Plan Contribution (401K)	6,108	6,108
Subtotal Personnel Services	**300,350**	**299,983**
Operating Expenses		
521000 Office Supplies		
	100	100
Subtotal	**100**	**100**
525000 Furniture & Fixtures		
	500	500
Subtotal	**500**	**500**
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	900	900
Subtotal	**900**	**900**
531000 Information Technology (IT) Services		
Service - Software (Adobe Acrobat Pro DC) (1)	170	170
Service - Software (Cloud 9 Economic Development CRM) (3)	3,060	3,060
Subtotal	**3,230**	**3,230**
531600 Software Maintenance Agreements		
	125	125
Maintenance - Software (CoStar)	14,000	14,000
Maintenance - Software (Microsoft CALs) (2)	350	350
Subtotal	**14,475**	**14,475**
536000 Miscellaneous Professional Services		
Graphic Design	2,500	2,500
Subtotal	**2,500**	**2,500**
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 Council of Shopping Centers (ICSC)	100		100	
International Economic Development Corporation (IEDC)	580		580	
Maryland Economic Development Association (MEDA)	350		350	
Tech Council of Maryland	750		750	
Subtotal		**2,355**		**2,355**
545000 Magazines, Books & Resource Material				
	300		300	
Subtotal		**300**		**300**
546000 Conference & Seminar Registration				
	0		0	
Industry Trade Events	3,000		3,000	
International Council of Shopping Centers (ICSC)	335		335	
International Economic Development Corporation (IEDC)	750		750	
Maryland Economic Development Association (MEDA)	1,260		1,260	
Subtotal		**5,345**		**5,345**
547000 Travel Expense				
International Economic Development Corporation (IEDC)	1,500		1,500	
Maryland Economic Development Association (MEDA)	1,200		1,200	
Other	3,000		3,000	
Subtotal		**5,700**		**5,700**
547100 Travel Mileage Reimbursement				
	1,250		1,250	
Subtotal		**1,250**		**1,250**
548000 Economic Development Activities				
Broker and Client Luncheons	1,000		1,000	
Developer Tours and Luncheons	1,000		1,000	
Economic Development Toolbox	100,000		100,000	
Subtotal		**102,000**		**102,000**
548100 Sponsorships				
Gaithersburg-Germantown Chamber of Commerce (GGCC)	3,500		3,500	
Other	4,000		4,000	
Subtotal		**7,500**		**7,500**
551100 Cellular Telephone				
Cell phones (2)	1,300		1,300	
Replacement phones	200		200	
Subtotal		**1,500**		**1,500**
553000 Printing & Binding				
Marketing/ Promotional Materials	2,000		2,000	
Subtotal		**2,000**		**2,000**
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		**175,255**		**175,255**
Total		**475,605**		**475,238**

Activity Analysis Report - Adopted

1134 - Environmental Services

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$187,126	$192,489	$61,781	$81,892	-57.46%
505200 - Other Taxable Comp-Gfit	$152	$170	$196	$250	47.06%
507000 - Vacation & Sick Pay	$1,886	$0	$0	$0	0.00%
508000 - Salaries, Overtime	$189	$0	$0	$0	0.00%
510000 - Social Security & Medicare (	$14,193	$14,725	$4,684	$6,265	-57.45%
514000 - Group Insurance	$29,835	$34,651	$8,520	$19,819	-42.80%
514200 - Vision Plan	$102	$166	$0	$92	-44.58%
515000 - Retirement Contribution (401	$14,970	$15,399	$4,942	$6,824	-55.69%
516000 - Savings Plan Contribution (4	$5,614	$5,775	$1,853	$2,559	-55.69%
522000 - General Operating Supplies	$0	$0	$400	$0	0.00%
522500 - Program Activities	$428	$4,250	$502	$4,100	-3.53%
525000 - Furniture & Fixtures	$0	$0	$0	$400	0.00%
526000 - Machinery & Equipment	$3,242	$1,000	$0	$250	-75.00%
531000 - Information Technology (IT)		$0		$165	0.00%
531500 - Software Licenses	$519	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$485	$565	$683	$188	-66.73%
536000 - Miscellaneous Professional	$0	$151,000	$0	$1,000	-99.34%
541000 - Advertising	$0	$600	$274	$775	29.17%
542000 - Awards & Presentations	$584	$800	$50	$800	0.00%
544000 - Professional Dues & Certifica	$2,582	$4,467	$3,092	$3,025	-32.28%
545000 - Magazines, Books & Resour	$68	$750	$273	$750	0.00%
546000 - Conference & Seminar Regis	$1,385	$4,050	$1,130	$1,400	-65.43%
547000 - Travel Expense	$5,911	$8,750	$3,629	$1,750	-80.00%
547100 - Travel Mileage Reimbursem	$379	$400	$12	$300	-25.00%
551100 - Cellular Telephone	$637	$840	$372	$0	-100.00%
552500 - Vehicle & Equipment Gasolin	$1,915	$2,500	$883	$0	-100.00%
553000 - Printing & Binding	$0	$2,500	$0	$2,500	0.00%
554000 - Signage	$0	$600	$0	$600	0.00%
556500 - Messenger Services	$34	$0	$0	$0	0.00%
557000 - Laundry & Uniforms	$160	$160	$160	$0	-100.00%
560000 - Miscellaneous	$665	$1,800	$764	$1,300	-27.78%
574000 - Repair & Maintenance - Vehi	$100	$1,250	$0	$0	-100.00%
595000 - Furniture & Equipment	($63)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$415	$605	$605	$0	-100.00%
596100 - Vehicles & Equipment (Repl	$0	$3,571	$3,571	$0	-100.00%
Personnel	$254,067	$263,375	$81,977	$117,701	-55.31%
Operating Expenses	$19,094	$186,282	$12,224	$19,303	-89.64%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$352	$4,176	$4,176	$0	-100.00%
Total	**$273,513**	**$453,833**	**$98,377**	**$137,004**	**-69.81%**

1134 Environmental Services

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	141,412	81,892
505200	Other Taxable Comp-Gfit	250	250
510000	Social Security & Medicare (FICA)	10,818	6,265
514000	Group Insurance	32,978	19,819
514200	Vision Plan	184	92
515000	Retirement Contribution (401A)	11,784	6,824
516000	Savings Plan Contribution (401K)	4,419	2,559
	Subtotal Personnel Services	**201,845**	**117,701**

Operating Expenses

522500 Program Activities			
Celebrate Gaithersburg Day	500	500	
Community Shredding Event	350	350	
Education, Service and Outreach Initiatives	1,750	1,750	
Green Week Activities/Film Night	1,500	1,500	
Subtotal	**4,100**		**4,100**
525000 Furniture & Fixtures			
Desk chair for new position	600	0	
Desk Chairs for Staff	800	400	
Subtotal	**1,400**		**400**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	500	250	
New computer, monitors and camera for new position	1,250	0	
Subtotal	**1,750**		**250**
531000 Information Technology (IT) Services			
Service - Software (Adobe Acrobat Pro DC) (2)	330	165	
Subtotal	**330**		**165**
531500 Software Licenses			
Microsoft licenses new position	650	0	
Subtotal	**650**		**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Microsoft CALs) (2)	375	188	
Subtotal	**375**		**188**
536000 Miscellaneous Professional Services			
Environmental Consultant Services	1,000	1,000	
Subtotal	**1,000**		**1,000**
541000 Advertising			
Community Shredding Event Signage	300	300	
Community Shredding Event Postcards	175	175	
Environmental Announcements and Notifications	300	300	
Subtotal	**775**		**775**

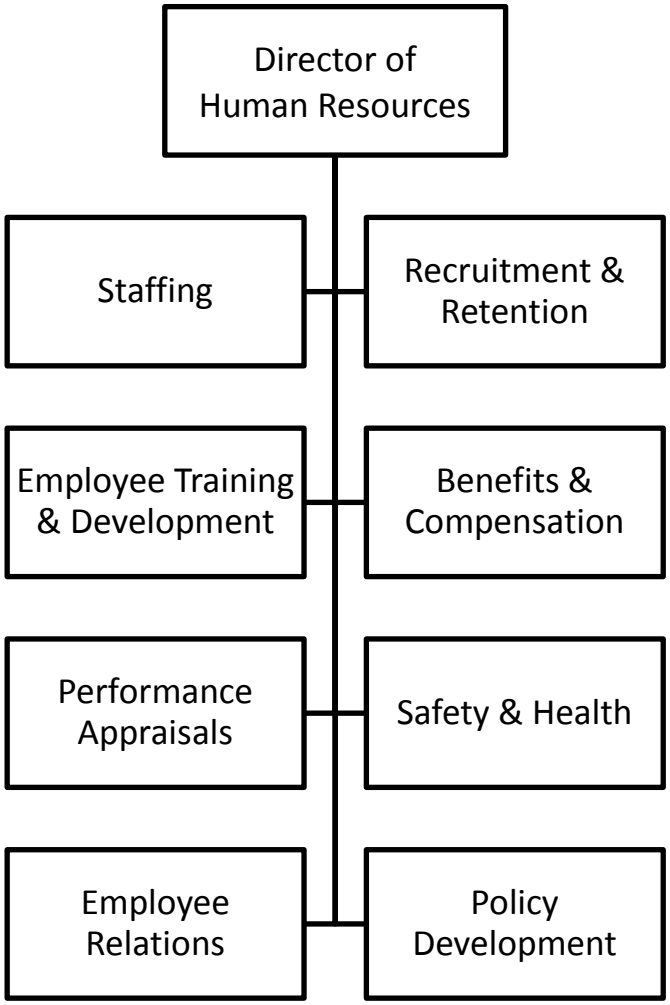
1134 Environmental Services

542000 Awards & Presentations				
Environmental Awards	800		800	
Subtotal		**800**		**800**
544000 Professional Dues & Certification Fees				
American Planning Association	475		475	
Arborist	150		0	
Center for Watershed Protection	492		0	
International Council for Local Environmental Initiatives (ICLEI)	1,200		1,200	
Urban Sustainability Directors Network	850		850	
US Green Building Council (USGBC)	500		500	
Subtotal		**3,667**		**3,025**
545000 Magazines, Books & Resource Material				
Environmental Publications and Certification Reference Materials	750		750	
Subtotal		**750**		**750**
546000 Conference & Seminar Registration				
Conferences & Seminars	2,000		1,000	
National APA Conference	800		0	
Regional APA Conference	400		400	
Subtotal		**3,200**		**1,400**
547000 Travel Expense				
Conferences & Seminars	1,300		650	
National APA Conference	3,500		0	
Regional APA Conference	700		700	
USDN Annual Meeting	400		400	
Subtotal		**5,900**		**1,750**
547100 Travel Mileage Reimbursement				
Miscellaneous Mileage Reimbursement	300		300	
Subtotal		**300**		**300**
553000 Printing & Binding				
Green Week Postcards	2,500		2,500	
Subtotal		**2,500**		**2,500**
554000 Signage				
Outreach Initiative Signs	600		600	
Subtotal		**600**		**600**
557000 Laundry & Uniforms				
ES shirt and jacket	125		0	
Shoes	160		0	
Subtotal		**285**		**0**
560000 Miscellaneous				
Environmental Affairs Committee Support	300		300	
Miscellaneous Workshops and Public Events	1,000		1,000	
Subtotal		**1,300**		**1,300**
Subtotal Operating Expenses		**29,682**		**19,303**

1134 Environmental Services

Total	**231,527**	**137,004**

DEPARTMENT OF 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.

SIGNIFICANT CHANGES:

1135 Human Resources

- 531000 Information Technology (IT) Services – decreased by $25,345 as the City was able to negotiate a price reduction for the use of the ADP Human Resources services. Some of this decrease was offset by anticipated costs for new services provided by the NeoGov applicant tracking system.
- 534500 Wellness Programs – increased by $8,680 due to (1) the need to replace at least one of the City's automatic external defibrillators (AEDs) and a majority of the AED batteries and pads for equipment located in all facilities; (2) the Wellness Committee's efforts to expand the City's wellness program; and (3) costs associated with the increased number of employees covered through the employee assistance program.

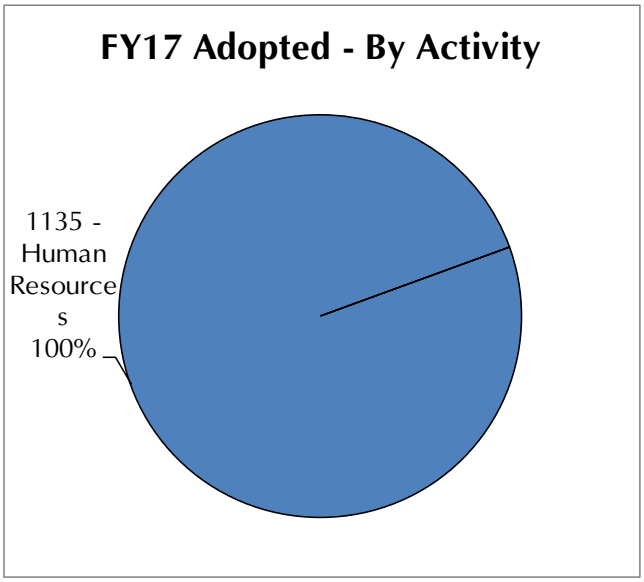
STRATEGIC PLAN DIRECTIONS:

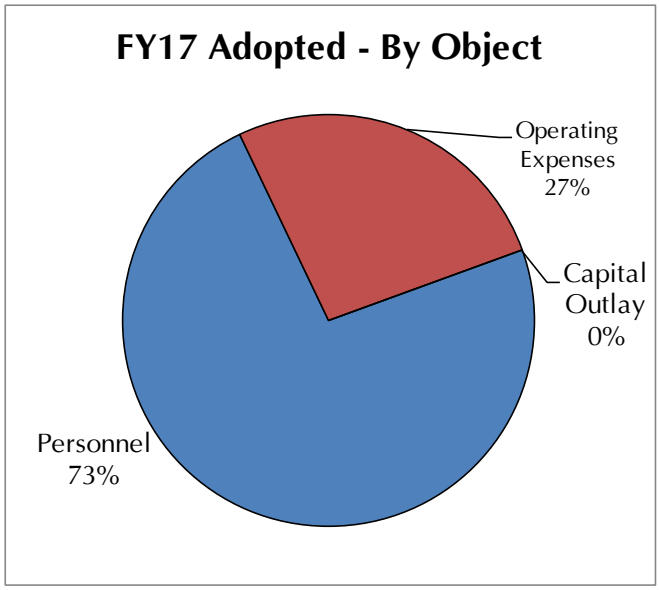
The City's Strategic Plan provides the overall approach to achieving the vision of the City of Gaithersburg by identifying organizational goals, the actions needed to achieve those goals, and ways to measure progress towards those goals. The Plan is evaluated every year and is used to guide the development of operating and a capital budgets to ensure that there are adequate resources to achieve the City's vision. The Plan also helps City departments to create work plans and helps residents understand the City's goals and how they will be achieved. In addition to creating the overarching Mission, Vision and Guiding Principles, the Strategic Plan is divided into eleven individual strategic directions focused on core elements. While some of the individual strategic directions such as communication have an impact on all budgeted activities, the following is a list of individual strategic directions which have a direct correlation to this department's budgeted activities:

- City Administration

Departmental Budget Summary

Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Activity					
1135 - Human Resources	$ 809,150	$ 610,192	$ 978,862	$ 948,019	-3.15%
Total	$ 809,150	$ 610,192	$ 978,862	$ 948,019	-3.25%





Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Object					
Personnel	$ 587,669	$ 438,915	$ 718,812	$ 696,509	-3.10%
Operating Expenses	216,615	168,961	257,735	251,510	-2.42%
Capital Outlay	4,865	2,315	2,315	-	-100.00%
Total	$ 809,150	$ 610,192	$ 978,862	$ 948,019	-3.15%

Departmental Staffing by Position

1135 - Human Resources	FY 15	FY 16	FY 17
Director of Human Resources	1	1	1
Human Resources Program Coordinator	1	1	2
Human Resources Generalist III	1	1	0
Human Resources Generalist II	2	2	2
Subtotal	**5**	**5**	**5**

TOTAL	FY 15	FY 16	FY 17
Full-Time Personnel	5	5	5
Part-Time Personnel	0	0	0
	5	**5**	**5**

Activity Analysis Report - Adopted

1135 - Human Resources

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$356,397	$424,217	$270,861	$432,022	1.84%
505100 - Other Taxable Comp-Multilin	$2,080	$2,080	$2,080	$2,080	0.00%
505200 - Other Taxable Comp-Gfit	$1,082	$1,285	$638	$1,828	42.26%
507000 - Vacation & Sick Pay	$8,829	$0	$8,295	$0	0.00%
510000 - Social Security & Medicare (	$27,275	$32,453	$20,736	$33,050	1.84%
514000 - Group Insurance	$44,752	$59,476	$37,853	$65,154	9.55%
514100 - Group Insurance - Retirees	$0	$0	$51	$0	0.00%
514200 - Vision Plan	$250	$405	$38	$405	0.00%
514700 - Insurance Deductible Reimb	$104,796	$140,000	$64,529	$100,000	-28.57%
515000 - Retirement Contribution (401	$28,392	$33,937	$21,669	$36,001	6.08%
515100 - Retirement Health Savings (	$2,749	$2,732	$1,925	$3,468	26.94%
516000 - Savings Plan Contribution (4	$9,398	$12,727	$8,126	$13,501	6.08%
519000 - Tuition Reimbursement	$1,670	$9,500	$2,114	$9,000	-5.26%
521000 - Office Supplies	$2,023	$2,000	$488	$2,000	0.00%
522000 - General Operating Supplies	$7,119	$3,240	$2,277	$3,400	4.94%
525000 - Furniture & Fixtures	$0	$0	$36	$0	0.00%
526000 - Machinery & Equipment	$0	$1,000	$0	$1,700	70.00%
531000 - Information Technology (IT)	$83,655	$111,500	$63,854	$86,155	-22.73%
531500 - Software Licenses	$415	$0	$118	$650	0.00%
531600 - Software Maintenance Agree	$1,867	$3,670	$2,130	$3,455	-5.86%
534500 - Wellness Programs	$21,210	$25,500	$22,216	$34,180	34.04%
535000 - Medical/Hospital (Screenings	$28,774	$20,000	$15,425	$22,000	10.00%
536000 - Miscellaneous Professional	$28,020	$20,400	$18,209	$18,400	-9.80%
536500 - Investigations	$2,626	$3,500	$2,134	$4,000	14.29%
541000 - Advertising	$4,929	$9,000	$7,910	$12,000	33.33%
542000 - Awards & Presentations	$24,798	$28,500	$22,268	$28,200	-1.05%
544000 - Professional Dues & Certifica	$1,310	$1,650	$350	$2,000	21.21%
545000 - Magazines, Books & Resour	$304	$500	$97	$500	0.00%
546000 - Conference & Seminar Regis	$1,050	$3,500	$431	$5,350	52.86%
546300 - In-Service Training	$5,530	$16,000	$9,699	$18,000	12.50%
547000 - Travel Expense	$192	$4,000	$228	$5,750	43.75%
547100 - Travel Mileage Reimbursem	$141	$500	$232	$500	0.00%
551100 - Cellular Telephone		$0		$0	0.00%
553000 - Printing & Binding	$15	$0	$0	$0	0.00%
556000 - Postage	$419	$500	$179	$500	0.00%
557000 - Laundry & Uniforms	$153	$0	$0	$0	0.00%
560000 - Miscellaneous	$1,032	$2,000	$470	$2,000	0.00%
573000 - Repair & Maintenance - Mac	$1,034	$775	$211	$770	-0.65%
592000 - Software	($10,000)	$0	$0	$0	0.00%
592100 - Software (Replacement)	$10,000	$0	$0	$0	0.00%
595000 - Furniture & Equipment	$2,185	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$2,680	$2,315	$2,315	$0	-100.00%

Activity Analysis Report - Adopted

1135 - Human Resources

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$587,669	$718,812	$438,915	$696,509	-3.10%
Operating Expenses	$216,615	$257,735	$168,961	$251,510	-2.42%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$4,865	$2,315	$2,315	$0	-100.00%
Total	**$809,150**	**$978,862**	**$610,192**	**$948,019**	**-3.15%**

1135 Human Resources

Expenditure Statement by Object	Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services		
501000 Salaries, Full-Time Employees	432,022	432,022
505100 Other Taxable Comp-Multilingual	2,080	2,080
505200 Other Taxable Comp-Gfit	1,828	1,828
510000 Social Security & Medicare (FICA)	33,050	33,050
514000 Group Insurance	65,812	65,154
514200 Vision Plan	405	405
514700 Insurance Deductible Reimbursement	100,000	100,000
515000 Retirement Contribution (401A)	36,001	36,001
515100 Retirement Health Savings (RHS)	3,468	3,468
516000 Savings Plan Contribution (401K)	13,501	13,501
519000 Tuition Reimbursement	9,000	9,000
Subtotal Personnel Services	**697,167**	**696,509**

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	400		400	
Subtotal		**3,400**		**3,400**
526000 Machinery & Equipment				
Miscellaneous Computer Supplies	500		500	
TR - Desktop Equipment (Computer, Monitor, Scanner)	1,200		1,200	
Subtotal		**1,700**		**1,700**
531000 Information Technology (IT) Services				
Service - Human Resources Software (ADP HRB)	66,600		66,600	
Service - Recruiting/Applicant Tracking/Onboarding Software (Ne	9,670		9,670	
Service - Software (Adobe Acrobat Pro DC) (2)	320		320	
Service - Software (Creative Cloud For Teams) (1)	765		765	
Service - Software (Survey Monkey)	300		300	
TR - Service - Employee Performance Review Software	5,500		5,500	
TR - Service - New Hire Integration (NeoGov)	1,500		1,500	
TR - Service - Setup Fee (NeoGov)	1,500		1,500	
Subtotal		**86,155**		**86,155**
531500 Software Licenses				
TR - Microsoft Licenses (1)	650		650	
Subtotal		**650**		**650**
531600 Software Maintenance Agreements				
Maintenance - Software (ID Flow)	2,100		2,100	
Maintenance - Software (Microsoft CALs) (6)	1,050		1,050	
Maintenance - Software (OrgPlus) (3)	305		305	
Subtotal		**3,455**		**3,455**

1135 Human Resources

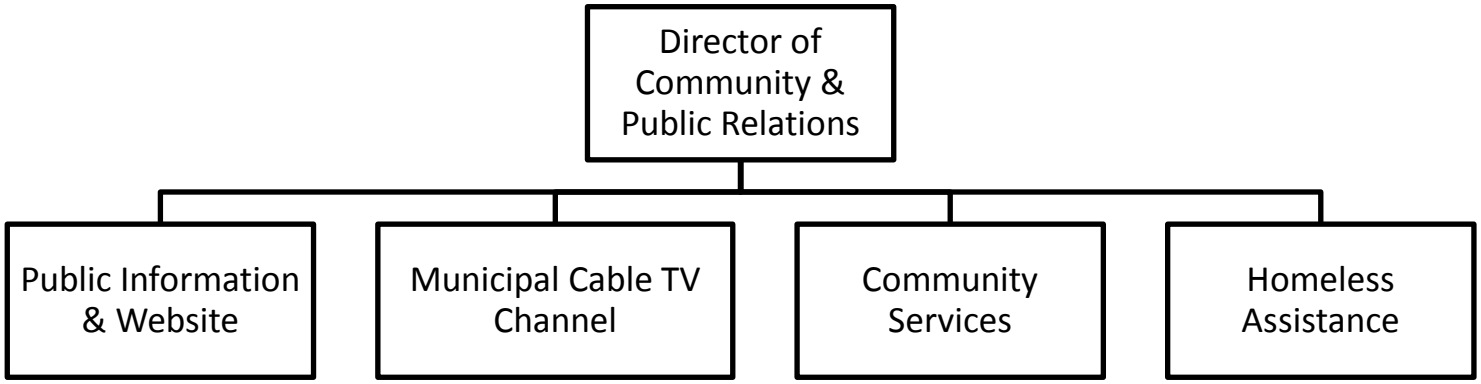
534500 Wellness Programs				
AED Batteries & Pads	6,060		6,060	
American Red Cross - First Aid & CPR Training	3,000		3,000	
Employee Assistance Program	8,820		8,820	
First Aid Supplies	1,500		1,500	
Fitness Programs	1,000		1,000	
Flu Shots	3,800		3,800	
Wellness Day	7,000		7,000	
Wellness Programs	3,000		3,000	
Subtotal		**34,180**		**34,180**
535000 Medical/Hospital (Screenings)				
Drug Tests	4,000		4,000	
Employee Physicals (New Hire, DOT & Fit for Duty)	8,000		8,000	
HBV Employee Vaccinations	3,000		3,000	
Police Psychological Evaluation	7,000		7,000	
Subtotal		**22,000**		**22,000**
536000 Miscellaneous Professional Services				
Dry Cleaning	600		600	
Language Testing	500		500	
Miscellaneous Recruitment Expenses (i.e. candidate travel)	2,000		2,000	
PayScale Annual Insight Subscription	13,600		13,600	
Presenting Solutions	1,700		1,700	
Subtotal		**18,400**		**18,400**
536500 Investigations				
Background Checks	4,000		4,000	
Subtotal		**4,000**		**4,000**
541000 Advertising				
Recruitment Advertising	12,000		12,000	
Subtotal		**12,000**		**12,000**
542000 Awards & Presentations				
Employee Picnic	15,000		15,000	
Employee Recognition Awards	2,700		2,700	
Employee Service Awards	4,500		4,500	
Recognition & Awards Luncheon	6,000		6,000	
Subtotal		**28,200**		**28,200**
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	
World at Work	350		350	
Subtotal		**2,000**		**2,000**
545000 Magazines, Books & Resource Material				
	500		500	
Subtotal		**500**		**500**

1135 Human Resources

546000 Conference & Seminar Registration				
ADA	250		250	
IPMA (Eastern Region)	500		500	
Kronos	1,500		1,500	
NeoGov	800		800	
Society for Human Resource Managers	1,700		1,700	
Society for Human Resource Managers (Maryland)	600		600	
Subtotal		**5,350**		**5,350**
546300 In-Service Training				
Employee Training (supervisory, employee development)	17,000		17,000	
HR Staff Training	1,000		1,000	
Subtotal		**18,000**		**18,000**
547000 Travel Expense				
IPMA	500		500	
Kronos	1,500		1,500	
NeoGov	1,500		1,500	
Society For Human Resource Managers	1,500		1,500	
Society for Human Resources Maryland Chapter	750		750	
Subtotal		**5,750**		**5,750**
547100 Travel Mileage Reimbursement				
Miscellaneous Mileage Reimbursement	500		500	
Subtotal		**500**		**500**
556000 Postage				
Miscellaneous Correspondence	500		500	
Subtotal		**500**		**500**
560000 Miscellaneous				
Miscellaneous	2,000		2,000	
Subtotal		**2,000**		**2,000**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - Card Printer	500		500	
Maintenance & Supplies - Copier (Ricoh MP 2554SP)	270		270	
Subtotal		**770**		**770**
Subtotal Operating Expenses		**251,510**		**251,510**
Total		**948,677**		**948,019**

Bohrer Park at Summit Hall Farm

DEPARTMENT OF COMMUNITY & PUBLIC RELATIONS



SERVICES PROVIDED:

The Department of Community & Public Relations is engaged in outreach and communications, disseminating information, providing resources, and connecting residents to services. Activities within the Department include Public Information, Cable Television, Community Services, and Homeless Assistance.

The City of Gaithersburg informs and engages its residents using a variety of outlets, including a robust website, live meeting broadcasts and video programming, social media, printed materials, advertising and marketing campaigns, emergency notification systems, community events, surveys, and volunteer recognition programs.

Through support services, outreach, education and grants, the City works to fortify a diverse community. Leveraging the collaborative efforts of an extensive network of agencies, schools, volunteers, businesses and organizations, residents are provided with interim case coordination and are connected to education, nutrition, health and mental health, crisis prevention, housing, vocational training and financial wellness programs, opportunities, and resources.

At the City's transitional housing program for homeless men and women in recovery from chemical addiction, residents receive a variety of direct services and supports to aid in recovery and position them for successful transition to permanent housing. A homeless advocacy and street outreach element connects people living on the streets with referrals to addiction treatment, mental health and social service programs.

SIGNIFICANT CHANGES:

1212 Public Information

- 536000 Miscellaneous Professional Services - decreased by $18,500 because there will not be a biennial survey in FY17.
- 541000 Advertising - decreased by $5,000 because there will not be a municipal election in FY17.
- 553000 Printing & Binding - increased by $7,500 to cover the printing costs of inGaithersburg magazine.
- 556000 Postage - decreased by $7,000 because there will not be a municipal election in FY17.

1213 Gaithersburg Television

- 595100 Furniture/Equipment (Replacement) - decreased by $6,969 because replacement funds are now being accounted for within the Asset Replacement Fund.

1215 Community Services

- 522500 Program Activities - decreased by $14,950 as the Holiday Giving program was moved to a separate account for FY17 and the City increased activities related to Bank On due to the receipt of a grant.
- 543000 Contributions - increased by $21,867 to reflect a 3% increase in nonprofit and school grant funding.
- 568400 Holiday Giving Expenditures - increased by $25,000 as this program was separately budgeted this year.

1216 Homeless Assistance

- 525000 Furniture & Fixtures - decreased by $5,050 because system furniture budgeted in FY16 is not a recurring expense.

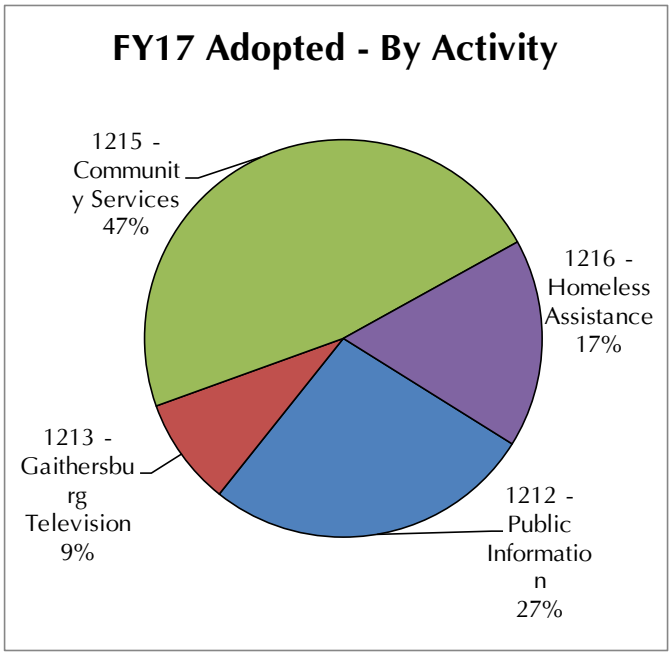
STRATEGIC PLAN DIRECTIONS:

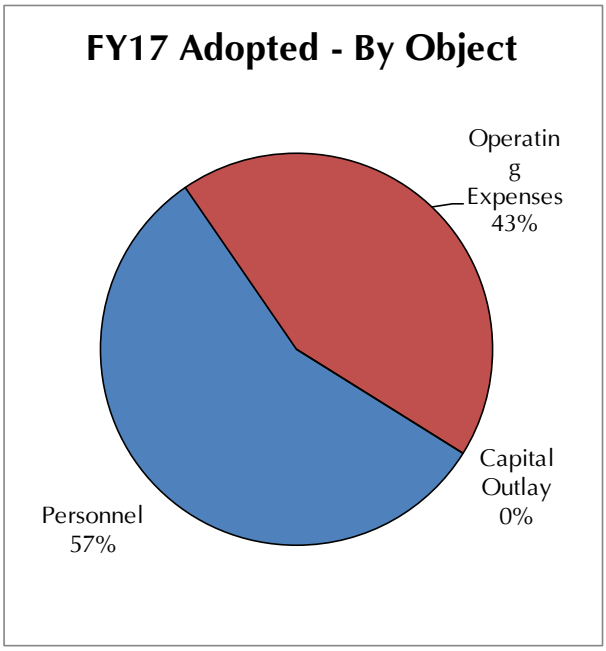
The City's Strategic Plan provides the overall approach to achieving the vision of the City of Gaithersburg by identifying organizational goals, the actions needed to achieve those goals, and ways to measure progress towards those goals. The Plan is evaluated every year and is used to guide the development of operating and a capital budgets to ensure that there are adequate resources to achieve the City's vision. The Plan also helps City departments to create work plans and helps residents understand the City's goals and how they will be achieved. In addition to creating the overarching Mission, Vision and Guiding Principles, the Strategic Plan is divided into eleven individual strategic directions focused on core elements. While some of the individual strategic directions such as communication have an impact on all budgeted activities, the following is a list of individual strategic directions which have a direct correlation to this department's budgeted activities:

- Communication
- Community Services
- Housing

Departmental Budget Summary

Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Activity					
1212 - Public Information	$ 743,334	$ 509,345	$ 831,717	$ 837,382	0.68%
1213 - Gaithersburg Television	257,809	177,010	278,307	273,970	-1.56%
1215 - Community Services	1,335,047	877,816	1,448,096	1,482,629	2.38%
1216 - Homeless Assistance	479,653	334,959	564,764	529,173	-6.30%
Total	$ 2,815,844	$1,899,131	$ 3,122,884	$ 3,123,154	0.01%





Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Object					
Personnel	$ 1,631,739	$1,097,710	$ 1,747,662	$ 1,765,590	1.03%
Operating Expenses	1,168,917	783,197	1,356,998	1,357,564	0.04%
Capital Outlay	15,188	18,224	18,224	-	-100.00%
Total	$ 2,815,844	$1,899,131	$ 3,122,884	$ 3,123,154	0.01%

Departmental Staffing by Position

1212 - Public Information	FY 15	FY 16	FY 17
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	0.9	0.9	1.05
Subtotal	**6.9**	**6.9**	**7.05**

1213 - Gaithersburg Television	FY 15	FY 16	FY 17
Television Productions Manager	1	1	1
Television Production Specialist	1	1	1
Part-Time Personnel	0.75	0.36	0.63
Subtotal	**2.75**	**2.36**	**2.63**

1215 - Community Services	FY 15	FY 16	FY 17
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	0.27
Subtotal	**4.25**	**4.25**	**4.27**

1216 - Homeless Assistance	FY 15	FY 16	FY 17
Homeless Services Division Manager	1	1	1
Clinical Supervisor/Discharge Coordinator	1	1	1
Primary Counselor	1	1	1
House Manager	1	1	1
Part-Time Personnel	2.73	2.5	2.74
Subtotal	**6.73**	**6.5**	**6.74**

TOTAL	FY 15	FY 16	FY 17
Full-Time Personnel	16	16	16
Part-Time Personnel	4.63	4.01	4.69
	20.63	**20.01**	**20.69**

Activity Analysis Report - Adopted

1212 - Public Information

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$486,427	$499,634	$312,950	$499,010	-0.12%
505200 - Other Taxable Comp-Gfit	$420	$840	$420	$840	0.00%
505300 - Other Taxable Comp-Housin	$4,200	$3,600	$4,800	$7,200	100.00%
507000 - Vacation & Sick Pay	$3,757	$0	$5,992	$0	0.00%
508000 - Salaries, Overtime	$57	$530	$10	$100	-81.13%
509000 - Salaries, Part-Time Employe	$22,667	$48,434	$21,973	$48,295	-0.29%
510000 - Social Security & Medicare (	$38,315	$41,968	$24,989	$41,876	-0.22%
514000 - Group Insurance	$54,829	$57,637	$46,857	$80,614	39.87%
514200 - Vision Plan	$64	$442	$76	$442	0.00%
515000 - Retirement Contribution (401	$38,914	$39,971	$25,036	$41,585	4.04%
515100 - Retirement Health Savings (	$1,718	$2,732	$0	$0	-100.00%
516000 - Savings Plan Contribution (4	$14,593	$14,989	$9,388	$15,595	4.04%
521000 - Office Supplies	$71	$250	$27	$250	0.00%
522000 - General Operating Supplies	$61	$0	$8	$0	0.00%
522200 - Photographic, Audio, Video	$0	$250	$1,161	$250	0.00%
524000 - Supplies for Resale	$1,660	$2,000	$0	$2,100	5.00%
525000 - Furniture & Fixtures	$200	$200	$0	$200	0.00%
526000 - Machinery & Equipment	$0	$4,500	$185	$1,000	-77.78%
531000 - Information Technology (IT)		$0		$4,885	0.00%
531500 - Software Licenses	$1,800	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$26,662	$18,575	$7,001	$15,425	-16.96%
536000 - Miscellaneous Professional	$3,406	$26,000	$19,117	$7,500	-71.15%
541000 - Advertising	$11,901	$20,000	$703	$15,000	-25.00%
542000 - Awards & Presentations	$100	$0	$0	$0	0.00%
543000 - Contributions	$33	$100	$9	$100	0.00%
544000 - Professional Dues & Certifica	$751	$670	$948	$855	27.61%
545000 - Magazines, Books & Resour	$845	$900	$0	$2,700	200.00%
546000 - Conference & Seminar Regis		$0		$1,400	0.00%
547000 - Travel Expense		$0		$2,580	0.00%
547100 - Travel Mileage Reimbursem	$0	$50	$0	$50	0.00%
551100 - Cellular Telephone	$3,062	$3,000	$1,508	$6,530	117.67%
553000 - Printing & Binding	$1,302	$7,500	$8,717	$15,000	100.00%
554000 - Signage	$79	$1,500	$970	$500	-66.67%
556000 - Postage	$13,293	$21,500	$13,228	$14,500	-32.56%
560000 - Miscellaneous	$11,172	$11,000	$327	$11,000	0.00%
592000 - Software	($12,000)	$0	$0	$0	0.00%
592100 - Software (Replacement)	$12,000	$0	$0	$0	0.00%
595000 - Furniture & Equipment	($960)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$1,935	$2,945	$2,945	$0	-100.00%

Activity Analysis Report - Adopted

1212 - Public Information

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$665,961	$710,777	$452,492	$735,557	3.49%
Operating Expenses	$76,398	$117,995	$53,908	$101,825	-13.70%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$975	$2,945	$2,945	$0	-100.00%
Total	**$743,334**	**$831,717**	**$509,345**	**$837,382**	**0.68%**

1212 Public Information

Expenditure Statement by Object	Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services		
501000 Salaries, Full-Time Employees	499,010	499,010
505200 Other Taxable Comp-Gfit	840	840
505300 Other Taxable Comp-Housing Stipend	7,200	7,200
508000 Salaries, Overtime	100	100
509000 Salaries, Part-Time Employees	48,295	48,295
510000 Social Security & Medicare (FICA)	41,876	41,876
514000 Group Insurance	81,472	80,614
514200 Vision Plan	442	442
515000 Retirement Contribution (401A)	41,585	41,585
516000 Savings Plan Contribution (401K)	15,595	15,595
Subtotal Personnel Services	**736,415**	**735,557**
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	2,100	2,100
Subtotal	**2,100**	**2,100**
525000 Furniture & Fixtures		
Office Furniture	200	200
Subtotal	**200**	**200**
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	1,000	1,000
Subtotal	**1,000**	**1,000**
531000 Information Technology (IT) Services		
Service - Software (Creative Cloud For Teams) (8)	4,585	4,585
Service - Software (Survey Monkey)	300	300
Subtotal	**4,885**	**4,885**
531600 Software Maintenance Agreements		
Maintenance - Software (Extensis Suitcase Fusion)	850	850
Maintenance - Software (Microsoft CALs) (9)	1,575	1,575
Maintenance - Software (Sitecore)	13,000	13,000
Subtotal	**15,425**	**15,425**
536000 Miscellaneous Professional Services		
Freelance Photography	5,000	5,000
Freelance Writing & Graphic Design	2,500	2,500
Subtotal	**7,500**	**7,500**

1212 Public Information

541000 Advertising				
Brand Advertising - Digital, Radio, Print, Outdoor, etc.	10,000		10,000	
Digital Promotions	5,000		5,000	
Subtotal		**15,000**		**15,000**
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	
Government Social Media Organzation	185		185	
Leadership Montgomery	100		100	
Subtotal		**855**		**855**
545000 Magazines, Books & Resource Material				
Electronic Clip Art, Stock Photography	1,000		1,000	
Social Media Management Package	1,700		1,700	
Subtotal		**2,700**		**2,700**
546000 Conference & Seminar Registration				
3CMA Conference - Communications Specialist	800		800	
Government Social Media Conference - Digital Media Specialist	600		600	
Subtotal		**1,400**		**1,400**
547000 Travel Expense				
3CMA Conference - Lodging and Per Diem	1,115		1,115	
3CMA Conference - Transportation	375		375	
Government Social Media Conference - Lodging and Per Diem	740		740	
Government Social Media Conference - Transportation	350		350	
Subtotal		**2,580**		**2,580**
547100 Travel Mileage Reimbursement				
	50		50	
Subtotal		**50**		**50**
551100 Cellular Telephone				
Director, Webmaster, Web Assistant, Communication Specialist,	4,550		4,550	
Mobile Broadband for Emergency Communication Laptop (1)	480		480	
New mobile devices (3 phones, 2 tablets)	1,500		1,500	
Subtotal		**6,530**		**6,530**
553000 Printing & Binding				
Brochures, Fliers, Posters	1,000		1,000	
inGaithersburg Magazine	14,000		14,000	
Subtotal		**15,000**		**15,000**
554000 Signage				
Posters, Banners, Miscellaneous Signage	500		500	
Subtotal		**500**		**500**

1212 Public Information

556000 Postage			
HOA Mailings, Volunteer Recruitment & Recognition, Misc.	500	500	
inGaithersburg Magazine	14,000	14,000	
Subtotal		**14,500**	**14,500**
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		**101,825**	**101,825**
Total		**838,240**	**837,382**

Activity Analysis Report - Adopted

1213 - Gaithersburg Television

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$165,931	$170,831	$108,227	$169,510	-0.77%
505200 - Other Taxable Comp-Gfit	$0	$105	$0	$0	-100.00%
509000 - Salaries, Part-Time Employe	$6,572	$10,605	$11,618	$16,336	54.04%
510000 - Social Security & Medicare (	$12,693	$13,880	$8,824	$14,217	2.43%
514000 - Group Insurance	$35,460	$38,542	$24,112	$39,724	3.07%
514200 - Vision Plan	$338	$184	$0	$184	0.00%
515000 - Retirement Contribution (401	$13,274	$13,666	$8,658	$14,126	3.37%
516000 - Savings Plan Contribution (4	$4,978	$5,125	$3,247	$5,298	3.38%
522000 - General Operating Supplies	$35	$0	$0	$0	0.00%
522200 - Photographic, Audio, Video	$6,217	$3,000	$17	$2,800	-6.67%
526000 - Machinery & Equipment	$604	$2,000	$2,032	$500	-75.00%
531000 - Information Technology (IT)		$0		$1,525	0.00%
531500 - Software Licenses	$450	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$2,250	$4,200	$2,851	$1,750	-58.33%
536000 - Miscellaneous Professional	$2,664	$6,200	$325	$5,000	-19.35%
542000 - Awards & Presentations	$0	$100	$0	$100	0.00%
545000 - Magazines, Books & Resour	$0	$400	$0	$400	0.00%
546300 - In-Service Training		$0		$0	0.00%
547000 - Travel Expense	$12	$0	$0	$0	0.00%
547100 - Travel Mileage Reimbursem	$0	$100	$0	$100	0.00%
556000 - Postage	$1	$150	$2	$150	0.00%
560000 - Miscellaneous	$0	$250	$129	$250	0.00%
567000 - Rental & Use Charges	$243	$0	$0	$0	0.00%
573000 - Repair & Maintenance - Mac	$0	$2,000	$0	$2,000	0.00%
595000 - Furniture & Equipment	$5,338	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$750	$6,969	$6,969	$0	-100.00%
Personnel	$239,245	$252,938	$164,685	$259,395	2.55%
Operating Expenses	$12,476	$18,400	$5,356	$14,575	-20.79%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$6,088	$6,969	$6,969	$0	-100.00%
Total	**$257,809**	**$278,307**	**$177,010**	**$273,970**	**-1.56%**

1213 Gaithersburg Television

Expenditure Statement by Object	Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services		
501000 Salaries, Full-Time Employees	169,510	169,510
509000 Salaries, Part-Time Employees	16,336	16,336
510000 Social Security & Medicare (FICA)	14,217	14,217
514000 Group Insurance	40,137	39,724
514200 Vision Plan	184	184
515000 Retirement Contribution (401A)	14,126	14,126
516000 Savings Plan Contribution (401K)	5,298	5,298
Subtotal Personnel Services	**259,808**	**259,395**

Operating Expenses

522200 Photographic, Audio, Video Supplies				
Batteries, Light Bulbs, Storage Devices, DVDs, Jewel Cases	2,800		2,800	
Subtotal		**2,800**		**2,800**
526000 Machinery & Equipment				
Miscellaneous Computer Supplies	500		500	
Subtotal		**500**		**500**
531000 Information Technology (IT) Services				
Service - Software (Creative Cloud For Teams) (2)	1,525		1,525	
Subtotal		**1,525**		**1,525**
531600 Software Maintenance Agreements				
Maintenance - Software (Avid Media Composer Standard Support	1,400		1,400	
Maintenance - Software (Microsoft CALs) (2)	350		350	
Subtotal		**1,750**		**1,750**
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	2,800		2,800	
Subtotal		**5,000**		**5,000**
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		**14,575**		**14,575**
Total		**274,383**		**273,970**

Activity Analysis Report - Adopted

1215 - Community Services

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$232,098	$243,326	$152,065	$247,572	1.74%
505100 - Other Taxable Comp-Multilin	$2,080	$2,080	$2,080	$2,080	0.00%
505200 - Other Taxable Comp-Gfit	$320	$315	$365	$365	15.87%
505300 - Other Taxable Comp-Housin	$300	$0	$1,200	$3,600	0.00%
507000 - Vacation & Sick Pay	$0	$0	$1,717	$0	0.00%
508000 - Salaries, Overtime	$1,037	$1,030	$1,046	$500	-51.46%
509000 - Salaries, Part-Time Employe	$9,856	$8,608	$5,031	$10,441	21.29%
510000 - Social Security & Medicare (	$18,407	$19,352	$12,151	$19,585	1.20%
514000 - Group Insurance	$41,734	$43,463	$24,134	$37,820	-12.98%
514200 - Vision Plan	$407	$313	$104	$276	-11.82%
515000 - Retirement Contribution (401	$18,568	$19,466	$12,165	$20,630	5.98%
515100 - Retirement Health Savings (	$2,748	$2,732	$3,108	$6,936	153.88%
516000 - Savings Plan Contribution (4	$5,490	$7,300	$2,048	$3,711	-49.16%
519000 - Tuition Reimbursement	$2,000	$3,500	$0	$2,500	-28.57%
521000 - Office Supplies	$835	$1,000	$927	$1,000	0.00%
522000 - General Operating Supplies	$618	$750	$656	$750	0.00%
522500 - Program Activities	$7,662	$31,400	$6,630	$16,450	-47.61%
525000 - Furniture & Fixtures	$538	$1,000	$560	$1,500	50.00%
526000 - Machinery & Equipment	$896	$3,150	$80	$575	-81.75%
530000 - Accounting & Audit	$40	$60	$82	$60	0.00%
531000 - Information Technology (IT)		$0		$475	0.00%
531500 - Software Licenses	$711	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$1,005	$1,170	$1,525	$1,050	-10.26%
536000 - Miscellaneous Professional	$4,598	$5,400	$6,408	$9,210	70.56%
536100 - Temporary Employment Age	$0	$3,000	$1,755	$3,000	0.00%
536300 - Contract Cleaning Services	$1,962	$2,000	$692	$1,500	-25.00%
541000 - Advertising	$385	$1,000	$525	$1,250	25.00%
542000 - Awards & Presentations	$17,065	$10,325	($3,119)	$6,025	-41.65%
543000 - Contributions	$918,810	$1,018,383	$612,362	$1,040,250	2.15%
544000 - Professional Dues & Certifica	$553	$553	$541	$553	0.00%
545000 - Magazines, Books & Resour	$0	$50	$0	$50	0.00%
546000 - Conference & Seminar Regis	$3,816	$800	$358	$2,540	217.50%
546300 - In-Service Training	$519	$500	$0	$1,500	200.00%
547000 - Travel Expense	$389	$200	$8	$500	150.00%
547100 - Travel Mileage Reimbursem	$674	$500	$442	$600	20.00%
550000 - Electric	$3,339	$3,500	$1,884	$3,500	0.00%
550200 - Water	$960	$2,000	$453	$900	-55.00%
550700 - Recycling Services/Trash Co	$50	$200	$389	$1,020	410.00%
551000 - Telephone (Landline)	$1,891	$1,930	$787	$1,160	-39.90%
551100 - Cellular Telephone	$657	$2,180	$1,038	$1,800	-17.43%
553000 - Printing & Binding	$927	$1,500	$679	$1,750	16.67%
556000 - Postage	$1,444	$1,300	$969	$1,200	-7.69%

Activity Analysis Report - Adopted

1215 - Community Services

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
560000 - Miscellaneous	$923	$500	$428	$1,000	100.00%
568400 - Holiday Giving Expenditures	$20,559	$0	$20,713	$25,000	0.00%
572000 - Repair & Maintenance - Build	$39	$0	$824	$0	0.00%
573000 - Repair & Maintenance - Mac	$800	$580	$323	$445	-23.28%
574000 - Repair & Maintenance - Vehi	$36	$0	$0	$0	0.00%
595000 - Furniture & Equipment	$5,598	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$1,705	$1,680	$1,680	$0	-100.00%
Personnel	$335,044	$351,485	$217,215	$356,016	1.29%
Operating Expenses	$992,701	$1,094,931	$658,921	$1,126,613	2.89%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$7,303	$1,680	$1,680	$0	-100.00%
Total	**$1,335,047**	**$1,448,096**	**$877,816**	**$1,482,629**	**2.38%**

1215 Community Services

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	242,947	247,572
505100	Other Taxable Comp-Multilingual	2,080	2,080
505200	Other Taxable Comp-Gfit	365	365
505300	Other Taxable Comp-Housing Stipend	3,600	3,600
508000	Salaries, Overtime	500	500
509000	Salaries, Part-Time Employees	7,941	10,441
510000	Social Security & Medicare (FICA)	19,231	19,585
514000	Group Insurance	38,188	37,820
514200	Vision Plan	276	276
515000	Retirement Contribution (401A)	20,246	20,630
515100	Retirement Health Savings (RHS)	6,936	6,936
516000	Savings Plan Contribution (401K)	3,624	3,711
519000	Tuition Reimbursement	2,500	2,500
	Subtotal Personnel Services	**348,434**	**356,016**

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			
	0	0	
BANK ON and Financial Wellness Coalition Events	1,500	9,000	
CHARACTER COUNTS! Community Anniversary Celebration an	2,000	2,000	
City Advisory Committee Meetings and Activities	500	500	
Gaithersburg Coalition of Providers Meetings and Trainings	600	600	
Gaithersburg Interfaith Alliance Meeting	500	500	
Holiday Giving Coalition Distribution Events	400	400	
Interdepartmental Community Outreach Events	500	500	
Landlord Appreciation Event	750	750	
Mayor's Book Club and Book Festival	400	400	
Principal/Counselor/PTA Meeting	1,800	1,800	
Subtotal		**8,950**	**16,450**
525000 Furniture & Fixtures			
	0	0	
Five (5) Dressers for Desellum	1,500	1,500	
Subtotal		**1,500**	**1,500**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	500	500	
Shredder (1/2 of expense shared with 1216 - Homeless Assistance)	75	75	
Subtotal		**575**	**575**

1215 Community Services

530000 Accounting & Audit				
	60		60	
Subtotal		**60**		**60**
531000 Information Technology (IT) Services				
Service - Software (Adobe Acrobat Pro DC) (3)	475		475	
Subtotal		**475**		**475**
531600 Software Maintenance Agreements				
Maintenance - Software (Microsoft CALs) (6)	1,050		1,050	
Subtotal		**1,050**		**1,050**
536000 Miscellaneous Professional Services				
	0		0	
Hoarding Task Force Service Contract	9,210		9,210	
Subtotal		**9,210**		**9,210**
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	1,500		1,500	
Subtotal		**1,500**		**1,500**
541000 Advertising				
Bank On Gaithersburg and Gaithersburg Financial Wellness Coalit	750		750	
Programs & Events	500		500	
Subtotal		**1,250**		**1,250**
542000 Awards & Presentations				
CHARACTER COUNTS! and GREAT Plaques	100		100	
CHARACTER COUNTS! Contests (Rev Offset $900)	2,500		2,500	
CHARACTER COUNTS! Scholarships(Rev offset by $700)	2,700		2,700	
Junior Mayor Contest Gift, Nametags and Plaque	125		125	
Mayors Book Club and Book Festival Awards	100		100	
Volunteer Recognition	500		500	
Subtotal		**6,025**		**6,025**
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. Day of Service Event	500		500	
NP Grants School Based Youth Programs	173,000		173,000	
NP Opportunity Grants	15,000		15,000	
NP RFP Contracts: Food, Health, Homelessness, Emergency Servi	670,000		670,000	
School Grants,GREAT and School Opportunity Grants	70,000		70,000	
School Lunch Subsidy	4,000		4,000	
School-Community United in Partnership Conf (Rev offset $1000)	1,500		1,500	
Subtotal		**1,040,250**		**1,040,250**

1215 Community Services

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**
546000 Conference & Seminar Registration				
Neighborworks Housing Counseling Certification Conference	1,290		1,290	
Training & Conference (Bank On and Financial Wellness, Social/	1,250		1,250	
Subtotal		**2,540**		**2,540**
546300 In-Service Training				
Mental Health,Commumity Capacity Bldg, Customer Service and	1,500		1,500	
Subtotal		**1,500**		**1,500**
547000 Travel Expense				
	500		500	
Subtotal		**500**		**500**
547100 Travel Mileage Reimbursement				
Meetings	600		600	
Subtotal		**600**		**600**
550000 Electric				
DeSellum House	3,500		3,500	
Subtotal		**3,500**		**3,500**
550200 Water				
DeSellum House - Water and Sewer	900		900	
Subtotal		**900**		**900**
550700 Recycling Services/Trash Collection				
DeSellum House	1,020		1,020	
Subtotal		**1,020**		**1,020**
551000 Telephone (Landline)				
Community Services & DeSellum House Telephones	350		350	
Community Services Telephones	810		810	
Subtotal		**1,160**		**1,160**
551100 Cellular Telephone				
Cell phone (2)	1,300		1,300	
Desellum House AirCard	500		500	
Subtotal		**1,800**		**1,800**
553000 Printing & Binding				
Bank On	1,000		1,000	
General Community Outreach	750		750	
Subtotal		**1,750**		**1,750**

1215 Community Services

556000 Postage				
Community Outreach and Stakeholders Including Holiday Giving	1,200		1,200	
Subtotal		**1,200**		**1,200**
560000 Miscellaneous				
Promotional Items (Community Service give aways including item	1,000		1,000	
Subtotal		**1,000**		**1,000**
568400 Holiday Giving Expenditures				
Holiday Giving pass through of donations	25,000		25,000	
Subtotal		**25,000**		**25,000**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh MP 5002SP)	445		445	
Subtotal		**445**		**445**
Subtotal Operating Expenses		**1,119,113**		**1,126,613**
Total		**1,467,547**		**1,482,629**

Activity Analysis Report - Adopted

1216 - Homeless Assistance

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$220,244	$242,265	$152,002	$243,268	0.41%
505100 - Other Taxable Comp-Multilin	$2,080	$2,080	$0	$0	-100.00%
505200 - Other Taxable Comp-Gfit	$105	$0	$0	$0	0.00%
507000 - Vacation & Sick Pay	$3,142	$0	$3,236	$0	0.00%
508000 - Salaries, Overtime	$499	$266	$2,292	$450	69.17%
509000 - Salaries, Part-Time Employe	$88,225	$82,614	$51,443	$80,059	-3.09%
510000 - Social Security & Medicare (	$23,685	$24,874	$15,661	$24,769	-0.42%
514000 - Group Insurance	$27,038	$46,831	$17,894	$30,706	-34.43%
514200 - Vision Plan	$129	$221	$0	$129	-41.63%
515000 - Retirement Contribution (401	$17,319	$19,381	$12,122	$20,272	4.60%
515100 - Retirement Health Savings (	$3,796	$3,162	$4,120	$7,368	133.02%
516000 - Savings Plan Contribution (4	$5,227	$7,268	$4,546	$7,601	4.58%
519000 - Tuition Reimbursement	$0	$3,500	$0	$0	-100.00%
521000 - Office Supplies	$774	$1,300	$143	$1,400	7.69%
522000 - General Operating Supplies	$161	$0	$153	$0	0.00%
522500 - Program Activities	$24,500	$39,957	$22,095	$37,000	-7.40%
525000 - Furniture & Fixtures	$5,238	$7,050	$7,805	$2,000	-71.63%
526000 - Machinery & Equipment	$451	$1,150	$0	$575	-50.00%
531600 - Software Maintenance Agree	$1,050	$1,400	$1,400	$1,400	0.00%
536000 - Miscellaneous Professional	$9,155	$25,035	$6,037	$21,506	-14.10%
536800 - Security Services		$0		$0	0.00%
544000 - Professional Dues & Certifica	$0	$300	$0	$300	0.00%
545000 - Magazines, Books & Resour	$0	$50	$0	$50	0.00%
546000 - Conference & Seminar Regis	$600	$0	$0	$0	0.00%
546300 - In-Service Training	$0	$500	$0	$1,500	200.00%
547100 - Travel Mileage Reimbursem	$0	$100	$0	$100	0.00%
550000 - Electric	$14,272	$12,000	$5,562	$12,000	0.00%
550100 - Gas (Natural)	$2,375	$3,100	$797	$3,100	0.00%
550200 - Water	$3,815	$4,000	$1,944	$4,000	0.00%
551000 - Telephone (Landline)	$3,497	$2,820	$1,787	$2,700	-4.26%
551100 - Cellular Telephone	$677	$1,000	$449	$700	-30.00%
552500 - Vehicle & Equipment Gasolin	$821	$1,500	$332	$1,000	-33.33%
553000 - Printing & Binding	$30	$100	$58	$100	0.00%
556000 - Postage	$23	$60	$56	$70	16.67%
560000 - Miscellaneous	$14,645	$15,550	$6,871	$15,550	0.00%
572000 - Repair & Maintenance - Build	$4,094	$6,200	$8,665	$7,000	12.90%
573000 - Repair & Maintenance - Mac	$980	$1,500	$0	$1,500	0.00%
574000 - Repair & Maintenance - Vehi	$183	$1,000	$859	$1,000	0.00%
595000 - Furniture & Equipment	($1,168)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$1,990	$2,345	$2,345	$0	-100.00%
596000 - Vehicles & Equipment	($2,143)	$0	$0	$0	0.00%
596100 - Vehicles & Equipment (Repl	$2,143	$4,285	$4,285	$0	-100.00%

Activity Analysis Report - Adopted

1216 - Homeless Assistance

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$391,489	$432,462	$263,317	$414,622	-4.13%
Operating Expenses	$87,342	$125,672	$65,012	$114,551	-8.85%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$822	$6,630	$6,630	$0	-100.00%
Total	**$479,653**	**$564,764**	**$334,959**	**$529,173**	**-6.30%**

1216 Homeless Assistance

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	243,268	243,268
508000	Salaries, Overtime	450	450
509000	Salaries, Part-Time Employees	80,059	80,059
510000	Social Security & Medicare (FICA)	24,769	24,769
514000	Group Insurance	30,996	30,706
514200	Vision Plan	129	129
515000	Retirement Contribution (401A)	20,272	20,272
515100	Retirement Health Savings (RHS)	7,368	7,368
516000	Savings Plan Contribution (401K)	7,601	7,601
	Subtotal Personnel Services	**414,912**	**414,622**

Operating Expenses

521000 Office Supplies					
	Miscellaneous Office Supplies	400		400	
	Printer Cartridges	1,000		1,000	
	Subtotal		**1,400**		**1,400**
522500 Program Activities					
	Aftercare Workshops (FWRH Offsets $6,500)	6,500		6,500	
	Community Building Activities & Recovery Month (FWRF Offset	9,000		9,000	
	Emergency Gap Healthcare (FWRH Offsets $3,000)	3,000		3,000	
	Program Supplies & Expenses	5,000		5,000	
	Total Wellness Activities (FWRH Offsets $3,500)	3,500		3,500	
	Vocational and Career Counseling Services (FWRF Offsets $10,0	10,000		10,000	
	Subtotal		**37,000**		**37,000**
525000 Furniture & Fixtures					
	purchase two area rugs for front rooms	800		800	
	Replace Electric Stove in the Kitchen	1,200		1,200	
	Subtotal		**2,000**		**2,000**
526000 Machinery & Equipment					
	Miscellaneous Computer Supplies	500		500	
	Shredder box (1/2 of cost shared with 1215 - Community Services)	75		75	
	Subtotal		**575**		**575**
531600 Software Maintenance Agreements					
	Maintenance - Software (Microsoft CALs) (8)	1,400		1,400	
	Subtotal		**1,400**		**1,400**
536000 Miscellaneous Professional Services					
		0		0	
	Addiction Treatment (HUD Grant Offsets $21,506)	21,506		21,506	
	Subtotal		**21,506**		**21,506**
544000 Professional Dues & Certification Fees					
	Professional Counselor Certification	300		300	
	Subtotal		**300**		**300**

1216 Homeless Assistance

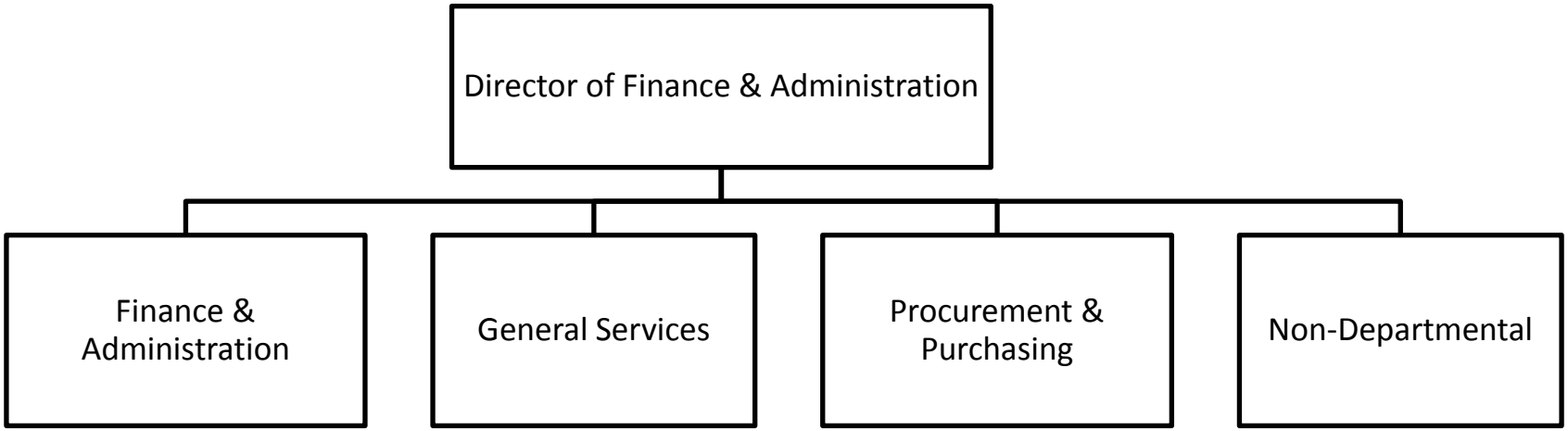
545000 Magazines, Books & Resource Material				
Grapevine Magazine (Alcoholics Anonymous Publication)	50		50	
Subtotal		**50**		**50**
546300 In-Service Training				
Staff Development Workshops	1,500		1,500	
Subtotal		**1,500**		**1,500**
547100 Travel Mileage Reimbursement				
Coordination Meetings & 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	2,700		2,700	
Subtotal		**2,700**		**2,700**
551100 Cellular Telephone				
Street Outreach (HUD Grant Offsets $500)	700		700	
Subtotal		**700**		**700**
552500 Vehicle & Equipment Gasoline Expense				
Program Van (HUD Grant Offsets $1,000)	1,000		1,000	
Subtotal		**1,000**		**1,000**
553000 Printing & Binding				
Miscellaneous Printing for Outreach and Education	100		100	
Subtotal		**100**		**100**
556000 Postage				
Advertising, Mailings, Solicitations	70		70	
Subtotal		**70**		**70**
560000 Miscellaneous				
Food (HUD Grant Offsets $11,500)	15,550		15,550	
Subtotal		**15,550**		**15,550**
572000 Repair & Maintenance - Buildings & Facilities				
Miscellaneous Repairs to Facility (HUD Grant offsets $5,000)	7,000		7,000	
Subtotal		**7,000**		**7,000**
573000 Repair & Maintenance - Machinery & Equipment				
Program Appliances (HUD Offsets $119 for Washing Machine/dr	1,500		1,500	
Subtotal		**1,500**		**1,500**

1216 Homeless Assistance

574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (1 Unit)	1,000	1,000	
Subtotal		**1,000**	**1,000**
Subtotal Operating Expenses		**114,551**	**114,551**

Total	**529,463**	**529,173**

DEPARTMENT OF FINANCE & ADMINISTRATION



SERVICES PROVIDED:

The Finance & Administration Division provides oversight of all City financial transactions and is specifically responsible for financial reporting, creation of the budget document and budget monitoring, payroll and accounts payable processing, procurement, and investments.

Two other activities, 1149 General Services and 1911 Non-Departmental are shown within this section of the budget. The General Services activity is used for shared centralized costs such as office supplies and paper. The Non-Departmental activity is used for City-wide expenses that are not related to any department.

SIGNIFICANT CHANGES:

1141 Finance & Administration

- 531000 Information Technology (IT) Services – decreased by $13,915 as the City was able to negotiate additional savings on payroll processing services.
- 536000 Miscellaneous Professional Services - increased by $15,450 as it is expected that the City will complete the deployment of cash funds into purchased investments at the end of FY16. This account includes the costs of investment advisor fees which are based on the dollars of investments held and bank safekeeping fees. The investment advisor fees were increased by $8,500 as the expected dollars of investments increased by $7.4 million. No safekeeping fees were included in the FY16 budget. These costs are offset by budgeted revenue of $400,000 in investment income.

1149 General Services

- 521000 Office Supplies - decreased by $6,000 to reduce the budget to historical actual spending levels.
- 595100 Furniture & Equipment (Replacement) - decreased by $14,070 as replacement accounts are now reported within the Asset Replacement Fund.

1911 Non-Departmental

- 507000 Vacation and Sick Pay - increased by $15,000 which represents a 5% increase over the actual amount paid out in FY15. The 5% increase approximates the total of the FY16 and FY17 pay increases.
- 512000 State Unemployment - decreased by $10,396 to reflect fewer expected claims.

- 513000 Workers Compensation - decreased by $70,913 in addition to a reduction in the amount spent on claims compared to this time last year, the City is also benefitting from changes made last year to the cost allocation system utilized by our workers' compensation administrator, resulting in better management of self-insurance funds.
- 515100 Retirement Health Savings (RHS) - increased by $15,395 as more retirees have selected the RHS rather than City healthcare.
- 530000 Accounting & Audit - increased by $18,000 as the City's primary operating bank increased all transaction fees. The Department will be conducting a solicitation for new banking services.
- 536000 Miscellaneous Professional Services - increased by $157,800 as there was a new contract for photo radar fines. The previous year's budget for expenditures was based on 41% of budgeted revenues of $1,800,000. Actual revenue experience has exceeded that level in FY15 and is expected to be approximately $2,090,000 in FY17. The new contract mimics these projections but with a fixed fee contract for FY17 of $880,000 plus carry over collections from the previous contract which is estimated at $26,400, or 3%.
- 544000 Professional Due & Certification Fees - increased by $5,501 due to an increase in fees from Metropolitan Washington Council of Governments.
- 560000 Miscellaneous - decreased by $142,241 as the Economic Development Opportunity funding was reduced from $250,000 to $100,000. This funding has past years available funds of approximately $1.9 million, which is considered to be adequately funded at this time.
- 563000 Insurance Not Payroll - decrease by $30,000 as the premium for property and liability insurance is lower than expected due to the past several claim years.
- 564000 Tax Abatement - decreased by $150,000 as one agreement was completed in FY16 and no further abatements are needed under that agreement.
- 589000 Transfers to Other Funds - decreased by $836,913. This account represents transfers to other funds of the City. This decrease is due to the following:
    - Transfer to Stormwater Fund: the FY16 budget included $3,400,000 which represented the estimated stormwater revenue to be collected and $91,000 represented the City's portion of the stormwater fee. In FY17 the revenue to be generated by the stormwater fee has been moved to the Stormwater Fund so the $3,400,000 transfer is not needed. The FY17 transfer includes a subsidy of $931,000 to keep the stormwater fees lower. This subsidy was not included in FY16. The City's portion of the fee increased in FY17 by $11,000 based on the budgeted fee increase. Additionally, the City budgeted $16,000 for the stormwater hardship program which was not budgeted in FY16.

- The Transfer to CIP was decreased by $113,400; this transfer amount fluctuates annually depending on the project needs.
- Transfer to Other Post-Employment Benefits (OPEB) Trust increased by $400,000 as the City moves closer to fully funding the annual actuarially cost of this obligation.
- Transfer to the Asset Replacement Fund is a new transfer in the FY17 budget of $1,312,931. In past years, the funding that was set aside for replacement of equipment, vehicles and small assets was included in each individual operating departments' budgets within accounts 595100 Furniture and Equipment (Replacement) and 596100 Vehicle & Equipment (Replacement). In order to show the budget for both the funds being set aside for asset replacement and the budget spending on asset replacement the City has created the Asset Replacement Fund, which is included later in this document. The revenue for that fund is this transfer.

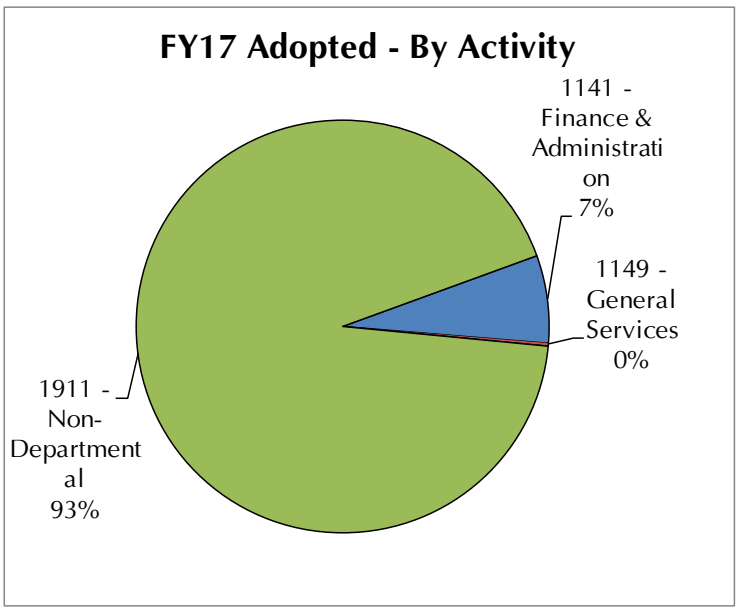
STRATEGIC PLAN DIRECTIONS:

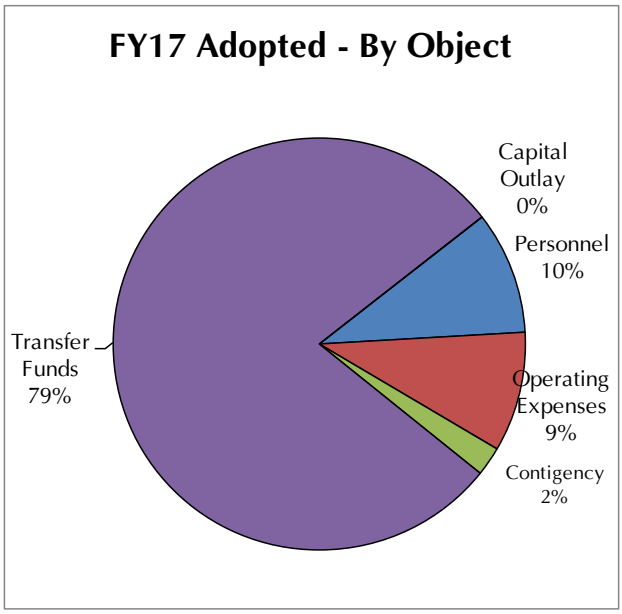
The City's Strategic Plan provides the overall approach to achieving the vision of the City of Gaithersburg by identifying organizational goals, the actions needed to achieve those goals, and ways to measure progress towards those goals. The Plan is evaluated every year and is used to guide the development of operating and a capital budgets to ensure that there are adequate resources to achieve the City's vision. The Plan also helps City departments to create work plans and helps residents understand the City's goals and how they will be achieved. In addition to creating the overarching Mission, Vision and Guiding Principles, the Strategic Plan is divided into eleven individual strategic directions focused on core elements. While some of the individual strategic directions such as communication have an impact on all budgeted activities, the following is a list of individual strategic directions which have a direct correlation to this department's budgeted activities:

- City Administration

Departmental Budget Summary

Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Activity					
1141 - Finance & Administration	$ 1,104,305	$ 730,007	$ 1,251,124	$ 1,491,548	19.22%
1149 - General Services	54,566	49,530	72,032	51,609	-28.35%
1911 - Non-Departmental	12,784,653	16,693,612	21,269,458	20,265,609	-4.72%
Total	$13,943,523	$17,473,148	$22,592,614	$ 21,808,766	-3.47%





Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Object					
Personnel	$ 1,704,245	$ 1,337,804	$ 1,905,342	$ 2,105,060	10.48%
Operating Expenses	2,097,723	1,481,004	2,174,830	2,049,619	-5.76%
Contigency	23,049	2,811	500,000	500,000	0.00%
Transfer Funds	10,100,000	14,630,087	17,991,000	17,154,087	-4.65%
Capital Outlay	18,507	21,442	21,442	-	-100.00%
Total	$13,943,523	$17,473,148	$22,592,614	$ 21,808,766	-3.47%

Departmental Staffing by Position

1141 - Finance & Administration	FY 15	FY 16	FY 17
Director of Finance & Administration	1	1	1
Comptroller	1	1	1
Procurement Division Chief	0	0	1
Chief Accountant	1	1	1
Procurement Manager	1	1	1
Staff Accountant	1	1	1
Budget & Procurement Analyst	0	0	1
Payroll Coordinator	1	1	1
Accounting Specialist	1	1	1
Senior Accounting Technician	1	1	1
Administrative Assistant II	0	0	1
Administrative Assistant I/F&A	1	1	0
Part-Time Personnel	0.5	0.5	0
Subtotal	**9.5**	**9.5**	**11**

1142 - Housing & Community Development	FY 15	FY 16	FY 17
Housing & Community Development Chief	1	1	0
Part-Time Personnel	0.5	0.5	0
Subtotal	**1.5**	**1.5**	**0**

1149 - General Services	FY 15	FY 16	FY 17
None	**0**	**0**	**0**

1911 - Non-Departmental	FY 15	FY 16	FY 17
None	**0**	**0**	**0**

TOTAL	FY 15	FY 16	FY 17
Full-Time Personnel	10	10	11
Part-Time Personnel	1	1	0
	11	**11**	**11**

Activity Analysis Report - Adopted

1141 - Finance & Administration

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$645,446	$733,395	$426,787	$879,961	19.98%
505100 - Other Taxable Comp-Multilin	$2,080	$2,080	$2,080	$0	-100.00%
505200 - Other Taxable Comp-Gfit	$917	$1,047	$810	$690	-34.10%
507000 - Vacation & Sick Pay	$20,493	$0	$11,407	$0	0.00%
508000 - Salaries, Overtime	$772	$1,030	$464	$1,000	-2.91%
509000 - Salaries, Part-Time Employe	$14,298	$13,635	$0	$0	-100.00%
510000 - Social Security & Medicare (	$49,357	$57,227	$31,544	$67,394	17.77%
514000 - Group Insurance	$83,187	$94,439	$63,849	$171,729	81.84%
514200 - Vision Plan	$321	$589	$206	$828	40.58%
515000 - Retirement Contribution (401	$51,520	$58,672	$33,797	$73,331	24.98%
515100 - Retirement Health Savings (	$5,497	$5,463	$2,550	$3,468	-36.52%
516000 - Savings Plan Contribution (4	$18,353	$22,002	$11,978	$27,497	24.98%
519000 - Tuition Reimbursement	$8,490	$10,605	$662	$0	-100.00%
521000 - Office Supplies	$3,366	$3,000	$1,876	$3,500	16.67%
522000 - General Operating Supplies	$503	$2,000	$1,433	$1,500	-25.00%
525000 - Furniture & Fixtures	$751	$1,000	$964	$1,500	50.00%
526000 - Machinery & Equipment	$3,951	$1,000	$875	$3,175	217.50%
530000 - Accounting & Audit	$45,125	$46,700	$20,000	$50,000	7.07%
531000 - Information Technology (IT)	$48,888	$41,800	$25,310	$27,885	-33.29%
531500 - Software Licenses	$711	$0	$0	$1,400	0.00%
531600 - Software Maintenance Agree	$57,091	$59,305	$64,058	$62,950	6.15%
536000 - Miscellaneous Professional	$1,304	$57,350	$13,256	$72,800	26.94%
541000 - Advertising	$4,312	$1,500	$0	$5,500	266.67%
542000 - Awards & Presentations	$1,425	$1,000	$425	$1,000	0.00%
544000 - Professional Dues & Certifica	$3,720	$2,780	$2,300	$3,310	19.06%
545000 - Magazines, Books & Resour	$253	$500	$73	$250	-50.00%
546000 - Conference & Seminar Regis	$7,903	$9,840	$4,234	$11,700	18.90%
547000 - Travel Expense	$4,862	$10,000	$377	$10,000	0.00%
547100 - Travel Mileage Reimbursem	$941	$1,350	$288	$1,350	0.00%
551100 - Cellular Telephone	$629	$660	$424	$650	-1.52%
553000 - Printing & Binding	$75	$0	$15	$0	0.00%
556000 - Postage	$4,569	$4,000	$2,400	$5,000	25.00%
556500 - Messenger Services	$56	$0	$0	$0	0.00%
560000 - Miscellaneous	$1,012	$1,250	$183	$1,250	0.00%
561000 - Local, In-Services Meals	$0	$250	$153	$0	-100.00%
567000 - Rental & Use Charges	$52	$0	$0	$0	0.00%
573000 - Repair & Maintenance - Mac	$1,773	$1,140	$714	$930	-18.42%
592000 - Software	($50,000)	$0	$0	$0	0.00%
592100 - Software (Replacement)	$50,000	$0	$0	$0	0.00%
595000 - Furniture & Equipment	$6,553	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$3,750	$4,515	$4,515	$0	-100.00%

Activity Analysis Report - Adopted

1141 - Finance & Administration

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$900,730	$1,000,184	$586,135	$1,225,898	22.57%
Operating Expenses	$193,272	$246,425	$139,357	$265,650	7.80%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$10,303	$4,515	$4,515	$0	-100.00%
Total	**$1,104,305**	**$1,251,124**	**$730,007**	**$1,491,548**	**19.22%**

1141 Finance & Administration

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	878,025	879,961
505200	Other Taxable Comp-Gfit	690	690
508000	Salaries, Overtime	1,000	1,000
510000	Social Security & Medicare (FICA)	67,245	67,394
514000	Group Insurance	173,161	171,729
514200	Vision Plan	828	828
515000	Retirement Contribution (401A)	73,170	73,331
515100	Retirement Health Savings (RHS)	3,468	3,468
516000	Savings Plan Contribution (401K)	27,437	27,497
	Subtotal Personnel Services	**1,225,024**	**1,225,898**

Operating Expenses				
521000 Office Supplies				
	Office supplies	3,500	3,500	
	Subtotal	**3,500**		**3,500**
522000 General Operating Supplies				
	Payroll and Accounts payable supplies	1,500	1,500	
	Subtotal	**1,500**		**1,500**
525000 Furniture & Fixtures				
	Furniture - replacement furniture	1,500	1,500	
	Subtotal	**1,500**		**1,500**
526000 Machinery & Equipment				
	Additional computer, monitor and scanner new employee	1,875	1,875	
	Miscellaneous Computer Supplies	1,300	1,300	
	Subtotal	**3,175**		**3,175**
530000 Accounting & Audit				
	Annual City Audit	50,000	50,000	
	Subtotal	**50,000**		**50,000**
531000 Information Technology (IT) Services				
	Service - Payroll Software and Processing	26,750	26,750	
	Service - Software (Adobe Acrobat Pro DC) (8)	1,135	1,135	
	Subtotal	**27,885**		**27,885**
531500 Software Licenses				
	Microsoft licenses additional position	650	650	
	SHI software licenses	750	750	
	Subtotal	**1,400**		**1,400**

1141 Finance & Administration

531600 Software Maintenance Agreements				
Maintenance - Software (Kronos)	23,100		23,100	
Maintenance - Software (Microsoft CALs) (11)	1,925		1,925	
Maintenance - Software (MUNIS GUI)	900		900	
Maintenance - Software (MUNIS OSDBA)	6,525		6,525	
Maintenance - Software (MUNIS)	30,500		30,500	
Subtotal		**62,950**		**62,950**
536000 Miscellaneous Professional Services				
Bank custodian fees	10,000		10,000	
Investment advisor services	62,500		62,500	
Shedder Services ($13/month, plus annual clean up)	300		300	
Subtotal		**72,800**		**72,800**
541000 Advertising				
Publication of budget & constant yield notices	5,500		5,500	
Subtotal		**5,500**		**5,500**
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)	240		240	
American Payroll Association (1)	275		275	
Charm City Payroll (1)	75		75	
CPA Certifications (3)	150		150	
GFOA	600		600	
Institute of Internal Audit (2)	130		130	
Maryland CPA Membership (3)	990		990	
Maryland Public Purchasing Association (MPPA) (2)	200		200	
MDGFOA (4)	140		140	
National Institute of Government Purchasing (2)	370		370	
Next Level Purchasing Association (2)	90		90	
Sams	50		50	
Subtotal		**3,310**		**3,310**
545000 Magazines, Books & Resource Material				
Accounting, Auditing and Purchasing related material	250		250	
Subtotal		**250**		**250**
546000 Conference & Seminar Registration				
ADP, Interal Audit and other TBD (11)	3,100		3,100	
GFOA (3)	1,200		1,200	
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 (3)	2,700		2,700	
Subtotal		**11,700**		**11,700**

1141 Finance & Administration

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**
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)	650		650	
Subtotal		**650**		**650**
556000 Postage				
Vendor Checks, W-2's, 1099's, Budgets & CAFR's	5,000		5,000	
Subtotal		**5,000**		**5,000**
560000 Miscellaneous				
Miscellaneous	1,250		1,250	
Subtotal		**1,250**		**1,250**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh MP 5002SP)	930		930	
Subtotal		**930**		**930**
Subtotal Operating Expenses		**265,650**		**265,650**
Total		**1,490,674**		**1,491,548**

Activity Analysis Report - Adopted

1149 - General Services

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
521000 - Office Supplies	$8,626	$16,000	$6,571	$10,000	-37.50%
522000 - General Operating Supplies	$363	$750	$724	$0	-100.00%
526000 - Machinery & Equipment	$177	$500	$0	$500	0.00%
531000 - Information Technology (IT)	$50	$0	$0	$3,490	0.00%
531600 - Software Maintenance Agree	$18,445	$19,050	$18,642	$16,650	-12.60%
536000 - Miscellaneous Professional	$160	$0	$0	$0	0.00%
544000 - Professional Dues & Certifica	$99	$0	$99	$0	0.00%
552500 - Vehicle & Equipment Gasolin	$248	$450	$60	$300	-33.33%
553000 - Printing & Binding	$413	$0	$0	$0	0.00%
556000 - Postage	$1,171	$3,500	($4,572)	$2,500	-28.57%
560000 - Miscellaneous	$125	$750	$0	$150	-80.00%
567000 - Rental & Use Charges	$6,300	$5,150	$2,022	$6,044	17.36%
573000 - Repair & Maintenance - Mac	$10,059	$8,455	$9,056	$11,975	41.63%
574000 - Repair & Maintenance - Vehi	$127	$500	$0	$0	-100.00%
595000 - Furniture & Equipment	($30,791)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$38,995	$14,070	$14,070	$0	-100.00%
596000 - Vehicles & Equipment	($1,429)	$0	$0	$0	0.00%
596100 - Vehicles & Equipment (Repl	$1,429	$2,857	$2,857	$0	-100.00%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$46,362	$55,105	$32,603	$51,609	-6.34%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$8,204	$16,927	$16,927	$0	-100.00%
Total	**$54,566**	**$72,032**	**$49,530**	**$51,609**	**-28.35%**

1149 General Services

Operating Expenses

521000 Office Supplies				
Citywide Office Supplies	10,000		10,000	
Subtotal		**10,000**		**10,000**
526000 Machinery & Equipment				
Miscellaneous Computer Supplies	500		500	
Subtotal		**500**		**500**
531000 Information Technology (IT) Services				
Service - Software (Constant Contact)	1,990		1,990	
Service - Software (Haines Criss Cross)	1,500		1,500	
Subtotal		**3,490**		**3,490**
531600 Software Maintenance Agreements				
Maintenance - Software (LaserFiche)	16,650		16,650	
Subtotal		**16,650**		**16,650**
552500 Vehicle & Equipment Gasoline Expense				
	300		300	
Subtotal		**300**		**300**
556000 Postage				
	2,500		2,500	
Subtotal		**2,500**		**2,500**
560000 Miscellaneous				
	150		150	
Subtotal		**150**		**150**
567000 Rental & Use Charges				
Postage Machine Rental	4,044		4,044	
Postage Meter Rental	2,000		2,000	
Subtotal		**6,044**		**6,044**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh - BW) (2)	1,235		1,235	
Maintenance & Supplies - Copier (Ricoh - Color Printing) (2)	10,240		10,240	
Maintenance & Supplies - Printers (HP DesignJet T1200)	500		500	
Subtotal		**11,975**		**11,975**
Subtotal Operating Expenses		**51,609**		**51,609**
Total		**51,609**		**51,609**

Activity Analysis Report - Adopted

1911 - Non-Departmental

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe		$0		$0	0.00%
507000 - Vacation & Sick Pay	$0	$275,000	$0	$290,000	5.45%
510000 - Social Security & Medicare (	$0	$21,038	$0	$22,185	5.45%
512000 - State Unemployment	$33,624	$45,396	$15,582	$35,000	-22.90%
513000 - Workers' Compensation Insu	$388,867	$301,810	$301,810	$230,897	-23.50%
513100 - Employee Advance/ Worker'	$1,268	$0	($2,968)	$0	0.00%
514000 - Group Insurance	$318,583	$232,500	$241,100	$254,980	9.67%
514100 - Group Insurance - Retirees	$0	$0	$174,568	$0	0.00%
514200 - Vision Plan	$2,319	$809	$1,256	$2,100	159.58%
514300 - Retiree Share/Insurance	$29,845	$0	($3,556)	$0	0.00%
514600 - Cobra Coverage	($945)	$0	$0	$0	0.00%
515100 - Retirement Health Savings (	$29,954	$28,605	$23,877	$44,000	53.82%
521000 - Office Supplies	$292	$0	$628	$0	0.00%
530000 - Accounting & Audit	$13,297	$12,000	$14,491	$30,000	150.00%
536000 - Miscellaneous Professional	$995,626	$815,000	$561,472	$972,800	19.36%
543000 - Contributions	$5,000	$5,000	$5,000	$5,000	0.00%
544000 - Professional Dues & Certifica	$90,661	$91,000	$92,822	$96,501	6.05%
551000 - Telephone (Landline)	$15	$0	$8	$0	0.00%
551100 - Cellular Telephone	$31	$0	$14	$0	0.00%
553000 - Printing & Binding	$125	$0	$1,218	$0	0.00%
560000 - Miscellaneous	$65,914	$313,300	$26,463	$171,059	-45.40%
563000 - Insurance - Not Payroll	$331,464	$337,000	$253,503	$307,000	-8.90%
564000 - Tax Abatement	$355,613	$300,000	$353,424	$150,000	-50.00%
567000 - Rental & Use Charges	$50	$0	$0	$0	0.00%
580000 - Contingency	$23,049	$500,000	$2,811	$500,000	0.00%
589000 - Transfers To Other Funds	$10,100,000	$17,991,000	$14,630,087	$17,154,087	-4.65%
Personnel	$803,515	$905,158	$751,670	$879,162	-2.87%
Operating Expenses	$1,858,089	$1,873,300	$1,309,044	$1,732,360	-7.52%
Contingency Funds	$23,049	$500,000	$2,811	$500,000	0.00%
Transfer Funds	$10,100,000	$17,991,000	$14,630,087	$17,154,087	-4.65%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$12,784,653**	**$21,269,458**	**$16,693,612**	**$20,265,609**	**-4.72%**

1911 Non-Departmental

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
507000	Vacation & Sick Pay	290,000	290,000
510000	Social Security & Medicare (FICA)	22,185	22,185
512000	State Unemployment	35,000	35,000
513000	Workers' Compensation Insurance	230,897	230,897
514000	Group Insurance	214,000	236,480
514000	Group Insurance	18,500	18,500
514200	Vision Plan	2,100	2,100
515100	Retirement Health Savings (RHS)	44,000	44,000
	Subtotal Personnel Services	**856,682**	**879,162**

Operating Expenses

530000 Accounting & Audit				
	Bank Processing Fees (BOA)	30,000	30,000	
	Subtotal	**30,000**		**30,000**
536000 Miscellaneous Professional Services				
	Parking Ticket Collections (Revenue Supported)	30,000	30,000	
	Photo Radar Fines - (Revenue Supported)	905,800	905,800	
	State Aid Consultation	37,000	37,000	
	Subtotal	**972,800**		**972,800**
543000 Contributions				
	Fireman's Fund - GWGVFD	5,000	5,000	
	Subtotal	**5,000**		**5,000**
544000 Professional Dues & Certification Fees				
	Maryland Municipal League	34,650	34,650	
	Metropolitan Washington Council of Governments	57,351	57,351	
	National League of Cities	4,500	4,500	
	Subtotal	**96,501**		**96,501**
560000 Miscellaneous				
	Conference and Visitor's Bureau of Mont. Co. (4% Hotel Tax)	44,800	44,800	
	Economic Development Opportunity Fund	100,000	100,000	
	Montgomery County Tax Billing Charge	22,000	26,259	
	Subtotal	**166,800**		**171,059**
563000 Insurance - Not Payroll				
	Estimate for Property and Liability Insurance Claims and Deductib	62,000	62,000	
	Labor Management Trust Fiduciary Liability (Tidewater)	7,000	7,000	
	Property & Liability Insurance (LGIT) Premiums	235,000	235,000	
	Public Officials - Public Employees Bond (Mont. County)	3,000	3,000	
	Subtotal	**307,000**		**307,000**

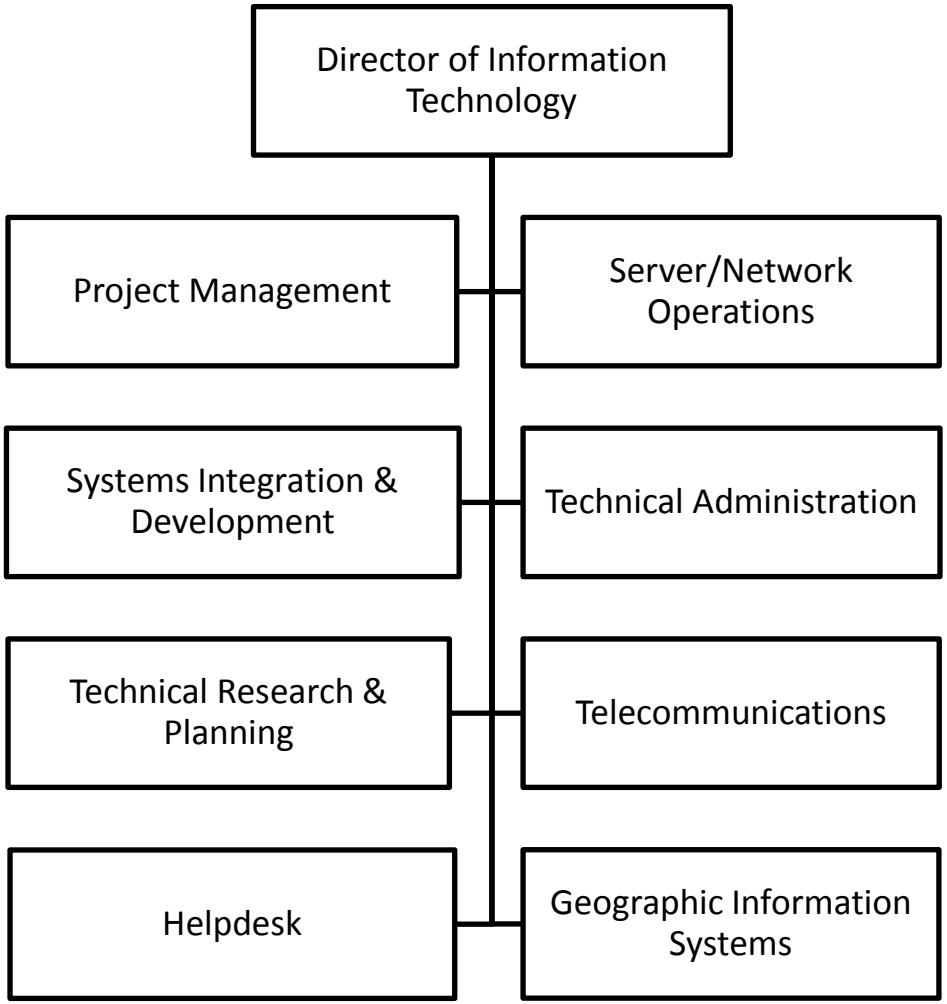
1911 Non-Departmental

564000 Tax Abatement			
Asbury Methodist Agreement	139,000	139,000	
Hawkins	500	500	
MHP Abatement Agreement	10,000	10,000	
Trad LLC	500	500	
Subtotal		**150,000**	**150,000**
Subtotal Operating Expenses		**1,728,101**	**1,732,360**

Contingency

580000 Contingency			
Contingency	500,000	500,000	
Subtotal		**500,000**	**500,000**
589000 Transfers To Other Funds			
Transfer to Asset Replacement Fund	1,318,487	1,318,487	
Transfer to CIP	13,186,600	13,186,600	
Transfer to OPEB Trust	1,600,000	1,600,000	
Transfer to Stormwater Fund - City Storm Fee	102,000	102,000	
Transfer to Stormwater Fund - City Subsidy	931,000	931,000	
Transfer to Stormwater Fund - Hardship Program	16,000	16,000	
Subtotal		**17,154,087**	**17,154,087**
Subtotal Capital Outlay		**17,654,087**	**17,654,087**
Total		**20,238,870**	**20,265,609**

DEPARTMENT OF INFORMATION TECHNOLOGY



SERVICES PROVIDED:

The Information Technology Department consists of the Information Technology activity and the Geographic Information Systems activity.

The Information Technology 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.

The Geographic Information Systems (GIS) activity supports users in utilizing GIS 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 purchases and subscriptions, GIS user support and training, and GIS map services and applications.

SIGNIFICANT CHANGES:

- 595100 Furniture and Equipment (Replacement) - decreased by $167,470 is now budgeted in the Asset Replacement Fund. Of this decrease $156,165 was budgeted in FY16 within activity 1145 and $11,305 was budgeted in activity 1146.

1145 Information Technology

- 531500 Software Licenses - decreased by $5,000 due to lower anticipated needs for additional software licenses.
- 531600 Software Maintenance Agreements - increased by $21,890 due to the anticipated renewal of multiple multi-year support agreements due to expire in late FY16 or in FY17.
- 551000 Telephone (Landline) - increased by $29,200 due to the acquisition of four PRI circuits to provide telecom services for the new phone system.
- 573000 Repair & Maintenance Machinery & Equipment - decreased by $13,500 due to dropping maintenance for the City's legacy phone systems.

1146 Geographic Information Systems

- 531000 Information Technology (IT) Services - increased by $8,395 largely due to the relocation of cloud-based software subscription services from 1146-531600 (Software Maintenance Agreements).
- 531600 Software Maintenance Agreements - decreased by $5,775 due to the relocation of cloud-based software subscription services to 1146-531000 (Information Technology (IT) Services).

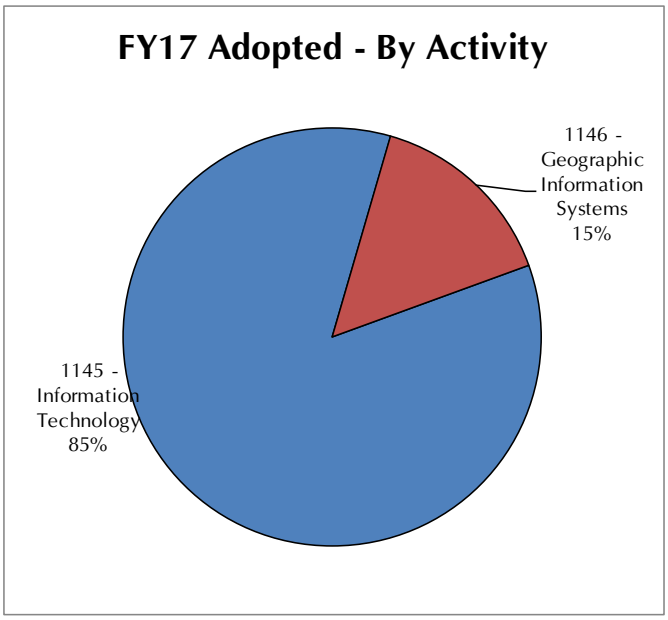
STRATEGIC PLAN DIRECTIONS:

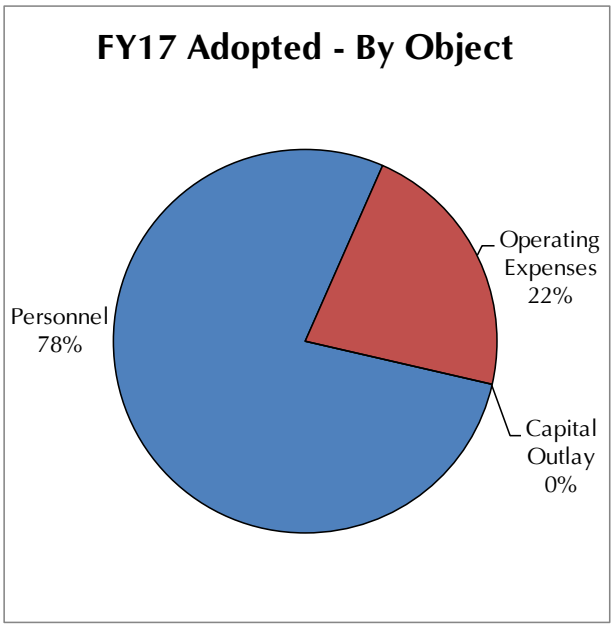
The City's Strategic Plan provides the overall approach to achieving the vision of the City of Gaithersburg by identifying organizational goals, the actions needed to achieve those goals, and ways to measure progress towards those goals. The Plan is evaluated every year and is used to guide the development of operating and a capital budgets to ensure that there are adequate resources to achieve the City's vision. The Plan also helps City departments to create work plans and helps residents understand the City's goals and how they will be achieved. In addition to creating the overarching Mission, Vision and Guiding Principles, the Strategic Plan is divided into eleven individual strategic directions focused on core elements. While some of the individual strategic directions such as communication have an impact on all budgeted activities, the following is a list of individual strategic directions which have a direct correlation to this department's budgeted activities:

- City Administration

Departmental Budget Summary

Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Activity					
1145 - Information Technology	$ 1,445,812	$ 996,855	$1,653,217	$ 1,595,904	-3.47%
1146 - Geographic Information Systems	258,032	167,107	283,284	280,269	-1.06%
Total	$ 1,703,844	$1,163,961	$1,936,501	$ 1,876,173	-3.12%





Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Object					
Personnel	$ 1,179,021	$ 794,898	$1,387,641	$ 1,463,378	5.46%
Operating Expenses	364,201	201,593	381,390	412,795	8.23%
Capital Outlay	160,621	167,470	167,470	-	-100.00%
Total	$ 1,703,844	$1,163,961	$1,936,501	$ 1,876,173	-3.12%

Departmental Staffing by Position

1145 - Information Technology	FY 15	FY 16	FY 17
Director of Information Technology	1	1	1
Business Systems Division Manager	1	1	1
Network Operations Division Manager	1	1	1
Project Manager/Systems Analyst III	2	2	1
Helpdesk Manager	1	1	0
Network Operations Specialist II	1	1	0
Project Manager/Systems Analyst II	1	1	1
Network Operations Specialist I	1	1	2
Project Manager/Systems Analyst I	0	0	1
Helpdesk Technician I	1	1	3
Part-Time Personnel	0.5	0.5	1.6
Subtotal	**10.5**	**10.5**	**12.6**

1146 - Geographic Information Systems	FY 15	FY 16	FY 17
GIS Division Manager	1	1	1
GIS Specialist	0	1	1
Part-Time Personnel	0.5	0	0
Subtotal	**1.5**	**2**	**2**

TOTAL	FY 15	FY 16	FY 17
Full-Time Personnel	11	12	13
Part-Time Personnel	1	0.5	1.6
	12	**12.5**	**14.6**

Activity Analysis Report - Adopted

1145 - Information Technology

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$734,643	$820,229	$487,164	$877,011	6.92%
505200 - Other Taxable Comp-Gfit	$1,205	$1,192	$725	$785	-34.14%
507000 - Vacation & Sick Pay	$14,003	$0	$9,571	$0	0.00%
508000 - Salaries, Overtime	$4,894	$7,007	$5,805	$10,000	42.71%
509000 - Salaries, Part-Time Employe	$29,433	$43,889	$17,029	$36,039	-17.89%
510000 - Social Security & Medicare (	$57,676	$66,641	$37,634	$70,613	5.96%
514000 - Group Insurance	$105,692	$134,404	$70,894	$159,396	18.59%
514200 - Vision Plan	$366	$718	$208	$810	12.81%
515000 - Retirement Contribution (401	$58,142	$65,618	$38,468	$73,085	11.38%
515100 - Retirement Health Savings (	$1,434	$3,162	$2,060	$3,900	23.34%
516000 - Savings Plan Contribution (4	$15,794	$24,607	$10,996	$22,345	-9.19%
519000 - Tuition Reimbursement	$1,500	$17,500	($2,405)	$1,400	-92.00%
521000 - Office Supplies	$36	$400	$458	$500	25.00%
522000 - General Operating Supplies	$30	$0	$3	$0	0.00%
525000 - Furniture & Fixtures	$394	$1,500	$1,843	$2,000	33.33%
526000 - Machinery & Equipment	$34,274	$24,000	$18,050	$25,000	4.17%
531000 - Information Technology (IT)	$43,017	$89,325	$21,342	$88,700	-0.70%
531500 - Software Licenses	$11,945	$25,000	$2,490	$20,000	-20.00%
531600 - Software Maintenance Agree	$67,466	$59,680	$57,866	$81,570	36.68%
542000 - Awards & Presentations	$100	$0	$100	$0	0.00%
544000 - Professional Dues & Certifica	$418	$500	$0	$500	0.00%
545000 - Magazines, Books & Resour	$128	$300	$0	$300	0.00%
546000 - Conference & Seminar Regis	$11,460	$19,000	$6,281	$15,000	-21.05%
546300 - In-Service Training	$2,393	$0	$0	$0	0.00%
547000 - Travel Expense	$4,576	$5,500	$0	$5,500	0.00%
547100 - Travel Mileage Reimbursem	$423	$200	$0	$200	0.00%
551000 - Telephone (Landline)	$157	$200	$132	$29,400	14600.00%
551100 - Cellular Telephone	$13,816	$13,330	$10,346	$11,800	-11.48%
553000 - Printing & Binding	$0	$0	$16	$0	0.00%
556000 - Postage	$101	$50	$42	$50	0.00%
556500 - Messenger Services	$169	$200	$136	$200	0.00%
560000 - Miscellaneous	$746	$100	$466	$500	400.00%
573000 - Repair & Maintenance - Mac	$83,786	$72,800	$42,970	$59,300	-18.54%
592000 - Software	$42,972	$0	$0	$0	0.00%
595000 - Furniture & Equipment	$27,510	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$75,115	$156,165	$156,165	$0	-100.00%
Personnel	$1,024,781	$1,184,967	$678,147	$1,255,384	5.94%
Operating Expenses	$275,434	$312,085	$162,542	$340,520	9.11%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$145,597	$156,165	$156,165	$0	-100.00%
Total	**$1,445,812**	**$1,653,217**	**$996,855**	**$1,595,904**	**-3.47%**

1145 Information Technology

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	857,427	877,011
505200	Other Taxable Comp-Gfit	785	785
508000	Salaries, Overtime	10,000	10,000
509000	Salaries, Part-Time Employees	36,039	36,039
510000	Social Security & Medicare (FICA)	69,115	70,613
514000	Group Insurance	160,704	159,396
514200	Vision Plan	810	810
515000	Retirement Contribution (401A)	71,453	73,085
515100	Retirement Health Savings (RHS)	3,900	3,900
516000	Savings Plan Contribution (401K)	21,733	22,345
519000	Tuition Reimbursement	1,400	1,400
	Subtotal Personnel Services	**1,233,366**	**1,255,384**

Operating Expenses

521000 Office Supplies				
	Miscellaneous Office Supplies	500	500	
	Subtotal	**500**		**500**
525000 Furniture & Fixtures				
	Miscellaneous Furniture	2,000	2,000	
	Subtotal	**2,000**		**2,000**
526000 Machinery & Equipment				
	Miscellaneous (Tapes, Memory, Hard Drives, etc.)	25,000	25,000	
	Subtotal	**25,000**		**25,000**
531000 Information Technology (IT) Services				
	Consulting - Timekeeping/Upgrades (Kronos)	20,000	20,000	
	Service - Data / Phone Wiring	25,000	25,000	
	Service - Domain Name Registration (gaithersburgmd.gov)	125	125	
	Service - Domain Name Service (DNSMadeEasy)	150	150	
	Service - Facility Access Control Maintenance	7,500	7,500	
	Service - Internet Connectivity (Atlantech)	16,200	16,200	
	Service - RCN	225	225	
	Service - Secure Offsite Backup Storage (First Federal)	5,300	5,300	
	Service - Software (Adobe Acrobat Pro DC) (4)	635	635	
	Service - Software (Creative Cloud For Teams) (1)	765	765	
	Service - Support (Web Site - Sitecore) (80 hours @ $160/hr.)	12,800	12,800	
	Subtotal	**88,700**		**88,700**
531500 Software Licenses				
	Software (Development Tools and Components)	3,000	3,000	
	Software (Misc. Utilities and City-wide Licenses and Upgrades)	17,000	17,000	
	Subtotal	**20,000**		**20,000**

1145 Information Technology

531600 Software Maintenance Agreements				
Maintenance - Software (CommVault)	30,430		30,430	
Maintenance - Software (Idera SQL Diagnostics Monitor)	2,000		2,000	
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)	2,550		2,550	
Maintenance - Software (RSS Bus SSIS Component)	200		200	
Maintenance - Software (Software House Access Control)	1,110		1,110	
Maintenance - Software (Sourcefire)	500		500	
Maintenance - Software (Symantec Anti-Virus)	4,000		4,000	
Maintenance - Software (Track-IT!)	2,650		2,650	
Maintenance - Software (Vcenter Server STD)	1,100		1,100	
Maintenance - Software (Vsphere Ent - VM3 - 3-year)	1,300		1,300	
Maintenance - Software (Vsphere Ent - VM4 - 3-year)	1,300		1,300	
Maintenance - Software (Vsphere Ent - VM5 - 3-year)	1,300		1,300	
Maintenance - Software (Vsphere Ent - VMDR0 - 3-year)	1,205		1,205	
Maintenance - Software (Websense)	8,000		8,000	
Maintenance - Software (Zapier)	540		540	
Maintenance - SSL Global Digital Certificates	1,000		1,000	
Maintnenace - Software (VMWare Workstation) (10)	500		500	
Subtotal		**81,570**		**81,570**
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, Energov, Munis)	3,000		3,000	
Network Operations Training (3 courses @ $2,000)	6,000		6,000	
Subtotal		**15,000**		**15,000**
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	
New Phone System Telecom - PRI circuits (4), DIDs	29,200		29,200	
Subtotal		**29,400**		**29,400**

1145 Information Technology

551100 Cellular Telephone				
Cell Phone Replacements	500		500	
Service - Cell Phones for staff (10)	6,500		6,500	
Service - Mobile Device Data Plan (10)	4,800		4,800	
Subtotal		**11,800**		**11,800**
556000 Postage				
Postage	50		50	
Subtotal		**50**		**50**
556500 Messenger Services				
Courier Services	200		200	
Subtotal		**200**		**200**
560000 Miscellaneous				
Miscellaneous	500		500	
Subtotal		**500**		**500**
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 - SourceFire Appliances (2)	4,800		4,800	
Subtotal		**59,300**		**59,300**
Subtotal Operating Expenses		**340,520**		**340,520**

Total	**1,573,886**	**1,595,904**

Activity Analysis Report - Adopted

1146 - Geographic Information Systems

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$88,394	$147,466	$84,362	$155,151	5.21%
505200 - Other Taxable Comp-Gfit	$25	$25	$0	$0	-100.00%
508000 - Salaries, Overtime	$10	$0	$0	$0	0.00%
509000 - Salaries, Part-Time Employe	$39,472	$0	$3,090	$0	0.00%
510000 - Social Security & Medicare (	$9,430	$11,281	$6,299	$11,869	5.21%
514000 - Group Insurance	$7,186	$27,497	$13,719	$23,068	-16.11%
514200 - Vision Plan	$0	$184	$0	$129	-29.89%
515000 - Retirement Contribution (401	$7,072	$11,797	$6,749	$12,929	9.60%
516000 - Savings Plan Contribution (4	$2,652	$4,424	$2,531	$4,848	9.58%
521000 - Office Supplies	$38	$100	$194	$200	100.00%
525000 - Furniture & Fixtures	$0	$500	$1,625	$500	0.00%
526000 - Machinery & Equipment	$607	$2,000	$525	$2,000	0.00%
531000 - Information Technology (IT)	$16,530	$17,840	($3,134)	$26,235	47.06%
531500 - Software Licenses	$37,404	$2,000	$1,650	$2,000	0.00%
531600 - Software Maintenance Agree	$25,250	$37,300	$33,821	$31,525	-15.48%
542000 - Awards & Presentations	$135	$0	$0	$0	0.00%
544000 - Professional Dues & Certifica	$150	$500	$100	$500	0.00%
545000 - Magazines, Books & Resour	$0	$500	$0	$500	0.00%
546000 - Conference & Seminar Regis	$4,035	$4,400	$2,385	$3,990	-9.32%
547000 - Travel Expense	$2,411	$2,650	$1,136	$3,300	24.53%
547100 - Travel Mileage Reimbursem	$719	$150	$64	$150	0.00%
551100 - Cellular Telephone	$1,087	$840	$372	$750	-10.71%
556000 - Postage	$0	$50	$18	$50	0.00%
556500 - Messenger Services	$69	$50	$0	$50	0.00%
560000 - Miscellaneous	$8	$100	$294	$200	100.00%
573000 - Repair & Maintenance - Mac	$325	$325	$0	$325	0.00%
595000 - Furniture & Equipment	$4,154	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$10,870	$11,305	$11,305	$0	-100.00%
Personnel	$154,240	$202,674	$116,751	$207,994	2.62%
Operating Expenses	$88,767	$69,305	$39,051	$72,275	4.29%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$15,024	$11,305	$11,305	$0	-100.00%
Total	**$258,032**	**$283,284**	**$167,107**	**$280,269**	**-1.06%**

1146 Geographic Information Systems

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	155,151	155,151
510000	Social Security & Medicare (FICA)	11,869	11,869
514000	Group Insurance	23,312	23,068
514200	Vision Plan	129	129
515000	Retirement Contribution (401A)	12,929	12,929
516000	Savings Plan Contribution (401K)	4,848	4,848
	Subtotal Personnel Services	**208,238**	**207,994**

Operating Expenses

521000 Office Supplies				
	Miscellaneous Office Supplies	200	200	
	Subtotal	**200**		**200**
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	2,400	2,400	
	GIS Consulting - Data Updates (Parcels, Centerlines, Planimetrics)	10,000	10,000	
	GIS Consulting - Tax Import SSIS Package	3,000	3,000	
	Service - Data (Maponics - Postal Routes)	200	200	
	Service - Software (Creative Cloud For Teams) (2)	1,525	1,525	
	Service - Software (GIS - ArcGIS Online)	2,500	2,500	
	Service - Software (GIS - Community Analyst)	1,500	1,500	
	Service - Software (GIS - Pictometry Online)	2,375	2,375	
	Service - Software (GIS - Virtual Campus)	535	535	
	Service - Software (Lynda.com)	360	360	
	Technical Support - Geocortex	1,840	1,840	
	Subtotal	**26,235**		**26,235**
531500 Software Licenses				
	Software (Miscellaneous Utilities and City-wide GIS Licenses)	2,000	2,000	
	Subtotal	**2,000**		**2,000**

1146 Geographic Information Systems

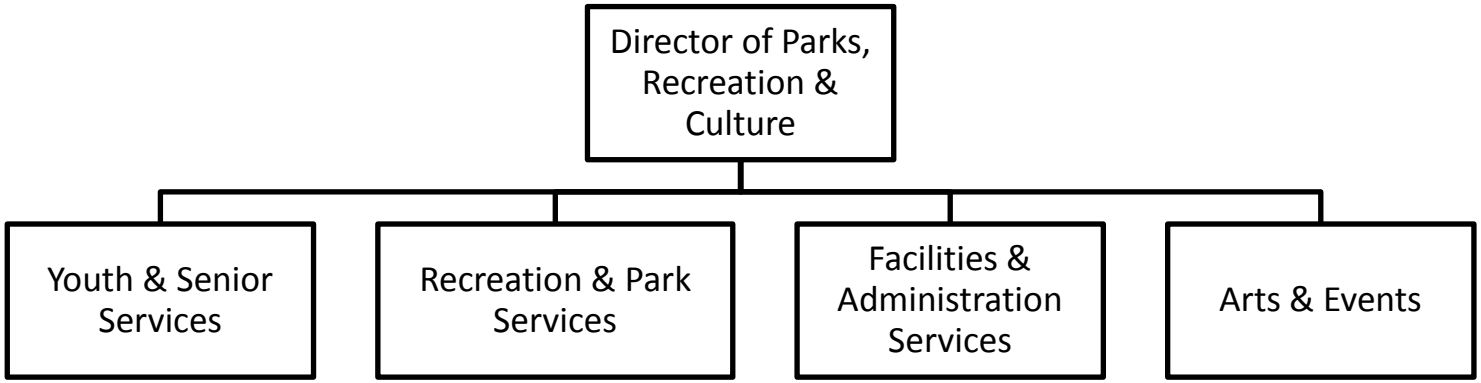
531600 Software Maintenance Agreements				
Maintenance - Software (GIS - ArcGIS Desktop 3D Analyst) (2)	700		700	
Maintenance - Software (GIS - ArcGIS Desktop Advanced) (2)	4,200		4,200	
Maintenance - Software (GIS - ArcGIS Desktop ArcPad Applicati	500		500	
Maintenance - Software (GIS - ArcGIS Desktop Basic) (7)	3,700		3,700	
Maintenance - Software (GIS - ArcGIS Desktop Data Interoperabil	500		500	
Maintenance - Software (GIS - ArcGIS Desktop Data Reviewer) (	700		700	
Maintenance - Software (GIS - ArcGIS Desktop Spatial Analyst) (	700		700	
Maintenance - Software (GIS - ArcGIS Desktop Standard) (7)	8,700		8,700	
Maintenance - Software (GIS - ArcGIS Server) (2)	7,000		7,000	
Maintenance - Software (GIS - GeoCortex)	3,700		3,700	
Maintenance - Software (Microsoft CALs) (2)	350		350	
Maintenance - Software (OpenLM)	275		275	
Maintenance - Software (Trimble Positions Desktop)	400		400	
Maintenance - Software (Trimble Positions Mobile)	100		100	
Subtotal		**31,525**		**31,525**
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				
GIS Conference Registration (FED UC conference)	650		650	
GIS Conference Registration (TUGIS)	130		130	
GIS Training Classes	3,210		3,210	
Subtotal		**3,990**		**3,990**
547000 Travel Expense				
Dev Summit (Yeon)	2,600		2,600	
ESRI International User Conference (airfare, hotel, food)	600		600	
Other GIS Meetings	100		100	
Subtotal		**3,300**		**3,300**
547100 Travel Mileage Reimbursement				
Local Travel Reimbursement - Mileage Reimbursement for Staff	150		150	
Subtotal		**150**		**150**
551100 Cellular Telephone				
Cell Phone replacements	100		100	
Service - Cell Phones for staff (1)	650		650	
Subtotal		**750**		**750**
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	200		200	
Subtotal		**200**		**200**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - GIS Equipment - Trimble Handheld	325		325	
Subtotal		**325**		**325**
Subtotal Operating Expenses		**72,275**		**72,275**
Total		**280,513**		**280,269**

Gaithersburg Book Festival

DEPARTMENT OF PARKS, RECREATION & CULTURE



SERVICES PROVIDED:

The Facilities and Administrative Services Division is supported by the following four activities. Parks, Recreation and Culture Administration – 1411 provides the necessary budget, equipment, training, personnel and support to the Department to maintain excellent services for the community. The most important functions are associated with strategic directions supported by the department as well as implementation of projects outlined in the Parks and Recreation Master Plan. Activity Center - 1426 provides a multipurpose recreation facility that hosts City events, programs and activities; provides opportunities for individuals and organizations to utilize a well-maintained facility for rental functions; and offers a well-equipped fitness center for the community. Miniature Golf - 1428 provides staff, supplies, programs and associated expenses for course operations. The Miniature Golf Course is open May-October and is known for its beautiful landscaping and tropical waterfall. It is popular for birthday parties and group rentals. Picnic Pavilions – 1429 provides multi-use picnic pavilions for City functions and for rental use by individuals, groups or organizations for a variety of activities and events. Pavilions are available for use April-October and include three pavilions at Bohrer Park and one at Griffith Park.

The Youth and Senior Services Division is supported by the following six activities. Youth Services - 1417 provides fun, safe and enriching after-school and weekend activities that promote positive youth development through recreation, mentoring, leadership and support. Through the City's Summer Camp Program - 1418 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. The Youth Centers at Robertson Park - 1419 and Olde Towne - 1424 provide after-school, weekend, and summer activities for middle and high school aged youth. The Skate Park - 1420 facility provides a unique recreational opportunity for inline skaters, BMX bikes and skateboarders. The Benjamin Gaither Center - 1425 provides programs and services for adults 55 years of age and older. The Center facilitates opportunities for seniors to build friendships and participate in a wide variety of educational, recreational, wellness, and social service programs.

The Arts and Events Division is supported by the following five activities. Arts Barn - 1423 provides enriching experiences in the performing and visual arts, and arts educational opportunities in a variety of mediums. Winter Lights - 1430 provides the community with the annual holiday tradition of a 3.5 mile drive-through lights experience and a variety of special event nights. Special Events - 1436 provides funding for a diverse variety of regional events and community programs including Oktoberfest, Gaithersburg Book Festival, Celebrate Gaithersburg in Olde Towne, Independence Day Celebration, Gaithersburg Chorus, parades, markets, commemorative ceremonies, outdoor concerts and more. Museums - 1437 supports exhibits, lectures, student programs, historic

reenactments, tours and programs at Latitude Observatory. Kentlands Mansion - 1438 supports an elegant facility for private rental events and City programs such as concerts, dances, mystery dinner theater, and family-themed events.

The Recreation and Parks Services Division is supported by the following five activities. Recreation Programs and Sports – 1415 provides and encourages all to seek and participate in lifetime programs that benefit participants physically, mentally and socially. The City's Recreation Class Program – 1416 provides the community opportunities to engage in diverse interests including dance, health and wellness, fine arts, and special interests. Casey Community Center – 1421 serves as a location for civic, social and recreational activities for the community. The Water Park – 1422 operates annually from Memorial Day to Labor Day. The Water Park provides aquatic experiences such as water exercise and summer camps. A year-long membership may be purchased or patrons may enter through daily admission. The Gaithersburg Aquatic Center – 1427 is jointly operated with the Montgomery County Public Schools and provides the community with water exercise, lessons and recreational/lap swimming for all ages and skill levels.

SIGNIFICANT CHANGES:

- 595100 Furniture & Equipment (Replacement) – the following accounts decreased to zero as Furniture & Equipment (Replacement) is now included in the Asset Replacement Fund. These accounts were budgeted in FY16 as follows:
    - 1416 Recreation Classes $5,000
    - 1421 Casey Community Center $5,510
    - 1422 Water Park $79,570
    - 1423 Gaithersburg Arts Barn $32,645
    - 1424 Gaithersburg Youth Center at Old Towne $26,120
    - 1425 Benjamin Gaither Center $10,994
    - 1426 Activity Center $9,477
    - 1427 Gaithersburg Aquatic Center $23,958
    - 1430 Winter Lights $5,000
- 596100 Vehicles & Equipment (Replacement) - the following accounts decreased to zero as Vehicles & Equipment (Replacement) is now included in the Asset Replacement Fund. These accounts were budgeted in FY16 as follows:
    - 1411 Parks, Recreation & Culture Administration $100,521
- 544000 Professional Dues & Certification Fees – which includes CPR/AED/SFA certifications is now budgeted within each department activity rather than in Human Resources. Multiple activities within the Department of Parks, Recreation and Culture have increased due to this change. The total increase for the Department is $9,175.

1411 Parks, Recreation & Culture Administration

- 530000 Accounting & Audit – increased by $13,000 to reflect anticipated credit card processing fees.
- 596000 Vehicles & Equipment – increased by $40,000 to reflect the purchase of new SUV.

1415 Recreation Programs & Sports

- 522000 General Operating Supplies - decreased by $8,915 to reflect the elimination of two programs ($3,915) and the recoding of items to 542000 – Awards and Presentations in the amount of $5,000.
- 542000 Awards and Presentations - increased by $ 9,427 to reflect the increased cost of league awards ($4,427) and the reallocation of $5,000 from 522000 – General Operating.
- 550000 Electric – decreased by $7,188 to reflect actuals for winter use of the Synthetic Turf Field at Lakelands Park.
- 567100 Rental of Facilities – decreased by $8,482 to reflect the average actual use over a three-year period.

1416 Recreation Classes

- 537000 Instructor Services – decreased by $50,000 to reflect the inability to hire self-insured class instructors. Part-time wages have been increased to accommodate this service need.

1421 Casey Community Center

- 522000 General Operating - increased by $8,680 to reflect the addition of new program initiatives associated with the Casey Community Center renovation project.
- 525000 Furniture & Fixtures – decreased by $5,650 to reflect the completion of replacing public use tables and chairs.

1422 Water Park

- 595000 Furniture & Equipment – decreased by $6,000 due to a one-time purchase in FY16.

1425 Seniors Program

- 536000 Miscellaneous Professional Services - increased by $12,600 due to additional lunches required for the Nutrition Program.
- 537000 Instructor Services - decreased by $6,795 due to part time staff teaching Wellness and Fitness Classes.

1430 Winter Lights

- 522000 General Operating Supplies – increased by $10,000 for the purchase of new light displays complementary to the new Winter Castle purchased in 2015. This is part of an effort to replace or refurbish aging displays.
- 567000 Rental & Use Charges – increased by $10,800 to fund the rental of a bucket truck required for the installation and take down of larger light displays ($9,800), and a generator needed to heat the special events tent ($1,000).

1436 Special Events

- 541000 Advertising - decreased by $5,000 to reflect actuals that included a reduction in advertising in FY16 for the already well-attended Oktoberfest.
- 567000 Rental & Use Charges – decreased by $15,335 to reflect actual trends in expenditures for large event equipment rentals.

STRATEGIC PLAN DIRECTIONS:

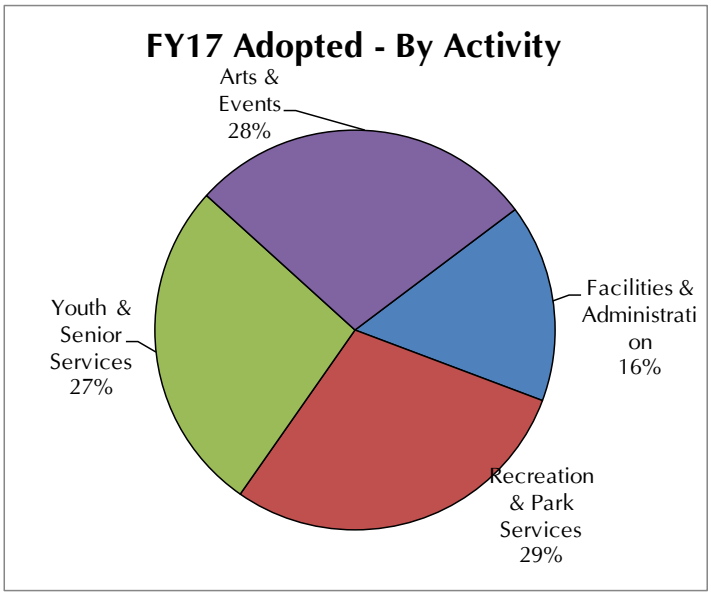
The City's Strategic Plan provides the overall approach to achieving the vision of the City of Gaithersburg by identifying organizational goals, the actions needed to achieve those goals, and ways to measure progress towards those goals. The Plan is evaluated every year and is used to guide the development of operating and a capital budgets to ensure that there are adequate resources to achieve the City's vision. The Plan also helps City departments to create work plans and helps residents understand the City's goals and how they will be achieved. In addition to creating the overarching Mission, Vision and Guiding Principles, the Strategic Plan is divided into eleven individual strategic directions focused on core elements. While some of the individual strategic directions such as communication have an impact on all budgeted activities, the following is a list of individual strategic directions which have a direct correlation to this department's budgeted activities:

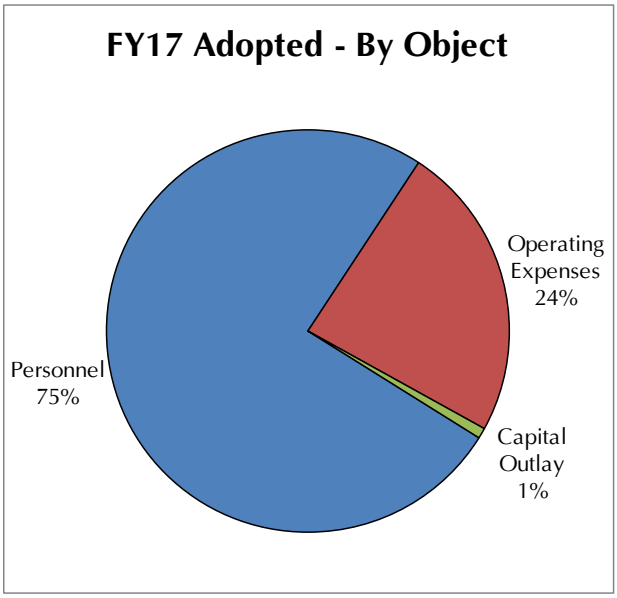
- Parks, Recreation and Culture
- Environment
- Communication

Departmental Budget Summary

Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Activity					
Facilities & Administration					
1411 - Parks, Recreation & Culture Administration	$ 727,252	$ 545,778	$ 822,163	$ 769,246	-6.44%
1426 - Activity Center	404,318	286,227	487,269	472,162	-3.10%
1428 - Miniature Golf Course	85,382	64,998	94,336	96,488	2.28%
1429 - Picnic Pavilions	21,050	12,687	21,288	20,447	-3.95%
Subtotal Facilities & Administration	1,238,002	909,689	1,425,056	1,358,343	-4.68%
Recreation & Park Services					
1415 - Recreation Programs & Sports	884,324	537,570	928,819	908,424	-2.20%
1416 - Recreation Classes	269,137	154,620	322,464	305,765	-5.18%
1421 - Casey Community Center	377,325	218,975	368,478	351,863	-4.51%
1422 - Water Park	492,063	411,970	655,919	572,127	-12.77%
1427 - Gaithersburg Aquatic Center	221,221	179,659	373,983	316,962	-15.25%
Subtotal Recreation & Park Services	2,244,068	1,502,795	2,649,663	2,455,141	-7.34%
Youth & Senior Services					
1417 - Youth Services	441,336	285,584	452,027	457,896	1.30%
1418 - Summer Programs	502,972	346,332	545,649	550,640	0.91%
1419 - Gaithersburg Youth Center at Robertson Park	196,692	138,760	215,598	215,281	-0.15%
1420 - Skate Park	30,649	17,790	31,149	33,764	8.40%
1424 - Gaithersburg Youth Center at Olde Towne	224,984	178,193	310,201	296,340	-4.47%
1425 - Seniors Program	628,356	432,173	736,466	737,385	0.12%
Subtotal Youth & Senior Services	2,024,989	1,398,831	2,291,090	2,291,306	0.01%
Arts & Events					
1423 - Gaithersburg Arts Barn	499,567	344,445	503,991	476,632	-5.43%
1430 - Winter Lights	160,463	150,833	214,252	233,765	9.11%
1436 - Special Events	1,019,643	603,360	1,139,865	1,122,909	-1.49%
1437 - Museums	177,845	104,268	187,244	187,960	0.38%
1438 - Kentlands Mansion	332,399	218,045	358,211	352,842	-1.50%
Subtotal Arts & Events	2,189,917	1,420,951	2,403,563	2,374,108	-1.23%
Total Park, Recreation & Culture	$ 7,696,977	$5,232,266	$8,769,372	$8,478,898	-3.31%

PARKS, RECREATION, & CULTURE DEPARTMENT OVERVIEW





Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Object					
Personnel	$ 5,759,627	$3,856,081	$6,359,397	$6,389,389	0.47%
Operating Expenses	1,823,365	1,043,363	2,067,095	2,018,509	-2.35%
Capital Outlay	113,985	332,823	342,880	71,000	-79.29%
Total	$ 7,696,977	$5,232,266	$8,769,372	$8,478,898	-3.31%

Departmental Staffing by Position

1411 - Parks & Recreation Administration	**FY 15**	**FY 16**	**FY 17**
Director of Parks, Recreation and Culture	1	1	1
Administrative Services Division Chief	1	1	1
Recreation Resource Development Administrator	1	0	0
Recreation Systems Support Manager	0	1	1
Recreation Systems Support Specialist	1	0	0
Administrative Assistant III/PR&C	0	1	1
Administrative Specialist	1	0	0
Part-Time Personnel	0.63	0.63	0.45
Subtotal	**5.63**	**4.63**	**4.45**

1415 - Recreation Programs and Sports	FY 15	FY 16	FY 17
Recreation & Park Services Division Chief	1	1	1
Senior Program Supervisor	1	1	1
Program Supervisor	3	3	3
Part-Time Personnel	3.7	5.1	4.3
Subtotal	**8.7**	**10.1**	**9.3**

1416 - Recreation Classes	FY 15	FY 16	FY 17
Program Supervisor	1	1	1
Part-Time Personnel	2.7	1.4	2.13
Subtotal	**3.7**	**2.4**	**3.13**

1417 - Youth Services	FY 15	FY 16	FY 17
Youth & Senior Services Division Chief	1	1	1
Senior Program Supervisor	1	1	1
Program Supervisor	0	1	1
Recreation Program Coordinator II	1	0	0
Part-Time Personnel	3.45	3.81	3.85
Subtotal	**6.45**	**6.81**	**6.85**

1418 – Summer Programs	FY 15	FY 16	FY 17
Part-Time Personnel	15.67	15.4	15.04
Subtotal	**15.67**	**15.4**	**15.04**

1419 – Gaithersburg Youth Center at Robertson Park	FY 15	FY 16	FY 17
Community Facility Manager	1	1	1
Recreation Facility Coordinator	0.5	0	0
Bus Driver/Site Leader	1	1	1
Part-Time Personnel	2.7	2.06	2.19
Subtotal	**5.2**	**4.06**	**4.19**

1420 - Skate Park	FY 15	FY 16	FY 17
Part-Time Personnel	0.83	1.03	1.48
Subtotal	**0.83**	**1.03**	**1.48**

1421 - Casey Community Center	FY 15	FY 16	FY 17
Community Facility Manager	1	1	1
Facility Coordinator	1	1	1
Part-Time Personnel	3.9	4.1	4.14
Subtotal	**5.9**	**6.1**	**6.14**

1422 - Water Park	FY 15	FY 16	FY 17
Aquatic Superintendent	1	1	1
Facility Coordinator	1	1	1
Part-Time Personnel	10.9	10.9	10.02
Subtotal	**12.9**	**12.9**	**12.02**

1423 - Gaithersburg Arts Barn	FY 15	FY 16	FY 17
Arts Administrator	1	1	1
Program Coordinator	1	1	1
Part-Time Personnel	2.7	2.7	3.38
Subtotal	**4.7**	**4.7**	**5.38**

1424 - Gaithersburg Olde Towne Youth Center	FY 15	FY 16	FY 17
Community Facility Manager	1	1	1
Facility Supervisor	0	1	1
Part-Time Personnel	3.93	3.79	3.84
Subtotal	**4.93**	**5.79**	**5.84**

1425 - Benjamin Gaither Center	FY 15	FY 16	FY 17
Community Facility Manager	1	1	1
Program Supervisor	0	1	1
Recreation Program Coordinator II	1	0	0
Facility Coordinator	0	0.5	0.5
Program Coordinator	1	1	1
Administrative Assistant III/PR&C	1	1	1
Bus Driver/Site Leader	1	1	1
Custodian/Maintenance Worker	1	1	1
Part-Time Personnel	3.23	3.17	3
Subtotal	**9.23**	**9.67**	**9.5**

1426 - Activity Center at Bohrer Park	FY 15	FY 16	FY 17
Community Facility Manager	1	1	1
Facility Coordinator	0	1	1
Recreation Support Assistant	2	2	2
Part-Time Personnel	5.1	4.5	4.64
Subtotal	**8.1**	**8.5**	**8.64**

1427 - Gaithersburg Aquatic Center	FY 15	FY 16	FY 17
Facility Coordinator	1	1	1
Part-Time Personnel	7.7	7.7	5.5
Subtotal	**8.7**	**8.7**	**6.5**

1428 - Miniature Golf Course at Bohrer Park	FY 15	FY 16	FY 17
Facility Coordinator	0.5	0.5	0.5
Part-Time Personnel	1.5	1.5	1.51
Subtotal	**2**	**2**	**2.01**

1429 - Picnic Pavilions at Bohrer Park	FY 15	FY 16	FY 17
Part-Time Personnel	0.5	0.5	0.48
Subtotal	**0.5**	**0.5**	**0.48**

1430 - Winter Lights	FY 15	FY 16	FY 17
Part-Time Personnel	1.2	1.2	1.18
Subtotal	**1.2**	**1.2**	**1.18**

1436 - Special Events	FY 15	FY 16	FY 17
Arts & Events Division Chief	1	1	1
Senior Program Supervisor	2	2	2
Program Supervisor	1	2	2
Recreation Program Coordinator II	1	0	0
Program Coordinator	1	1	1
Part-Time Personnel	3.1	3.1	4.14
Subtotal	**9.1**	**9.1**	**10.14**

1437 - Museums	FY 15	FY 16	FY 17
Community Facility Manager	1	1	1
Part-Time Personnel	1.4	1.4	1.65
Subtotal	**2.4**	**2.4**	**2.65**

1438 - Kentlands Mansion	FY 15	FY 16	FY 17
Community Facility Manager	1	1	1
Program Coordinator	1	1	1
Custodian/Maintenance Worker	1	1	1
Part-Time Personnel	2	2	2.85
Subtotal	**5**	**5**	**5.85**

Total	FY 15	FY 16	FY 17
Full-Time Personnel	44	45	45
Part-Time Personnel	76.84	75.99	75.77
	120.84	**120.99**	**120.77**

Activity Analysis Report - Adopted

1411 - Parks, Recreation & Culture Administration

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$359,632	$361,703	$214,409	$360,834	-0.24%
505200 - Other Taxable Comp-Gfit	$648	$718	$584	$794	10.58%
507000 - Vacation & Sick Pay	$4,428	$0	$7,379	$0	0.00%
508000 - Salaries, Overtime	$145	$0	$23	$0	0.00%
509000 - Salaries, Part-Time Employe	$12,034	$16,753	$8,034	$14,646	-12.58%
510000 - Social Security & Medicare (	$26,675	$28,952	$15,335	$28,724	-0.79%
514000 - Group Insurance	$32,270	$39,821	$18,747	$33,243	-16.52%
514200 - Vision Plan	$0	$221	$70	$166	-24.89%
515000 - Retirement Contribution (401	$28,347	$28,936	$17,149	$30,070	3.92%
515100 - Retirement Health Savings (	$2,959	$2,732	$1,925	$3,468	26.94%
516000 - Savings Plan Contribution (4	$9,142	$10,851	$5,814	$9,886	-8.89%
519000 - Tuition Reimbursement		$0		$5,600	0.00%
521000 - Office Supplies	$6,440	$6,700	$4,031	$6,700	0.00%
522000 - General Operating Supplies	$1,278	$2,200	$976	$2,200	0.00%
522500 - Program Activities	$15	$0	$0	$0	0.00%
526000 - Machinery & Equipment	$1,805	$1,000	$530	$1,000	0.00%
530000 - Accounting & Audit	$90,786	$79,000	$48,840	$92,000	16.46%
531000 - Information Technology (IT)		$0		$1,395	0.00%
531500 - Software Licenses	$711	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$22,393	$22,515	$23,280	$22,225	-1.29%
533000 - Legal	$3,610	$3,730	$3,671	$3,810	2.14%
536000 - Miscellaneous Professional	$2,916	$6,800	$1,418	$6,000	-11.76%
536200 - Americans with Disabilities A	$0	$13,000	$3,590	$10,000	-23.08%
536500 - Investigations	$0	$0	$33	$0	0.00%
542000 - Awards & Presentations	$150	$0	$0	$0	0.00%
544000 - Professional Dues & Certifica	$366	$2,260	$2,135	$2,260	0.00%
546000 - Conference & Seminar Regis	$499	$1,775	$448	$1,400	-21.13%
547000 - Travel Expense	$1,115	$4,250	$1,227	$4,300	1.18%
551100 - Cellular Telephone	$1,754	$1,680	$821	$1,300	-22.62%
552500 - Vehicle & Equipment Gasolin	$16,069	$13,000	$6,346	$13,000	0.00%
553000 - Printing & Binding	$23,846	$23,900	$13,837	$23,900	0.00%
556000 - Postage	$21,500	$21,600	$21,652	$22,220	2.87%
557000 - Laundry & Uniforms	$200	$150	$152	$200	33.33%
561000 - Local, In-Services Meals	$1,265	$1,000	$1,350	$1,700	70.00%
567000 - Rental & Use Charges	$1,601	$1,650	$874	$1,900	15.15%
573000 - Repair & Maintenance - Mac	$9,886	$8,910	$7,633	$10,305	15.66%
574000 - Repair & Maintenance - Vehi	$11,259	$14,000	$11,107	$14,000	0.00%
595000 - Furniture & Equipment	$21,261	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$10,245	$1,835	$1,835	$0	-100.00%
596000 - Vehicles & Equipment	($48,162)	$0	$0	$40,000	0.00%
596100 - Vehicles & Equipment (Repl	$48,162	$100,521	$100,521	$0	-100.00%

Activity Analysis Report - Adopted

1411 - Parks, Recreation & Culture Administration

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$476,280	$490,687	$289,470	$487,431	-0.66%
Operating Expenses	$219,466	$229,120	$153,951	$241,815	5.54%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$31,506	$102,356	$102,356	$40,000	-60.92%
Total	**$727,252**	**$822,163**	**$545,778**	**$769,246**	**-6.44%**

1411 Parks, Recreation & Culture Administration

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	360,834	360,834
505200	Other Taxable Comp-Gfit	794	794
509000	Salaries, Part-Time Employees	14,646	14,646
510000	Social Security & Medicare (FICA)	28,724	28,724
514000	Group Insurance	33,570	33,243
514200	Vision Plan	166	166
515000	Retirement Contribution (401A)	30,070	30,070
515100	Retirement Health Savings (RHS)	3,468	3,468
516000	Savings Plan Contribution (401K)	9,886	9,886
519000	Tuition Reimbursement	5,600	5,600
	Subtotal Personnel Services	**487,758**	**487,431**
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	92,000	92,000
	Subtotal	**92,000**	**92,000**
531000 Information Technology (IT) Services			
	Service - Software (Creative Cloud For Teams) (1)	765	765
	Service - Software (InDesign Creative Cloud) (1)	330	330
	Service - Software (Survey Monkey)	300	300
	Subtotal	**1,395**	**1,395**
531600 Software Maintenance Agreements			
	Maintenance - Software (Class)	21,000	21,000
	Maintenance - Software (Microsoft CALs) (7)	1,225	1,225
	Subtotal	**22,225**	**22,225**

1411 Parks, Recreation & Culture Administration

533000 Legal				
American Society of Composers, Authors and Publishers	690		690	
Broadcast Music, Inc. License Agreement	620		620	
Motion Picture License Agreement	1,200		1,200	
Society of European Songwriters, Artists and Composers	1,300		1,300	
Subtotal		**3,810**		**3,810**
536000 Miscellaneous Professional Services				
Fingerprinting Service	3,600		3,600	
Professional Speaker	2,000		2,000	
Shredder Services	400		400	
Subtotal		**6,000**		**6,000**
536200 Americans with Disabilities Act				
Department-wide Costs	10,000		10,000	
Subtotal		**10,000**		**10,000**
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	
National Recreation and Parks Association Conference	600		600	
Subtotal		**1,400**		**1,400**
547000 Travel Expense				
Active Network Conference (2)	2,200		2,200	
Maryland Recreation and Parks Association Conference	500		500	
National Recreation and Parks Association Conference	1,600		1,600	
Subtotal		**4,300**		**4,300**
551100 Cellular Telephone				
Director (1)	650		650	
Facilities Administrative Services Division Chief (1)	650		650	
Subtotal		**1,300**		**1,300**
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	22,220		22,220	
Subtotal		**22,220**		**22,220**

1411 Parks, Recreation & Culture Administration

557000 Laundry & Uniforms				
Staff Shirts	200		200	
Subtotal		**200**		**200**
561000 Local, In-Services Meals				
All Hands Meetings	1,700		1,700	
Subtotal		**1,700**		**1,700**
567000 Rental & Use Charges				
Postage Meter Fees	1,900		1,900	
Subtotal		**1,900**		**1,900**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - LiveScan System	1,700		1,700	
Maintenance & Supplies - Copier (Ricoh - BW) (3)	4,005		4,005	
Maintenance & Supplies - Copier (Ricoh - Color Printing)	4,600		4,600	
Subtotal		**10,305**		**10,305**
574000 Repair & Maintenance - Vehicles				
Vehicle maintenance (18 units)	14,000		14,000	
Subtotal		**14,000**		**14,000**
Subtotal Operating Expenses		**241,815**		**241,815**

Capital Outlay

596000 Vehicles & Equipment				
New Electric SUV	40,000		40,000	
Subtotal		**40,000**		**40,000**
Subtotal Capital Outlay		**40,000**		**40,000**
Total		**769,573**		**769,246**

Activity Analysis Report - Adopted

1415 - Recreation Programs & Sports

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$412,622	$423,834	$262,955	$427,045	0.76%
505200 - Other Taxable Comp-Gfit	$525	$630	$394	$499	-20.79%
507000 - Vacation & Sick Pay	$7,622	$0	$7,764	$0	0.00%
509000 - Salaries, Part-Time Employe	$111,998	$128,113	$76,471	$122,035	-4.74%
510000 - Social Security & Medicare (	$40,787	$42,071	$26,580	$42,005	-0.16%
514000 - Group Insurance	$26,195	$34,378	$19,865	$35,307	2.70%
514200 - Vision Plan	$124	$240	$0	$240	0.00%
515000 - Retirement Contribution (401	$33,010	$33,907	$21,036	$35,587	4.95%
515100 - Retirement Health Savings (	$2,748	$2,732	$1,925	$3,468	26.94%
516000 - Savings Plan Contribution (4	$12,379	$12,715	$7,889	$13,345	4.95%
519000 - Tuition Reimbursement		$0		$200	0.00%
521000 - Office Supplies	$427	$400	$23	$790	97.50%
522000 - General Operating Supplies	$71,229	$70,244	$41,817	$61,329	-12.69%
522500 - Program Activities	$18,790	$25,865	$6,943	$24,445	-5.49%
526000 - Machinery & Equipment	$0	$500	$495	$500	0.00%
531600 - Software Maintenance Agree	$750	$1,105	$875	$875	-20.81%
536000 - Miscellaneous Professional	$11,291	$11,034	$3,315	$9,943	-9.89%
536200 - Americans with Disabilities A	$2,635	$0	$0	$0	0.00%
536500 - Investigations	$5,216	$6,800	$3,128	$6,000	-11.76%
537000 - Instructor Services	$9,540	$13,625	$8,914	$10,100	-25.87%
541000 - Advertising	$0	$757	$0	$700	-7.53%
542000 - Awards & Presentations	$19,734	$13,473	$11,562	$22,900	69.97%
544000 - Professional Dues & Certifica	$2,180	$2,650	$1,050	$4,300	62.26%
546000 - Conference & Seminar Regis	$549	$1,025	$30	$485	-52.68%
547000 - Travel Expense	$1,360	$1,325	$0	$1,555	17.36%
549000 - Scholarship Management	$0	$1,000	$0	$750	-25.00%
550000 - Electric	$39,783	$36,384	$23,846	$29,196	-19.76%
551100 - Cellular Telephone	$976	$1,200	$551	$1,200	0.00%
553000 - Printing & Binding	$7,772	$7,800	$6,373	$7,800	0.00%
554000 - Signage	$998	$1,000	$151	$1,300	30.00%
556000 - Postage	$2,873	$2,175	$1,806	$2,175	0.00%
557000 - Laundry & Uniforms	$1,989	$2,800	($10)	$2,800	0.00%
567100 - Rental of Facilities	$37,634	$48,032	$1,017	$39,550	-17.66%
573000 - Repair & Maintenance - Mac	$0	$200	$0	$0	-100.00%
595000 - Furniture & Equipment	($18)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$605	$805	$805	$0	-100.00%
Personnel	$648,010	$678,620	$424,880	$679,731	0.16%
Operating Expenses	$235,726	$249,394	$111,886	$228,693	-8.30%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$587	$805	$805	$0	-100.00%
Total	**$884,324**	**$928,819**	**$537,570**	**$908,424**	**-2.20%**

1415 Recreation Programs & Sports

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	419,241	427,045
505200	Other Taxable Comp-Gfit	499	499
509000	Salaries, Part-Time Employees	122,035	122,035
510000	Social Security & Medicare (FICA)	41,408	42,005
514000	Group Insurance	35,639	35,307
514200	Vision Plan	240	240
515000	Retirement Contribution (401A)	34,937	35,587
515100	Retirement Health Savings (RHS)	3,468	3,468
516000	Savings Plan Contribution (401K)	13,101	13,345
519000	Tuition Reimbursement	200	200
	Subtotal Personnel Services	**670,768**	**679,731**

Operating Expenses

521000 Office Supplies				
	Binders, Folders and Pens	790	790	
	Subtotal	**790**		**790**
522000 General Operating Supplies				
	Basketballs, Softballs, Soccerballs and Volleyballs	4,623	4,623	
	Coach "G" Mascot Costume	300	300	
	Coaches Shirts	4,375	4,375	
	Field Supplies (Bases, Tools and Paints)	2,463	2,463	
	First Aid Supplies	579	579	
	Officials Supplies (Whistles, Timers and Flip-scores)	1,950	1,950	
	Pickleball Equipment	900	900	
	Ready Set Run	1,500	1,500	
	Sanctioning Materials (Volleyball and Softball)	1,300	1,300	
	Start Smart Equipment	1,785	1,785	
	Track and Field and Cross Country Equipment	2,675	2,675	
	Volleyball Equipment (Nets, Balls and Straps)	6,367	6,367	
	Youth and Teen Shirts, Soccer Socks and Hats and Visors	32,512	32,512	
	Subtotal	**61,329**		**61,329**
522500 Program Activities				
	Golf Tournament Spring & Fall (Revenue offset)	17,000	17,000	
	Sports Trips (Revenue offset)	7,445	7,445	
	Subtotal	**24,445**		**24,445**
526000 Machinery & Equipment				
	Miscellaneous Computer Supplies	500	500	
	Subtotal	**500**		**500**
531600 Software Maintenance Agreements				
	Maintenance - Software (Microsoft CALs) (5)	875	875	
	Subtotal	**875**		**875**

1415 Recreation Programs & Sports

536000 Miscellaneous Professional Services				
Finish Line Services - Strokes and Strides	1,150		1,150	
Sports Officials Contract - Coed Softball	4,350		4,350	
Youth Soccer Officials - Contract	4,443		4,443	
Subtotal		**9,943**		**9,943**
536500 Investigations				
Background Checks Volunteer Coaches	6,000		6,000	
Subtotal		**6,000**		**6,000**
537000 Instructor Services				
Youth Sports Clinics	10,100		10,100	
Subtotal		**10,100**		**10,100**
541000 Advertising				
Social Media	700		700	
Subtotal		**700**		**700**
542000 Awards & Presentations				
Adult Sports Awards (Revenue offset)	12,258		12,258	
Youth Sports Awards	10,642		10,642	
Subtotal		**22,900**		**22,900**
544000 Professional Dues & Certification Fees				
CPR/AED/SFA	1,650		1,650	
Mid Atlantic Recreation and Parks Alliance	150		150	
National Youth Sports Coaches Certifications	2,500		2,500	
Subtotal		**4,300**		**4,300**
546000 Conference & Seminar Registration				
National Recreation and Parks Congress	485		485	
Subtotal		**485**		**485**
547000 Travel Expense				
Lodging National Recreation and Parks Congress	900		900	
Meals National Recreation and Parks Congress	175		175	
Travel National Recreation and Parks Congress	480		480	
Subtotal		**1,555**		**1,555**
549000 Scholarship Management				
Resident Financial Aid Sports Programs	750		750	
Subtotal		**750**		**750**
550000 Electric				
Adult Softball (Revenue offset)	3,145		3,145	
Athletic Field Rental (Revenue offset)	16,115		16,115	
Sports Programs - Field Lights	9,936		9,936	
Subtotal		**29,196**		**29,196**
551100 Cellular Telephone				
Division Chief	400		400	
Field Rental Supervisor	400		400	
Team Phone	400		400	
Subtotal		**1,200**		**1,200**

1415 Recreation Programs & Sports

553000 Printing & Binding				
Sports Brochures and Program Registration Materials	7,500		7,500	
Summer in the City	300		300	
Subtotal		**7,800**		**7,800**
554000 Signage				
Sports Fest Banner	300		300	
Sports Registration Banners	1,000		1,000	
Subtotal		**1,300**		**1,300**
556000 Postage				
Bulk Mailing for Sports	2,075		2,075	
General Correspondence Mailing	100		100	
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	30,560		30,560	
Outdoor Field Use	6,000		6,000	
Track Meets	2,990		2,990	
Subtotal		**39,550**		**39,550**
Subtotal Operating Expenses		**228,693**		**228,693**
Total		**899,461**		**908,424**

Activity Analysis Report - Adopted

1416 - Recreation Classes

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$71,163	$73,045	$45,740	$72,928	-0.16%
505200 - Other Taxable Comp-Gfit		$0		$0	0.00%
509000 - Salaries, Part-Time Employe	$99,757	$84,478	$58,278	$125,131	48.12%
510000 - Social Security & Medicare (	$13,023	$12,051	$8,166	$15,152	25.73%
514000 - Group Insurance	$11,130	$14,448	$4,500	$8,186	-43.34%
514200 - Vision Plan	$0	$92	$107	$37	-59.78%
515000 - Retirement Contribution (401	$5,690	$5,844	$3,659	$6,077	3.99%
516000 - Savings Plan Contribution (4	$2,134	$2,191	$1,372	$2,279	4.02%
522000 - General Operating Supplies	$2,251	$2,000	$380	$2,700	35.00%
526000 - Machinery & Equipment	$0	$500	$0	$500	0.00%
531000 - Information Technology (IT)		$0		$525	0.00%
531600 - Software Maintenance Agree	$300	$580	$572	$350	-39.66%
536200 - Americans with Disabilities A	$430	$0	$0	$0	0.00%
536500 - Investigations	$443	$300	$164	$300	0.00%
537000 - Instructor Services	$51,371	$105,000	$25,923	$55,000	-47.62%
541000 - Advertising	$0	$1,200	$0	$500	-58.33%
544000 - Professional Dues & Certifica	$75	$360	$298	$900	150.00%
546000 - Conference & Seminar Regis	$30	$125	$0	$0	-100.00%
546300 - In-Service Training		$0		$200	0.00%
547000 - Travel Expense	$107	$0	$0	$0	0.00%
549000 - Scholarship Management	$0	$1,000	$0	$750	-25.00%
553000 - Printing & Binding	$644	$1,600	$103	$1,100	-31.25%
554000 - Signage	$970	$1,000	$0	$2,000	100.00%
556000 - Postage	$0	$150	$0	$150	0.00%
567100 - Rental of Facilities	$4,416	$11,500	$358	$9,000	-21.74%
595000 - Furniture & Equipment	($5,000)	$0	$0	$2,000	0.00%
595100 - Furniture & Equipment (Repl	$10,202	$5,000	$5,000	$0	-100.00%
Personnel	$202,897	$192,149	$121,823	$229,790	19.59%
Operating Expenses	$61,037	$125,315	$27,797	$73,975	-40.97%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$5,202	$5,000	$5,000	$2,000	-60.00%
Total	**$269,137**	**$322,464**	**$154,620**	**$305,765**	**-5.18%**

1416 Recreation Classes

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	72,928	72,928
509000	Salaries, Part-Time Employees	125,131	125,131
510000	Social Security & Medicare (FICA)	15,152	15,152
514000	Group Insurance	8,269	8,186
514200	Vision Plan	37	37
515000	Retirement Contribution (401A)	6,077	6,077
516000	Savings Plan Contribution (401K)	2,279	2,279
	Subtotal Personnel Services	**229,873**	**229,790**

Operating Expenses

522000 General Operating Supplies			
Aerobic Exercise Steps	225	225	
Arts and Craft Supplies for Summer Clinics	200	200	
Gymnastics Supplies - Talc, Mat Cleaner and Pads	200	200	
Music and Choreography Materials for Classes and Dance Clinic	175	175	
Pre-school Gymnastics Equipment (Parachutes, Foam Shapes)	1,500	1,500	
Sound System Speakers	400	400	
Subtotal	**2,700**		**2,700**
526000 Machinery & Equipment			
Miscellaneous Computer Devices & Supplies	500	500	
Subtotal	**500**		**500**
531000 Information Technology (IT) Services			
Service - Software (InDesign Creative Cloud) (1)	225	225	
Service - Software (Survey Monkey)	300	300	
Subtotal	**525**		**525**
531600 Software Maintenance Agreements			
Maintenance - Software (Microsoft CALs) (2)	350	350	
Subtotal	**350**		**350**
536500 Investigations			
Background Checks	300	300	
Subtotal	**300**		**300**
537000 Instructor Services			
Classes - Exercise, Dance and Karate	55,000	55,000	
Subtotal	**55,000**		**55,000**
541000 Advertising			
Social Media	500	500	
Subtotal	**500**		**500**
544000 Professional Dues & Certification Fees			
CPR/AED/SFA	900	900	
Subtotal	**900**		**900**

1416 Recreation Classes

546300 In-Service Training				
Instructor Meetings	200		200	
Subtotal		**200**		**200**
549000 Scholarship Management				
Resident Class Scholarships	750		750	
Subtotal		**750**		**750**
553000 Printing & Binding				
Postcards for Seasonal Registration	800		800	
Summer in the City Brochure	300		300	
Subtotal		**1,100**		**1,100**
554000 Signage				
Registration Banners (2)	2,000		2,000	
Subtotal		**2,000**		**2,000**
556000 Postage				
General Mailing	150		150	
Subtotal		**150**		**150**
567100 Rental of Facilities				
Community Use of Public Facilities	9,000		9,000	
Subtotal		**9,000**		**9,000**
Subtotal Operating Expenses		**73,975**		**73,975**

Capital Outlay

595000 Furniture & Equipment				
Portable Ballet Barres (2)	2,000		2,000	
Subtotal		**2,000**		**2,000**
Subtotal Capital Outlay		**2,000**		**2,000**
Total		**305,848**		**305,765**

Activity Analysis Report - Adopted

1417 - Youth Services

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$214,704	$220,606	$150,329	$220,254	-0.16%
505100 - Other Taxable Comp-Multilin	$4,160	$4,160	$4,160	$4,160	0.00%
505200 - Other Taxable Comp-Gfit	$315	$175	$330	$420	140.00%
507000 - Vacation & Sick Pay	$3,768	$0	$3,881	$0	0.00%
508000 - Salaries, Overtime	$1,680	$0	$4	$0	0.00%
509000 - Salaries, Part-Time Employe	$88,756	$97,061	$51,823	$96,670	-0.40%
510000 - Social Security & Medicare (	$23,592	$24,302	$15,598	$24,245	-0.23%
514000 - Group Insurance	$31,843	$34,868	$24,507	$35,955	3.12%
514200 - Vision Plan	$86	$129	$0	$129	0.00%
515000 - Retirement Contribution (401	$16,987	$17,648	$11,826	$18,355	4.01%
516000 - Savings Plan Contribution (4	$6,370	$6,618	$4,435	$6,883	4.00%
519000 - Tuition Reimbursement	$0	$0	$0	$1,300	0.00%
521000 - Office Supplies	$53	$150	$61	$150	0.00%
522000 - General Operating Supplies	$7,432	$7,490	$4,183	$7,490	0.00%
522500 - Program Activities	$26,552	$23,760	$9,379	$23,760	0.00%
525000 - Furniture & Fixtures	$78	$0	$0	$0	0.00%
526000 - Machinery & Equipment	$1,318	$500	$156	$500	0.00%
531000 - Information Technology (IT)		$0		$300	0.00%
531500 - Software Licenses	$711	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$953	$1,110	$1,050	$1,050	-5.41%
536500 - Investigations	$138	$150	$195	$150	0.00%
538000 - Performances & Entertainme	$0	$400	$0	$0	-100.00%
542000 - Awards & Presentations	$100	$0	$0	$0	0.00%
544000 - Professional Dues & Certifica	$169	$0	$0	$1,875	0.00%
546000 - Conference & Seminar Regis	$1,299	$550	$515	$1,425	159.09%
547000 - Travel Expense	$452	$450	$20	$2,045	354.44%
547100 - Travel Mileage Reimbursem	$0	$0	$14	$0	0.00%
551000 - Telephone (Landline)	$25	$0	$14	$0	0.00%
551100 - Cellular Telephone	$676	$700	$398	$650	-7.14%
556000 - Postage	$850	$1,100	$250	$1,100	0.00%
557000 - Laundry & Uniforms	$880	$1,480	$836	$1,480	0.00%
567000 - Rental & Use Charges	$100	$100	$50	$100	0.00%
567100 - Rental of Facilities	$6,532	$7,450	$501	$7,450	0.00%
574000 - Repair & Maintenance - Vehi	$42	$0	$0	$0	0.00%
575000 - Repair & Maintenance - Furn	$12	$0	$0	$0	0.00%
595000 - Furniture & Equipment	($85)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$790	$1,070	$1,070	$0	-100.00%
Personnel	$392,261	$405,567	$266,891	$408,371	0.69%
Operating Expenses	$48,370	$45,390	$17,623	$49,525	9.11%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$705	$1,070	$1,070	$0	-100.00%
Total	**$441,336**	**$452,027**	**$285,584**	**$457,896**	**1.30%**

1417 Youth Services

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	220,254	220,254
505100	Other Taxable Comp-Multilingual	4,160	4,160
505200	Other Taxable Comp-Gfit	420	420
509000	Salaries, Part-Time Employees	96,670	96,670
510000	Social Security & Medicare (FICA)	24,245	24,245
514000	Group Insurance	36,327	35,955
514200	Vision Plan	129	129
515000	Retirement Contribution (401A)	18,355	18,355
516000	Savings Plan Contribution (401K)	6,883	6,883
519000	Tuition Reimbursement	1,300	1,300
	Subtotal Personnel Services	**408,743**	**408,371**

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**
531000 Information Technology (IT) Services				
	Service - Software (Survey Monkey)	300	300	
	Subtotal	**300**		**300**
531600 Software Maintenance Agreements				
	Maintenance - Software (Microsoft CALs) (6)	1,050	1,050	
	Subtotal	**1,050**		**1,050**
536500 Investigations				
	Background Checks	150	150	
	Subtotal	**150**		**150**
544000 Professional Dues & Certification Fees				
	CPR/AED/SFA	1,875	1,875	
	Subtotal	**1,875**		**1,875**

1417 Youth Services

546000 Conference & Seminar Registration				
National Parks and Recreation Conference (1)	425		425	
Youth Services Staff Training	1,000		1,000	
Subtotal		**1,425**		**1,425**
547000 Travel Expense				
Maryland Parks and Recreation Association Conference (2)	700		700	
National Parks and Recreation Association Conference (1)	1,345		1,345	
Subtotal		**2,045**		**2,045**
551100 Cellular Telephone				
Youth and Senior Services Division Chief (1)	650		650	
Subtotal		**650**		**650**
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		**49,525**		**49,525**
Total		**458,268**		**457,896**

Activity Analysis Report - Adopted

1418 - Summer Programs

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
508000 - Salaries, Overtime	$0	$0	($8)	$0	0.00%
509000 - Salaries, Part-Time Employe	$316,274	$347,440	$221,526	$344,487	-0.85%
510000 - Social Security & Medicare (	$24,195	$26,579	$16,946	$26,353	-0.85%
521000 - Office Supplies	$315	$500	$46	$450	-10.00%
522000 - General Operating Supplies	$26,259	$20,975	$4,292	$20,475	-2.38%
522500 - Program Activities	$18,217	$23,380	$23,182	$26,500	13.34%
525000 - Furniture & Fixtures		$0		$550	0.00%
526000 - Machinery & Equipment	$0	$500	$0	$500	0.00%
536000 - Miscellaneous Professional	$0	$8,000	$3,645	$7,000	-12.50%
536500 - Investigations	$1,476	$900	$66	$900	0.00%
538000 - Performances & Entertainme	$700	$875	$1,320	$1,350	54.29%
541000 - Advertising	$1,667	$2,000	$145	$2,000	0.00%
544000 - Professional Dues & Certifica	$0	$400	$0	$1,875	368.75%
546000 - Conference & Seminar Regis	$475	$850	$850	$0	-100.00%
547000 - Travel Expense	$732	$1,350	$895	$0	-100.00%
549000 - Scholarship Management	$28,625	$23,000	$3,831	$27,500	19.57%
551100 - Cellular Telephone		$0		$450	0.00%
553000 - Printing & Binding	$1,390	$1,600	$1,154	$1,300	-18.75%
554000 - Signage		$0		$450	0.00%
556000 - Postage	$498	$1,400	$967	$1,100	-21.43%
557000 - Laundry & Uniforms	$1,179	$1,400	$0	$1,400	0.00%
567000 - Rental & Use Charges	$28,302	$29,000	$29,004	$30,000	3.45%
567100 - Rental of Facilities	$52,668	$55,500	$38,471	$56,000	0.90%
Personnel	$340,469	$374,019	$238,464	$370,840	-0.85%
Operating Expenses	$162,503	$171,630	$107,867	$179,800	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	**$502,972**	**$545,649**	**$346,332**	**$550,640**	**0.91%**

1418 Summer Programs

Expenditure Statement by Object	Proposed 2016 - 2017		Adopted 2016 - 2017	
Personnel Services				
509000 Salaries, Part-Time Employees		344,487		344,487
510000 Social Security & Medicare (FICA)		26,353		26,353
Subtotal Personnel Services		**370,840**		**370,840**
Operating Expenses				
521000 Office Supplies				
Paper, Pens and Binders	450		450	
Subtotal		**450**		**450**
522000 General Operating Supplies				
Sports Supplies, Arts & Crafts and Games	20,475		20,475	
Subtotal		**20,475**		**20,475**
522500 Program Activities				
Camps and Youth Activity Programs Admissions	26,500		26,500	
Subtotal		**26,500**		**26,500**
525000 Furniture & Fixtures				
Storage Cabinet	550		550	
Subtotal		**550**		**550**
526000 Machinery & Equipment				
Miscellaneous Computer Supplies	500		500	
Subtotal		**500**		**500**
536000 Miscellaneous Professional Services				
Science, Technology, Engineering and Math Clinics (STEM)	7,000		7,000	
Subtotal		**7,000**		**7,000**
536500 Investigations				
Background Checks	900		900	
Subtotal		**900**		**900**
538000 Performances & Entertainment				
Camps and Youth Activity Programs Entertainers	1,350		1,350	
Subtotal		**1,350**		**1,350**
541000 Advertising				
Summer Camp Advertising	2,000		2,000	
Subtotal		**2,000**		**2,000**
544000 Professional Dues & Certification Fees				
CPR/AED/SFA	1,875		1,875	
Subtotal		**1,875**		**1,875**
549000 Scholarship Management				
Financial Aid	27,500		27,500	
Subtotal		**27,500**		**27,500**

1418 Summer Programs

551100 Cellular Telephone				
Cell Phones for Camp Staff	450		450	
Subtotal		**450**		**450**
553000 Printing & Binding				
Summer in the City Camp Brochure/Postcards/Fliers	1,300		1,300	
Subtotal		**1,300**		**1,300**
554000 Signage				
Banners	450		450	
Subtotal		**450**		**450**
556000 Postage				
Letters, Confirmations and Promotional Materials	1,100		1,100	
Subtotal		**1,100**		**1,100**
557000 Laundry & Uniforms				
Staff Shirts	1,400		1,400	
Subtotal		**1,400**		**1,400**
567000 Rental & Use Charges				
Montgomery County Public Schools - Buses	30,000		30,000	
Subtotal		**30,000**		**30,000**
567100 Rental of Facilities				
Montgomery County Public Schools - Facilities	56,000		56,000	
Subtotal		**56,000**		**56,000**
Subtotal Operating Expenses		**179,800**		**179,800**
Total		**550,640**		**550,640**

Activity Analysis Report - Adopted

1419 - Gaithersburg Youth Center at Robertson Park

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$78,516	$103,765	$60,464	$97,990	-5.57%
508000 - Salaries, Overtime	$87	$0	$111	$250	0.00%
509000 - Salaries, Part-Time Employe	$50,078	$48,986	$33,201	$50,478	3.05%
510000 - Social Security & Medicare (	$9,626	$11,685	$7,002	$11,377	-2.64%
514000 - Group Insurance	$8,775	$19,569	$21,265	$27,374	39.88%
514200 - Vision Plan	$38	$92	$0	$129	40.22%
515000 - Retirement Contribution (401	$6,045	$8,301	$4,836	$8,166	-1.63%
515100 - Retirement Health Savings (	$1,434	$3,162	$847	$0	-100.00%
516000 - Savings Plan Contribution (4	$1,482	$3,113	$1,814	$3,062	-1.64%
519000 - Tuition Reimbursement		$0		$0	0.00%
521000 - Office Supplies	$463	$200	$185	$300	50.00%
522000 - General Operating Supplies	$6,268	$5,970	$3,495	$5,970	0.00%
522500 - Program Activities	($787)	$400	$64	$400	0.00%
525000 - Furniture & Fixtures	$4,817	$2,400	$1,115	$2,400	0.00%
526000 - Machinery & Equipment	$1,061	$1,600	$0	$1,650	3.13%
531600 - Software Maintenance Agree	$1,164	$1,435	$1,225	$1,435	0.00%
536000 - Miscellaneous Professional	$528	$1,100	$0	$1,100	0.00%
536500 - Investigations	$69	$0	$0	$0	0.00%
538000 - Performances & Entertainme		$0		$0	0.00%
551100 - Cellular Telephone	($110)	$700	$16	$0	-100.00%
554000 - Signage		$0		$3,200	0.00%
557000 - Laundry & Uniforms	($20)	$0	$0	$0	0.00%
575000 - Repair & Maintenance - Furn		$0		$0	0.00%
595000 - Furniture & Equipment	$25,853	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$1,305	$3,120	$3,120	$0	-100.00%
Personnel	$156,081	$198,673	$129,540	$198,826	0.08%
Operating Expenses	$13,452	$13,805	$6,100	$16,455	19.20%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$27,158	$3,120	$3,120	$0	-100.00%
Total	**$196,692**	**$215,598**	**$138,760**	**$215,281**	**-0.15%**

1419 Gaithersburg Youth Center at Robertson Park

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	97,990	97,990
508000	Salaries, Overtime	250	250
509000	Salaries, Part-Time Employees	50,478	50,478
510000	Social Security & Medicare (FICA)	11,377	11,377
514000	Group Insurance	27,664	27,374
514200	Vision Plan	129	129
515000	Retirement Contribution (401A)	8,166	8,166
516000	Savings Plan Contribution (401K)	3,062	3,062
	Subtotal Personnel Services	**199,116**	**198,826**
Operating Expenses			
521000 Office Supplies			
	Paper, Pens and Printer Cartridges	300	300
	Subtotal	**300**	**300**
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			
	Chair Replacement	2,400	2,400
	Subtotal	**2,400**	**2,400**
526000 Machinery & Equipment			
	Climbing Wall Equipment	600	600
	Miscellaneous Computer Devices & Supplies	500	500
	Video Game Systems/Monitors	550	550
	Subtotal	**1,650**	**1,650**
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**
554000 Signage			
	Exterior Signage	3,200	3,200
	Subtotal	**3,200**	**3,200**
	Subtotal Operating Expenses	**16,455**	**16,455**
	Total	**215,571**	**215,281**

Activity Analysis Report - Adopted

1420 - Skate Park

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
509000 - Salaries, Part-Time Employe	$25,501	$23,617	$14,945	$26,790	13.44%
510000 - Social Security & Medicare (	$1,951	$1,807	$1,143	$2,049	13.39%
521000 - Office Supplies	$81	$100	$0	$100	0.00%
522000 - General Operating Supplies	$489	$1,125	$420	$1,025	-8.89%
522500 - Program Activities	$36	$675	$211	$675	0.00%
524000 - Supplies for Resale	$149	$950	$48	$950	0.00%
526000 - Machinery & Equipment	$0	$500	$0	$500	0.00%
531600 - Software Maintenance Agree	$150	$175	$175	$175	0.00%
536000 - Miscellaneous Professional	$1,563	$0	$0	$0	0.00%
536500 - Investigations	$66	$0	$0	$0	0.00%
541000 - Advertising	$395	$1,200	$45	$1,200	0.00%
553000 - Printing & Binding	$158	$300	$103	$300	0.00%
557000 - Laundry & Uniforms	($6)	$0	$0	$0	0.00%
575000 - Repair & Maintenance - Furn		$0		$0	0.00%
595000 - Furniture & Equipment	($333)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$450	$700	$700	$0	-100.00%
Personnel	$27,452	$25,424	$16,089	$28,839	13.43%
Operating Expenses	$3,080	$5,025	$1,002	$4,925	-1.99%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$117	$700	$700	$0	-100.00%
Total	**$30,649**	**$31,149**	**$17,790**	**$33,764**	**8.40%**

1420 Skate Park

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
509000	Salaries, Part-Time Employees	26,790	26,790
510000	Social Security & Medicare (FICA)	2,049	2,049
	Subtotal Personnel Services	**28,839**	**28,839**
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	1,025	1,025
	Subtotal	**1,025**	**1,025**
522500 Program Activities			
	Competitions and Skate 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	**4,925**	**4,925**
	Total	**33,764**	**33,764**

Activity Analysis Report - Adopted

1421 - Casey Community Center

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$160,972	$165,307	$102,385	$160,513	-2.90%
507000 - Vacation & Sick Pay	$3,551	$0	$0	$0	0.00%
508000 - Salaries, Overtime	$79	$0	$0	$0	0.00%
509000 - Salaries, Part-Time Employe	$127,123	$118,664	$71,302	$106,435	-10.31%
510000 - Social Security & Medicare (	$22,358	$21,724	$13,365	$20,422	-5.99%
514000 - Group Insurance	$15,086	$16,060	$9,254	$16,512	2.81%
514200 - Vision Plan	$38	$74	$0	$74	0.00%
515000 - Retirement Contribution (401	$12,878	$13,225	$8,191	$13,376	1.14%
516000 - Savings Plan Contribution (4	$4,829	$4,959	$3,071	$5,016	1.15%
521000 - Office Supplies	$645	$1,200	$501	$1,200	0.00%
522000 - General Operating Supplies	$6,320	$7,320	$1,855	$16,000	118.58%
525000 - Furniture & Fixtures	$8,399	$6,000	$649	$350	-94.17%
526000 - Machinery & Equipment	$3,178	$1,000	$0	$500	-50.00%
531000 - Information Technology (IT)		$0		$330	0.00%
531500 - Software Licenses	$1,422	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$450	$1,105	$1,203	$875	-20.81%
536000 - Miscellaneous Professional	$0	$0	$0	$160	0.00%
536200 - Americans with Disabilities A		$0		$0	0.00%
536500 - Investigations	$200	$150	$0	$100	-33.33%
537000 - Instructor Services		$0		$2,500	0.00%
538000 - Performances & Entertainme	$750	$1,300	$250	$900	-30.77%
541000 - Advertising	$1,800	$1,800	$0	$2,100	16.67%
544000 - Professional Dues & Certifica	$90	$15	$0	$750	4900.00%
546000 - Conference & Seminar Regis	$159	$225	$0	$175	-22.22%
549000 - Scholarship Management		$0		$750	0.00%
551100 - Cellular Telephone	$380	$600	$236	$400	-33.33%
553000 - Printing & Binding	$140	$200	$87	$1,000	400.00%
554000 - Signage	$0	$250	$0	$150	-40.00%
556000 - Postage	$160	$300	$100	$200	-33.33%
560000 - Miscellaneous	$338	$0	$208	$0	0.00%
561000 - Local, In-Services Meals	$431	$300	$68	$300	0.00%
572000 - Repair & Maintenance - Build	$444	$900	$528	$500	-44.44%
573000 - Repair & Maintenance - Mac	$628	$290	$212	$275	-5.17%
595000 - Furniture & Equipment	($1,003)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$5,480	$5,510	$5,510	$0	-100.00%
Personnel	$346,915	$340,013	$207,568	$322,348	-5.20%
Operating Expenses	$25,932	$22,955	$5,897	$29,515	28.58%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$4,477	$5,510	$5,510	$0	-100.00%
Total	**$377,325**	**$368,478**	**$218,975**	**$351,863**	**-4.51%**

1421 Casey Community Center

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	160,513	160,513
509000	Salaries, Part-Time Employees	106,435	106,435
510000	Social Security & Medicare (FICA)	20,422	20,422
514000	Group Insurance	16,677	16,512
514200	Vision Plan	74	74
515000	Retirement Contribution (401A)	13,376	13,376
516000	Savings Plan Contribution (401K)	5,016	5,016
	Subtotal Personnel Services	**322,513**	**322,348**
Operating Expenses			
521000 Office Supplies			
	Copier Paper	750	750
	Easel Pads, White Board Supplies	175	175
	Stationery and Office Supplies	275	275
	Subtotal	**1,200**	**1,200**
522000 General Operating Supplies			
	"HEAL" Program	150	150
	"Move Cities and Towns"	200	200
	Arts and Crafts Center Programs	1,500	1,500
	Arts and Crafts Tot Time	3,520	3,520
	Book Club	480	480
	Center Art Work	500	500
	Computer Education Resources Tot Time	400	400
	Culinary Program Supplies	4,800	4,800
	Emergency Preparedness	200	200
	Family Night Games and Toys	400	400
	Name Tags for Teachers	50	50
	Open House Events	800	800
	Room Staging Enhancements	400	400
	Seasonal Decorations	800	800
	Supplies Mom's Morning Out	750	750
	Tot Time Games, Books and Toys	600	600
	Tot Time Shirts	450	450
	Subtotal	**16,000**	**16,000**
525000 Furniture & Fixtures			
	Office Chairs (2)	350	350
	Subtotal	**350**	**350**
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	500	500
	Subtotal	**500**	**500**
531000 Information Technology (IT) Services			
	Service - Software (InDesign Creative Cloud) (1)	330	330
	Subtotal	**330**	**330**

1421 Casey Community Center

531600 Software Maintenance Agreements				
Maintenance - Software (Microsoft CALs) (5)	875		875	
Subtotal		**875**		**875**
536000 Miscellaneous Professional Services				
Nutrition Speaker	160		160	
Subtotal		**160**		**160**
536500 Investigations				
Background Checks	100		100	
Subtotal		**100**		**100**
537000 Instructor Services				
Class Instructor	2,500		2,500	
Subtotal		**2,500**		**2,500**
538000 Performances & Entertainment				
Tot Time Entertainment	900		900	
Subtotal		**900**		**900**
541000 Advertising				
Bridal Magazine	1,800		1,800	
Social Media	300		300	
Subtotal		**2,100**		**2,100**
544000 Professional Dues & Certification Fees				
CPR/AED/SFA	750		750	
Subtotal		**750**		**750**
546000 Conference & Seminar Registration				
Tot Time Instructor Workshops	175		175	
Subtotal		**175**		**175**
549000 Scholarship Management				
Resident Tot Time Scholarships	750		750	
Subtotal		**750**		**750**
551100 Cellular Telephone				
Cellular Phone for Center	400		400	
Subtotal		**400**		**400**
553000 Printing & Binding				
Bi-lingual Rental Forms	300		300	
Business Packets	350		350	
Post Cards	350		350	
Subtotal		**1,000**		**1,000**
554000 Signage				
Entry Banners for Center	150		150	
Subtotal		**150**		**150**
556000 Postage				
General Mailings	200		200	
Subtotal		**200**		**200**

1421 Casey Community Center

561000 Local, In-Services Meals				
Quarterly In-Service Training	300		300	
Subtotal		**300**		**300**
572000 Repair & Maintenance - Buildings & Facilities				
Hardware, Supplies and Tools	500		500	
Subtotal		**500**		**500**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh MP 2554SP)	275		275	
Subtotal		**275**		**275**
Subtotal Operating Expenses		**29,515**		**29,515**
Total		**352,028**		**351,863**

Activity Analysis Report - Adopted

1422 - Water Park

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$130,812	$134,745	$84,369	$137,470	2.02%
505200 - Other Taxable Comp-Gfit	$420	$350	$210	$315	-10.00%
507000 - Vacation & Sick Pay	$3,130	$0	$5,142	$0	0.00%
508000 - Salaries, Overtime	$0	$0	$90	$0	0.00%
509000 - Salaries, Part-Time Employe	$217,201	$276,898	$165,671	$273,749	-1.14%
510000 - Social Security & Medicare (	$26,597	$31,491	$19,339	$31,458	-0.10%
514000 - Group Insurance	$21,335	$25,604	$15,435	$26,413	3.16%
514200 - Vision Plan	$0	$129	$0	$129	0.00%
515000 - Retirement Contribution (401	$10,465	$10,780	$6,750	$11,456	6.27%
515100 - Retirement Health Savings (	$431	$430	$269	$432	0.47%
516000 - Savings Plan Contribution (4	$2,448	$4,042	$1,574	$2,615	-35.30%
519000 - Tuition Reimbursement		$0		$7,000	0.00%
521000 - Office Supplies	$2,018	$2,000	$419	$1,300	-35.00%
522000 - General Operating Supplies	$33,027	$36,000	$18,269	$36,000	0.00%
524000 - Supplies for Resale	$1,444	$5,000	$4,009	$5,500	10.00%
525000 - Furniture & Fixtures	$1,298	$800	$1,802	$0	-100.00%
526000 - Machinery & Equipment	$1,831	$3,000	$397	$1,600	-46.67%
531000 - Information Technology (IT)		$0		$695	0.00%
531500 - Software Licenses	$346	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$1,103	$1,510	$1,447	$1,225	-18.87%
536000 - Miscellaneous Professional	$435	$1,500	$0	$1,500	0.00%
536200 - Americans with Disabilities A	$325	$0	$0	$0	0.00%
536300 - Contract Cleaning Services	$0	$0	$324	$0	0.00%
536400 - Contract Maintenance Servic	$5,555	$3,500	$0	$3,500	0.00%
536500 - Investigations	$1,449	$1,000	$164	$1,000	0.00%
537000 - Instructor Services	$1,200	$1,400	$1,160	$1,400	0.00%
538000 - Performances & Entertainme	$0	$1,500	$0	$1,500	0.00%
541000 - Advertising	$3,744	$1,200	$0	$1,200	0.00%
542000 - Awards & Presentations	$0	$150	$0	$150	0.00%
544000 - Professional Dues & Certifica	$1,029	$1,615	$588	$3,000	85.76%
546000 - Conference & Seminar Regis	$1,383	$1,835	$0	$865	-52.86%
546300 - In-Service Training	$600	$600	$0	$600	0.00%
547000 - Travel Expense	$1,403	$2,570	$2,046	$2,800	8.95%
547100 - Travel Mileage Reimbursem	$0	$0	$20	$0	0.00%
549000 - Scholarship Management	$0	$500	$0	$500	0.00%
550700 - Recycling Services/Trash Co	$62	$100	$31	$100	0.00%
551000 - Telephone (Landline)	$101	$0	$0	$0	0.00%
551100 - Cellular Telephone	$1,266	$1,200	$654	$400	-66.67%
552500 - Vehicle & Equipment Gasolin		$0		$0	0.00%
553000 - Printing & Binding	$528	$1,200	$62	$1,600	33.33%
554000 - Signage	$1,441	$1,400	$0	$1,400	0.00%
556000 - Postage	$285	$600	$150	$600	0.00%

Activity Analysis Report - Adopted

1422 - Water Park

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
557000 - Laundry & Uniforms	$1,931	$5,500	$746	$4,500	-18.18%
561000 - Local, In-Services Meals	$355	$300	$122	$450	50.00%
567000 - Rental & Use Charges	$616	$800	$576	$1,000	25.00%
572000 - Repair & Maintenance - Build	$333	$1,000	$0	$150	-85.00%
573000 - Repair & Maintenance - Mac	$3,548	$2,900	$564	$3,555	22.59%
574000 - Repair & Maintenance - Vehi	$0	$200	$0	$0	-100.00%
575000 - Repair & Maintenance - Furn	$197	$5,000	$0	$3,000	-40.00%
595000 - Furniture & Equipment	($60,581)	$6,000	$0	$0	-100.00%
595100 - Furniture & Equipment (Repl	$70,950	$79,570	$79,570	$0	-100.00%
Personnel	$412,839	$484,469	$298,850	$491,037	1.36%
Operating Expenses	$68,855	$85,880	$33,550	$81,090	-5.58%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$10,369	$85,570	$79,570	$0	-100.00%
Total	**$492,063**	**$655,919**	**$411,970**	**$572,127**	**-12.77%**

1422 Water Park

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	134,531	137,470
505200	Other Taxable Comp-Gfit	315	315
509000	Salaries, Part-Time Employees	273,749	273,749
510000	Social Security & Medicare (FICA)	31,233	31,458
514000	Group Insurance	26,703	26,413
514200	Vision Plan	129	129
515000	Retirement Contribution (401A)	11,211	11,456
515100	Retirement Health Savings (RHS)	432	432
516000	Savings Plan Contribution (401K)	2,615	2,615
519000	Tuition Reimbursement	7,000	7,000
	Subtotal Personnel Services	**487,918**	**491,037**

Operating Expenses

521000 Office Supplies				
	Registration Materials, Administrative Supplies	1,250	1,250	
	Toner for Fax Machine	50	50	
	Subtotal	**1,300**		**1,300**
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				
	Locks, Sunscreen, Waterproof Pants and Swim Diapers	5,500	5,500	
	Subtotal	**5,500**		**5,500**
526000 Machinery & Equipment				
	Chemical Controllers and Sensors	1,100	1,100	
	Miscellaneous Computer Devices & Supplies	500	500	
	Subtotal	**1,600**		**1,600**
531000 Information Technology (IT) Services				
	Service - Software (Adobe Acrobat Pro DC) (1)	170	170	
	Service - Software (InDesign Creative Cloud) (1)	225	225	
	Service - Software (Survey Monkey)	300	300	
	Subtotal	**695**		**695**
531600 Software Maintenance Agreements				
	Maintenance - Software (Microsoft CALs) (7)	1,225	1,225	
	Subtotal	**1,225**		**1,225**
536000 Miscellaneous Professional Services				
	Pool Repair Consultant	550	550	
	Safe Maintenance	250	250	
	Winterizing and Summerizing Pool Contractor	700	700	
	Subtotal	**1,500**		**1,500**

1422 Water Park

536300 Contract Cleaning Services				
	0		0	
	0		0	
Subtotal		**0**		**0**
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				
Resident Family Fun Event	1,000		1,000	
Water Safety Day	500		500	
Subtotal		**1,500**		**1,500**
541000 Advertising				
Bus Shelter Advertisement	200		200	
Staff 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 and Spa Professionals	120		120	
Certified Pool Operator Instructor Reauthorization	100		100	
Pool Operators Courses	1,980		1,980	
Pool Operators Test and License	800		800	
Subtotal		**3,000**		**3,000**
546000 Conference & Seminar Registration				
Association of Aquatic Professionals Conference	365		365	
National Recreation and Parks Association Conference	500		500	
Subtotal		**865**		**865**
546300 In-Service Training				
Lifeguard Training, First Aid and CPR/AED Materials	600		600	
Subtotal		**600**		**600**
547000 Travel Expense				
Airfare - Association of Aquatic Professionals Conference	400		400	
Airfare - National Recreation and Parks Association Conference	400		400	
Lodging - Association of Aquatic Professionals Conference	700		700	
Lodging - National Recreation and Parks Association Conference	700		700	
Per Diem - Association of Aquatic Professionals Conference	300		300	
Per Diem - National Recreation and Parks Association Conference	300		300	
Subtotal		**2,800**		**2,800**

1422 Water Park

549000 Scholarship Management				
Swim Lesson and Water Exercise 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	
Subtotal		**400**		**400**
553000 Printing & Binding				
Employee Handbooks - Lifeguards, Cashiers and Managers	500		500	
Promotional Postcards	700		700	
Summer in the City Publication	60		60	
Wristbands	340		340	
Subtotal		**1,600**		**1,600**
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	4,500		4,500	
Subtotal		**4,500**		**4,500**
561000 Local, In-Services Meals				
All Day In-Service Training Meetings	450		450	
Subtotal		**450**		**450**
567000 Rental & Use Charges				
Carbon Dioxide Cylinder - Main and Splash Pools	700		700	
Pool Drain and Clean Equipment	300		300	
Subtotal		**1,000**		**1,000**
572000 Repair & Maintenance - Buildings & Facilities				
Pool Maintenance Tools	150		150	
Subtotal		**150**		**150**
573000 Repair & Maintenance - Machinery & Equipment				
Chemical Feeder Systems	1,000		1,000	
Maintenance & Supplies - Copier (Ricoh MP 2554SP)	655		655	
Pool Filtration Systems	1,000		1,000	
Radio Repair	200		200	
Sump Pump and Water Level Control Systems	700		700	
Subtotal		**3,555**		**3,555**

1422 Water Park

575000 Repair & Maintenance - Furniture & Equipment			
	0	0	
	0	0	
	0	0	
Canopy Repairs	500	500	
Water feature	2,500	2,500	
Subtotal		**3,000**	**3,000**
Subtotal Operating Expenses		**81,090**	**81,090**

Total	**569,008**	**572,127**

Activity Analysis Report - Adopted

1423 - Gaithersburg Arts Barn

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$134,123	$137,293	$86,633	$137,994	0.51%
505200 - Other Taxable Comp-Gfit	$638	$490	$253	$463	-5.51%
508000 - Salaries, Overtime	$3,440	$2,060	$175	$1,000	-51.46%
509000 - Salaries, Part-Time Employe	$99,422	$93,107	$71,262	$106,638	14.53%
510000 - Social Security & Medicare (	$17,758	$17,783	$11,908	$18,791	5.67%
514000 - Group Insurance	$27,243	$27,052	$11,141	$9,068	-66.48%
514200 - Vision Plan	$157	$129	$74	$37	-71.32%
515000 - Retirement Contribution (401	$10,705	$10,983	$6,930	$11,499	4.70%
515100 - Retirement Health Savings (	$0	$0	$1,012	$3,900	0.00%
516000 - Savings Plan Contribution (4	$4,015	$4,119	$2,599	$4,312	4.69%
521000 - Office Supplies	$274	$300	$271	$300	0.00%
522000 - General Operating Supplies	$6,489	$5,725	$5,271	$7,525	31.44%
524000 - Supplies for Resale	$2,732	$2,000	$1,179	$2,500	25.00%
526000 - Machinery & Equipment	$0	$500	$603	$500	0.00%
531000 - Information Technology (IT)		$0		$1,115	0.00%
531600 - Software Maintenance Agree	$803	$1,625	$1,690	$875	-46.15%
533000 - Legal	$2,330	$1,100	$625	$900	-18.18%
536000 - Miscellaneous Professional	$3,281	$2,100	$1,928	$3,000	42.86%
536200 - Americans with Disabilities A	$0	$0	$0	$0	0.00%
536500 - Investigations	$496	$200	$66	$200	0.00%
538000 - Performances & Entertainme	$132,375	$130,000	$87,856	$132,000	1.54%
541000 - Advertising	$21,518	$14,000	$7,802	$16,225	15.89%
542000 - Awards & Presentations	$695	$0	$0	$0	0.00%
544000 - Professional Dues & Certifica	$0	$150	$0	$375	150.00%
547000 - Travel Expense	$2	$0	$15	$0	0.00%
547100 - Travel Mileage Reimbursem	$962	$900	$579	$900	0.00%
550200 - Water		$0		$1,175	0.00%
553000 - Printing & Binding	$4,727	$5,000	$4,093	$5,000	0.00%
554000 - Signage	$6,440	$6,225	$3,137	$4,000	-35.74%
556000 - Postage	$2,905	$2,500	$1,683	$2,500	0.00%
560000 - Miscellaneous	$2,886	$5,175	$2,259	$2,825	-45.41%
573000 - Repair & Maintenance - Mac	$593	$830	$759	$1,015	22.29%
595000 - Furniture & Equipment	($20,109)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$32,668	$32,645	$32,645	$0	-100.00%
Personnel	$297,501	$293,016	$191,987	$293,702	0.23%
Operating Expenses	$189,507	$178,330	$119,814	$182,930	2.58%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$12,559	$32,645	$32,645	$0	-100.00%
Total	**$499,567**	**$503,991**	**$344,445**	**$476,632**	**-5.43%**

1423 Gaithersburg Arts Barn

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	137,994	137,994
505200	Other Taxable Comp-Gfit	463	463
508000	Salaries, Overtime	1,000	1,000
509000	Salaries, Part-Time Employees	106,638	106,638
510000	Social Security & Medicare (FICA)	18,791	18,791
514000	Group Insurance	9,151	9,068
514200	Vision Plan	37	37
515000	Retirement Contribution (401A)	11,499	11,499
515100	Retirement Health Savings (RHS)	3,900	3,900
516000	Savings Plan Contribution (401K)	4,312	4,312
	Subtotal Personnel Services	**293,785**	**293,702**

Operating Expenses

521000 Office Supplies				
	Administrative Supplies, Easel Pads and Tape	300	300	
	Subtotal	**300**		**300**
522000 General Operating Supplies				
	Materials for Partnership Programs	2,000	2,000	
	Materials for Performances, Classes and Summer Camps	5,525	5,525	
	Subtotal	**7,525**		**7,525**
524000 Supplies for Resale				
	Snacks and Beverages	2,500	2,500	
	Subtotal	**2,500**		**2,500**
526000 Machinery & Equipment				
	Miscellaneous Computer Devices & Supplies	500	500	
	Subtotal	**500**		**500**
531000 Information Technology (IT) Services				
	Service - Software (Adobe Acrobat Pro DC) (1)	160	160	
	Service - Software (InDesign Creative Cloud) (2)	655	655	
	Service - Software (Survey Monkey)	300	300	
	Subtotal	**1,115**		**1,115**
531600 Software Maintenance Agreements				
	Maintenance - Software (Microsoft CALs) (5)	875	875	
	Subtotal	**875**		**875**
533000 Legal				
	Annual County License	750	750	
	Royalty Fees - Theater Performances	150	150	
	Subtotal	**900**		**900**
536000 Miscellaneous Professional Services				
	Piano Tuning	1,320	1,320	
	Sound Technician	1,680	1,680	
	Subtotal	**3,000**		**3,000**

1423 Gaithersburg Arts Barn

536500 Investigations				
Background Checks	200		200	
Subtotal		**200**		**200**
538000 Performances & Entertainment				
Class and Camp Partnerships (Offset by Revenue)	60,000		60,000	
Theater and Concert Performances (Offset by Revenue)	71,000		71,000	
Young Artists Award Adjudicator Fees	1,000		1,000	
Subtotal		**132,000**		**132,000**
541000 Advertising				
Newspapers, Websites, Radio and Brochures	16,225		16,225	
Subtotal		**16,225**		**16,225**
544000 Professional Dues & Certification Fees				
Americans for the Arts	150		150	
CPR/AED/SFA	225		225	
Subtotal		**375**		**375**
547100 Travel Mileage Reimbursement				
	900		900	
Subtotal		**900**		**900**
550200 Water				
Water Dispenser Services	1,175		1,175	
Subtotal		**1,175**		**1,175**
553000 Printing & Binding				
Postcards	1,000		1,000	
Seasonal Performance Brochures	3,800		3,800	
Tickets, Fliers and Programs	200		200	
Subtotal		**5,000**		**5,000**
554000 Signage				
Program Banners	4,000		4,000	
Subtotal		**4,000**		**4,000**
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)	2,825		2,825	
Subtotal		**2,825**		**2,825**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh MPC 3003 - BW)	390		390	
Maintenance & Supplies - Copier (Ricoh MPC 3003 - Color)	625		625	
Subtotal		**1,015**		**1,015**
Subtotal Operating Expenses		**182,930**		**182,930**

1423 Gaithersburg Arts Barn

Total	**476,715**	**476,632**

Activity Analysis Report - Adopted

1424 - Gaithersburg Youth Center at Olde Towne

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$61,383	$99,610	$41,103	$104,355	4.76%
505200 - Other Taxable Comp-Gfit		$0		$15	0.00%
508000 - Salaries, Overtime		$0		$250	0.00%
509000 - Salaries, Part-Time Employe	$108,924	$100,016	$75,739	$106,780	6.76%
510000 - Social Security & Medicare (	$12,801	$15,271	$8,749	$16,171	5.89%
514000 - Group Insurance	$11,097	$37,368	$10,398	$34,107	-8.73%
514200 - Vision Plan	$0	$184	$0	$184	0.00%
515000 - Retirement Contribution (401	$4,911	$7,969	$3,288	$8,697	9.14%
516000 - Savings Plan Contribution (4	$1,841	$2,988	$1,233	$3,261	9.14%
519000 - Tuition Reimbursement		$0		$200	0.00%
521000 - Office Supplies	$265	$400	$340	$400	0.00%
522000 - General Operating Supplies	$8,526	$9,000	$4,325	$8,200	-8.89%
522500 - Program Activities	$859	$800	$869	$960	20.00%
525000 - Furniture & Fixtures	$2,091	$1,250	$28	$1,250	0.00%
526000 - Machinery & Equipment	$2,561	$2,800	$2,107	$4,800	71.43%
531000 - Information Technology (IT)	$481	$0	$257	$335	0.00%
531500 - Software Licenses	$495	$0	$414	$0	0.00%
531600 - Software Maintenance Agree	$2,100	$5,725	$2,784	$5,725	0.00%
536000 - Miscellaneous Professional	$189	$0	$0	$0	0.00%
536500 - Investigations	$35	$0	$66	$0	0.00%
551100 - Cellular Telephone	$506	$700	$372	$650	-7.14%
573000 - Repair & Maintenance - Mac	$2,174	$0	$0	$0	0.00%
575000 - Repair & Maintenance - Furn	$1,048	$0	$0	$0	0.00%
595000 - Furniture & Equipment	($16,604)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$19,300	$26,120	$26,120	$0	-100.00%
Personnel	$200,957	$263,406	$140,512	$274,020	4.03%
Operating Expenses	$21,332	$20,675	$11,561	$22,320	7.96%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$2,696	$26,120	$26,120	$0	-100.00%
Total	**$224,984**	**$310,201**	**$178,193**	**$296,340**	**-4.47%**

1424 Gaithersburg Youth Center at Olde Towne

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	104,355	104,355
505200	Other Taxable Comp-Gfit	15	15
508000	Salaries, Overtime	250	250
509000	Salaries, Part-Time Employees	106,780	106,780
510000	Social Security & Medicare (FICA)	16,171	16,171
514000	Group Insurance	34,476	34,107
514200	Vision Plan	184	184
515000	Retirement Contribution (401A)	8,697	8,697
516000	Savings Plan Contribution (401K)	3,261	3,261
519000	Tuition Reimbursement	200	200
	Subtotal Personnel Services	**274,389**	**274,020**
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	8,200	8,200
	Subtotal	**8,200**	**8,200**
522500 Program Activities			
	Trip Admissions	960	960
	Subtotal	**960**	**960**
525000 Furniture & Fixtures			
	Chair Replacements	1,250	1,250
	Subtotal	**1,250**	**1,250**
526000 Machinery & Equipment			
	Miscellaneous Audio Equipment (cables, microphones, etc.)	3,800	3,800
	Miscellaneous Computer Devices & Supplies	1,000	1,000
	Subtotal	**4,800**	**4,800**
531000 Information Technology (IT) Services			
	Service - Software (Photoshop Creative Cloud) (1)	335	335
	Subtotal	**335**	**335**
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	650	650
	Subtotal	**650**	**650**
	Subtotal Operating Expenses	**22,320**	**22,320**

1424 Gaithersburg Youth Center at Olde Towne

Total	**296,709**	**296,340**

Activity Analysis Report - Adopted

1425 - Benjamin Gaither Center

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$297,158	$343,509	$204,375	$342,968	-0.16%
505100 - Other Taxable Comp-Multilin	$2,080	$2,080	$2,080	$2,080	0.00%
505200 - Other Taxable Comp-Gfit	$148	$0	$226	$218	0.00%
505300 - Other Taxable Comp-Housin	$1,200	$0	$2,400	$3,600	0.00%
507000 - Vacation & Sick Pay	$6,391	$0	$959	$0	0.00%
508000 - Salaries, Overtime	$152	$748	$84	$250	-66.58%
509000 - Salaries, Part-Time Employe	$53,313	$86,407	$50,564	$91,505	5.90%
510000 - Social Security & Medicare (	$27,064	$32,946	$19,396	$33,256	0.94%
514000 - Group Insurance	$55,900	$78,714	$42,138	$84,846	7.79%
514200 - Vision Plan	$238	$543	$38	$543	0.00%
515000 - Retirement Contribution (401	$23,536	$27,481	$16,344	$27,494	0.05%
515050 - Supplemental Retirement Co	$1,671	$1,749	$1,083	$1,819	4.00%
515100 - Retirement Health Savings (	$293	$430	$269	$432	0.47%
516000 - Savings Plan Contribution (4	$6,265	$10,305	$4,508	$7,619	-26.07%
521000 - Office Supplies	$782	$1,100	$477	$1,100	0.00%
522000 - General Operating Supplies	$17,667	$11,000	$7,366	$10,450	-5.00%
522500 - Program Activities	$28,556	$34,000	$19,066	$33,000	-2.94%
525000 - Furniture & Fixtures	$8,069	$7,400	$1,609	$5,000	-32.43%
526000 - Machinery & Equipment	$6,711	$2,000	$395	$1,000	-50.00%
531500 - Software Licenses	$2,844	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$1,950	$2,275	$2,275	$2,275	0.00%
536000 - Miscellaneous Professional	$38,670	$43,000	$29,727	$55,600	29.30%
536200 - Americans with Disabilities A	$5,164	$0	$295	$0	0.00%
536300 - Contract Cleaning Services	$0	$0	$880	$1,000	0.00%
536500 - Investigations	$132	$100	$33	$100	0.00%
537000 - Instructor Services	$6,705	$10,995	$3,140	$4,200	-61.80%
538000 - Performances & Entertainme	$6,065	$5,350	$1,950	$5,350	0.00%
541000 - Advertising	$3,431	$3,100	$776	$3,100	0.00%
542000 - Awards & Presentations	$150	$0	$100	$0	0.00%
544000 - Professional Dues & Certifica	$30	$540	$184	$500	-7.41%
546000 - Conference & Seminar Regis	$484	$500	$86	$500	0.00%
547000 - Travel Expense	$6	$0	$2	$0	0.00%
551100 - Cellular Telephone	$1,117	$700	$631	$650	-7.14%
552500 - Vehicle & Equipment Gasolin	$28	$0	$0	$0	0.00%
553000 - Printing & Binding	$8,493	$10,000	$5,546	$10,000	0.00%
554000 - Signage	$1,702	$750	$0	$1,100	46.67%
556000 - Postage	$2,500	$4,000	$1,500	$4,000	0.00%
557000 - Laundry & Uniforms	$312	$310	$334	$310	0.00%
567000 - Rental & Use Charges	$184	$150	$94	$185	23.33%
573000 - Repair & Maintenance - Mac	$837	$3,290	$250	$1,335	-59.42%
574000 - Repair & Maintenance - Vehi	$4,123	$0	$0	$0	0.00%
575000 - Repair & Maintenance - Furn	$0	$0	$0	$0	0.00%

Activity Analysis Report - Adopted

1425 - Benjamin Gaither Center

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
595000 - Furniture & Equipment	($2,045)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$8,280	$10,994	$10,994	$0	-100.00%
Personnel	$475,409	$584,912	$344,464	$596,630	2.00%
Operating Expenses	$146,712	$140,560	$76,715	$140,755	0.14%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$6,235	$10,994	$10,994	$0	-100.00%
Total	**$628,356**	**$736,466**	**$432,173**	**$737,385**	**0.12%**

1425 Benjamin Gaither Center

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	342,968	342,968
505100	Other Taxable Comp-Multilingual	2,080	2,080
505200	Other Taxable Comp-Gfit	218	218
505300	Other Taxable Comp-Housing Stipend	3,600	3,600
508000	Salaries, Overtime	250	250
509000	Salaries, Part-Time Employees	91,505	91,505
510000	Social Security & Medicare (FICA)	33,256	33,256
514000	Group Insurance	85,749	84,846
514200	Vision Plan	543	543
515000	Retirement Contribution (401A)	27,494	27,494
515050	Supplemental Retirement Contribution	1,819	1,819
515100	Retirement Health Savings (RHS)	432	432
516000	Savings Plan Contribution (401K)	7,619	7,619
	Subtotal Personnel Services	**597,533**	**596,630**

Operating Expenses

521000 Office Supplies				
	Class Supplies, Stationery, Envelopes and Pens	300	300	
	Copier, Fax Machine and Computer Lab Printer Paper and Toner	800	800	
	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	3,350	3,350	
	Decorating and Interior Furnishings	1,150	1,150	
	Evening Event Supplies	750	750	
	Monthly Program Supplies	2,000	2,000	
	Subtotal	**10,450**		**10,450**
522500 Program Activities				
	Annual Picnic	1,000	1,000	
	Evening Events	1,200	1,200	
	Trip Admission	30,800	30,800	
	Subtotal	**33,000**		**33,000**
525000 Furniture & Fixtures				
	Storage Unit	5,000	5,000	
	Subtotal	**5,000**		**5,000**
526000 Machinery & Equipment				
	Miscellaneous Computer Devices & Supplies	1,000	1,000	
	Subtotal	**1,000**		**1,000**
531600 Software Maintenance Agreements				
	Maintenance - Software (Microsoft CALs) (13)	2,275	2,275	
	Subtotal	**2,275**		**2,275**

1425 Benjamin Gaither Center

536000 Miscellaneous Professional Services				
Nutrition Program	54,600		54,600	
Sound System for Active Aging Expo	1,000		1,000	
Subtotal		**55,600**		**55,600**
536300 Contract Cleaning Services				
Contract Cleaning	1,000		1,000	
Subtotal		**1,000**		**1,000**
536500 Investigations				
Background Checks	100		100	
Subtotal		**100**		**100**
537000 Instructor Services				
Water Color Art Classes	4,200		4,200	
Subtotal		**4,200**		**4,200**
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	2,100		2,100	
Advertising for Senior Center	1,000		1,000	
Subtotal		**3,100**		**3,100**
544000 Professional Dues & Certification Fees				
CPR/AED/SFA (2)	150		150	
Health and Fitness Association Membership	100		100	
Maryland Association of Senior Centers	150		150	
Wellness Instructor Certifications (1)	100		100	
Subtotal		**500**		**500**
546000 Conference & Seminar Registration				
Wellness Workshops	500		500	
Subtotal		**500**		**500**
551100 Cellular Telephone				
Cell Phone for Trip Leaders	650		650	
Subtotal		**650**		**650**
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	1,100		1,100	
Subtotal		**1,100**		**1,100**
556000 Postage				
Newsletters - Confirmations and Membership Renewals	2,700		2,700	
Promotional Items - Target Bulk Mailing	1,300		1,300	
Subtotal		**4,000**		**4,000**

1425 Benjamin Gaither Center

557000 Laundry & Uniforms				
Staff Shirts	310		310	
Subtotal		**310**		**310**
567000 Rental & Use Charges				
E-Z Pass	185		185	
Subtotal		**185**		**185**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - Fitness Room Equipment	1,000		1,000	
Maintenance & Supplies - Copier (Ricoh MP 2554SP)	335		335	
Subtotal		**1,335**		**1,335**
Subtotal Operating Expenses		**140,755**		**140,755**
Total		**738,288**		**737,385**

Activity Analysis Report - Adopted

1426 - Activity Center

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$168,173	$232,583	$140,545	$231,804	-0.33%
505200 - Other Taxable Comp-Gfit	$405	$375	$490	$595	58.67%
505300 - Other Taxable Comp-Housin	$1,200	$0	$2,400	$3,600	0.00%
508000 - Salaries, Overtime	$5	$1,773	$0	$1,773	0.00%
509000 - Salaries, Part-Time Employe	$150,985	$135,874	$78,902	$132,836	-2.24%
510000 - Social Security & Medicare (	$24,537	$28,323	$17,061	$28,031	-1.03%
514000 - Group Insurance	$6,778	$22,722	$3,672	$11,487	-49.45%
514200 - Vision Plan	$107	$258	$203	$166	-35.66%
515000 - Retirement Contribution (401	$13,454	$18,607	$11,243	$19,318	3.82%
515100 - Retirement Health Savings (	$8,046	$8,625	$7,933	$11,268	30.64%
516000 - Savings Plan Contribution (4	$5,045	$6,977	$4,215	$7,244	3.83%
521000 - Office Supplies	$455	$500	$90	$500	0.00%
522000 - General Operating Supplies	$5,593	$6,325	$3,628	$6,325	0.00%
522200 - Photographic, Audio, Video		$0		$0	0.00%
525000 - Furniture & Fixtures	$8,523	$4,300	$1,587	$4,300	0.00%
526000 - Machinery & Equipment	$565	$500	$55	$1,300	160.00%
531600 - Software Maintenance Agree	$600	$700	$700	$700	0.00%
536000 - Miscellaneous Professional	$520	$550	$277	$600	9.09%
536300 - Contract Cleaning Services	$530	$400	$540	$840	110.00%
536500 - Investigations	$66	$100	$87	$100	0.00%
544000 - Professional Dues & Certifica	$0	$0	$0	$250	0.00%
546000 - Conference & Seminar Regis	$0	$0	$0	$400	0.00%
547000 - Travel Expense		$0		$600	0.00%
553000 - Printing & Binding	$0	$200	$0	$0	-100.00%
554000 - Signage	$335	$225	$35	$425	88.89%
556000 - Postage	$600	$1,000	$250	$1,000	0.00%
557000 - Laundry & Uniforms	$676	$700	$479	$700	0.00%
561000 - Local, In-Services Meals	$184	$175	$78	$200	14.29%
573000 - Repair & Maintenance - Mac	$2,085	$6,000	$2,282	$5,800	-3.33%
595000 - Furniture & Equipment	($3,782)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$8,632	$9,477	$9,477	$0	-100.00%
Personnel	$378,736	$456,117	$266,663	$448,122	-1.75%
Operating Expenses	$20,732	$21,675	$10,086	$24,040	10.91%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$4,850	$9,477	$9,477	$0	-100.00%
Total	**$404,318**	**$487,269**	**$286,227**	**$472,162**	**-3.10%**

1426 Activity Center

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	231,804	231,804
505200	Other Taxable Comp-Gfit	595	595
505300	Other Taxable Comp-Housing Stipend	3,600	3,600
508000	Salaries, Overtime	1,773	1,773
509000	Salaries, Part-Time Employees	132,836	132,836
510000	Social Security & Medicare (FICA)	28,031	28,031
514000	Group Insurance	11,570	11,487
514200	Vision Plan	166	166
515000	Retirement Contribution (401A)	19,318	19,318
515100	Retirement Health Savings (RHS)	11,268	11,268
516000	Savings Plan Contribution (401K)	7,244	7,244
	Subtotal Personnel Services	**448,205**	**448,122**

Operating Expenses

521000 Office Supplies				
	Easels, Pads, Binders and Laminating Materials	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	200	200	
	Fitness Center Supplies - Towels, Mats, Balls and Stickers	1,300	1,300	
	Floor Mats and Fans	600	600	
	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				
	Conference Room and Lobby Chairs (replacement)	4,300	4,300	
	Subtotal	**4,300**		**4,300**
526000 Machinery & Equipment				
	Flat Panel Television (2)	800	800	
	Miscellaneous Computer Devices & Supplies	500	500	
	Subtotal	**1,300**		**1,300**
531600 Software Maintenance Agreements				
	Maintenance - Software (Microsoft CALs) (4)	700	700	
	Subtotal	**700**		**700**
536000 Miscellaneous Professional Services				
	Cable TV Services (Comcast)	600	600	
	Subtotal	**600**		**600**
536300 Contract Cleaning Services				
	Additional Hours / Large Event or Late Hours	300	300	
	Parking Lot / Weekend Cleanup	540	540	
	Subtotal	**840**		**840**

1426 Activity Center

536500 Investigations				
Background Checks	100		100	
Subtotal		**100**		**100**
544000 Professional Dues & Certification Fees				
CPR/AED/SFA (5)	250		250	
Subtotal		**250**		**250**
546000 Conference & Seminar Registration				
Professional Development Trainings/Seminars (2)	400		400	
Subtotal		**400**		**400**
547000 Travel Expense				
Maryland Recreation and Parks Association Conference/Seminars	500		500	
Professional Development Trainings/Seminars (2)	100		100	
Subtotal		**600**		**600**
554000 Signage				
Building Signs and Banners	425		425	
Subtotal		**425**		**425**
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	200		200	
Subtotal		**200**		**200**
573000 Repair & Maintenance - Machinery & Equipment				
Fitness Equipment Maintenance	4,000		4,000	
Gymnasium Fixtures Repair and Maintenance	1,800		1,800	
Subtotal		**5,800**		**5,800**
Subtotal Operating Expenses		**24,040**		**24,040**
Total		**472,245**		**472,162**

Activity Analysis Report - Adopted

1427 - Gaithersburg Aquatic Center

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$42,109	$49,766	$19,506	$50,364	1.20%
509000 - Salaries, Part-Time Employe	$121,710	$183,501	$77,923	$156,548	-14.69%
510000 - Social Security & Medicare (	$12,515	$17,845	$7,464	$15,829	-11.30%
514000 - Group Insurance	$2,844	$7,652	$250	$600	-92.16%
514200 - Vision Plan	$0	$37	$0	$0	-100.00%
515000 - Retirement Contribution (401	$3,145	$3,981	$1,561	$4,197	5.43%
515100 - Retirement Health Savings (	$1,259	$0	$1,348	$3,900	0.00%
516000 - Savings Plan Contribution (4	$1,180	$1,493	$585	$1,574	5.43%
521000 - Office Supplies	$722	$750	$635	$750	0.00%
522000 - General Operating Supplies	$16,454	$15,000	$8,953	$15,000	0.00%
524000 - Supplies for Resale	$422	$3,600	$536	$2,000	-44.44%
525000 - Furniture & Fixtures	$2,748	$2,500	$2,617	$2,500	0.00%
526000 - Machinery & Equipment	$880	$1,400	$0	$1,400	0.00%
531600 - Software Maintenance Agree	$300	$350	$350	$350	0.00%
536000 - Miscellaneous Professional	$0	$900	$0	$900	0.00%
536200 - Americans with Disabilities A		$0		$0	0.00%
536400 - Contract Maintenance Servic	$0	$3,500	$3,042	$1,700	-51.43%
537000 - Instructor Services	$3,178	$9,000	$3,158	$9,000	0.00%
538000 - Performances & Entertainme	$400	$1,000	$0	$1,000	0.00%
541000 - Advertising	$0	$3,500	$0	$500	-85.71%
542000 - Awards & Presentations	$0	$150	$0	$150	0.00%
544000 - Professional Dues & Certifica	$3,655	$7,700	$1,291	$7,700	0.00%
546000 - Conference & Seminar Regis	$302	$420	$0	$420	0.00%
546300 - In-Service Training	$900	$1,200	$0	$1,200	0.00%
547000 - Travel Expense	$0	$700	$0	$700	0.00%
549000 - Scholarship Management	$0	$1,000	$0	$1,000	0.00%
550700 - Recycling Services/Trash Co	$0	$100	$0	$100	0.00%
551000 - Telephone (Landline)	$1,858	$2,230	$1,326	$2,230	0.00%
551100 - Cellular Telephone	$386	$600	$251	$600	0.00%
553000 - Printing & Binding	$435	$750	$0	$750	0.00%
554000 - Signage	$827	$1,000	$61	$1,000	0.00%
556000 - Postage	$171	$300	$50	$300	0.00%
557000 - Laundry & Uniforms	$734	$700	$690	$1,000	42.86%
561000 - Local, In-Services Meals	$217	$200	$118	$500	150.00%
567000 - Rental & Use Charges	$418	$600	$340	$600	0.00%
572000 - Repair & Maintenance - Build	$263	$500	$0	$500	0.00%
573000 - Repair & Maintenance - Mac	$157	$500	$2,282	$500	0.00%
575000 - Repair & Maintenance - Furn	$493	$600	$423	$600	0.00%
595000 - Furniture & Equipment	($762)	$25,000	$20,943	$29,000	16.00%
595100 - Furniture & Equipment (Repl	$1,300	$23,958	$23,958	$0	-100.00%

Activity Analysis Report - Adopted

1427 - Gaithersburg Aquatic Center

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$184,762	$264,275	$108,637	$233,012	-11.83%
Operating Expenses	$35,920	$60,750	$26,121	$54,950	-9.55%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$538	$48,958	$44,901	$29,000	-40.77%
Total	**$221,221**	**$373,983**	**$179,659**	**$316,962**	**-15.25%**

1427 Gaithersburg Aquatic Center

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	50,364	50,364
509000	Salaries, Part-Time Employees	156,548	156,548
510000	Social Security & Medicare (FICA)	15,829	15,829
514000	Group Insurance	600	600
515000	Retirement Contribution (401A)	4,197	4,197
515100	Retirement Health Savings (RHS)	3,900	3,900
516000	Savings Plan Contribution (401K)	1,574	1,574
	Subtotal Personnel Services	**233,012**	**233,012**

Operating Expenses

521000 Office Supplies				
	Registration Materials, Administrative Supplies	450	450	
	Toner for Printer	300	300	
	Subtotal	**750**		**750**
522000 General Operating Supplies				
	First Aid, Cleaning Supplies, Pool and Teaching Supplies	5,000	5,000	
	Pool Chemicals - Calcium Hypochlorite and Carbon Dioxide	10,000	10,000	
	Subtotal	**15,000**		**15,000**
524000 Supplies for Resale				
	Lifeguard Training Program - Books and CPR Masks	1,000	1,000	
	Locks, Waterproof Pants and Swim Diapers	1,000	1,000	
	Subtotal	**2,000**		**2,000**
525000 Furniture & Fixtures				
	Office Chairs (4)	1,000	1,000	
	Office Desk (2)	1,500	1,500	
	Subtotal	**2,500**		**2,500**
526000 Machinery & Equipment				
	Chemical Controllers and Sensors	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 Facility Cleaning	400	400	
	Subtotal	**900**		**900**
536400 Contract Maintenance Services				
	Bulb Replacement for Ultraviolet Disinfection System	1,700	1,700	
	Subtotal	**1,700**		**1,700**

1427 Gaithersburg Aquatic Center

537000 Instructor Services				
Water Exercise Contractor (Revenue Offset)	9,000		9,000	
Subtotal		**9,000**		**9,000**
538000 Performances & Entertainment				
Resident Family Fun Event	1,000		1,000	
Subtotal		**1,000**		**1,000**
541000 Advertising				
	0		0	
	0		0	
Program Banner	500		500	
Subtotal		**500**		**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	7,500		7,500	
Association of Aquatic Professionals Membership (3)	200		200	
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 and Water Exercise Financial Aid	1,000		1,000	
Subtotal		**1,000**		**1,000**
550700 Recycling Services/Trash Collection				
Biohazard Pick-Up and Disposal 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	1,000		1,000	
Subtotal		**1,000**		**1,000**
561000 Local, In-Services Meals				
Evening In-Service Training Meetings	500		500	
Subtotal		**500**		**500**
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	500		500	
Subtotal		**500**		**500**
575000 Repair & Maintenance - Furniture & Equipment				
Annual Diving Board Maintenance	600		600	
Subtotal		**600**		**600**
Subtotal Operating Expenses		**54,950**		**54,950**

Capital Outlay

595000 Furniture & Equipment				
Diving Board stands (2)	29,000		29,000	
Subtotal		**29,000**		**29,000**
Subtotal Capital Outlay		**29,000**		**29,000**
Total		**316,962**		**316,962**

Activity Analysis Report - Adopted

1428 - Miniature Golf Course

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$27,457	$26,126	$26,729	$26,084	-0.16%
509000 - Salaries, Part-Time Employe	$27,353	$33,623	$18,096	$35,842	6.60%
510000 - Social Security & Medicare (	$4,040	$4,571	$3,241	$4,737	3.63%
514000 - Group Insurance	$9,863	$9,491	$7,934	$9,609	1.24%
514200 - Vision Plan	$0	$46	$0	$46	0.00%
515000 - Retirement Contribution (401	$2,197	$2,090	$2,135	$1,087	-47.99%
516000 - Savings Plan Contribution (4	$0	$784	$181	$408	-47.96%
522000 - General Operating Supplies	$3,538	$7,000	$2,434	$8,000	14.29%
522500 - Program Activities	$6	$0	$11	$0	0.00%
524000 - Supplies for Resale	$4,446	$3,000	$1,659	$3,000	0.00%
525000 - Furniture & Fixtures	$1,577	$2,000	$196	$2,000	0.00%
526000 - Machinery & Equipment	$264	$500	$0	$500	0.00%
531600 - Software Maintenance Agree	$150	$175	$175	$175	0.00%
536500 - Investigations	$360	$200	$0	$300	50.00%
541000 - Advertising	$2,055	$2,400	$1,006	$2,400	0.00%
544000 - Professional Dues & Certifica	$0	$0	$0	$600	0.00%
551100 - Cellular Telephone		$0		$0	0.00%
553000 - Printing & Binding	$224	$250	$286	$250	0.00%
554000 - Signage	$1,033	$700	$110	$700	0.00%
557000 - Laundry & Uniforms	$703	$600	$0	$750	25.00%
561000 - Local, In-Services Meals	$0	$0	$26	$0	0.00%
595000 - Furniture & Equipment	($423)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$540	$780	$780	$0	-100.00%
Personnel	$70,909	$76,731	$58,316	$77,813	1.41%
Operating Expenses	$14,356	$16,825	$5,901	$18,675	11.00%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$117	$780	$780	$0	-100.00%
Total	**$85,382**	**$94,336**	**$64,998**	**$96,488**	**2.28%**

1428 Miniature Golf Course

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	26,084	26,084
509000	Salaries, Part-Time Employees	35,842	35,842
510000	Social Security & Medicare (FICA)	4,737	4,737
514000	Group Insurance	9,713	9,609
514200	Vision Plan	46	46
515000	Retirement Contribution (401A)	1,087	1,087
516000	Savings Plan Contribution (401K)	408	408
	Subtotal Personnel Services	**77,917**	**77,813**
Operating Expenses			
522000 General Operating Supplies			
	Birthday Party Supplies	2,000	2,000
	Brooms, Mops and Cleaning Supplies	400	400
	Fans, Trash Cans, Leaf Blower and Mats	700	700
	Golf Equipment	3,000	3,000
	Pond Dye	500	500
	Special Event Programming Supplies	1,400	1,400
	Subtotal	**8,000**	**8,000**
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	300	300
	Subtotal	**300**	**300**
541000 Advertising			
	Community Magazines	1,600	1,600
	Promotional Materials	800	800
	Subtotal	**2,400**	**2,400**
544000 Professional Dues & Certification Fees			
	CPR/AED/SFA (8)	600	600
	Subtotal	**600**	**600**

1428 Miniature Golf Course

553000 Printing & Binding				
Brochures and Scorecards	250		250	
Subtotal		**250**		**250**
554000 Signage				
Program Banners and Course Signs	700		700	
Subtotal		**700**		**700**
557000 Laundry & Uniforms				
Staff Shirts - Attendants	500		500	
Staff Shirts - Managers and Coordinators	250		250	
Subtotal		**750**		**750**
Subtotal Operating Expenses		**18,675**		**18,675**
Total		**96,592**		**96,488**

Activity Analysis Report - Adopted

1429 - Picnic Pavilions

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
509000 - Salaries, Part-Time Employe	$16,663	$14,610	$9,265	$14,688	0.53%
510000 - Social Security & Medicare (	$1,275	$1,118	$709	$1,124	0.54%
522000 - General Operating Supplies	$900	$1,300	$714	$1,600	23.08%
526000 - Machinery & Equipment	$0	$500	$0	$500	0.00%
531600 - Software Maintenance Agree	$300	$350	$350	$350	0.00%
536500 - Investigations	$0	$85	$0	$85	0.00%
541000 - Advertising	$0	$300	$0	$0	-100.00%
550000 - Electric	$1,113	$1,300	$656	$1,300	0.00%
552500 - Vehicle & Equipment Gasolin	$80	$70	$39	$100	42.86%
553000 - Printing & Binding	$0	$500	$0	$200	-60.00%
554000 - Signage	$483	$200	$0	$500	150.00%
595000 - Furniture & Equipment	($15)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$250	$955	$955	$0	-100.00%
Personnel	$17,938	$15,728	$9,974	$15,812	0.53%
Operating Expenses	$2,876	$4,605	$1,758	$4,635	0.65%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$235	$955	$955	$0	-100.00%
Total	**$21,050**	**$21,288**	**$12,687**	**$20,447**	**-3.95%**

1429 Picnic Pavilions

Expenditure Statement by Object	Proposed 2016 - 2017		Adopted 2016 - 2017	
Personnel Services				
509000 Salaries, Part-Time Employees		14,688		14,688
510000 Social Security & Medicare (FICA)		1,124		1,124
Subtotal Personnel Services		**15,812**		**15,812**
Operating Expenses				
522000 General Operating Supplies				
Paint Supplies, Wasp Repellent and Hardware	200		200	
Sports Equipment - Volleyball Equipment and Horseshoes	400		400	
Traffic Cones	300		300	
Trash Bags	700		700	
Subtotal		**1,600**		**1,600**
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**
550000 Electric				
Bohrer Park Utility Costs	1,300		1,300	
Subtotal		**1,300**		**1,300**
552500 Vehicle & Equipment Gasoline Expense				
Gasoline for Golf Carts	100		100	
Subtotal		**100**		**100**
553000 Printing & Binding				
Brochures	200		200	
Subtotal		**200**		**200**
554000 Signage				
Park Signs	500		500	
Subtotal		**500**		**500**
Subtotal Operating Expenses		**4,635**		**4,635**
Total		**20,447**		**20,447**

Activity Analysis Report - Adopted

1430 - Winter Lights

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
508000 - Salaries, Overtime	$21,325	$23,625	$299	$23,625	0.00%
509000 - Salaries, Part-Time Employe	$31,019	$36,135	$29,402	$38,414	6.31%
510000 - Social Security & Medicare (	$2,420	$4,572	$2,280	$4,746	3.81%
522000 - General Operating Supplies	$24,897	$33,500	$27,004	$43,500	29.85%
524000 - Supplies for Resale	$1,821	$5,150	$5,851	$3,400	-33.98%
525000 - Furniture & Fixtures	$0	$0	$895	$0	0.00%
526000 - Machinery & Equipment	$0	$1,000	$260	$1,000	0.00%
531000 - Information Technology (IT)		$0		$225	0.00%
531600 - Software Maintenance Agree	$0	$0	$222	$0	0.00%
533000 - Legal	$30	$30	$0	$30	0.00%
536000 - Miscellaneous Professional	$3,120	$33,400	$24,454	$33,400	0.00%
536800 - Security Services		$0		$500	0.00%
538000 - Performances & Entertainme	$800	$800	$2,005	$1,800	125.00%
541000 - Advertising	$21,483	$21,300	$16,740	$21,300	0.00%
542000 - Awards & Presentations	$80	$0	$0	$0	0.00%
543000 - Contributions	$6,000	$6,000	$6,000	$6,500	8.33%
544000 - Professional Dues & Certifica		$0		$525	0.00%
550000 - Electric	$3,633	$4,000	$3,324	$3,500	-12.50%
550200 - Water		$0		$150	0.00%
551100 - Cellular Telephone	$0	$240	$0	$0	-100.00%
553000 - Printing & Binding	$4,596	$4,000	$3,688	$4,500	12.50%
554000 - Signage	$2,346	$2,300	$2,912	$2,800	21.74%
560000 - Miscellaneous	$114	$150	$110	$0	-100.00%
561000 - Local, In-Services Meals	$236	$0	$140	$0	0.00%
567000 - Rental & Use Charges	$36,544	$33,050	$20,247	$43,850	32.68%
595000 - Furniture & Equipment	($5,000)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$5,000	$5,000	$5,000	$0	-100.00%
Personnel	$54,764	$64,332	$31,981	$66,785	3.81%
Operating Expenses	$105,699	$144,920	$113,852	$166,980	15.22%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$5,000	$5,000	$0	-100.00%
Total	**$160,463**	**$214,252**	**$150,833**	**$233,765**	**9.11%**

1430 Winter Lights

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
508000	Salaries, Overtime	23,625	23,625
509000	Salaries, Part-Time Employees	38,414	38,414
510000	Social Security & Medicare (FICA)	4,746	4,746
	Subtotal Personnel Services	**66,785**	**66,785**
Operating Expenses			
522000 General Operating Supplies			
	Animation Boxes and Electrical Materials	7,500	7,500
	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	5,000	5,000
	Winter lights displays, under $5,000 each	10,000	10,000
	Subtotal	**43,500**	**43,500**
524000 Supplies for Resale			
	Concessions for Special Events	1,000	1,000
	Prism Glasses	2,400	2,400
	Subtotal	**3,400**	**3,400**
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	500	500
	Trailer Camera System	500	500
	Subtotal	**1,000**	**1,000**
531000 Information Technology (IT) Services			
	Service - Software (InDesign Creative Cloud) (1)	225	225
	Subtotal	**225**	**225**
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**
536800 Security Services			
	Special Event Night Services	500	500
	Subtotal	**500**	**500**
538000 Performances & Entertainment			
	Entertainment at Special Events	1,800	1,800
	Subtotal	**1,800**	**1,800**

1430 Winter Lights

541000 Advertising				
Newspapers, Bus and Radio	21,300		21,300	
Subtotal		**21,300**		**21,300**
543000 Contributions				
Charities	6,000		6,000	
Non-Profit Volunteers	500		500	
Subtotal		**6,500**		**6,500**
544000 Professional Dues & Certification Fees				
CPR/AED/SFA	525		525	
Subtotal		**525**		**525**
550000 Electric				
Electricity	3,500		3,500	
Subtotal		**3,500**		**3,500**
550200 Water				
Water Dispenser Services	150		150	
Subtotal		**150**		**150**
553000 Printing & Binding				
Tickets, Fliers, Brochures and Postcards	4,500		4,500	
Subtotal		**4,500**		**4,500**
554000 Signage				
Program Banners	2,300		2,300	
Promotional Sign	500		500	
Subtotal		**2,800**		**2,800**
567000 Rental & Use Charges				
Bucket Truck	9,800		9,800	
Light Towers for Parking Area	1,000		1,000	
Park Fee	21,000		21,000	
Port-a-Johns, Portable Lighting, Golf Carts and Radios	4,700		4,700	
Tent, Tables and Chairs for Special Events (3)	5,850		5,850	
Ticket Sales Trailer	1,500		1,500	
Subtotal		**43,850**		**43,850**
Subtotal Operating Expenses		**166,980**		**166,980**
Total		**233,765**		**233,765**

Activity Analysis Report - Adopted

1436 - Special Events

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$376,100	$400,364	$250,685	$399,723	-0.16%
505200 - Other Taxable Comp-Gfit	$820	$610	$282	$455	-25.41%
507000 - Vacation & Sick Pay	$2,598	$0	$2,676	$0	0.00%
508000 - Salaries, Overtime	$5,234	$0	$2,182	$3,000	0.00%
509000 - Salaries, Part-Time Employe	$111,991	$128,650	$69,959	$133,522	3.79%
510000 - Social Security & Medicare (	$37,488	$40,470	$24,560	$41,023	1.37%
514000 - Group Insurance	$58,575	$61,870	$41,086	$71,509	15.58%
514200 - Vision Plan	$388	$460	$162	$460	0.00%
515000 - Retirement Contribution (401	$30,088	$32,029	$20,055	$33,311	4.00%
515100 - Retirement Health Savings (	$5,193	$8,345	$4,120	$7,368	-11.71%
516000 - Savings Plan Contribution (4	$10,377	$12,011	$6,938	$11,522	-4.07%
521000 - Office Supplies	$385	$0	$164	$0	0.00%
522000 - General Operating Supplies	$29,478	$27,750	$11,683	$27,750	0.00%
522500 - Program Activities	$5,605	$0	$0	$0	0.00%
524000 - Supplies for Resale	$4,265	$5,300	$1,548	$5,000	-5.66%
526000 - Machinery & Equipment	$179	$500	$0	$500	0.00%
531000 - Information Technology (IT)		$0		$745	0.00%
531500 - Software Licenses	$1,920	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$3,300	$19,575	$2,720	$17,935	-8.38%
533000 - Legal	$130	$60	$150	$150	150.00%
536000 - Miscellaneous Professional	$72,234	$77,800	$49,017	$73,435	-5.61%
536200 - Americans with Disabilities A	$224	$0	$0	$0	0.00%
536500 - Investigations	$97	$300	$33	$150	-50.00%
536800 - Security Services	$16,639	$20,610	$6,932	$20,075	-2.60%
538000 - Performances & Entertainme	$70,480	$78,800	$36,772	$76,000	-3.55%
541000 - Advertising	$20,267	$34,000	$10,603	$29,000	-14.71%
543000 - Contributions	$0	$2,250	$0	$1,500	-33.33%
544000 - Professional Dues & Certifica	$240	$0	$0	$225	0.00%
546000 - Conference & Seminar Regis	$1,455	$1,511	$995	$1,011	-33.09%
547000 - Travel Expense	$1,594	$1,750	$1,222	$2,240	28.00%
547100 - Travel Mileage Reimbursem	$84	$0	$0	$0	0.00%
551100 - Cellular Telephone	$703	$960	$536	$950	-1.04%
553000 - Printing & Binding	$14,596	$17,600	$3,378	$17,000	-3.41%
554000 - Signage	$18,125	$20,060	$3,251	$22,060	9.97%
556000 - Postage	$1,650	$4,000	$1,250	$1,800	-55.00%
557000 - Laundry & Uniforms	$600	$550	$670	$550	0.00%
560000 - Miscellaneous	$8,995	$11,900	$885	$11,000	-7.56%
567000 - Rental & Use Charges	$103,840	$125,335	$46,435	$110,000	-12.24%
567100 - Rental of Facilities	$2,280	$2,960	$928	$1,940	-34.46%
595000 - Furniture & Equipment	($177)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$1,605	$1,485	$1,485	$0	-100.00%

Activity Analysis Report - Adopted

1436 - Special Events

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$638,851	$684,809	$422,705	$701,893	2.49%
Operating Expenses	$379,365	$453,571	$179,170	$421,016	-7.18%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$1,428	$1,485	$1,485	$0	-100.00%
Total	**$1,019,643**	**$1,139,865**	**$603,360**	**$1,122,909**	**-1.49%**

1436 Special Events

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	399,723	399,723
505200	Other Taxable Comp-Gfit	455	455
508000	Salaries, Overtime	3,000	3,000
509000	Salaries, Part-Time Employees	133,522	133,522
510000	Social Security & Medicare (FICA)	41,023	41,023
514000	Group Insurance	72,246	71,509
514200	Vision Plan	460	460
515000	Retirement Contribution (401A)	33,311	33,311
515100	Retirement Health Savings (RHS)	7,368	7,368
516000	Savings Plan Contribution (401K)	11,522	11,522
	Subtotal Personnel Services	**702,630**	**701,893**

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	4,700	4,700	
	Festival Souvenir Items	300	300	
	Subtotal	**5,000**		**5,000**
526000 Machinery & Equipment				
	Miscellaneous Computer Devices & Supplies	500	500	
	Subtotal	**500**		**500**
531000 Information Technology (IT) Services				
	Service - Software (InDesign Creative Cloud) (2)	445	445	
	Service - Software (Survey Monkey)	300	300	
	Subtotal	**745**		**745**
531600 Software Maintenance Agreements				
	Maintenance - Software (CrowdTorch)	14,175	14,175	
	Maintenance - Software (Microsoft CALs) (13)	2,275	2,275	
	Maintenance - Software (Social Tables)	1,485	1,485	
	Subtotal	**17,935**		**17,935**
533000 Legal				
	County Licenses	150	150	
	Subtotal	**150**		**150**
536000 Miscellaneous Professional Services				
	Chorus Director and Accompanist	6,935	6,935	
	Fourth of July Fireworks	28,500	28,500	
	Sound Equipment and Services for Events	38,000	38,000	
	Subtotal	**73,435**		**73,435**

1436 Special Events

536500 Investigations				
Background Checks	150		150	
Subtotal		**150**		**150**
536800 Security Services				
Agricultural Center Police Reimbursement (Offset by Revenue)	8,000		8,000	
Crossing Guards for Events (Offset by Speed Camera Revenue)	4,700		4,700	
Services for Large Events	7,375		7,375	
Subtotal		**20,075**		**20,075**
538000 Performances & Entertainment				
Community Events	8,500		8,500	
Large Events	59,000		59,000	
Parades	8,500		8,500	
Subtotal		**76,000**		**76,000**
541000 Advertising				
Newspapers, Publications and Radio Ads	29,000		29,000	
Subtotal		**29,000**		**29,000**
543000 Contributions				
Festivals, Events and Labor Day Parade	750		750	
Gaithersburg Arts and Monuments, Inc.	750		750	
Subtotal		**1,500**		**1,500**
544000 Professional Dues & Certification Fees				
CPR/AED/SFA	225		225	
Subtotal		**225**		**225**
546000 Conference & Seminar Registration				
Howard County Performing Arts Showcase (2)	56		56	
International Festivals and Events Association Conference (1)	955		955	
Subtotal		**1,011**		**1,011**
547000 Travel Expense				
International Festivals and Events Association Conference (1)	1,940		1,940	
Local Travel Reimbursement - Mileage Reimbursement	100		100	
Maryland Recreation and Parks Association Conference	200		200	
Subtotal		**2,240**		**2,240**
551100 Cellular Telephone				
Cell Phone	470		470	
Service - Laptop Mobile Data Plan (1)	480		480	
Subtotal		**950**		**950**
553000 Printing & Binding				
Brochures, Fliers, Posters and Invitations	17,000		17,000	
Subtotal		**17,000**		**17,000**
554000 Signage				
Program Banners	17,000		17,000	
Replacement and Repair of Banners	5,060		5,060	
Subtotal		**22,060**		**22,060**

1436 Special Events

556000 Postage				
Mailings	1,800		1,800	
Subtotal		**1,800**		**1,800**
557000 Laundry & Uniforms				
Staff Shirts	550		550	
Subtotal		**550**		**550**
560000 Miscellaneous				
Artists Hotels and Travel	11,000		11,000	
Subtotal		**11,000**		**11,000**
567000 Rental & Use Charges				
Dumpsters for Large Events	5,000		5,000	
Event Amusements and Equipment	2,165		2,165	
Golf Carts, Radios and Generators	14,275		14,275	
Large Event Tents, Tables, Chairs, Pipe and Drape	30,800		30,800	
Large Event Vendor/Sponsor Tents (Offset by Revenue)	39,000		39,000	
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	9,620		9,620	
Shuttle Buses	4,105		4,105	
Subtotal		**110,000**		**110,000**
567100 Rental of Facilities				
Auditorium Rentals	1,240		1,240	
Use of Parking Lots for Parades and Events	700		700	
Subtotal		**1,940**		**1,940**
Subtotal Operating Expenses		**421,016**		**421,016**
Total		**1,123,646**		**1,122,909**

Activity Analysis Report - Adopted

1437 - Museums

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$83,072	$84,825	$53,112	$84,689	-0.16%
505200 - Other Taxable Comp-Gfit	$183	$0	$148	$253	0.00%
508000 - Salaries, Overtime	$14	$0	$0	$0	0.00%
509000 - Salaries, Part-Time Employe	$47,533	$49,312	$27,588	$49,724	0.84%
510000 - Social Security & Medicare (	$10,042	$10,261	$6,437	$10,283	0.21%
514000 - Group Insurance	$2,592	$2,326	$1,693	$2,352	1.12%
514200 - Vision Plan	$0	$92	$0	$92	0.00%
515000 - Retirement Contribution (401	$6,646	$6,786	$4,249	$7,057	3.99%
515100 - Retirement Health Savings (	$2,711	$2,732	$1,925	$3,468	26.94%
516000 - Savings Plan Contribution (4	$2,492	$2,545	$1,593	$2,647	4.01%
519000 - Tuition Reimbursement		$0		$200	0.00%
521000 - Office Supplies	$310	$360	$436	$650	80.56%
522000 - General Operating Supplies	$4,802	$5,600	$1,818	$6,600	17.86%
524000 - Supplies for Resale	$1,234	$2,000	$1,068	$3,000	50.00%
525000 - Furniture & Fixtures	$5,413	$6,000	$312	$2,000	-66.67%
526000 - Machinery & Equipment	$292	$500	$72	$500	0.00%
531500 - Software Licenses	$667	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$882	$1,125	$957	$960	-14.67%
533000 - Legal	$0	$90	$0	$90	0.00%
536000 - Miscellaneous Professional	$0	$250	$0	$100	-60.00%
536200 - Americans with Disabilities A	$0	$0	$0	$0	0.00%
536500 - Investigations	$35	$80	$0	$80	0.00%
538000 - Performances & Entertainme	$2,500	$2,600	$0	$2,600	0.00%
541000 - Advertising	$528	$2,500	$88	$2,500	0.00%
544000 - Professional Dues & Certifica	$205	$185	$115	$410	121.62%
546000 - Conference & Seminar Regis	$245	$375	$320	$375	0.00%
547000 - Travel Expense	$219	$150	$0	$220	46.67%
550200 - Water		$0		$400	0.00%
553000 - Printing & Binding	$2,950	$2,950	$576	$3,600	22.03%
554000 - Signage	$974	$1,630	$0	$1,630	0.00%
556000 - Postage	$200	$500	$250	$200	-60.00%
556500 - Messenger Services	$103	$0	$0	$0	0.00%
557000 - Laundry & Uniforms	$330	$0	$0	$0	0.00%
560000 - Miscellaneous	$319	$400	$180	$0	-100.00%
567000 - Rental & Use Charges	$0	$0	$261	$1,280	0.00%
595000 - Furniture & Equipment	($88)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$440	$1,070	$1,070	$0	-100.00%
Personnel	$155,286	$158,879	$96,745	$160,765	1.19%
Operating Expenses	$22,207	$27,295	$6,454	$27,195	-0.37%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$352	$1,070	$1,070	$0	-100.00%
Total	**$177,845**	**$187,244**	**$104,268**	**$187,960**	**0.38%**

1437 Museums

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	84,689	84,689
505200	Other Taxable Comp-Gfit	253	253
509000	Salaries, Part-Time Employees	49,724	49,724
510000	Social Security & Medicare (FICA)	10,283	10,283
514000	Group Insurance	2,352	2,352
514200	Vision Plan	92	92
515000	Retirement Contribution (401A)	7,057	7,057
515100	Retirement Health Savings (RHS)	3,468	3,468
516000	Savings Plan Contribution (401K)	2,647	2,647
519000	Tuition Reimbursement	200	200
	Subtotal Personnel Services	**160,765**	**160,765**

Operating Expenses

521000 Office Supplies				
	Community Museum Printer Cartridges	650	650	
	Subtotal	**650**		**650**
522000 General Operating Supplies				
	Exhibit Equipment - Display Boards and Supplies	2,000	2,000	
	Facility and Program Supplies	3,100	3,100	
	Technical Equipment - Extension Cords, Cables and Microphones	1,500	1,500	
	Subtotal	**6,600**		**6,600**
524000 Supplies for Resale				
	Museum Shop and Concessions	3,000	3,000	
	Subtotal	**3,000**		**3,000**
525000 Furniture & Fixtures				
	Exhibits	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) (3)	525	525	
	Maintenance - Software (Past Perfect)	435	435	
	Subtotal	**960**		**960**
533000 Legal				
	County Licenses	90	90	
	Subtotal	**90**		**90**
536000 Miscellaneous Professional Services				
	Technical Support	100	100	
	Subtotal	**100**		**100**

1437 Museums

536500 Investigations				
Background Checks	80		80	
Subtotal		**80**		**80**
538000 Performances & Entertainment				
Speakers, 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	
CPR/AED/SFA	225		225	
Maryland Association of History Museums	50		50	
Small Museum Association	20		20	
Subtotal		**410**		**410**
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	220		220	
Subtotal		**220**		**220**
550200 Water				
Water Dispenser Services	400		400	
Subtotal		**400**		**400**
553000 Printing & Binding				
Bookmarks, Brochures, Coloring Books and Fliers	3,600		3,600	
Subtotal		**3,600**		**3,600**
554000 Signage				
Banners and Signs	1,630		1,630	
Subtotal		**1,630**		**1,630**
556000 Postage				
Mailings	200		200	
Subtotal		**200**		**200**
567000 Rental & Use Charges				
Port-a-Johns for Observatory Park Events	1,280		1,280	
Subtotal		**1,280**		**1,280**
Subtotal Operating Expenses		**27,195**		**27,195**
Total		**187,960**		**187,960**

Activity Analysis Report - Adopted

1438 - Kentlands Mansion

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$155,994	$160,227	$100,340	$159,971	-0.16%
505100 - Other Taxable Comp-Multilin	$2,080	$2,080	$2,080	$2,080	0.00%
505200 - Other Taxable Comp-Gfit	$554	$559	$299	$450	-19.50%
508000 - Salaries, Overtime	$0	$0	$26	$0	0.00%
509000 - Salaries, Part-Time Employe	$62,272	$80,620	$51,245	$78,873	-2.17%
510000 - Social Security & Medicare (	$16,325	$18,425	$11,337	$18,272	-0.83%
514000 - Group Insurance	$21,685	$22,629	$10,640	$19,417	-14.19%
514200 - Vision Plan	$0	$129	$0	$129	0.00%
515000 - Retirement Contribution (401	$12,479	$12,818	$8,027	$13,331	4.00%
515050 - Supplemental Retirement Co	$2,060	$2,115	$1,325	$2,200	4.02%
515100 - Retirement Health Savings (	$3,180	$3,162	$2,195	$3,900	23.34%
516000 - Savings Plan Contribution (4	$4,680	$4,807	$3,010	$4,999	3.99%
521000 - Office Supplies	$470	$300	$328	$300	0.00%
522000 - General Operating Supplies	$7,022	$5,920	$1,497	$7,200	21.62%
524000 - Supplies for Resale	$7,783	$11,000	$9,248	$9,000	-18.18%
526000 - Machinery & Equipment	$2,040	$500	$0	$500	0.00%
531500 - Software Licenses	$2,186	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$1,800	$1,750	$525	$2,010	14.86%
533000 - Legal	$30	$120	$60	$120	0.00%
536000 - Miscellaneous Professional	$2,247	$2,230	$175	$1,430	-35.87%
536500 - Investigations	$135	$75	$0	$75	0.00%
538000 - Performances & Entertainme	$5,183	$5,000	$3,423	$6,000	20.00%
541000 - Advertising	$13,489	$15,500	$7,962	$15,500	0.00%
542000 - Awards & Presentations	$40	$0	$0	$0	0.00%
544000 - Professional Dues & Certifica	$165	$575	$73	$650	13.04%
545000 - Magazines, Books & Resour	$59	$0	$0	$0	0.00%
546000 - Conference & Seminar Regis	$170	$150	$0	$150	0.00%
547000 - Travel Expense	$8	$0	$0	$0	0.00%
547100 - Travel Mileage Reimbursem	$0	$50	$0	$50	0.00%
550200 - Water		$0		$280	0.00%
553000 - Printing & Binding	$1,435	$3,100	$1,617	$3,100	0.00%
554000 - Signage	$1,261	$2,000	$324	$2,000	0.00%
556000 - Postage	$200	$750	$600	$750	0.00%
557000 - Laundry & Uniforms	$0	$0	$171	$0	0.00%
560000 - Miscellaneous	$363	$280	$175	$0	-100.00%
573000 - Repair & Maintenance - Mac	$154	$75	$77	$105	40.00%
595000 - Furniture & Equipment	$2,867	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$1,985	$1,265	$1,265	$0	-100.00%

Activity Analysis Report - Adopted

1438 - Kentlands Mansion

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$281,309	$307,571	$190,525	$303,622	-1.28%
Operating Expenses	$46,238	$49,375	$26,256	$49,220	-0.31%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$4,852	$1,265	$1,265	$0	-100.00%
Total	**$332,399**	**$358,211**	**$218,045**	**$352,842**	**-1.50%**

1438 Kentlands Mansion

Expenditure Statement by Object	Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services		
501000 Salaries, Full-Time Employees	159,971	159,971
505100 Other Taxable Comp-Multilingual	2,080	2,080
505200 Other Taxable Comp-Gfit	450	450
509000 Salaries, Part-Time Employees	78,873	78,873
510000 Social Security & Medicare (FICA)	18,272	18,272
514000 Group Insurance	19,605	19,417
514200 Vision Plan	129	129
515000 Retirement Contribution (401A)	13,331	13,331
515050 Supplemental Retirement Contribution	2,200	2,200
515100 Retirement Health Savings (RHS)	3,900	3,900
516000 Savings Plan Contribution (401K)	4,999	4,999
Subtotal Personnel Services	**303,810**	**303,622**

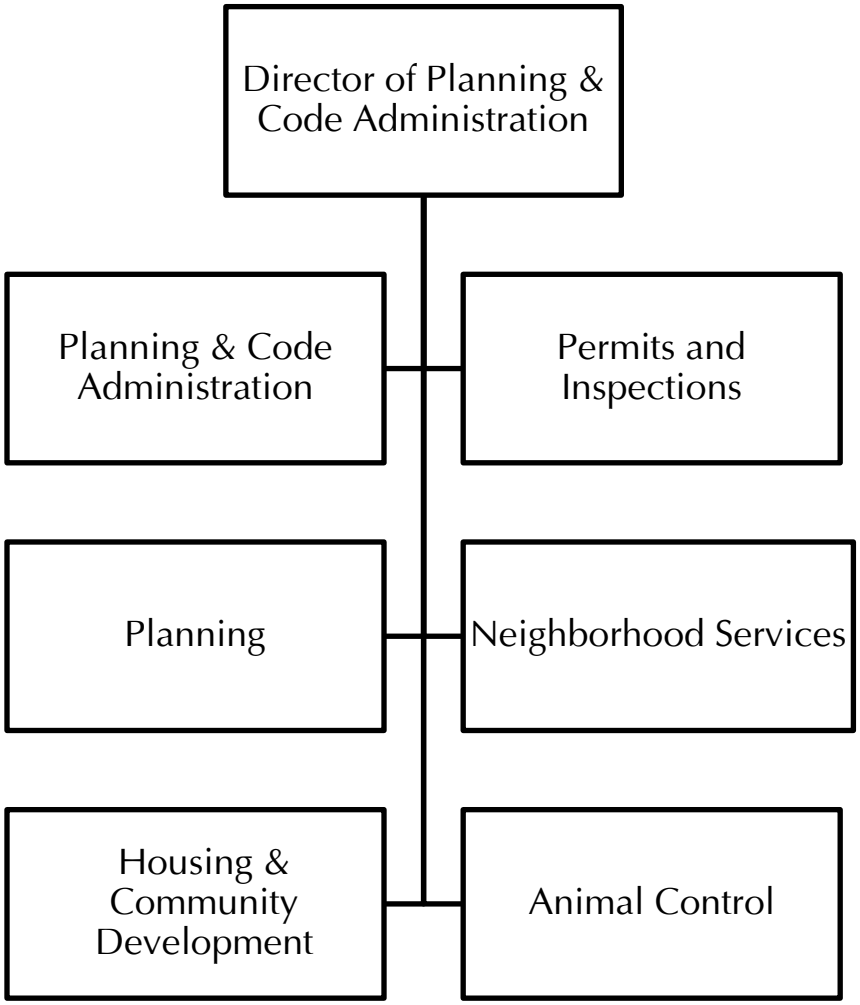
Operating Expenses

521000 Office Supplies				
Easels, Paper, Pens and Folders	300		300	
Subtotal		**300**		**300**
522000 General Operating Supplies				
Business and Meeting Supplies	3,700		3,700	
Event Supplies	3,500		3,500	
Subtotal		**7,200**		**7,200**
524000 Supplies for Resale				
Food and Supplies for Rentals	6,000		6,000	
Program Supplies for Events	3,000		3,000	
Subtotal		**9,000**		**9,000**
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)	1,485		1,485	
Subtotal		**2,010**		**2,010**
533000 Legal				
Annual County License	120		120	
Subtotal		**120**		**120**
536000 Miscellaneous Professional Services				
Sound, Piano Tuning and Lighting Services for Programs	1,430		1,430	
Subtotal		**1,430**		**1,430**
536500 Investigations				
Background Checks	75		75	
Subtotal		**75**		**75**

1438 Kentlands Mansion

538000 Performances & Entertainment				
Performance Partnerships (Offset by Revenue)	6,000		6,000	
Subtotal		**6,000**		**6,000**
541000 Advertising				
Magazines, Newspapers, Brochures and Radio	15,500		15,500	
Subtotal		**15,500**		**15,500**
544000 Professional Dues & Certification Fees				
CPR/AED/SFA	75		75	
National Association of Catering Executives	395		395	
Visit Montgomery	180		180	
Subtotal		**650**		**650**
546000 Conference & Seminar Registration				
Wedding Wire Conference	150		150	
Subtotal		**150**		**150**
547100 Travel Mileage Reimbursement				
	50		50	
Subtotal		**50**		**50**
550200 Water				
Water Dispenser Services	280		280	
Subtotal		**280**		**280**
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**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	105		105	
Subtotal		**105**		**105**
Subtotal Operating Expenses		**49,220**		**49,220**
Total		**353,030**		**352,842**

DEPARTMENT OF PLANNING & CODE ADMINISTRATION



SERVICES PROVIDED:

The department consists of five divisions: Planning and Code Administration, Planning, Permits and Inspections, Neighborhood Services, and Animal Control. The Housing and Community Development activity is a sub-division within the Planning division.

Planning and Code Administration is responsible for providing administrative support for all five divisions. 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.

Planning 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, and public and private stakeholders are encouraged throughout these many processes.

Permits and Inspections 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 (HOAs) through bond administration, permit issuance and inspections. Environmental standards are accomplished through the issuance of permits and inspections of stormwater management and sediment control.

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

Animal Control 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).

The Housing & Community Development Division administers the City's Affordable Housing program, including the Gaithersburg Homeownership Assistance Loan Program (GHALP), and Citywide grant management.

SIGNIFICANT CHANGES:

- 595100 Furniture & Equipment (Replacement) –The following accounts decreased to zero as Furniture & Equipment (Replacement) is now included in the Asset Replacement Fund. These accounts were budgeted in FY16 as follows:
    - 1196 Permits & Inspections $9,000
    - 1197 Neighborhood Services $5,755
- 596100 Vehicles & Equipment (Replacement) - The following accounts decreased to zero as Vehicles & Equipment (Replacement) is now included in the Asset Replacement Fund. These accounts were budgeted in FY16 as follows:
    - 1196 Permits & Inspections $38,800
    - 1197 Neighborhood Services $21,426
    - 1198 Animal Control $20,000

Of note - 2 FTE were transferred to DPW as part of the new SWM team and those Objects associated with said staff were deleted from the proposed FY17 1134 Budget. Objects include such items as SWM Inspector Phone, funding the SWM National Conference, and the SWM Inspector Truck. Some Objects retain FY16 funding levels and reflect a potential new FTE in FY17.

1142 Housing and Community Development

- 536000 Miscellaneous Professional Services - increased by $42,500 contractual services to assist the City in identifying appropriate projects for use of Housing Initiative Funds.
- 562000 Homeownership Assistance Program – increased by $19,912 as the City received additional HUD funding to provide more home loans.

1192 Planning & Code Administration

- 530000 Accounting & Audit – increased by $12,000 to reflect anticipated credit card processing fees.

1197 Neighborhood Services

- 536700 Abatement Services - decreased by $25,000. The reduction is based on the underutilization of the fund during the previous two fiscal years. Additionally, several known distressed properties that were previously targeted for the fund have changed ownership and are now investor owned and being privately maintained.
- 596000 Vehicles & Equipment – increased by $30,000 as an additional vehicle is needed for the additional position authorized.

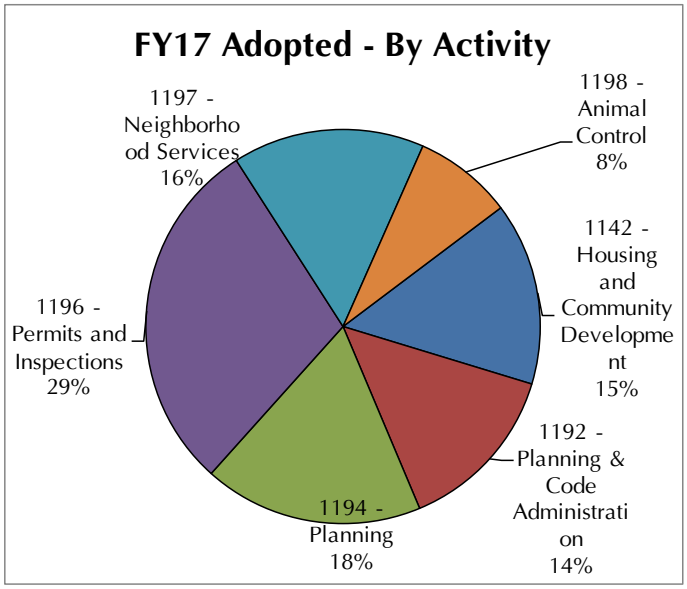
STRATEGIC PLAN DIRECTIONS:

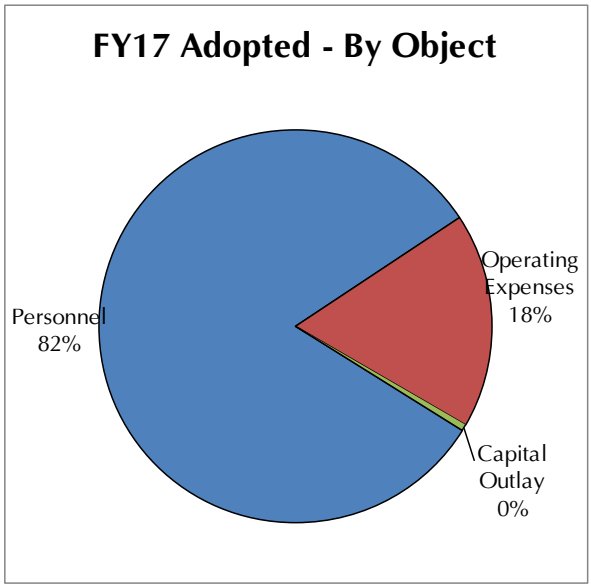
The City's Strategic Plan provides the overall approach to achieving the vision of the City of Gaithersburg by identifying organizational goals, the actions needed to achieve those goals, and ways to measure progress towards those goals. The Plan is evaluated every year and is used to guide the development of operating and a capital budgets to ensure that there are adequate resources to achieve the City's vision. The Plan also helps City departments to create work plans and helps residents understand the City's goals and how they will be achieved. In addition to creating the overarching Mission, Vision and Guiding Principles, the Strategic Plan is divided into eleven individual strategic directions focused on core elements. While some of the individual strategic directions such as communication have an impact on all budgeted activities, the following is a list of individual strategic directions which have a direct correlation to this department's budgeted activities:

- Planning and Development
- Housing
- Environment
- Transportation
- Economic Development

Departmental Budget Summary

Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Activity					
1142 - Housing and Community Development	$ 255,301	$ 156,060	$ 785,139	$ 899,397	14.55%
1192 - Planning & Code Administration	816,871	525,947	871,402	837,993	-3.83%
1194 - Planning	776,789	556,611	918,885	1,079,040	17.43%
1196 - Permits and Inspections	1,549,487	1,065,297	1,806,494	1,757,670	-2.70%
1197 - Neighborhood Services	697,175	458,001	882,531	942,988	6.85%
1198 - Animal Control	451,805	314,423	505,375	485,446	-3.94%
Total	$ 4,547,428	$3,076,340	$5,769,826	$6,002,534	4.03%





Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Object					
Personnel	$ 4,101,762	$2,759,750	$4,669,745	$4,909,892	5.14%
Operating Expenses	395,445	211,064	994,555	1,060,642	6.64%
Capital Outlay	50,221	105,526	105,526	32,000	-69.68%
Total	$ 4,547,428	$3,076,340	$5,769,826	$6,002,534	4.03%

Departmental Staffing by Position

1134 - Environmental Services	FY 15	FY 16	FY 17
Sustainability Planner	1	1	0
Environmental Specialist	1	1	0
Environmental Technician	1	1	0
Subtotal	**3**	**3**	**0**

1142 - Housing & Community Development	FY 15	FY 16	FY 17
Housing & Community Development Chief	0	0	1
Grants Administrator	0	0	1
Subtotal	**0**	**0**	**2**

1192 - Planning & Code Administration	FY 15	FY 16	FY 17
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	1.67	1.67	0.82
Subtotal	**9.67**	**9.67**	**8.82**

1194 - Planning	FY 15	FY 16	FY 17
Planning Division Chief	1	1	1
Community Planning Manager	1	1	1
Long Range Planning Manager	1	1	1
GIS Planner	1	1	1
Planner II	1	2	3
Environmental Specialist	0	0	1
Planner I	1	1	1
Part-Time Personnel	1.08	0.44	0.41
Subtotal	**7.08**	**7.44**	**9.41**

1196 - Permits & Inspections	FY 15	FY 16	FY 17
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	5	5	5
Fire Inspector	1	1	1
Part-Time Personnel	2.75	2.75	2.45
Subtotal	**14.75**	**14.75**	**14.45**

1197 - Neighborhood Services	FY 15	FY 16	FY 17
Neighborhood Services Division Chief	1	1	1
Code Compliance Manager	0	0	1
Code Administration Officer III	2	2	2
Code Administration Officer II	1	0	1
Code Administration Officer I	4	5	4
Part-Time Personnel	0.75	1.5	1.5
Subtotal	**8.75**	**9.5**	**10.5**

1198 - Animal Control	FY 15	FY 16	FY 17
Animal Control Division Chief	1	1	1
Animal Control Officer III	2	2	3
Animal Control Officer II	1	1	0
Part-Time Personnel	0.28	0.28	0.6
Subtotal	**4.28**	**4.28**	**4.6**

TOTAL	FY 15	FY 16	FY 17
Full-Time Personnel	41	42	44
Part-Time Personnel	6.53	6.64	5.78
	47.53	**48.64**	**49.78**

Activity Analysis Report - Adopted

1142 - Housing and Community Development

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$108,777	$110,576	$69,235	$160,319	44.99%
507000 - Vacation & Sick Pay	$4,129	$0	$4,253	$0	0.00%
509000 - Salaries, Part-Time Employe	$17,912	$29,896	$18,432	$0	-100.00%
510000 - Social Security & Medicare (	$10,013	$10,746	$7,041	$12,264	14.13%
514000 - Group Insurance	$7,233	$8,296	$4,643	$28,027	237.84%
514200 - Vision Plan	$0	$37	$0	$129	248.65%
515000 - Retirement Contribution (401	$8,611	$8,846	$5,539	$13,360	51.03%
516000 - Savings Plan Contribution (4	$3,229	$3,317	$2,077	$5,010	51.04%
521000 - Office Supplies	$118	$200	$136	$300	50.00%
522000 - General Operating Supplies	$0	$300	$0	$300	0.00%
525000 - Furniture & Fixtures	$4,846	$1,000	$0	$300	-70.00%
526000 - Machinery & Equipment	$179	$500	$0	$500	0.00%
531000 - Information Technology (IT)		$0		$320	0.00%
531600 - Software Maintenance Agree	$405	$470	$667	$350	-25.53%
536000 - Miscellaneous Professional	$18,510	$30,500	$14,545	$73,000	139.34%
541000 - Advertising	$3,772	$1,750	$257	$1,750	0.00%
543000 - Contributions	$64,437	$122,720	$26,364	$126,656	3.21%
544000 - Professional Dues & Certifica	$200	$0	$500	$750	0.00%
545000 - Magazines, Books & Resour	$0	$250	$0	$0	-100.00%
546000 - Conference & Seminar Regis	$746	$2,400	$2,171	$3,000	25.00%
547000 - Travel Expense	$1,028	$2,000	$0	$2,000	0.00%
547100 - Travel Mileage Reimbursem	$223	$500	$34	$750	50.00%
553000 - Printing & Binding	$0	$100	$0	$0	-100.00%
556000 - Postage	$62	$250	$9	$0	-100.00%
556500 - Messenger Services	$325	$400	$73	$400	0.00%
560000 - Miscellaneous	$310	$0	$0	$0	0.00%
562000 - Homeownership Assistance	$0	$450,000	$0	$469,912	4.42%
595000 - Furniture & Equipment	$85	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$150	$85	$85	$0	-100.00%
Personnel	$159,905	$171,714	$111,221	$219,109	27.60%
Operating Expenses	$95,161	$613,340	$44,754	$680,288	10.92%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$235	$85	$85	$0	-100.00%
Total	**$255,301**	**$785,139**	**$156,060**	**$899,397**	**14.55%**

1142 Housing and Community Development

Expenditure Statement by Object	Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services		
501000 Salaries, Full-Time Employees	160,319	160,319
510000 Social Security & Medicare (FICA)	12,264	12,264
514000 Group Insurance	28,317	28,027
514200 Vision Plan	129	129
515000 Retirement Contribution (401A)	13,360	13,360
516000 Savings Plan Contribution (401K)	5,010	5,010
Subtotal Personnel Services	**219,399**	**219,109**
Operating Expenses		
521000 Office Supplies		
office supplies	300	300
Subtotal	**300**	**300**
522000 General Operating Supplies		
operating supplies	300	300
Subtotal	**300**	**300**
525000 Furniture & Fixtures		
Office Furniture for part-time staff	300	300
Subtotal	**300**	**300**
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	500	500
Subtotal	**500**	**500**
531000 Information Technology (IT) Services		
Service - Software (Adobe Acrobat Pro DC) (2)	320	320
Subtotal	**320**	**320**
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (2)	350	350
Subtotal	**350**	**350**
536000 Miscellaneous Professional Services		
Consultant to assist the City in identifying HIF projects (to be paid	50,000	50,000
IDIS Support	20,000	20,000
Translation Services for meetings and documents	3,000	3,000
Subtotal	**73,000**	**73,000**
541000 Advertising		
CDBG - Legal Requirements	1,750	1,750
Subtotal	**1,750**	**1,750**
543000 Contributions		
CDBG - Emergency Rental Assistance and other CDBG "public se	45,000	53,056
Housing Initiative Funds (MHP housing loan interest)	13,600	13,600
Neighborhood Amenities Program	60,000	60,000
Subtotal	**118,600**	**126,656**

1142 Housing and Community Development

544000 Professional Dues & Certification Fees				
National Fair Housing Association and other Housing groups	750		750	
Subtotal		**750**		**750**
546000 Conference & Seminar Registration				
HUD Conference	1,000		1,000	
Other Conferences	2,000		2,000	
Subtotal		**3,000**		**3,000**
547000 Travel Expense				
HUD Conference	2,000		2,000	
Subtotal		**2,000**		**2,000**
547100 Travel Mileage Reimbursement				
	750		750	
Subtotal		**750**		**750**
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		229,912	
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**		**469,912**
Subtotal Operating Expenses		**652,320**		**680,288**
Total		**871,719**		**899,397**

Activity Analysis Report - Adopted

1192 - Planning & Code Administration

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$501,835	$516,024	$307,637	$512,462	-0.69%
505100 - Other Taxable Comp-Multilin	$4,160	$4,160	$4,160	$4,160	0.00%
505200 - Other Taxable Comp-Gfit	$854	$924	$761	$904	-2.16%
505300 - Other Taxable Comp-Housin	$9,000	$7,200	$4,800	$7,200	0.00%
507000 - Vacation & Sick Pay	$729	$0	$938	$0	0.00%
508000 - Salaries, Overtime	$1,042	$1,582	$361	$0	-100.00%
509000 - Salaries, Part-Time Employe	$25,105	$48,349	$14,857	$19,161	-60.37%
510000 - Social Security & Medicare (	$39,454	$43,296	$23,114	$40,669	-6.07%
514000 - Group Insurance	$48,815	$58,733	$35,059	$63,757	8.55%
514200 - Vision Plan	$271	$350	$207	$387	10.57%
515000 - Retirement Contribution (401	$40,146	$41,282	$24,610	$42,705	3.45%
515100 - Retirement Health Savings (	$12,288	$12,216	$6,488	$11,268	-7.76%
516000 - Savings Plan Contribution (4	$13,954	$15,481	$9,229	$16,015	3.45%
519000 - Tuition Reimbursement	$0	$7,000	$3,500	$3,500	-50.00%
521000 - Office Supplies	$5,044	$6,000	$3,507	$7,000	16.67%
525000 - Furniture & Fixtures	$0	$1,000	$0	$1,000	0.00%
526000 - Machinery & Equipment	$805	$1,000	$97	$1,800	80.00%
530000 - Accounting & Audit	$13,416	$5,500	$10,233	$17,500	218.18%
531000 - Information Technology (IT)		$0		$1,585	0.00%
531600 - Software Maintenance Agree	$41,484	$46,755	$44,540	$43,600	-6.75%
536000 - Miscellaneous Professional	$150	$1,000	$113	$1,000	0.00%
541000 - Advertising	$257	$8,000	$1,975	$5,000	-37.50%
544000 - Professional Dues & Certifica	$851	$1,020	$1,022	$970	-4.90%
546000 - Conference & Seminar Regis	$983	$2,500	$74	$2,500	0.00%
547000 - Travel Expense	$2,781	$3,500	$0	$3,500	0.00%
547100 - Travel Mileage Reimbursem	$16	$0	$0	$0	0.00%
551100 - Cellular Telephone	$869	$1,750	$440	$650	-62.86%
553000 - Printing & Binding	$431	$4,000	$926	$2,000	-50.00%
554000 - Signage	$0	$800	$0	$800	0.00%
556000 - Postage	$15,178	$11,000	$8,778	$11,000	0.00%
556500 - Messenger Services	$63	$200	$0	$200	0.00%
560000 - Miscellaneous	$701	$1,500	$245	$1,500	0.00%
567000 - Rental & Use Charges	$10,656	$12,000	$11,817	$12,000	0.00%
573000 - Repair & Maintenance - Mac	$4,062	$2,475	$1,654	$2,200	-11.11%
592000 - Software	($43,500)	$0	$0	$0	0.00%
592100 - Software (Replacement)	$43,500	$0	$0	$0	0.00%
595000 - Furniture & Equipment	$11,432	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$10,040	$4,805	$4,805	$0	-100.00%

Activity Analysis Report - Adopted

1192 - Planning & Code Administration

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$697,652	$756,597	$435,722	$722,188	-4.55%
Operating Expenses	$97,747	$110,000	$85,421	$115,805	5.28%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$21,472	$4,805	$4,805	$0	-100.00%
Total	**$816,871**	**$871,402**	**$525,947**	**$837,993**	**-3.83%**

1192 Planning & Code Administration

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	509,385	512,462
505100	Other Taxable Comp-Multilingual	4,160	4,160
505200	Other Taxable Comp-Gfit	904	904
505300	Other Taxable Comp-Housing Stipend	7,200	7,200
509000	Salaries, Part-Time Employees	19,161	19,161
510000	Social Security & Medicare (FICA)	40,434	40,669
514000	Group Insurance	64,397	63,757
514200	Vision Plan	387	387
515000	Retirement Contribution (401A)	42,448	42,705
515100	Retirement Health Savings (RHS)	11,268	11,268
516000	Savings Plan Contribution (401K)	15,919	16,015
519000	Tuition Reimbursement	3,500	3,500
	Subtotal Personnel Services	**719,163**	**722,188**

Operating Expenses

521000 Office Supplies				
	Office Supplies	7,000	7,000	
	Subtotal	**7,000**		**7,000**
525000 Furniture & Fixtures				
		0	0	
	Replacement of Chairs	1,000	1,000	
	Subtotal	**1,000**		**1,000**
526000 Machinery & Equipment				
	Miscellaneous Computer Devices & Supplies	1,000	1,000	
	TR - Scanner for FY16 Position	800	800	
	Subtotal	**1,800**		**1,800**
530000 Accounting & Audit				
	Credit Card Processing Fees	17,500	17,500	
	Subtotal	**17,500**		**17,500**
531000 Information Technology (IT) Services				
	Service - Software (Adobe Acrobat Pro DC) (5)	820	820	
	Service - Software (Creative Cloud For Teams) (1)	765	765	
	Subtotal	**1,585**		**1,585**
531600 Software Maintenance Agreements				
	Maintenance - Software (EnerGov Mobile)	710	710	
	Maintenance - Software (EnerGov)	40,400	40,400	
	Maintenance - Software (Microsoft CALs) (10)	1,750	1,750	
	Maintenance - Software (Voxeo/Aspect EnerGov IVR)	740	740	
	Subtotal	**43,600**		**43,600**
536000 Miscellaneous Professional Services				
	Secretarial Services (Transcripts)	1,000	1,000	
	Subtotal	**1,000**		**1,000**

1192 Planning & Code Administration

541000 Advertising				
Legal notices and publications for public hearings	5,000		5,000	
Subtotal		**5,000**		**5,000**
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	
Urban Land Institute	250		250	
Subtotal		**970**		**970**
546000 Conference & Seminar Registration				
American Planning Association Conference Registration (Director	1,000		1,000	
Energov System Administrator Certification Training	1,500		1,500	
Subtotal		**2,500**		**2,500**
547000 Travel Expense				
American Planning Assopciation National Conference (Director)	2,000		2,000	
Energov System Administrator Certification Training	1,500		1,500	
Subtotal		**3,500**		**3,500**
551100 Cellular Telephone				
Phone service and supplies (PCA Director)	650		650	
Subtotal		**650**		**650**
553000 Printing & Binding				
Mylar supplies for record plats	500		500	
Notices	500		500	
Paper supplies	500		500	
Stickers	500		500	
Subtotal		**2,000**		**2,000**
554000 Signage				
Stakes for 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 & Document Storage	12,000		12,000	
Subtotal		**12,000**		**12,000**

1192 Planning & Code Administration

573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh - BW) (3)	1,060		1,060	
Maintenance & Supplies - Copier (Ricoh - Color Printing)	1,140		1,140	
Subtotal		**2,200**		**2,200**
Subtotal Operating Expenses		**115,805**		**115,805**
Total		**834,968**		**837,993**

Activity Analysis Report - Adopted

1194 - Planning

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$464,499	$582,473	$361,207	$694,740	19.27%
505200 - Other Taxable Comp-Gfit	$455	$999	$273	$798	-20.12%
505300 - Other Taxable Comp-Housin	$1,200	$2,400	$1,600	$2,400	0.00%
507000 - Vacation & Sick Pay	$6,946	$0	$7,129	$0	0.00%
509000 - Salaries, Part-Time Employe	$54,337	$28,996	$20,332	$31,183	7.54%
510000 - Social Security & Medicare (	$39,478	$46,777	$29,226	$55,533	18.72%
514000 - Group Insurance	$55,233	$96,164	$52,260	$104,484	8.65%
514200 - Vision Plan	$645	$497	$302	$626	25.96%
515000 - Retirement Contribution (401	$37,104	$46,598	$28,897	$57,894	24.24%
515100 - Retirement Health Savings (	$3,180	$3,162	$2,668	$7,368	133.02%
516000 - Savings Plan Contribution (4	$13,901	$17,474	$10,836	$21,710	24.24%
519000 - Tuition Reimbursement	$3,500	$3,500	$0	$0	-100.00%
522000 - General Operating Supplies	$23	$0	$0	$0	0.00%
525000 - Furniture & Fixtures	$373	$750	$0	$1,000	33.33%
526000 - Machinery & Equipment	$3,581	$1,000	$0	$4,500	350.00%
531000 - Information Technology (IT)	$0	$0	($1,790)	$2,250	0.00%
531500 - Software Licenses		$0		$1,450	0.00%
531600 - Software Maintenance Agree	$40,141	$3,645	($6,009)	$2,852	-21.76%
532000 - Engineering & Architectural	$0	$3,000	$0	$3,000	0.00%
536000 - Miscellaneous Professional	$37,500	$50,000	$37,500	$50,000	0.00%
542000 - Awards & Presentations	$100	$0	$95	$250	0.00%
544000 - Professional Dues & Certifica	$4,997	$5,275	$2,705	$6,217	17.86%
545000 - Magazines, Books & Resour	$215	$500	$215	$500	0.00%
546000 - Conference & Seminar Regis	$2,536	$7,000	$2,156	$8,800	25.71%
547000 - Travel Expense	$3,932	$6,350	$741	$10,500	65.35%
547100 - Travel Mileage Reimbursem	$493	$900	$370	$900	0.00%
551100 - Cellular Telephone	$1,230	$1,680	$744	$1,300	-22.62%
554000 - Signage	$0	$5,000	$1,880	$5,000	0.00%
557000 - Laundry & Uniforms	$0	$500	$0	$785	57.00%
560000 - Miscellaneous	$231	$1,000	$28	$1,000	0.00%
595000 - Furniture & Equipment	($302)	$0	$0	$2,000	0.00%
595100 - Furniture & Equipment (Repl	$1,260	$3,245	$3,245	$0	-100.00%
Personnel	$680,478	$829,040	$514,730	$976,736	17.82%
Operating Expenses	$95,353	$86,600	$38,635	$100,304	15.82%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$958	$3,245	$3,245	$2,000	-38.37%
Total	**$776,789**	**$918,885**	**$556,611**	**$1,079,040**	**17.43%**

1194 Planning

Expenditure Statement by Object	Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services		
501000 Salaries, Full-Time Employees	635,220	694,740
505200 Other Taxable Comp-Gfit	798	798
505300 Other Taxable Comp-Housing Stipend	2,400	2,400
509000 Salaries, Part-Time Employees	31,183	31,183
510000 Social Security & Medicare (FICA)	50,980	55,533
514000 Group Insurance	91,886	104,484
514200 Vision Plan	534	626
515000 Retirement Contribution (401A)	52,934	57,894
515100 Retirement Health Savings (RHS)	7,368	7,368
516000 Savings Plan Contribution (401K)	19,850	21,710
Subtotal Personnel Services	**893,153**	**976,736**
Operating Expenses		
525000 Furniture & Fixtures		
	0	0
Desk Chairs for Staff		1,000
Subtotal	**0**	**1,000**
526000 Machinery & Equipment		
Additional computer and monitor new position	2,000	3,250
Miscellaneous Computer Supplies	1,000	1,250
Subtotal	**3,000**	**4,500**
531000 Information Technology (IT) Services		
Service - Software (Adobe Acrobat Pro DC) (8)	1,320	1,485
Service - Software (Creative Cloud For Teams) (1)	765	765
Subtotal	**2,085**	**2,250**
531500 Software Licenses		
Software microsoft new position	800	1,450
Subtotal	**800**	**1,450**
531600 Software Maintenance Agreements		
Maintenance - Software (AutoCAD Map)	890	890
Maintenance - Software (Microsoft CALs) (11)	1,775	1,962
Subtotal	**2,665**	**2,852**
532000 Engineering & Architectural		
Architectural and Engineering Consultation	3,000	3,000
Subtotal	**3,000**	**3,000**
536000 Miscellaneous Professional Services		
	0	0
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

542000 Awards & Presentations				
Planning Awards (from Planning Commission)	250		250	
Subtotal		**250**		**250**
544000 Professional Dues & Certification Fees				
ACSM/Cartography & Geographic Info. Society	150		150	
American Planning Association (PC = $500 & Staff = $3,100, new	3,900		3,900	
Arborist	0		150	
ASFM, MAFSM and CFM	250		250	
Center for Watershed Protection	0		492	
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		**5,575**		**6,217**
545000 Magazines, Books & Resource Material				
Miscellaneous Reference Material	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	
National APA Conference	0		800	
Other Conferences and Seminars	0		1,000	
Subtotal		**7,000**		**8,800**
547000 Travel Expense				
	0		0	
American Planning Assoc. National Conference (1 PC & 2 Staff)	3,900		7,400	
ESRI Conference	1,200		1,200	
GIS Conference	500		500	
Maryland Association of Historic Districts	750		750	
Other Conferences	0		650	
Subtotal		**6,350**		**10,500**
547100 Travel Mileage Reimbursement				
Reimbursement for mileage, tolls and parking	900		900	
Subtotal		**900**		**900**
551100 Cellular Telephone				
Cell phone (2)	1,300		1,300	
Subtotal		**1,300**		**1,300**
554000 Signage				
Signs for Notice of Development Actions	5,000		5,000	
Subtotal		**5,000**		**5,000**

1194 Planning

557000 Laundry & Uniforms				
ES Shirt and Jacket	0		125	
Shirts (10) - Golf shirt type or button-down w/ Planning & City Lo	500		500	
Shoes	0		160	
Subtotal		**500**		**785**
560000 Miscellaneous				
Meeting Supplies/Community Outreach/Awards	500		500	
non-recurring items where no other code is available	500		500	
Subtotal		**1,000**		**1,000**
Subtotal Operating Expenses		**89,925**		**100,304**

Capital Outlay

595000 Furniture & Equipment				
Replacement - Desk Chairs (3+)	1,000		1,000	
Replacement - Misc. Desk Components	1,000		1,000	
Subtotal		**2,000**		**2,000**
Subtotal Capital Outlay		**2,000**		**2,000**
Total		**985,078**		**1,079,040**

Activity Analysis Report - Adopted

1196 - Permits and Inspections

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$1,057,787	$1,120,366	$697,632	$1,103,539	-1.50%
505200 - Other Taxable Comp-Gfit	$250	$420	$180	$180	-57.14%
507000 - Vacation & Sick Pay	$16,172	$0	$14,422	$0	0.00%
508000 - Salaries, Overtime	$436	$1,205	$79	$1,205	0.00%
509000 - Salaries, Part-Time Employe	$91,881	$212,547	$68,580	$208,359	-1.97%
510000 - Social Security & Medicare (	$87,234	$102,060	$58,083	$100,452	-1.58%
514000 - Group Insurance	$114,649	$118,657	$79,655	$133,697	12.68%
514200 - Vision Plan	$440	$718	$236	$718	0.00%
515000 - Retirement Contribution (401	$84,531	$89,629	$55,809	$91,962	2.60%
515100 - Retirement Health Savings (	$10,907	$12,216	$8,510	$15,168	24.17%
516000 - Savings Plan Contribution (4	$27,490	$33,611	$17,540	$29,205	-13.11%
522000 - General Operating Supplies	$600	$1,500	$1,006	$1,500	0.00%
526000 - Machinery & Equipment	$1,236	$1,000	$2,278	$2,500	150.00%
531000 - Information Technology (IT)		$0		$1,275	0.00%
531500 - Software Licenses	$711	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$2,622	$3,220	$4,131	$2,800	-13.04%
532000 - Engineering & Architectural	$17,600	$17,500	($9,050)	$22,000	25.71%
536000 - Miscellaneous Professional	$1,055	$2,500	$70	$2,800	12.00%
544000 - Professional Dues & Certifica	$1,409	$2,290	$525	$2,290	0.00%
545000 - Magazines, Books & Resour	$3,463	$4,485	$1,443	$3,985	-11.15%
546000 - Conference & Seminar Regis	$90	$2,350	$840	$1,235	-47.45%
547000 - Travel Expense	$1,281	$3,790	$1,137	$3,790	0.00%
547100 - Travel Mileage Reimbursem	$41	$120	$83	$120	0.00%
551100 - Cellular Telephone	$11,233	$10,560	$7,186	$12,940	22.54%
552500 - Vehicle & Equipment Gasolin	$9,154	$9,500	$3,005	$8,000	-15.79%
557000 - Laundry & Uniforms	$2,180	$2,800	$2,333	$2,800	0.00%
560000 - Miscellaneous	$414	$1,000	$0	$1,000	0.00%
567000 - Rental & Use Charges	$0	$150	$0	$150	0.00%
572000 - Repair & Maintenance - Build	$72	$0	$0	$0	0.00%
574000 - Repair & Maintenance - Vehi	$2,770	$4,500	$1,787	$4,000	-11.11%
595000 - Furniture & Equipment	($2,205)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$3,985	$9,000	$9,000	$0	-100.00%
596000 - Vehicles & Equipment	($19,400)	$0	$0	$0	0.00%
596100 - Vehicles & Equipment (Repl	$19,400	$38,800	$38,800	$0	-100.00%
Personnel	$1,491,776	$1,691,429	$1,000,725	$1,684,485	-0.41%
Operating Expenses	$55,931	$67,265	$16,772	$73,185	8.80%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$1,780	$47,800	$47,800	$0	-100.00%
Total	**$1,549,487**	**$1,806,494**	**$1,065,297**	**$1,757,670**	**-2.70%**

1196 Permits and Inspections

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	1,103,539	1,103,539
505200	Other Taxable Comp-Gfit	180	180
508000	Salaries, Overtime	1,205	1,205
509000	Salaries, Part-Time Employees	166,369	208,359
510000	Social Security & Medicare (FICA)	97,240	100,452
514000	Group Insurance	135,049	133,697
514200	Vision Plan	718	718
515000	Retirement Contribution (401A)	91,962	91,962
515100	Retirement Health Savings (RHS)	15,168	15,168
516000	Savings Plan Contribution (401K)	29,205	29,205
	Subtotal Personnel Services	**1,640,635**	**1,684,485**

Operating Expenses

521000 Office Supplies					
		0		0	
	Subtotal		**0**		**0**
522000 General Operating Supplies					
	General supplies/Inspection tools	1,500		1,500	
	Subtotal		**1,500**		**1,500**
526000 Machinery & Equipment					
	Miscellaneous Computer Supplies	1,000		1,000	
	TR - Computer for FY16 PT Position	1,500		1,500	
	Subtotal		**2,500**		**2,500**
531000 Information Technology (IT) Services					
	Service - Software (Adobe Acrobat Pro DC) (6)	1,275		1,275	
	Subtotal		**1,275**		**1,275**
531600 Software Maintenance Agreements					
	Maintenance - Software (Microsoft CALs) (16)	2,800		2,800	
	Subtotal		**2,800**		**2,800**
532000 Engineering & Architectural					
	Registered Structural Engineering Services	22,000		22,000	
	Subtotal		**22,000**		**22,000**
536000 Miscellaneous Professional Services					
	Fire System License Collection Services	0		2,800	
	Subtotal		**0**		**2,800**
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	750		750	
	Maryland Building Officials Association (MBOA)	350		350	
	NFPA Membership (5)	900		900	
	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	300		300	
NFPA Codes	1,500		1,500	
This Old House	30		30	
Updated Standards	400		400	
Subtotal		**3,985**		**3,985**
546000 Conference & Seminar Registration				
International Code Council Local Chapter Seminars	300		300	
International Code Council National Conference	325		325	
National Electrical Conference	310		310	
NFPA	300		300	
Subtotal		**1,235**		**1,235**
547000 Travel Expense				
International Code Council Conference	1,600		1,600	
Local Chapter Seminars	90		90	
National Electrical Conference	500		500	
NFPA Conference	800		800	
SWM Conference	800		800	
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)	9,100		9,100	
Service - Laptop Mobile Data Plan (8)	3,840		3,840	
Subtotal		**12,940**		**12,940**
552500 Vehicle & Equipment Gasoline Expense				
	8,000		8,000	
Subtotal		**8,000**		**8,000**
557000 Laundry & Uniforms				
Inspectors Staff Identification Shirts/Jackets	800		800	
Shoes	2,000		2,000	
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**
574000 Repair & Maintenance - Vehicles				
Car Wash	4,000		4,000	
Subtotal		**4,000**		**4,000**
Subtotal Operating Expenses		**70,385**		**73,185**

1196 Permits and Inspections

Total	**1,711,020**	**1,757,670**

Activity Analysis Report - Adopted

1197 - Neighborhood Services

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$436,731	$493,810	$277,330	$564,396	14.29%
505100 - Other Taxable Comp-Multilin	$6,240	$6,240	$8,320	$8,320	33.33%
505200 - Other Taxable Comp-Gfit	$480	$874	$330	$390	-55.38%
505300 - Other Taxable Comp-Housin	$2,400	$3,600	$0	$0	-100.00%
507000 - Vacation & Sick Pay	$6,100	$0	$3,672	$0	0.00%
508000 - Salaries, Overtime	$252	$2,652	$207	$2,000	-24.59%
509000 - Salaries, Part-Time Employe	$32,790	$65,376	$21,595	$45,489	-30.42%
510000 - Social Security & Medicare (	$36,476	$42,981	$23,107	$46,809	8.91%
514000 - Group Insurance	$73,254	$97,339	$48,724	$113,310	16.41%
514200 - Vision Plan	$521	$442	$102	$663	50.00%
515000 - Retirement Contribution (401	$34,757	$39,505	$22,186	$47,033	19.06%
515100 - Retirement Health Savings (	$3,258	$3,162	$2,195	$3,900	23.34%
516000 - Savings Plan Contribution (4	$10,231	$14,814	$7,143	$15,683	5.87%
519000 - Tuition Reimbursement	$0	$1,800	$0	$3,600	100.00%
521000 - Office Supplies	$80	$0	$0	$0	0.00%
522000 - General Operating Supplies	$338	$710	$141	$750	5.63%
525000 - Furniture & Fixtures	$200	$0	$0	$1,000	0.00%
526000 - Machinery & Equipment	$494	$1,000	$0	$2,375	137.50%
531000 - Information Technology (IT)		$0		$160	0.00%
531500 - Software Licenses	$231	$0	$0	$650	0.00%
531600 - Software Maintenance Agree	$1,235	$1,615	$1,771	$1,575	-2.48%
536000 - Miscellaneous Professional	$1,028	$2,000	$0	$2,000	0.00%
536700 - Abatement Services	$3,774	$50,000	$0	$25,000	-50.00%
544000 - Professional Dues & Certifica	$633	$1,140	$254	$1,645	44.30%
545000 - Magazines, Books & Resour	$51	$350	$311	$550	57.14%
546000 - Conference & Seminar Regis	$73	$1,650	$1,147	$2,100	27.27%
547000 - Travel Expense	$28	$3,600	$1,328	$1,800	-50.00%
547100 - Travel Mileage Reimbursem	$0	$50	$41	$100	100.00%
551100 - Cellular Telephone	$7,521	$9,240	$4,936	$10,740	16.23%
552500 - Vehicle & Equipment Gasolin	$8,554	$3,500	$3,411	$4,200	20.00%
553000 - Printing & Binding	$15	$0	$0	$0	0.00%
557000 - Laundry & Uniforms	$1,120	$2,500	$1,466	$2,700	8.00%
560000 - Miscellaneous	$160	$750	$128	$750	0.00%
574000 - Repair & Maintenance - Vehi	$2,847	$4,650	$976	$3,300	-29.03%
595000 - Furniture & Equipment	($1,453)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$2,375	$5,755	$5,755	$0	-100.00%
596000 - Vehicles & Equipment	$15,456	$0	$0	$30,000	0.00%
596100 - Vehicles & Equipment (Repl	$8,928	$21,426	$21,426	$0	-100.00%

Activity Analysis Report - Adopted

1197 - Neighborhood Services

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$643,489	$772,595	$414,909	$851,593	10.23%
Operating Expenses	$28,379	$82,755	$15,911	$61,395	-25.81%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$25,306	$27,181	$27,181	$30,000	10.37%
Total	**$697,175**	**$882,531**	**$458,001**	**$942,988**	**6.85%**

1197 Neighborhood Services

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	564,396	564,396
505100	Other Taxable Comp-Multilingual	8,320	8,320
505200	Other Taxable Comp-Gfit	390	390
508000	Salaries, Overtime	2,000	2,000
509000	Salaries, Part-Time Employees	45,489	45,489
510000	Social Security & Medicare (FICA)	46,809	46,809
514000	Group Insurance	114,160	113,310
514200	Vision Plan	663	663
515000	Retirement Contribution (401A)	47,033	47,033
515100	Retirement Health Savings (RHS)	3,900	3,900
516000	Savings Plan Contribution (401K)	15,683	15,683
519000	Tuition Reimbursement	3,600	3,600
	Subtotal Personnel Services	**852,443**	**851,593**

Operating Expenses

522000 General Operating Supplies				
	Miscellaneous supplies	750	750	
	Subtotal	**750**		**750**
525000 Furniture & Fixtures				
	Desk, cube and chair new position	1,000	1,000	
	Subtotal	**1,000**		**1,000**
526000 Machinery & Equipment				
	Computer, monitor new position	1,375	1,375	
	Miscellaneous Computer Devices & Supplies	1,000	1,000	
	Subtotal	**2,375**		**2,375**
531000 Information Technology (IT) Services				
	Service - Software (Adobe Acrobat Pro DC) (1)	160	160	
	Subtotal	**160**		**160**
531500 Software Licenses				
	Microsoft licenses new position	650	650	
	Subtotal	**650**		**650**
531600 Software Maintenance Agreements				
	Maintenance - Software (Microsoft CALs) (9)	1,575	1,575	
	Subtotal	**1,575**		**1,575**
536000 Miscellaneous Professional Services				
	Contract Services	2,000	2,000	
	Subtotal	**2,000**		**2,000**
536700 Abatement Services				
		25,000	25,000	
	Subtotal	**25,000**		**25,000**

1197 Neighborhood Services

544000 Professional Dues & Certification Fees				
AACR, CEZOA and ICC new position	280		280	
American Association of Code Enforcement (8)	600		600	
Code Enforcement and Zoning Association (CEZOA) (9)	225		225	
International Code Council Certification (3)	540		540	
Subtotal		**1,645**		**1,645**
545000 Magazines, Books & Resource Material				
ICC Residential Code	200		200	
International Code Council (ICC) Property Maintenance Code	150		150	
Miscellaneous Resource and Training Guides	200		200	
Subtotal		**550**		**550**
546000 Conference & Seminar Registration				
American Association of Code Enforcement National Conference	750		750	
Code Enforcement and Zoning Association (CEZOA)	450		450	
ICC training new position	100		100	
International Code Council Training Classes	400		400	
Maryland Landlord Tenant Law Seminar	400		400	
Subtotal		**2,100**		**2,100**
547000 Travel Expense				
American Association of Code Enforcement National Conference	1,800		1,800	
Subtotal		**1,800**		**1,800**
547100 Travel Mileage Reimbursement				
Mileage Reimbursement	100		100	
Subtotal		**100**		**100**
551100 Cellular Telephone				
Cell phone new position	750		750	
Cell phones (7)	6,330		6,330	
Replacement phones	300		300	
Service - Laptop Mobile Data Plan	3,360		3,360	
Subtotal		**10,740**		**10,740**
552500 Vehicle & Equipment Gasoline Expense				
	4,200		4,200	
Subtotal		**4,200**		**4,200**
557000 Laundry & Uniforms				
Inspectors Staff Identification shirts/jackets, etc.	2,700		2,700	
Subtotal		**2,700**		**2,700**
560000 Miscellaneous				
Miscellaneous Community Outreach	750		750	
Subtotal		**750**		**750**
574000 Repair & Maintenance - Vehicles				
Car Washes	300		300	
Vehicle Maintenance (6 Units)	3,000		3,000	
Subtotal		**3,300**		**3,300**
Subtotal Operating Expenses		**61,395**		**61,395**

Capital Outlay

1197 Neighborhood Services
Capital Outlay

596000 Vehicles & Equipment			
Impala and hardware vehicle for new position	30,000	30,000	
Subtotal		**30,000**	**30,000**
Subtotal Capital Outlay		**30,000**	**30,000**
Total		**943,838**	**942,988**

Activity Analysis Report - Adopted

1198 - Animal Control

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$279,807	$287,385	$181,175	$289,501	0.74%
505100 - Other Taxable Comp-Multilin	$2,080	$2,080	$2,080	$2,080	0.00%
505200 - Other Taxable Comp-Gfit		$0		$0	0.00%
507000 - Vacation & Sick Pay	$1,079	$0	$0	$0	0.00%
508000 - Salaries, Overtime	$25,536	$28,402	$17,166	$28,402	0.00%
509000 - Salaries, Part-Time Employe	$14,804	$16,402	$11,103	$16,575	1.05%
510000 - Social Security & Medicare (	$24,326	$25,412	$15,755	$25,588	0.69%
514000 - Group Insurance	$49,943	$56,763	$35,482	$62,382	9.90%
514200 - Vision Plan	$108	$313	$0	$313	0.00%
515000 - Retirement Contribution (401	$22,385	$22,991	$14,494	$24,125	4.93%
516000 - Savings Plan Contribution (4	$8,395	$8,622	$5,188	$6,815	-20.96%
522000 - General Operating Supplies	$388	$750	$335	$750	0.00%
526000 - Machinery & Equipment	$212	$1,000	$0	$500	-50.00%
531000 - Information Technology (IT)		$0		$170	0.00%
531600 - Software Maintenance Agree	$653	$1,720	$867	$700	-59.30%
536000 - Miscellaneous Professional	$1,575	$3,500	$1,018	$3,500	0.00%
543000 - Contributions	$3,500	$3,500	$0	$3,500	0.00%
544000 - Professional Dues & Certifica	$50	$85	$85	$85	0.00%
545000 - Magazines, Books & Resour		$0		$0	0.00%
546000 - Conference & Seminar Regis	$565	$1,150	$0	$1,150	0.00%
547000 - Travel Expense	$1,337	$2,000	$0	$2,000	0.00%
551100 - Cellular Telephone	$4,003	$3,840	$2,723	$4,510	17.45%
552500 - Vehicle & Equipment Gasolin	$6,291	$8,000	$2,305	$5,000	-37.50%
553000 - Printing & Binding	$90	$0	$98	$0	0.00%
554000 - Signage	$102	$0	$0	$0	0.00%
557000 - Laundry & Uniforms	$1,815	$2,800	$1,681	$2,800	0.00%
560000 - Miscellaneous	$14	$2,000	$109	$1,000	-50.00%
573000 - Repair & Maintenance - Mac	$209	$0	$0	$0	0.00%
574000 - Repair & Maintenance - Vehi	$2,068	$4,250	$351	$4,000	-5.88%
595000 - Furniture & Equipment	($735)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$1,205	$2,410	$2,410	$0	-100.00%
596000 - Vehicles & Equipment	($10,000)	$0	$0	$0	0.00%
596100 - Vehicles & Equipment (Repl	$10,000	$20,000	$20,000	$0	-100.00%
Personnel	$428,462	$448,370	$282,443	$455,781	1.65%
Operating Expenses	$22,873	$34,595	$9,570	$29,665	-14.25%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$470	$22,410	$22,410	$0	-100.00%
Total	**$451,805**	**$505,375**	**$314,423**	**$485,446**	**-3.94%**

1198 Animal Control

Expenditure Statement by Object	Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services		
501000 Salaries, Full-Time Employees	289,501	289,501
505100 Other Taxable Comp-Multilingual	2,080	2,080
508000 Salaries, Overtime	28,402	28,402
509000 Salaries, Part-Time Employees	16,575	16,575
510000 Social Security & Medicare (FICA)	25,588	25,588
514000 Group Insurance	63,041	62,382
514200 Vision Plan	313	313
515000 Retirement Contribution (401A)	24,125	24,125
516000 Savings Plan Contribution (401K)	6,815	6,815
Subtotal Personnel Services	**456,440**	**455,781**

Operating Expenses

522000 General Operating Supplies				
	750		750	
Subtotal		**750**		**750**
526000 Machinery & Equipment				
Miscellaneous Computer Devices & Supplies	500		500	
Subtotal		**500**		**500**
531000 Information Technology (IT) Services				
Service - Software (Adobe Acrobat Pro DC) (1)	170		170	
Subtotal		**170**		**170**
531600 Software Maintenance Agreements				
Maintenance - Software (Microsoft CALs) (4)	700		700	
Subtotal		**700**		**700**
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**

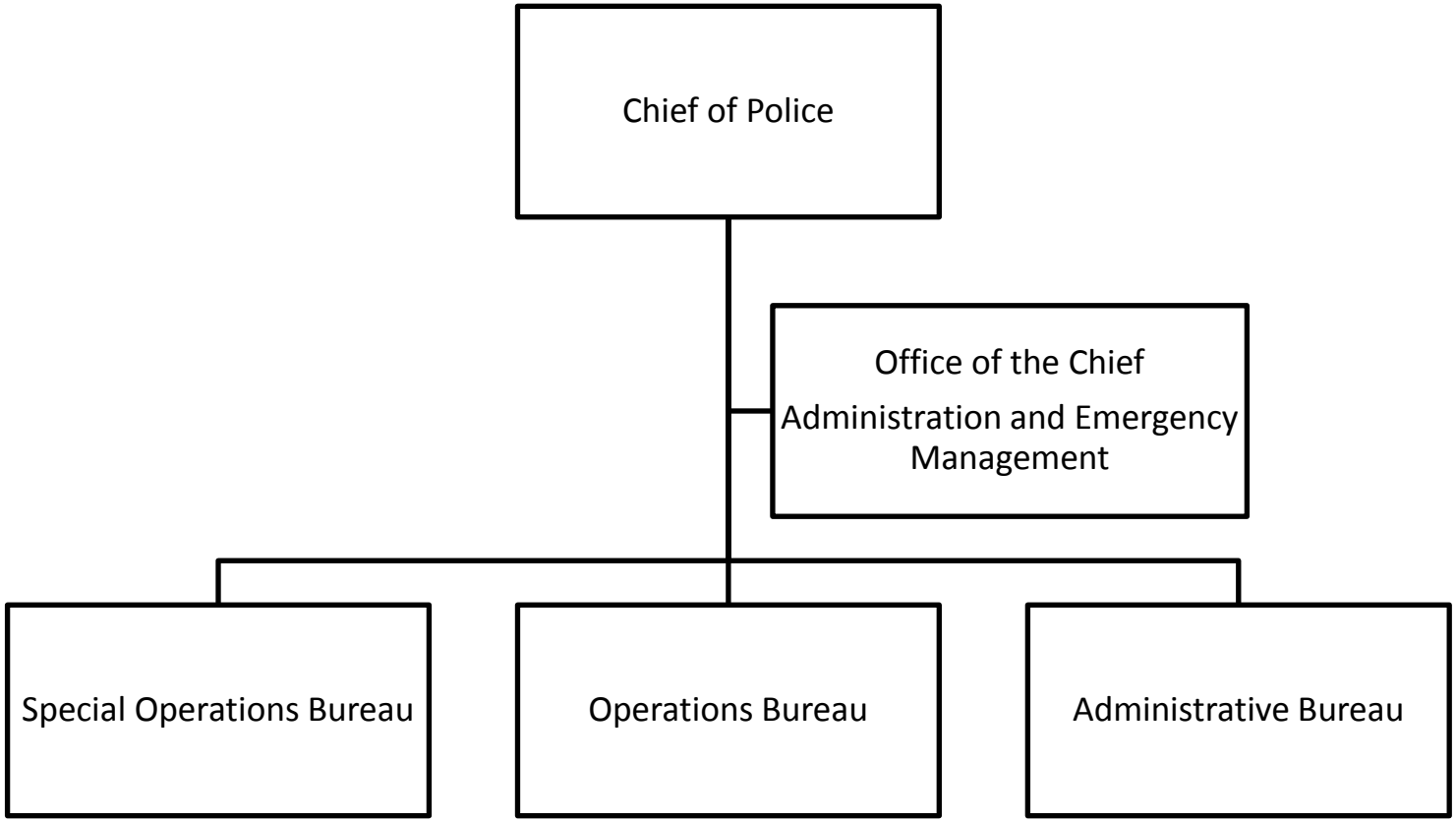
1198 Animal Control

551100 Cellular Telephone				
Animal Control Officers Service (1) no data/(4) with data	$470 +	3,070	3,070	
Service - Laptop Mobile Data Plan (3)		1,440	1,440	
Subtotal		**4,510**		**4,510**
552500 Vehicle & Equipment Gasoline Expense				
		5,000	5,000	
Subtotal		**5,000**		**5,000**
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		1,000	1,000	
Subtotal		**1,000**		**1,000**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (6 Units)		4,000	4,000	
Subtotal		**4,000**		**4,000**
Subtotal Operating Expenses		**29,665**		**29,665**

Total	**486,105**	**485,446**

Flags for our Heroes Memorial Day Event

DEPARTMENT OF POLICE



SERVICES PROVIDED:

The Gaithersburg Police Department shares responsibility for service 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 the 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.

SIGNIFICANT CHANGES:

- 595100 Furniture & Equipment (Replacement) and 596100 Vehicles & Equipment (Replacement) - decreased to zero as they are now included in the Asset Replacement Fund. These accounts were budgeted in FY16 as follows:
    - 595100 Furniture & Equipment (Replacement) $331,129
    - 596100 Vehicle & Equipment (Replacement) $198,792

1211 Police Department

- 526000 Machinery & Equipment – increased by $29,845 due to equipment purchases needed for new positions.
- 531000 Information Technology (IT) Services – increased by $16,172. Of this increase, $9,495 was for maintenance of PowerDMS (document management program purchased in November 2015) and Geofeedia (program purchased in FY16 to monitor and analyze social media posts in and around the City – used by the Detectives for intelligence). $7,042 of this increase is related to software for new positions authorized.
- 531600 Software Maintenance Agreements – increased by $5,540 for Analyst Notebook (crime analyst data management purchased in FY16) and ZetX Trax (analyzing and tracking of cell phone data for criminal investigations – purchased in FY16).
- 536000 Miscellaneous Professional Services – increased by $28,183 from additions to include LinX (which has been covered by a grant in the past), promotion consultant (must have a promotion in FY17), installer of SCU equipment removal/installation into lease vehicles, uniform tailoring, integration of old data into FileOnQ to be recognized by required system upgrade, investigative unit interview transcription service, and applicant testing materials/grading. All additional services for FY17 budget are $29,020.

- 551100 Cellular Telephone – decreased by $5,460 based on data plan amounts for the number of devices. Added data plan for command staff member's laptop.
- 552500 Vehicle & Equipment Gasoline Expenses – decreased by $38,600 due to decrease in gasoline usage and price per gallon.
- 567000 Rental & Use Charges – decreased by $5,945 as some new rental equipment was covered in a contract for professional services and the account was reduced as NCIC/County network usage fees were reduced based on historical actual costs.
- 568300 Forfeiture Expenditures – increased by $10,000 as this account was not budgeted in the prior year.
- 573000 Repair & Maintenance Machinery & Equipment – increased by $13,105 adding MRA Solutions (annual calibration of speed cameras) and maintenance of the in-car camera wireless off-load system (camera system will not operate without this maintenance to integrate new HD cameras that are only offered now).
- 596000 Vehicles & Equipment – increased by $165,800 due to adding two cars to increase the fleet level and two additional vehicles for new positions. Trying to raise vehicle inventory to be able to actually replace vehicles without keeping them as unfunded fleet vehicles when we utilize VRF. Currently, operating with 58 patrol (marked, unmarked, and K9) vehicles. Unit price includes car, up-fitting, arbitrator & radio.

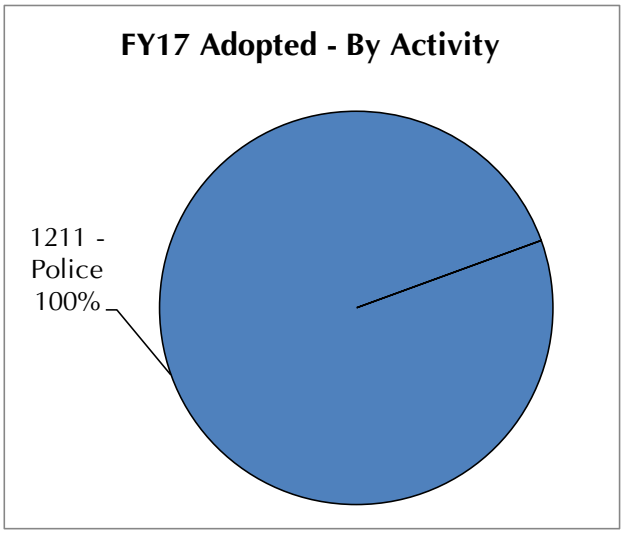
STRATEGIC PLAN DIRECTIONS:

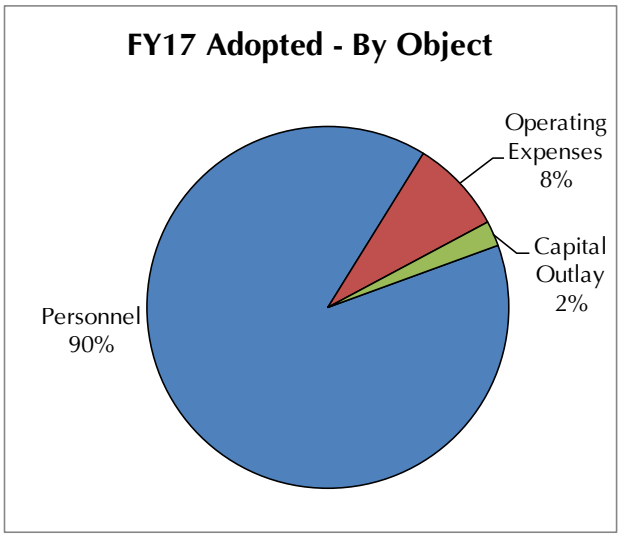
The City's Strategic Plan provides the overall approach to achieving the vision of the City of Gaithersburg by identifying organizational goals, the actions needed to achieve those goals, and ways to measure progress towards those goals. The Plan is evaluated every year and is used to guide the development of operating and a capital budgets to ensure that there are adequate resources to achieve the City's vision. The Plan also helps City departments to create work plans and helps residents understand the City's goals and how they will be achieved. In addition to creating the overarching Mission, Vision and Guiding Principles, the Strategic Plan is divided into eleven individual strategic directions focused on core elements. While some of the individual strategic directions such as communication have an impact on all budgeted activities, the following is a list of individual strategic directions which have a direct correlation to this department's budgeted activities:

- Police

Departmental Budget Summary

Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Activity					
1211 - Police Department	$ 8,773,536	$5,876,981	$9,149,578	$9,123,925	-0.28%
Total	$ 8,773,536	$5,876,981	$9,149,578	$9,123,925	-0.28%





Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Object					
Personnel	$ 7,706,689	$4,963,840	$7,872,273	$8,156,506	3.61%
Operating Expenses	779,366	381,054	707,384	761,619	7.67%
Capital Outlay	287,481	532,086	569,921	205,800	-63.89%
Total	$ 8,773,536	$5,876,981	$9,149,578	$9,123,925	-0.28%

Departmental Staffing by Position

1211 - Police Administration	FY 15	FY 16	FY 17
Chief of Police	1	1	1
Police Lieutenant/Operations Bureau Commander	1	1	1
Police Lieutenant/Administrative Bureau Commander	1	1	1
Police Lieutenant/Special Operations Bureau Com.	1	1	1
Police Training & Emergency Operations Coord.	0	0	1
Emergency Management Coordinator	1	1	0
Police Sergeant	9	9	9
Police Corporal	9	9	9
Police Officer III	14	14	16
Police Officer II	10	12	10
Police Officer I	11	9	9
Police Accreditation Manager	1	1	1
Police Systems Support Manager	0	0	1
Police Officer Candidate	0	0	2
Crime Analyst	1	1	1
Speed Camera Technician Supervisor	1	1	1
Administrative Support Supervisor/Police	1	1	1
Administrative Assistant II/Police	2	2	2
Speed Camera Technician	1	1	1
Part-Time Personnel	2.55	2.53	2.53
Subtotal	**67.55**	**67.53**	**70.53**

TOTAL	FY 15	FY 16	FY 17
Full-Time Personnel	65	65	68
Part-Time Personnel	2.55	2.53	2.53
	67.55	67.53	70.53

Activity Analysis Report - Adopted

1211 - Police Department

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$5,220,051	$5,223,753	$3,304,452	$5,472,125	4.75%
505100 - Other Taxable Comp-Multilin	$29,120	$27,040	$22,880	$24,960	-7.69%
505200 - Other Taxable Comp-Gfit	$4,408	$4,003	$4,425	$5,207	30.08%
505300 - Other Taxable Comp-Housin	$9,100	$8,400	$9,400	$13,200	57.14%
507000 - Vacation & Sick Pay	$68,733	$0	$72,788	$0	0.00%
508000 - Salaries, Overtime	$342,094	$418,711	$228,698	$350,000	-16.41%
509000 - Salaries, Part-Time Employe	$79,324	$92,510	$49,249	$77,474	-16.25%
510000 - Social Security & Medicare (	$429,254	$439,686	$270,561	$451,319	2.65%
514000 - Group Insurance	$741,645	$799,704	$504,951	$891,045	11.42%
514200 - Vision Plan	$2,636	$3,941	$701	$4,217	7.00%
515000 - Retirement Contribution (401	$405,554	$417,901	$257,799	$437,775	4.76%
515050 - Supplemental Retirement Co	$209,341	$228,247	$130,994	$224,139	-1.80%
515100 - Retirement Health Savings (	$24,464	$27,164	$17,424	$33,804	24.44%
516000 - Savings Plan Contribution (4	$140,470	$156,713	$87,971	$153,541	-2.02%
519000 - Tuition Reimbursement	$494	$24,500	$1,545	$17,700	-27.76%
521000 - Office Supplies	$18,947	$20,700	$11,870	$18,500	-10.63%
522000 - General Operating Supplies	$13,061	$16,261	$3,949	$16,455	1.19%
522200 - Photographic, Audio, Video	$0	$0	$161	$0	0.00%
523300 - Police Outreach Programs/O	$4,573	$6,400	$1,960	$5,600	-12.50%
523400 - Police Weapons, Accessorie	$120,197	$66,710	$10,676	$70,639	5.89%
525000 - Furniture & Fixtures	$645	$1,000	$0	$1,000	0.00%
526000 - Machinery & Equipment	$81,971	$3,000	$2,426	$32,845	994.83%
530000 - Accounting & Audit	$1,884	$1,500	$1,510	$2,500	66.67%
531000 - Information Technology (IT)	$2,250	$26,480	$7,000	$42,652	61.07%
531500 - Software Licenses	$4,272	$0	$0	$650	0.00%
531600 - Software Maintenance Agree	$57,268	$44,280	$47,520	$49,820	12.51%
536000 - Miscellaneous Professional	$20,741	$16,668	$13,160	$44,851	169.08%
536500 - Investigations	$0	$0	$33	$0	0.00%
542000 - Awards & Presentations	$2,534	$2,000	$686	$1,500	-25.00%
544000 - Professional Dues & Certifica	$4,740	$5,485	$4,735	$4,955	-9.66%
545000 - Magazines, Books & Resour	$643	$685	$48	$740	8.03%
546000 - Conference & Seminar Regis	$8,732	$19,175	$15,120	$19,830	3.42%
547000 - Travel Expense	$7,184	$7,800	$3,948	$7,800	0.00%
547100 - Travel Mileage Reimbursem	$140	$200	$27	$150	-25.00%
551100 - Cellular Telephone	$44,808	$54,680	$30,917	$49,220	-9.99%
552500 - Vehicle & Equipment Gasolin	$169,555	$198,600	$70,258	$160,000	-19.44%
553000 - Printing & Binding	$1,070	$2,300	$1,441	$1,500	-34.78%
556000 - Postage	$1,329	$2,500	$630	$1,500	-40.00%
556500 - Messenger Services	$309	$500	$174	$400	-20.00%
557000 - Laundry & Uniforms	$51,873	$75,355	$25,897	$71,272	-5.42%
560000 - Miscellaneous	$2,264	$2,500	$2,936	$2,600	4.00%
561000 - Local, In-Services Meals	$666	$1,000	$547	$1,000	0.00%

Activity Analysis Report - Adopted

1211 - Police Department

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
567000 - Rental & Use Charges	$35,574	$39,735	$21,981	$33,790	-14.96%
567100 - Rental of Facilities	$0	$3,600	$1,700	$3,600	0.00%
568300 - Forfeiture Expenditures	$7,100	$0	$17,133	$10,000	0.00%
573000 - Repair & Maintenance - Mac	$21,043	$6,170	$17,791	$19,275	212.40%
574000 - Repair & Maintenance - Vehi	$93,994	$82,100	$64,821	$86,975	5.94%
592000 - Software	$10,500	$0	$0	$0	0.00%
595000 - Furniture & Equipment	($216,651)	$0	$2,165	$0	0.00%
595100 - Furniture & Equipment (Repl	$260,222	$331,129	$331,129	$0	-100.00%
596000 - Vehicles & Equipment	$59,252	$40,000	$0	$205,800	414.50%
596100 - Vehicles & Equipment (Repl	$174,158	$198,792	$198,792	$0	-100.00%
Personnel	$7,706,689	$7,872,273	$4,963,840	$8,156,506	3.61%
Operating Expenses	$779,366	$707,384	$381,054	$761,619	7.67%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$287,481	$569,921	$532,086	$205,800	-63.89%
Total	**$8,773,536**	**$9,149,578**	**$5,876,981**	**$9,123,925**	**-0.28%**

1211 Police Department

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	5,467,210	5,472,125
505100	Other Taxable Comp-Multilingual	24,960	24,960
505200	Other Taxable Comp-Gfit	5,207	5,207
505300	Other Taxable Comp-Housing Stipend	13,200	13,200
508000	Salaries, Overtime	350,000	350,000
509000	Salaries, Part-Time Employees	77,474	77,474
510000	Social Security & Medicare (FICA)	450,943	451,319
514000	Group Insurance	899,231	891,045
514200	Vision Plan	4,217	4,217
515000	Retirement Contribution (401A)	437,381	437,775
515050	Supplemental Retirement Contribution	224,139	224,139
515100	Retirement Health Savings (RHS)	33,804	33,804
516000	Savings Plan Contribution (401K)	153,394	153,541
519000	Tuition Reimbursement	17,700	17,700
	Subtotal Personnel Services	**8,158,860**	**8,156,506**

Operating Expenses

521000 Office Supplies			
	E-Tickets Paper	2,000	2,000
	Miscellaneous Office Supplies	4,500	4,500
	Printer and Copier Supplies	12,000	12,000
	Subtotal	**18,500**	**18,500**
522000 General Operating Supplies			
		0	0
	Blood Kits	175	175
	Drug Testing Kits	500	500
	Evidence Packing Supplies	4,000	4,000
	First Aid Supplies	3,000	3,000
	Flares	500	500
	K9 Accessories	750	750
	K9 Boarding	1,750	1,750
	K9 Food	1,650	1,650
	K9 Veterinarian	3,375	3,375
	PBT Solution	90	90
	Portable Breath Test Tubes (1,000)	230	230
	VEIP Vouchers	435	435
	Subtotal	**16,455**	**16,455**
523300 Police Outreach Programs/Operational Supplies			
	DARE	300	300
	Media Boosting	300	300
	National Night Out	3,000	3,000
	Neighborhood Watch Materials	300	300
	Promotional Materials	700	700
	Recruitment	1,000	1,000
	Subtotal	**5,600**	**5,600**

1211 Police Department

523400 Police Weapons, Accessories & Supplies				
Ammunition	47,000		47,000	
Ammunition - Less Lethal Training	4,700		4,700	
Firearm Targets	1,000		1,000	
Gun Cleaning Supplies	500		500	
Miscellaneous Range Supplies	500		500	
OC Spray Replacement (67 Units)	940		940	
Spare Handgun Parts and Supplies	1,000		1,000	
Taser - Batteries	195		195	
Taser - Cartridges	7,540		7,540	
Taser - Holsters	1,380		1,380	
Taser Training Accessories	800		800	
Various police weapons and accessories, including training access	5,084		5,084	
Subtotal		**70,639**		**70,639**
525000 Furniture & Fixtures				
Property Room Shelving and Containers	1,000		1,000	
Subtotal		**1,000**		**1,000**
526000 Machinery & Equipment				
MDC, portable radio, and Etix printer, new computer and monitor	24,825		24,825	
Miscellaneous Computer Devices & Supplies	3,000		3,000	
Patrol Vehicle Prisoner Seat Belt System (22)	4,620		4,620	
TR - Desktop-To-Laptop Upgrade	400		400	
Subtotal		**32,845**		**32,845**
530000 Accounting & Audit				
Credit Card Processing Fees	2,500		2,500	
Subtotal		**2,500**		**2,500**
531000 Information Technology (IT) Services				
CAD License, Microsoft/Network, Virtual Partner, PowerDMS lic	7,042		7,042	
Service - Public Safety Camera System Maintenance	15,000		15,000	
Service - Software (Adobe Acrobat Pro DC) (4)	635		635	
Service - Software (Evidence.com)	3,480		3,480	
Service - Software (Geofeedia)	7,000		7,000	
Service - Software (PowerDMS)	9,495		9,495	
Subtotal		**42,652**		**42,652**
531500 Software Licenses				
Microsoft licenses new position	650		650	
Subtotal		**650**		**650**

1211 Police Department

531600 Software Maintenance Agreements				
Maintenance - Software (ADORE)	660		660	
Maintenance - Software (Advanced Public Safety QuickVoice)	3,230		3,230	
Maintenance - Software (Analyst Notebook)	2,000		2,000	
Maintenance - Software (ATAC Crime Analysis)	885		885	
Maintenance - Software (Bait Car GPS)	500		500	
Maintenance - Software (Biokey/Interact Public Safety Systems)	9,200		9,200	
Maintenance - Software (CapWIN)	8,420		8,420	
Maintenance - Software (Cellebrite UFED Phone Device)	3,100		3,100	
Maintenance - Software (Currency Counter)	250		250	
Maintenance - Software (FileOnQ Tracking)	3,525		3,525	
Maintenance - Software (Guardian Tracking)	1,385		1,385	
Maintenance - Software (Identi-Kit)	410		410	
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	
Maintenance - Software (ZetX TRAX)	1,660		1,660	
Subtotal		**49,820**		**49,820**
536000 Miscellaneous Professional Services				
3SI Security	204		204	
Accurint / CLEAR	2,800		2,800	
Applicant Testing Materials/Grading	500		500	
FileOnQ Upgrade Integration/Training	3,000		3,000	
Investigative Fees (Transcription Service)	1,250		1,250	
Major (SCU Vehicle Install/Removal of Equipment)	7,800		7,800	
NCR - LinX	2,500		2,500	
Promotion Consultant	13,500		14,737	
Shredder Services	640		640	
Taisey Security	7,600		7,600	
Towing Services	700		700	
Trans Union	1,400		1,400	
Uniform Tailoring & Alterations	1,000		1,000	
Vehicle Bloodborne Pathogen Cleaning	720		720	
Subtotal		**43,614**		**44,851**
542000 Awards & Presentations				
	1,500		1,500	
Subtotal		**1,500**		**1,500**
544000 Professional Dues & Certification Fees				
Accreditation Fee - Annual	4,065		4,065	
Chesapeake Region Law Enforcement Accreditation Alliance	25		25	
FBINAA	90		90	
International Association of Chiefs of Police	110		110	
Maryland Chiefs	150		150	
Maryland Municipal Police Executives Association	100		100	
Metropolitan Washington Council Of Governments	175		175	
National Safety Council First Responders	40		40	
United States Police Canine Association	200		200	
Subtotal		**4,955**		**4,955**

1211 Police Department

545000 Magazines, Books & Resource Material				
Collateral book and hazmat book	40		40	
International Association of Chief's of Police IACP Model Policies	50		50	
K9 Terry Flex Legal Updates and Opinion Website	80		80	
K9 Trade Magazine Subscription	70		70	
Traffic Article Books and Digest of Criminal Laws (20 @ $25)	500		500	
Subtotal		**740**		**740**
546000 Conference & Seminar Registration				
All Hands Meetings	1,500		1,500	
Basic Instructors Course - MPCTC	350		350	
CALEA Conference	800		800	
New Officier Training	0		2,500	
Taser Instructor Certification	1,180		1,180	
Training - General	8,000		8,000	
Training - Use of Force Instructors	4,000		4,000	
Use of Force Seminar (1 @ $1,500)	1,500		1,500	
Subtotal		**17,330**		**19,830**
547000 Travel Expense				
Training - General	7,800		7,800	
Subtotal		**7,800**		**7,800**
547100 Travel Mileage Reimbursement				
Tolls and Parking	150		150	
Subtotal		**150**		**150**
551100 Cellular Telephone				
Cellular Telephone (22)	14,300		14,300	
Data plan for MDC - new positions	1,000		1,000	
Ipads (4)	1,920		1,920	
Service - Javelin GPS (2)	800		800	
Service - MDC/Laptop Mobile Data Plan (64)	30,720		30,720	
TR - Data Plan for Additional Laptop	480		480	
Subtotal		**49,220**		**49,220**
552500 Vehicle & Equipment Gasoline Expense				
	160,000		160,000	
Subtotal		**160,000**		**160,000**
553000 Printing & Binding				
Department Forms (Warnings, Citations, Parking)	1,500		1,500	
Subtotal		**1,500**		**1,500**
556000 Postage				
Postage	1,500		1,500	
Subtotal		**1,500**		**1,500**
556500 Messenger Services				
Courier Services	400		400	
Subtotal		**400**		**400**

1211 Police Department

557000 Laundry & Uniforms				
	0		0	
Ballistic Vests (1 @ $1070)	1,070		1,070	
Ballistic Vests (4 at $1,000 - (2) Speed Enforcement and (2) Parki	4,000		4,000	
Cleaning and Footwear Allowances - (60 @ $270)	16,200		16,200	
Clothing Allowance - Investigations (1 @ $1,000)	1,000		1,000	
Clothing Allowance - SCU (1 @ $750)	750		750	
Flat Badge Wallets	45		45	
Flat Badges (3 @ $80)	240		240	
Honor Guard - Cold Weather Coats (3 @ $131)	393		393	
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	
Honor Guard Holsters	900		900	
Patrol Clothing Gear and Accessories	28,000		28,000	
Patrol Uniforms	6,164		6,164	
Training Instructor Uniforms (Use of Force/Firearms)	350		350	
Uniforms and gear new positions	11,400		11,400	
Subtotal		**71,272**		**71,272**
560000 Miscellaneous				
Drink More Delivery, Inc.(Water)	2,600		2,600	
Subtotal		**2,600**		**2,600**
561000 Local, In-Services Meals				
Local Meals	1,000		1,000	
Subtotal		**1,000**		**1,000**
567000 Rental & Use Charges				
Automobile - Lease Agreement - SCU (5)	26,820		26,820	
Automobile - Lease Agreement Taxes and Tags - SCU (1 @ $1,85	1,850		1,850	
EZ Pass (Out-of-State)	500		500	
NCIC/County Network Usage Fees	4,620		4,620	
Subtotal		**33,790**		**33,790**
567100 Rental of Facilities				
Frederick City Range	3,600		3,600	
Subtotal		**3,600**		**3,600**
568300 Forfeiture Expenditures				
	10,000		10,000	
Subtotal		**10,000**		**10,000**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - AED Inspection and Maintenance (14 @ $225)	3,150		3,150	
Maintenance - Hardware (Currency Counter)	355		355	
Maintenance - Hardware (In-car Camera Wireless Offload Units)	4,110		4,110	
Maintenance - Speed Camera Calibration (12 Units)	8,325		8,325	
Maintenance & Supplies - Copier (Ricoh - BW) (3)	1,485		1,485	
Maintenance & Supplies - Copier (Ricoh - Color Copying) (3)	1,850		1,850	
Subtotal		**19,275**		**19,275**

1211 Police Department

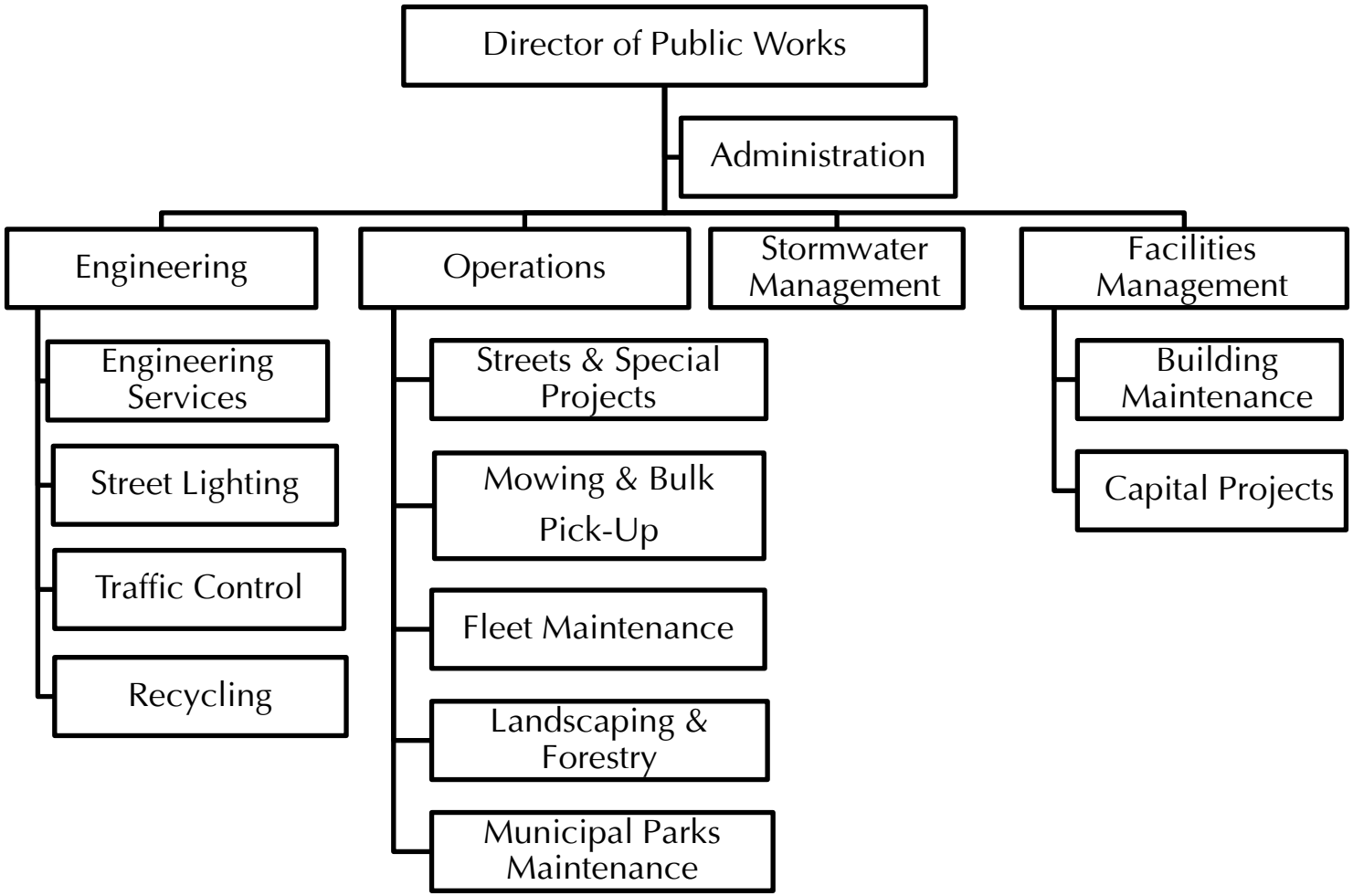
574000 Repair & Maintenance - Vehicles			
Car Washes	2,300	2,300	
Mountain Bike Maintenance	625	625	
Towing Services	1,050	1,050	
Vehicle Maintenance (81 Units)	83,000	83,000	
Subtotal		**86,975**	**86,975**
Subtotal Operating Expenses		**757,882**	**761,619**

Capital Outlay

596000 Vehicles & Equipment			
New patrol vehicle for new positions	102,900	102,900	
Patrol Vehicle with installed emergency equipment	102,900	102,900	
Subtotal		**205,800**	**205,800**
Subtotal Capital Outlay		**205,800**	**205,800**
Total		**9,122,542**	**9,123,925**

City Hall

DEPARTMENT OF PUBLIC WORKS



SERVICES PROVIDED:

The mission of the Public Works Department is to improve the quality of life in the City by maintaining and preserving the City's infrastructure, parks and facilities in an attractive and safe condition. This department is dedicated to providing a high level of quality and cost-effective services to our customers.

The Public Works Department performs a variety of services including: snow removal; street sweeping; repair and maintenance of streets, sidewalks and storm drains; beautification of streets, public buildings, and parks; recycling; city vehicle maintenance; and stormwater management. Engineering functions include reviews of site plans, storm water management, sediment control, and paving.

The Public Works Department is responsible for maintaining all City facilities including custodial services, utilities, repairs, supervision of construction and service contracts for all major equipment. Engineering functions include reviews of storm water management, sediment control, storm drainage, paving, and site plans for new developments.

The Engineering staff administers Capital Improvement Projects (CIP) for road and storm drain projects.

Divisions:

- The Engineering Services Division is responsible for the administration and management of the Public Works Department as well as the design of in-house engineering projects. Staff in this division also provide expertise to the City for traffic, civil engineering and maintenance activities.
- The Facilities Maintenance and Capital Projects Division are responsible for the administration of the care and maintenance of all City buildings, including utilities, custodial service, routine maintenance, and repair. This activity area monitors service contractors of all major equipment. Capital Projects coordinates all construction documents and supervises the construction of all facility Capital Improvement Projects.
- The Operations Division is responsible for maintaining all City streets, City vehicles and pieces of equipment, all median landscaping and flower beds, as well as all grounds and facilities in our City parks. This division is also responsible for a variety of services such as grass cutting, bulk pickup, leaf collection, street sweeping, and litter pickup.

SIGNIFICANT CHANGES:

- 595100 Furniture & Equipment (Replacement) – The following accounts decreased to zero as Furniture & Equipment (Replacement) is now included in the Asset Replacement Fund. These accounts were budgeted in FY16 as follows:
    - 1311 Public Works Administration $13,155
    - 1315 Fleet Maintenance $5,180
    - 1343 Municipal Parks Maintenance $70,255
- 596100 Vehicles & Equipment (Replacement) - The following accounts decreased to zero as Vehicles & Equipment (Replacement) is now included in the Asset Replacement Fund. These accounts were budgeted in FY16 as follows:
    - 1150 Facilities Management $29,142
    - 1311 Public Works Administration $14,510
    - 1312 Streets & Special Projects $85,053
    - 1315 Fleet Maintenance $16,409
    - 1341 Landscaping & Forestry $85,616
    - 1343 Municipal Parks Maintenance $158,419
    - 1344 Mowing and Special Pickups $202,625
    - 1397 Traffic Control $16,937

1150 Facilities Management

- 536300 Contract Cleaning Services – decreased by $10,000 due to the relocation of funds in other Activity Centers.
- 536400 Contract Maintenance Services – increased by $54,500 as the City will begin to contract for snow removal at City owned facilities and parking lots to reduce the strain on Public Works operations staff and equipment.
- 572000 Repair & Maintenance Buildings & Facilities – decreased by $50,000 due to the reallocation of funds in other Activity Centers.
- 596000 Vehicles & Equipment – decreased by $35,000 as no new vehicles were requested in FY17.

1151 Buildings & Grounds City Hall

- 536400 Contract Maintenance Service – increased by $5,853 to account for the various service contracts perform at this site (Elevator, Backflow Testing, Fire Alarm Monitoring, Pest Control, and Generator).
- 550000 Electric – decreased by $35,000 based on historical expenditures.
- 572000 Repair & Maintenance Buildings & Facilities – increased by $15,000 to cover basement waterproofing in the electrical room and backup server room HVAC replacement.

1153 Buildings & Grounds Public Service Facility

- 550000 Electric – decreased by $5,000 based on historical expenditures.
- 572000 Repair & Maintenance Buildings & Facilities – increased by $140,500 to cover the following items: Sand Filter Maintenance, Hydrojetting Green Roof Drains, Replacement of PW Gate, Fire Alarm Panel Repair/Upgrade, Shop Airline Extension, Truck Bay LED Light Upgrade, and existing Salt Barn Column Damage Repair.

1158 Buildings & Grounds Kentlands Mansion

- 536400 Contract Maintenance Service - increased by $5,385 to account for the various service contracts perform at this site (Elevator, Backflow Testing, Fire Alarm Monitoring, Pest Control, and Grease Traps).
- 572000 Repair & Maintenance Buildings & Facilities decreased by $5,000 based on historical expenditures.

1159 Buildings & Grounds Benjamin Gaither Center

- 536000 Miscellaneous Professional Services – decreased by $6,000 due to the realignment of these funds to 536400.
- 536400 Contract Maintenance Services - increased by $12,696 to account for the various service contracts perform at this site (Snow Removal, Backflow Testing, Fire Alarm Monitoring, Pest Control, and Grease Traps)
- 572000 Repair & Maintenance Buildings & Facilities – increased by $50,000 to cover the City's portion of the parking lot milling, paving and striping project at the complex.

1160 Buildings & Grounds Casey Community Center

- 536400 Contract Maintenance Services – increased by $5,986 due to the realignment of funds from other accounts to account for Service contracts at this facility.
- 572000 Repair & Maintenance Buildings & Facilities – decreased by $5,000 due to the major CIP that will be occurring at the facility this FY as well as due to historical costs previously spent at this facility.

1162 Buildings & Grounds Public Safety Facility

- 536300 Contract Cleaning Services - increased by $5,000 due to new City Facility.
- 536400 Contract Maintenance Services – increased by $6,510 due to new City Facility.
- 550000 Electric- increased by $12,000 due to new City Facility.
- 550200 Water – increased by $6,000 due to new City Facility.
- 572000 Repair & Maintenance Buildings & Facilities- increased by $10,000 due to new City Facility.

1164 Buildings & Grounds GAC

- 572000 Repair & Maintenance Buildings and Facilities – decreased by $11,000 to be more in line with historical actual spending.

1165 Buildings & Grounds Activity Center at Bohrer Park

- 550200 Water - decreased $10,000 based on historical usage over the last four years.
- 572000 Repair & Maintenance Buildings & Facilities – increased by $15,000 to complete a project at the side of the building to fix a grading issue/drain issue. This project was moved from the CIP Budget to Operating.

1166 Buildings & Grounds Gaithersburg Arts Barn

- 536400 Contract Maintenance Service – increased by $6,720 to account for the various service contracts perform at this site, such as water treatment, elevator, backflow testing, fire alarm monitoring, and pest control.

1167 Buildings & Grounds Water Park at Bohrer Park

- 550200 Water – increased by $12,000 based on historical usage over the last four years.
- 550700 Recycling Service / Trash Collection - increased by $7,173 due to additional dumpster needed during the summer months.

1170 Buildings & Grounds Gaithersburg Youth Center at Olde Towne

- 572000 Repair & Maintenance Buildings & Facilities increased by $35,000 to complete a project at the rear of the building to fix a grading issue. This project was moved from the CIP Budget to Operating.

1175 Buildings & Grounds Parking Facility

- 536400 Contract Maintenance Services - increased by $10,124 to account for the various service contracts perform at this site (Elevator, Fire Alarm Monitoring, Pest Control)
- 555000 Electric – decreased by $5,000 based on historical averages to bring FY17 budgeted amount closer to historical usage.
- 572000 Repair & Maintenance Buildings & Facilities – decreased by $9,300 as elevator maintenance completed in FY16 was not repeated. This decrease was offset by expected light conversion costs.

1312 Streets and Special Projects

- 522000 General Operating Supplies – increased by $43,000 to account for additional salt storage in our new salt building.
- 529000 Building & Construction Supplies – decreased by $35,500 to reflect the cost reduction of contracting some of the sidewalk replacement work around the City.
- 536400 Contract Services – increased by $100,000 for contract sidewalk replacement due to restructuring of the Streets and Special Projects team.

1343 Municipal Parks Maintenance

- 536400 Contract Maintenance Services – increased by $25,000 to account for the additional maintenance of Constitution Gardens Park.
- 596000 Vehicles and Equipment - increased by $111,000 to purchase one additional trackless unit to assist with mowing, pond maintenance and snow removal operations.

1344 Mowing and Special Pickups

- 536400 Contract Maintenance Services - decreased by $10,000 to reflect actual funds spent.
- 567000 Rental & Use Charges – increased by $19,000 to cover the additional tipping fees at the Montgomery County Transfer Station.
- 574000 Repair & Maintenance Vehicles - increased by $12,000 to cover additional repairs and maintenance of vehicles.
- 596000 Vehicles & Equipment – increased by $150,000 due to the purchase of a new single axle dump truck.

1345 Recycling

- 522000 General Operating Supplies - decreased by $11,350 to account for a reduction in the recycling carts we ordered.
- 567000 Rental & Use Charges – increased by $8,225 to account for increases in the curbside recycling program and the increase in homes receiving this service.

1393 Street Lighting

- 573000 Repair Maintenance Machinery & Equipment – increased by $12,000 to account for cost associated with a new lighting contract.

1397 Traffic Control

- 536000 Miscellaneous Professional Services – decreased by $25,000 to place funding in the correct expenditure code in the budget.
- 536400 Contract Maintenance Services – increased by $25,000 to place funding in the correct expenditure code in the budget.
- 550000 Electric – increased by $10,000 to account for utility rate adjustments.

STRATEGIC PLAN DIRECTIONS:

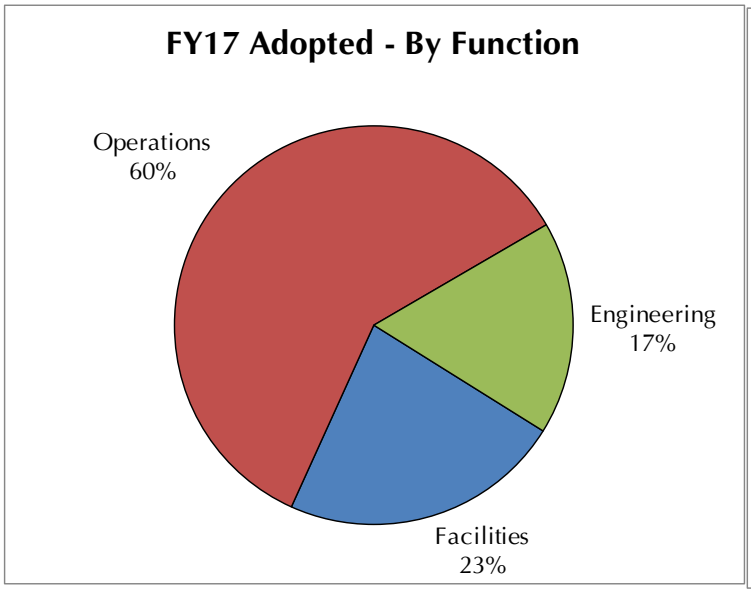
The City's Strategic Plan provides the overall approach to achieving the vision of the City of Gaithersburg by identifying organizational goals, the actions needed to achieve those goals, and ways to measure progress towards those goals. The Plan is evaluated every year and is used to guide the development of operating and a capital budgets to ensure that there are adequate resources to achieve the City's vision. The Plan also helps City departments to create work plans and helps residents understand the City's goals and how they will be achieved. In addition to creating the overarching Mission, Vision and Guiding Principles, the Strategic Plan is divided into eleven individual strategic directions focused on core elements. While some of the individual strategic directions such as communication have an impact on all budgeted activities, the following is a list of individual strategic directions which have a direct correlation to this department's budgeted activities:

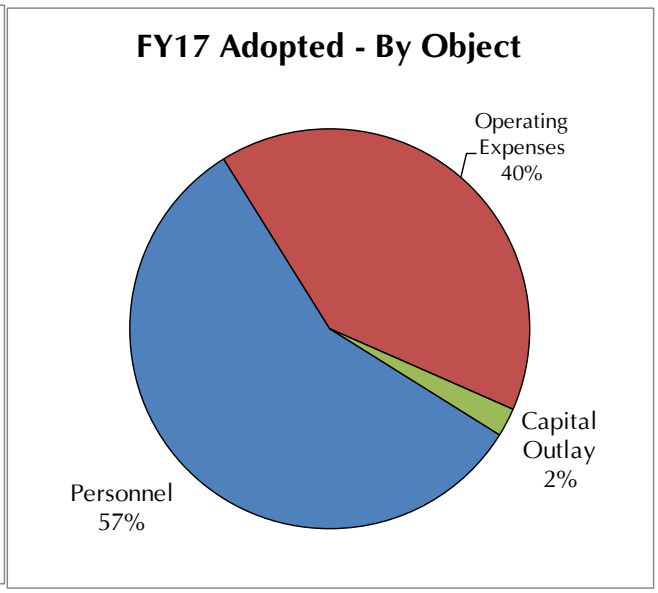
- Environment
- Infrastructure and Facilities
- Parks, Recreation and Culture
- Planning and Development
- Transportation

Departmental Budget Summary

Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Function - Activity					
Facilities					
1150 - Facilities Management	$ 943,685	$ 676,400	$ 1,296,285	$ 1,199,847	-7.44%
1151 - B&G - City Hall	137,877	79,557	215,888	202,081	-6.40%
1152 - B&G - Police Station	57,398	35,215	68,933	72,564	5.27%
1153 - B&G - Public Service Facility	130,004	77,298	129,410	271,810	110.04%
1155 - B&G - Train Station/Freight House	23,479	12,656	30,478	29,568	-2.99%
1158 - B&G - Kentlands Mansion	48,075	24,057	58,900	59,285	0.65%
1159 - B&G - Benjamin Gaither Center	70,197	32,772	74,282	124,078	67.04%
1160 - B&G- Casey Community Center	145,757	73,032	148,737	155,441	4.51%
1161 - B&G - Olde Towne Pavilion	2,758	2,255	3,300	4,870	47.58%
1162 - B&G - Public Safety Facility	-	-	-	42,010	0.00%
1164 - B&G - GAC	21,075	6,693	32,387	19,417	-40.05%
1165 - B&G - Activity Center at Bohrer Park	267,164	157,766	297,381	304,624	2.44%
1166 - B&G - Gaithersburg Arts Barn	70,577	50,859	84,986	85,356	0.44%
1167 - B&G - Water Park at Bohrer Park	140,649	45,266	127,046	150,401	18.38%
1168 - B&G - Miniature Golf	12,892	5,805	24,000	17,300	-27.92%
1169 - B&G - Skate Park	3,036	674	7,295	10,300	41.19%
1170 - B&G - Gaithersburg Youth Center at Olde Towne	37,580	20,634	39,287	71,541	82.10%
1172 - B&G - Gaithersburg Youth Center at Robertson Park	49,263	21,796	55,391	51,356	-7.28%
1173 - B&G - Gaithersburg – CPSC Park Site	22,139	22,440	28,800	39,755	38.04%
1175 - B&G - Parking Facility	82,414	45,781	89,715	83,929	-6.45%
Sub-total Facilities	2,266,019	1,390,953	2,812,501	2,995,533	6.51%
Operations					
1312 - Streets & Special Projects	1,005,618	728,235	1,333,291	978,867	-26.58%
1315 - Fleet Maintenance	524,028	329,285	553,731	565,436	2.11%
1341 - Landscaping & Forestry	1,027,018	667,290	1,266,269	1,113,716	-12.05%
1343 - Municipal Parks Maintenance	1,751,929	1,255,293	1,929,637	2,042,758	5.86%
1344 - Mowing and Special Pickups	1,749,018	1,349,965	2,104,822	2,162,653	2.75%
1345 - Recycling	689,091	560,385	965,775	963,650	-0.22%
Sub-total Operations	6,746,701	4,890,453	8,153,525	7,827,080	-4.00%
Engineering					
1311 - Public Works Administration	822,858	556,127	825,091	809,422	-1.90%
1351 - Engineering Services	426,130	195,594	668,143	557,567	-16.55%
1393 - Street Lighting	593,146	354,829	613,000	625,000	1.96%
1397 - Traffic Control	258,249	104,302	263,752	267,526	1.43%
Sub-total Engineering	2,100,383	1,210,852	2,369,986	2,259,515	-4.66%
Total	$11,113,103	$7,492,258	$13,336,012	$ 13,082,128	-1.90%

PUBLIC WORKS
DEPARTMENT OVERVIEW





Budget Summary	FY15 Actual	FY16 YTD	FY16 Adopted	FY17 Adopted	% Chg
By Object					
Personnel	$ 6,801,793	$4,306,128	$ 7,696,165	$ 7,485,932	-2.73%
Operating Expenses	3,967,596	2,485,919	4,865,636	5,296,196	8.85%
Capital Outlay	343,713	700,211	774,211	300,000	-61.25%
Total	$11,113,103	$7,492,258	$13,336,012	$ 13,082,128	-1.90%

Departmental Staffing by Position

1150 - Facilities Management	**FY 15**	**FY 16**	**FY 17**
Capital Projects/Facilities Division Chief	1	1	1
Capital Projects Program Manager	2	2	2
Project Manager	1	1	1
Manager of Facilities Maintenance	0	0	1
Supervisor	1	1	0
Building & Equipment Maintenance Specialist II	3	2	2
Building & Equipment Maintenance Specialist I	1	2	2
Subtotal	**9**	**9**	**9**

1311 - Public Works Administration	**FY 15**	**FY 16**	**FY 17**
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 15	FY 16	FY 17
Supervisor	1	1	1
Work Force Leader II	1	0	0
Equipment Operator III	2	2	0
Work Force Leader I	0	1	1
Equipment Operator II	1	1	1
Lead Maintenance Worker	1	1	0
Maintenance Worker II	3	4	3
Maintenance Worker I	1	0	0
Part-Time Personnel	0.75	0.75	1.35
Subtotal	**10.75**	**10.75**	**7.35**

1315 - Fleet Maintenance	FY 15	FY 16	FY 17
Manager of Fleet Operations	1	1	1
Lead Mechanic	1	1	1
Mechanic II	3	3	3
Part-Time Personnel	0	0	0.67
Subtotal	**5**	**5**	**5.67**

1341 - Landscaping & Forestry	FY 15	FY 16	FY 17
Project Manager	1	1	1
Supervisor	1	1	1
Work Force Leader II	2	2	2
Lead Maintenance Worker	2	2	2
Maintenance Worker II	6	6	6
Part-Time Personnel	1.5	1.5	2.02
Subtotal	**13.5**	**13.5**	**14.02**

1343 - Municipal Parks Maintenance	FY 15	FY 16	FY 17
Supervisor	1	1	1
Work Force Leader II	5	5	5
Equipment Operator III	1	1	1
Equipment Operator II	1	1	2
Lead Maintenance Worker	1	1	1
Equipment Operator I	3	3	3
Maintenance Worker II	3	3	4
Maintenance Worker I	1	1	1
Part-Time Personnel	1.5	2.25	2.7
Subtotal	**17.5**	**18.25**	**20.7**

1344 - Mowing & Bulk Pickup	FY 15	FY 16	FY 17
Supervisor	1	1	1
Work Force Leader II	2	2	1
Equipment Operator III	0	0	1
Work Force Leader I	0	0	1
Equipment Operator II	8	8	8
Lead Maintenance Worker	1	1	2
Maintenance Worker II	7	7	7
Maintenance Worker I	1	1	1
Part-Time Personnel	3	3	2.7
Subtotal	**23**	**23**	**24.7**

1351 - Engineering Services	FY 15	FY 16	FY 17
Civil Engineer	1	1	0
Project Engineer	2	3	2
Project Manager	0	0	1
Right-of-Way Inspector	0	0	1
Part-Time Personnel	2.12	0.87	0
Subtotal	**5.12**	**4.87**	**4**

1397 - Traffic Control	FY 15	FY 16	FY 17
Work Force Leader II	1	1	1
Lead Maintenance Worker	1	1	1
Part-Time Personnel	0.2	0.2	1.35
Subtotal	**2.2**	**2.2**	**3.35**

3360 - Stormwater Management	FY 15	FY 16	FY 17
Stormwater Program Manager	0	0	1
Civil Engineer	0	0	1
Environmental Specialist	0	0	1
Environmental Technician	0	0	1
Part-Time Personnel	0	0	0.63
Subtotal	**0**	**0**	**4.63**

TOTAL	FY 15	FY 16	FY 17
Full-Time Personnel	83	84	88
Part-Time Personnel	9.07	8.57	11.42
	92.07	**92.57**	**99.42**

Activity Analysis Report - Adopted

1150 - Facilities Management

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$563,047	$664,155	$399,874	$643,970	-3.04%
505200 - Other Taxable Comp-Gfit	$578	$540	$501	$591	9.44%
507000 - Vacation & Sick Pay	$8,547	$0	$6,286	$0	0.00%
508000 - Salaries, Overtime	$33,940	$24,245	$19,988	$35,000	44.36%
510000 - Social Security & Medicare (	$45,420	$52,663	$31,960	$51,941	-1.37%
514000 - Group Insurance	$82,120	$127,268	$66,310	$123,158	-3.23%
514200 - Vision Plan	$477	$644	$328	$552	-14.29%
515000 - Retirement Contribution (401	$45,018	$53,132	$31,985	$53,665	1.00%
515050 - Supplemental Retirement Co	$15,607	$33,208	$12,012	$23,409	-29.51%
515100 - Retirement Health Savings (	$5,665	$6,323	$5,872	$7,800	23.36%
516000 - Savings Plan Contribution (4	$13,437	$19,925	$11,090	$18,655	-6.37%
519000 - Tuition Reimbursement	$0	$21,000	$0	$16,700	-20.48%
521000 - Office Supplies	$2,350	$2,500	$343	$3,000	20.00%
522000 - General Operating Supplies	$10,404	$7,000	$2,900	$7,000	0.00%
525000 - Furniture & Fixtures	$0	$0	$272	$0	0.00%
526000 - Machinery & Equipment	$694	$1,000	$2,274	$3,000	200.00%
531000 - Information Technology (IT)	$0	$0	$0	$635	0.00%
531500 - Software Licenses	$3,101	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$5,405	$7,515	$9,098	$8,555	13.84%
532000 - Engineering & Architectural	$293	$3,500	$3,500	$5,000	42.86%
536000 - Miscellaneous Professional	$668	$1,000	$252	$0	-100.00%
536300 - Contract Cleaning Services	$0	$25,000	$2,136	$15,000	-40.00%
536400 - Contract Maintenance Servic		$0		$54,500	0.00%
536500 - Investigations	$100	$0	$33	$0	0.00%
542000 - Awards & Presentations	$0	$0	$100	$0	0.00%
544000 - Professional Dues & Certifica	$2,072	$5,750	$3,534	$4,966	-13.63%
545000 - Magazines, Books & Resour	$312	$1,000	$1,366	$1,000	0.00%
546000 - Conference & Seminar Regis	$8,541	$27,000	$9,407	$27,000	0.00%
547000 - Travel Expense	$15	$2,400	$243	$2,400	0.00%
550000 - Electric	$5,892	$8,000	$6,045	$7,000	-12.50%
550100 - Gas (Natural)	$370	$4,000	$0	$2,500	-37.50%
550200 - Water	$26	$1,000	$0	$1,000	0.00%
550700 - Recycling Services/Trash Co	$1,590	$7,500	$2,190	$5,000	-33.33%
550900 - Utilities, Other	$3,811	$0	$225	$4,500	0.00%
551000 - Telephone (Landline)	$0	$0	$113	$150	0.00%
551100 - Cellular Telephone	$4,830	$6,750	$2,609	$6,750	0.00%
552500 - Vehicle & Equipment Gasolin	$6,316	$7,000	$3,131	$5,000	-28.57%
553000 - Printing & Binding	$55	$500	$556	$750	50.00%
556000 - Postage	$83	$200	$13	$200	0.00%
557000 - Laundry & Uniforms	$4,429	$5,000	$3,655	$5,500	10.00%
572000 - Repair & Maintenance - Build	$14,312	$100,000	$5,420	$50,000	-50.00%
574000 - Repair & Maintenance - Vehi	$3,030	$4,000	$214	$4,000	0.00%

Activity Analysis Report - Adopted

1150 - Facilities Management

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
595000 - Furniture & Equipment	($289)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$1,165	$1,425	$1,425	$0	-100.00%
596000 - Vehicles & Equipment	$39,685	$35,000	$0	$0	-100.00%
596100 - Vehicles & Equipment (Repl	$10,571	$29,142	$29,142	$0	-100.00%
Personnel	$813,855	$1,003,103	$586,205	$975,441	-2.76%
Operating Expenses	$78,699	$227,615	$59,628	$224,406	-1.41%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$51,131	$65,567	$30,567	$0	-100.00%
Total	**$943,685**	**$1,296,285**	**$676,400**	**$1,199,847**	**-7.44%**

1150 Facilities Management

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	643,970	643,970
505200	Other Taxable Comp-Gfit	591	591
508000	Salaries, Overtime	35,000	35,000
510000	Social Security & Medicare (FICA)	51,941	51,941
514000	Group Insurance	124,437	123,158
514200	Vision Plan	552	552
515000	Retirement Contribution (401A)	53,665	53,665
515050	Supplemental Retirement Contribution	23,409	23,409
515100	Retirement Health Savings (RHS)	7,800	7,800
516000	Savings Plan Contribution (401K)	18,655	18,655
519000	Tuition Reimbursement	16,700	16,700
	Subtotal Personnel Services	**976,720**	**975,441**

Operating Expenses

521000 Office Supplies					
	Supplies	3,000		3,000	
	Subtotal		**3,000**		**3,000**
522000 General Operating Supplies					
	General Supplies	7,000		7,000	
	Subtotal		**7,000**		**7,000**
526000 Machinery & Equipment					
	Miscellaneous Computer Supplies	3,000		3,000	
	Subtotal		**3,000**		**3,000**
531000 Information Technology (IT) Services					
	Service - Software (Adobe Acrobat Pro DC) (4)	635		635	
	Subtotal		**635**		**635**
531600 Software Maintenance Agreements					
	Maintenance - Software (Infor MP2)	2,030		2,030	
	Maintenance - Software (Microsoft CALs) (7)	1,225		1,225	
	Maintenance - Software (RSMeans) (4)	3,450		3,450	
	Maintenance - Software (SmartDraw)	50		50	
	Maintenance - Software (Utility Manager Pro)	1,800		1,800	
	Subtotal		**8,555**		**8,555**
532000 Engineering & Architectural					
		5,000		5,000	
	Subtotal		**5,000**		**5,000**
536300 Contract Cleaning Services					
	Contract Cleaning - special services and events	15,000		15,000	
	Subtotal		**15,000**		**15,000**

1150 Facilities Management

536400 Contract Maintenance Services				
Kellerman House Security	250		250	
Maintenance & Service Contracts for other Facilities that do not ha	1,830		1,830	
Snow Removal at City Facilities	0		50,000	
Wells / Kellerman / 50 Desullum House Pest Control	1,500		1,500	
Wells Fire Alarm Monitoring	380		380	
Wells Washer/Dryer Contract	540		540	
Subtotal		**4,500**		**54,500**
544000 Professional Dues & Certification Fees				
American Public Works Association (1)	200		200	
Association of Energy Engineers (3)	900		900	
CSI (4)	1,000		1,000	
ICMA (1)	150		150	
International Facility Management Association - IFMA (5)	2,000		2,000	
NIGP (1)	80		80	
Project Management Institute (4)	636		636	
Subtotal		**4,966**		**4,966**
545000 Magazines, Books & Resource Material				
	1,000		1,000	
Subtotal		**1,000**		**1,000**
546000 Conference & Seminar Registration				
Building Codes & Regulations Workshop (9 @ $350)	3,150		3,150	
CFM Training (1)	2,795		2,795	
Construction Estimating (4 @ $575)	2,300		2,300	
Construction Management Training through ABC (4 @ $675)	2,700		2,700	
Construction Planning & Scheduling (4 @ $575)	2,300		2,300	
FMP Training (1)	3,195		3,195	
IFMA Conference Registration	950		950	
Microsoft Project / Visio Training (3 @ 400)	1,120		1,120	
NFPA 70E - Arcflash Protection (4 @ $350)	1,400		1,400	
Operations & Maintenance Course (4 @ $600)	2,400		2,400	
OSHA 10-Hour Course (9 @ $350)	3,150		3,150	
Stakeholders Management (4 @ $385)	1,540		1,540	
Subtotal		**27,000**		**27,000**
547000 Travel Expense				
Conference Travel (IFMA)	2,400		2,400	
Subtotal		**2,400**		**2,400**
550000 Electric				
	7,000		7,000	
Subtotal		**7,000**		**7,000**
550100 Gas (Natural)				
	2,500		2,500	
Subtotal		**2,500**		**2,500**
550200 Water				
	1,000		1,000	
Subtotal		**1,000**		**1,000**

1150 Facilities Management

550700 Recycling Services/Trash Collection				
Refuse/Recycling additional Services	5,000		5,000	
Subtotal		**5,000**		**5,000**
550900 Utilities, Other				
Heating Oil / Propane	4,500		4,500	
Subtotal		**4,500**		**4,500**
551000 Telephone (Landline)				
	150		150	
Subtotal		**150**		**150**
551100 Cellular Telephone				
Facility Services (9) I-Phones @ $750.00 each	6,750		6,750	
Subtotal		**6,750**		**6,750**
552500 Vehicle & Equipment Gasoline Expense				
	5,000		5,000	
Subtotal		**5,000**		**5,000**
553000 Printing & Binding				
Blueprint Services	750		750	
Subtotal		**750**		**750**
556000 Postage				
Postage and mailing fees	200		200	
Subtotal		**200**		**200**
557000 Laundry & Uniforms				
Uniforms and Safety Shoes	5,500		5,500	
Subtotal		**5,500**		**5,500**
572000 Repair & Maintenance - Buildings & Facilities				
Misc. Repair Items for buildings without separate activity codes	50,000		50,000	
Subtotal		**50,000**		**50,000**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (8 Units)	4,000		4,000	
Subtotal		**4,000**		**4,000**
Subtotal Operating Expenses		**174,406**		**224,406**
Total		**1,151,126**		**1,199,847**

Activity Analysis Report - Adopted

1151 - Building & Grounds - City Hall

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$4,563	$5,600	$966	$2,500	-55.36%
536000 - Miscellaneous Professional	$910	$750	$282	$0	-100.00%
536300 - Contract Cleaning Services	$39,960	$41,919	$24,452	$41,919	0.00%
536400 - Contract Maintenance Servic		$0		$5,853	0.00%
550000 - Electric	$18,747	$70,000	$12,208	$35,000	-50.00%
550100 - Gas (Natural)	$5,909	$4,000	$1,777	$4,000	0.00%
550200 - Water	$5,016	$4,500	$2,986	$4,750	5.56%
550700 - Recycling Services/Trash Co	$4,409	$4,059	$2,401	$4,059	0.00%
551000 - Telephone (Landline)	$33,323	$30,060	$19,469	$34,000	13.11%
572000 - Repair & Maintenance - Build	$25,040	$55,000	$15,015	$70,000	27.27%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$137,877	$215,888	$79,557	$202,081	-6.40%
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	**$137,877**	**$215,888**	**$79,557**	**$202,081**	**-6.40%**

1151 Building & Grounds - City Hall

Operating Expenses

522000 General Operating Supplies				
General Supplies	2,500		2,500	
Subtotal		**2,500**		**2,500**
536300 Contract Cleaning Services				
	41,919		41,919	
Subtotal		**41,919**		**41,919**
536400 Contract Maintenance Services				
Backflow Testing	330		330	
Elevator Services	1,944		1,944	
Fire Alarm Monitoring	1,185		1,185	
Generator Maintenance	1,890		1,890	
Pest Control	504		504	
Subtotal		**5,853**		**5,853**
550000 Electric				
	35,000		35,000	
Subtotal		**35,000**		**35,000**
550100 Gas (Natural)				
	4,000		4,000	
Subtotal		**4,000**		**4,000**
550200 Water				
	4,750		4,750	
Subtotal		**4,750**		**4,750**
550700 Recycling Services/Trash Collection				
	4,059		4,059	
Subtotal		**4,059**		**4,059**
551000 Telephone (Landline)				
	34,000		34,000	
Subtotal		**34,000**		**34,000**
572000 Repair & Maintenance - Buildings & Facilities				
Backup Server Room HVAC	25,000		25,000	
Basement Waterproofing	15,000		15,000	
General Repairs	30,000		30,000	
Subtotal		**70,000**		**70,000**
Subtotal Operating Expenses		**202,081**		**202,081**
Total		**202,081**		**202,081**

Activity Analysis Report - Adopted

1152 - Building & Grounds - Police Station

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$885	$1,500	$122	$1,000	-33.33%
536000 - Miscellaneous Professional	$480	$1,000	$272	$0	-100.00%
536300 - Contract Cleaning Services	$18,507	$18,345	$10,701	$18,345	0.00%
536400 - Contract Maintenance Servic		$0		$2,521	0.00%
550000 - Electric	$17,710	$20,000	$11,982	$18,000	-10.00%
550100 - Gas (Natural)	$1,535	$2,200	$296	$2,000	-9.09%
550200 - Water	$3,213	$3,000	$2,821	$4,000	33.33%
550700 - Recycling Services/Trash Co	$1,625	$1,198	$708	$1,198	0.00%
551000 - Telephone (Landline)	$10,459	$9,690	$6,318	$10,500	8.36%
572000 - Repair & Maintenance - Build	$2,984	$12,000	$1,993	$15,000	25.00%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$57,398	$68,933	$35,215	$72,564	5.27%
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	**$57,398**	**$68,933**	**$35,215**	**$72,564**	**5.27%**

1152 Building & Grounds - Police Station

Operating Expenses

522000 General Operating Supplies				
General Supplies	1,000		1,000	
Subtotal		**1,000**		**1,000**
536300 Contract Cleaning Services				
Contract Cleaning	18,345		18,345	
Subtotal		**18,345**		**18,345**
536400 Contract Maintenance Services				
Backflow Testing	110		110	
Fire Alarm Monitoring	350		350	
Generator Maintenance	1,581		1,581	
Pest Control	480		480	
Subtotal		**2,521**		**2,521**
550000 Electric				
	18,000		18,000	
Subtotal		**18,000**		**18,000**
550100 Gas (Natural)				
	2,000		2,000	
Subtotal		**2,000**		**2,000**
550200 Water				
	4,000		4,000	
Subtotal		**4,000**		**4,000**
550700 Recycling Services/Trash Collection				
	1,198		1,198	
Subtotal		**1,198**		**1,198**
551000 Telephone (Landline)				
	10,500		10,500	
Subtotal		**10,500**		**10,500**
572000 Repair & Maintenance - Buildings & Facilities				
General M&R	5,000		5,000	
Siding Repairs	5,000		5,000	
Windows Repairs	5,000		5,000	
Subtotal		**15,000**		**15,000**
Subtotal Operating Expenses		**72,564**		**72,564**
Total		**72,564**		**72,564**

Activity Analysis Report - Adopted

1153 - Building & Grounds - Public Service Facility

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$4,712	$6,000	$3,111	$5,000	-16.67%
536000 - Miscellaneous Professional	$1,830	$750	$200	$0	-100.00%
536300 - Contract Cleaning Services	$15,781	$10,238	$5,972	$14,000	36.75%
536400 - Contract Maintenance Servic	$0	$4,000	$0	$7,010	75.25%
550000 - Electric	$38,582	$45,000	$25,965	$40,000	-11.11%
550100 - Gas (Natural)	$18,520	$16,000	$6,724	$16,000	0.00%
550200 - Water	$4,505	$4,500	$2,056	$4,800	6.67%
550700 - Recycling Services/Trash Co	$1,532	$1,992	$1,179	$3,500	75.70%
551000 - Telephone (Landline)	$5,727	$5,130	$3,323	$6,000	16.96%
560000 - Miscellaneous	$0	$800	$0	$0	-100.00%
572000 - Repair & Maintenance - Build	$38,816	$35,000	$28,768	$175,500	401.43%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$130,004	$129,410	$77,298	$271,810	110.04%
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	**$130,004**	**$129,410**	**$77,298**	**$271,810**	**110.04%**

1153 Building & Grounds - Public Service Facility

Operating Expenses

522000 General Operating Supplies				
General Supplies	5,000		5,000	
Subtotal		**5,000**		**5,000**
536300 Contract Cleaning Services				
	14,000		14,000	
Subtotal		**14,000**		**14,000**
536400 Contract Maintenance Services				
Backflow Testing	110		110	
Fire Alarm Monitoring	420		420	
Generator Maintenance	1,000		1,000	
Pest Control	480		480	
Underground Fuel Tank Annual Inspections	5,000		5,000	
Subtotal		**7,010**		**7,010**
550000 Electric				
	40,000		40,000	
Subtotal		**40,000**		**40,000**
550100 Gas (Natural)				
	16,000		16,000	
Subtotal		**16,000**		**16,000**
550200 Water				
	4,800		4,800	
Subtotal		**4,800**		**4,800**
550700 Recycling Services/Trash Collection				
	3,500		3,500	
Subtotal		**3,500**		**3,500**
551000 Telephone (Landline)				
	6,000		6,000	
Subtotal		**6,000**		**6,000**
572000 Repair & Maintenance - Buildings & Facilities				
Existing Salt Barn Pole Damage Repairs	25,000		25,000	
Fire Alarm Panel Upgrade	10,000		10,000	
General M&R	23,000		23,000	
Hydrojetting Green Roof Drains	2,500		2,500	
PW Shop Airline Extension	5,000		5,000	
Replacement PW Yard Gate	25,000		25,000	
Sand Filter Maintenance	80,000		80,000	
Truck Bay LED Lighting Upgrade	5,000		5,000	
Subtotal		**175,500**		**175,500**
Subtotal Operating Expenses		**271,810**		**271,810**

Total	**271,810**	**271,810**

Activity Analysis Report - Adopted

1155 - Building & Grounds - Train Station/Freight House

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$535	$650	$91	$500	-23.08%
536000 - Miscellaneous Professional	$420	$750	$247	$0	-100.00%
536300 - Contract Cleaning Services	$2,702	$2,688	$1,568	$2,688	0.00%
536400 - Contract Maintenance Servic		$0		$1,530	0.00%
550000 - Electric	$13,933	$17,000	$8,220	$15,000	-11.76%
550100 - Gas (Natural)	$2,705	$3,000	$885	$3,000	0.00%
550200 - Water	$0	$500	$0	$500	0.00%
551000 - Telephone (Landline)	$286	$290	$169	$350	20.69%
572000 - Repair & Maintenance - Build	$2,898	$5,600	$1,476	$6,000	7.14%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$23,479	$30,478	$12,656	$29,568	-2.99%
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	**$23,479**	**$30,478**	**$12,656**	**$29,568**	**-2.99%**

1155 Building & Grounds - Train Station/Freight House

Operating Expenses

522000 General Operating Supplies				
General Supplies	500		500	
Subtotal		**500**		**500**
536300 Contract Cleaning Services				
	2,688		2,688	
Subtotal		**2,688**		**2,688**
536400 Contract Maintenance Services				
Backflow Testing	110		110	
Grease Traps	1,000		1,000	
Pest Control	420		420	
Subtotal		**1,530**		**1,530**
550000 Electric				
	15,000		15,000	
Subtotal		**15,000**		**15,000**
550100 Gas (Natural)				
	3,000		3,000	
Subtotal		**3,000**		**3,000**
550200 Water				
	500		500	
Subtotal		**500**		**500**
551000 Telephone (Landline)				
	350		350	
Subtotal		**350**		**350**
572000 Repair & Maintenance - Buildings & Facilities				
General Repairs	6,000		6,000	
Subtotal		**6,000**		**6,000**
Subtotal Operating Expenses		**29,568**		**29,568**
Total		**29,568**		**29,568**

Activity Analysis Report - Adopted

1158 - Building & Grounds - Kentlands Mansion

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$157	$1,500	$33	$1,000	-33.33%
536000 - Miscellaneous Professional	$480	$500	$272	$0	-100.00%
536300 - Contract Cleaning Services	$372	$0	$0	$0	0.00%
536400 - Contract Maintenance Servic		$0		$5,385	0.00%
550000 - Electric	$14,679	$17,000	$11,020	$16,000	-5.88%
550100 - Gas (Natural)	$5,875	$5,000	$1,399	$6,000	20.00%
550200 - Water	$1,828	$2,600	$899	$2,200	-15.38%
550700 - Recycling Services/Trash Co	$3,264	$3,300	$2,132	$3,900	18.18%
551000 - Telephone (Landline)	$4,573	$4,000	$2,920	$4,800	20.00%
572000 - Repair & Maintenance - Build	$16,847	$25,000	$5,382	$20,000	-20.00%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$48,075	$58,900	$24,057	$59,285	0.65%
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	**$48,075**	**$58,900**	**$24,057**	**$59,285**	**0.65%**

1158 Building & Grounds - Kentlands Mansion

Operating Expenses

522000 General Operating Supplies				
General Supplies	1,000		1,000	
Subtotal		**1,000**		**1,000**
536400 Contract Maintenance Services				
Backflow Testing	1,000		1,000	
Elevator M&R	2,400		2,400	
Fire Alarm Monitoring	1,175		1,175	
Grease Traps	330		330	
Pest Control	480		480	
Subtotal		**5,385**		**5,385**
550000 Electric				
	16,000		16,000	
Subtotal		**16,000**		**16,000**
550100 Gas (Natural)				
	6,000		6,000	
Subtotal		**6,000**		**6,000**
550200 Water				
	2,200		2,200	
Subtotal		**2,200**		**2,200**
550700 Recycling Services/Trash Collection				
	3,900		3,900	
Subtotal		**3,900**		**3,900**
551000 Telephone (Landline)				
	4,800		4,800	
Subtotal		**4,800**		**4,800**
572000 Repair & Maintenance - Buildings & Facilities				
General Repairs	20,000		20,000	
Subtotal		**20,000**		**20,000**
Subtotal Operating Expenses		**59,285**		**59,285**
Total		**59,285**		**59,285**

Activity Analysis Report - Adopted

1159 - Building & Grounds - Benjamin Gaither Center

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$1,135	$1,500	$505	$1,000	-33.33%
536000 - Miscellaneous Professional	$15,517	$6,000	$1,850	$0	-100.00%
536400 - Contract Maintenance Servic		$0		$12,696	0.00%
550000 - Electric	$24,404	$30,000	$9,655	$27,000	-10.00%
550100 - Gas (Natural)	$4,490	$7,500	$839	$6,500	-13.33%
550200 - Water	$6,458	$10,000	$5,412	$7,500	-25.00%
550700 - Recycling Services/Trash Co	$4,979	$4,182	$2,474	$4,182	0.00%
551000 - Telephone (Landline)	$3,155	$3,100	$1,857	$3,200	3.23%
572000 - Repair & Maintenance - Build	$10,057	$12,000	$10,181	$62,000	416.67%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$70,197	$74,282	$32,772	$124,078	67.04%
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	**$70,197**	**$74,282**	**$32,772**	**$124,078**	**67.04%**

1159 Building & Grounds - Benjamin Gaither Center

Operating Expenses

522000 General Operating Supplies				
General Supplies	1,000		1,000	
Subtotal		**1,000**		**1,000**
536400 Contract Maintenance Services				
Fire Alarm Monitoring	400		400	
Grease Traps	1,600		1,600	
Pest Control	696		696	
Snow Removal (Paid to Property Management Company)	10,000		10,000	
Subtotal		**12,696**		**12,696**
550000 Electric				
	27,000		27,000	
Subtotal		**27,000**		**27,000**
550100 Gas (Natural)				
	6,500		6,500	
Subtotal		**6,500**		**6,500**
550200 Water				
	7,500		7,500	
Subtotal		**7,500**		**7,500**
550700 Recycling Services/Trash Collection				
	4,182		4,182	
Subtotal		**4,182**		**4,182**
551000 Telephone (Landline)				
	3,200		3,200	
Subtotal		**3,200**		**3,200**
572000 Repair & Maintenance - Buildings & Facilities				
General M&R	12,000		12,000	
Parking Repaving & Restripping (Paid to Property Management)	50,000		50,000	
Subtotal		**62,000**		**62,000**
Subtotal Operating Expenses		**124,078**		**124,078**
Total		**124,078**		**124,078**

Activity Analysis Report - Adopted

1160 - Building & Grounds - Casey Community Center

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$2,201	$2,400	$150	$2,000	-16.67%
536000 - Miscellaneous Professional	$432	$1,500	$252	$0	-100.00%
536300 - Contract Cleaning Services	$83,346	$76,582	$43,240	$81,000	5.77%
536400 - Contract Maintenance Servic		$0		$5,986	0.00%
550000 - Electric	$35,584	$33,000	$19,200	$36,000	9.09%
550100 - Gas (Natural)	$4,370	$5,000	$1,300	$5,000	0.00%
550200 - Water	$2,811	$3,200	$1,952	$3,200	0.00%
550700 - Recycling Services/Trash Co	$4,008	$3,455	$2,044	$3,455	0.00%
551000 - Telephone (Landline)	$3,648	$3,600	$2,161	$3,800	5.56%
572000 - Repair & Maintenance - Build	$9,356	$20,000	$2,734	$15,000	-25.00%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$145,757	$148,737	$73,032	$155,441	4.51%
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	**$145,757**	**$148,737**	**$73,032**	**$155,441**	**4.51%**

1160 Building & Grounds - Casey Community Center

Operating Expenses

522000 General Operating Supplies				
General Supplies	2,000		2,000	
Subtotal		**2,000**		**2,000**
536300 Contract Cleaning Services				
	81,000		81,000	
Subtotal		**81,000**		**81,000**
536400 Contract Maintenance Services				
Backflow Testing	220		220	
Elevator M&R	1,884		1,884	
Fire Alarm Monitoring	1,150		1,150	
Grease Traps	2,300		2,300	
Pest Control Services	432		432	
Subtotal		**5,986**		**5,986**
550000 Electric				
	36,000		36,000	
Subtotal		**36,000**		**36,000**
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)				
	3,800		3,800	
Subtotal		**3,800**		**3,800**
572000 Repair & Maintenance - Buildings & Facilities				
General M&R	15,000		15,000	
Subtotal		**15,000**		**15,000**
Subtotal Operating Expenses		**155,441**		**155,441**
Total		**155,441**		**155,441**

Activity Analysis Report - Adopted

1161 - Building & Grounds - Olde Towne Pavilion

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$0	$600	$0	$500	-16.67%
536300 - Contract Cleaning Services	$1,481	$800	$999	$2,200	175.00%
536400 - Contract Maintenance Servic		$0		$220	0.00%
550000 - Electric	$1,139	$1,300	$1,138	$1,300	0.00%
550200 - Water	$138	$100	$117	$150	50.00%
572000 - Repair & Maintenance - Build	$0	$500	$0	$500	0.00%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$2,758	$3,300	$2,255	$4,870	47.58%
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	**$2,758**	**$3,300**	**$2,255**	**$4,870**	**47.58%**

1161 Building & Grounds - Olde Towne Pavilion

Operating Expenses

522000 General Operating Supplies				
General Supplies	500		500	
Subtotal		**500**		**500**
536300 Contract Cleaning Services				
	2,200		2,200	
Subtotal		**2,200**		**2,200**
536400 Contract Maintenance Services				
Pest Control	220		220	
Subtotal		**220**		**220**
550000 Electric				
	1,300		1,300	
Subtotal		**1,300**		**1,300**
550200 Water				
	150		150	
Subtotal		**150**		**150**
572000 Repair & Maintenance - Buildings & Facilities				
General repairs	500		500	
Subtotal		**500**		**500**
Subtotal Operating Expenses		**4,870**		**4,870**
Total		**4,870**		**4,870**

Activity Analysis Report - Adopted

1162 - Building & Grounds - Public Safety Facility

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies		$0		$500	0.00%
536300 - Contract Cleaning Services		$0		$5,000	0.00%
536400 - Contract Maintenance Servic		$0		$6,510	0.00%
550000 - Electric		$0		$12,000	0.00%
550200 - Water		$0		$6,000	0.00%
551000 - Telephone (Landline)		$0		$2,000	0.00%
572000 - Repair & Maintenance - Build		$0		$10,000	0.00%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$0	$0	$0	$42,010	0.00%
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**		**$42,010**	**0.00%**

1162 Building & Grounds - Public Safety Facility

Operating Expenses

522000 General Operating Supplies				
General Supplies	500		500	
Subtotal		**500**		**500**
536300 Contract Cleaning Services				
	5,000		5,000	
Subtotal		**5,000**		**5,000**
536400 Contract Maintenance Services				
Backflow Testing	110		110	
Elevator M&R	2,400		2,400	
Fire Alarm Monitoring	3,000		3,000	
Pest Control	1,000		1,000	
Subtotal		**6,510**		**6,510**
550000 Electric				
	12,000		12,000	
Subtotal		**12,000**		**12,000**
550200 Water				
	6,000		6,000	
Subtotal		**6,000**		**6,000**
551000 Telephone (Landline)				
	2,000		2,000	
Subtotal		**2,000**		**2,000**
572000 Repair & Maintenance - Buildings & Facilities				
General M&R	10,000		10,000	
Subtotal		**10,000**		**10,000**
Subtotal Operating Expenses		**42,010**		**42,010**
Total		**42,010**		**42,010**

Activity Analysis Report - Adopted

1164 - Building & Grounds - GAC

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$394	$4,000	$59	$2,000	-50.00%
536000 - Miscellaneous Professional	$385	$500	$175	$0	-100.00%
536300 - Contract Cleaning Services	$11,647	$4,273	$2,492	$4,273	0.00%
536400 - Contract Maintenance Servic		$0		$530	0.00%
550700 - Recycling Services/Trash Co	$3,512	$2,614	$1,307	$2,614	0.00%
572000 - Repair & Maintenance - Build	$5,136	$21,000	$2,660	$10,000	-52.38%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$21,075	$32,387	$6,693	$19,417	-40.05%
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	**$21,075**	**$32,387**	**$6,693**	**$19,417**	**-40.05%**

1164 Building & Grounds - GAC

Operating Expenses

522000 General Operating Supplies				
Gernal Supplies	2,000		2,000	
Subtotal		**2,000**		**2,000**
536300 Contract Cleaning Services				
	4,273		4,273	
Subtotal		**4,273**		**4,273**
536400 Contract Maintenance Services				
Backflow Testing	110		110	
Pest Control	420		420	
Subtotal		**530**		**530**
550700 Recycling Services/Trash Collection				
	2,614		2,614	
Subtotal		**2,614**		**2,614**
572000 Repair & Maintenance - Buildings & Facilities				
General repairs	10,000		10,000	
Subtotal		**10,000**		**10,000**
Subtotal Operating Expenses		**19,417**		**19,417**
Total		**19,417**		**19,417**

Activity Analysis Report - Adopted

1165 - Building & Grounds - Activity Center at Bohrer Park

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$2,250	$4,000	$1,779	$2,000	-50.00%
536000 - Miscellaneous Professional	$1,392	$1,400	$889	$0	-100.00%
536300 - Contract Cleaning Services	$114,372	$120,186	$70,108	$120,186	0.00%
536400 - Contract Maintenance Servic		$0		$3,438	0.00%
550000 - Electric	$89,030	$90,000	$49,670	$90,000	0.00%
550100 - Gas (Natural)	$12,948	$12,500	$3,870	$13,000	4.00%
550200 - Water	$0	$14,000	$0	$4,000	-71.43%
550700 - Recycling Services/Trash Co	$14,328	$11,605	$6,774	$12,000	3.40%
551000 - Telephone (Landline)	$14,496	$13,690	$8,471	$15,000	9.57%
572000 - Repair & Maintenance - Build	$18,348	$30,000	$16,203	$45,000	50.00%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$267,164	$297,381	$157,766	$304,624	2.44%
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	**$267,164**	**$297,381**	**$157,766**	**$304,624**	**2.44%**

1165 Building & Grounds - Activity Center at Bohrer Park

Operating Expenses

522000 General Operating Supplies				
Supplies	2,000		2,000	
Subtotal		**2,000**		**2,000**
536300 Contract Cleaning Services				
	120,186		120,186	
Subtotal		**120,186**		**120,186**
536400 Contract Maintenance Services				
Backflow Testing	110		110	
Fire Alarm Monitoring	355		355	
Generator M&R	1,581		1,581	
Pest Control	1,392		1,392	
Subtotal		**3,438**		**3,438**
550000 Electric				
	90,000		90,000	
Subtotal		**90,000**		**90,000**
550100 Gas (Natural)				
	13,000		13,000	
Subtotal		**13,000**		**13,000**
550200 Water				
	4,000		4,000	
Subtotal		**4,000**		**4,000**
550700 Recycling Services/Trash Collection				
	12,000		12,000	
Subtotal		**12,000**		**12,000**
551000 Telephone (Landline)				
	15,000		15,000	
Subtotal		**15,000**		**15,000**
572000 Repair & Maintenance - Buildings & Facilities				
Drain Repair	25,000		25,000	
General Repairs	20,000		20,000	
Subtotal		**45,000**		**45,000**
Subtotal Operating Expenses		**304,624**		**304,624**
Total		**304,624**		**304,624**

Activity Analysis Report - Adopted

1166 - Building & Grounds - Gaithersburg Arts Barn

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$432	$2,000	$338	$1,000	-50.00%
532000 - Engineering & Architectural	$300	$0	$0	$0	0.00%
536000 - Miscellaneous Professional	$480	$750	$272	$0	-100.00%
536300 - Contract Cleaning Services	$9,183	$8,836	$5,154	$8,836	0.00%
536400 - Contract Maintenance Servic		$0		$6,720	0.00%
550000 - Electric	$28,727	$33,000	$18,337	$30,000	-9.09%
550100 - Gas (Natural)	$7,260	$12,000	$3,025	$10,000	-16.67%
550200 - Water	$5,674	$6,000	$5,272	$6,000	0.00%
551000 - Telephone (Landline)	$2,704	$2,400	$1,544	$2,800	16.67%
572000 - Repair & Maintenance - Build	$15,818	$20,000	$16,917	$20,000	0.00%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$70,577	$84,986	$50,859	$85,356	0.44%
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	**$70,577**	**$84,986**	**$50,859**	**$85,356**	**0.44%**

1166 Building & Grounds - Gaithersburg Arts Barn

Operating Expenses

522000 General Operating Supplies				
Supplies	1,000		1,000	
Subtotal		**1,000**		**1,000**
536300 Contract Cleaning Services				
	8,836		8,836	
Subtotal		**8,836**		**8,836**
536400 Contract Maintenance Services				
Backflow Testing	220		220	
Elevator M&R	1,848		1,848	
Fire Alarm Monitoring	1,700		1,700	
Pest Control	480		480	
Water Treatment	2,472		2,472	
Subtotal		**6,720**		**6,720**
550000 Electric				
	30,000		30,000	
Subtotal		**30,000**		**30,000**
550100 Gas (Natural)				
	10,000		10,000	
Subtotal		**10,000**		**10,000**
550200 Water				
	6,000		6,000	
Subtotal		**6,000**		**6,000**
551000 Telephone (Landline)				
	2,800		2,800	
Subtotal		**2,800**		**2,800**
572000 Repair & Maintenance - Buildings & Facilities				
General Repairs	20,000		20,000	
Subtotal		**20,000**		**20,000**
Subtotal Operating Expenses		**85,356**		**85,356**
Total		**85,356**		**85,356**

Activity Analysis Report - Adopted

1167 - Building & Grounds - Water Park at Bohrer Park

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$876	$2,000	$107	$1,000	-50.00%
536000 - Miscellaneous Professional	$360	$750	$222	$0	-100.00%
536300 - Contract Cleaning Services	$7,421	$8,658	$8,658	$11,000	27.05%
536400 - Contract Maintenance Servic		$0		$3,040	0.00%
550000 - Electric	$42,890	$47,000	$29,766	$47,000	0.00%
550100 - Gas (Natural)	$2,953	$3,000	$1,090	$3,200	6.67%
550200 - Water	$62,198	$30,000	$0	$42,000	40.00%
550700 - Recycling Services/Trash Co	$6,390	$1,488	$2,692	$8,661	482.06%
551000 - Telephone (Landline)	$3,705	$3,650	$2,212	$4,000	9.59%
572000 - Repair & Maintenance - Build	$13,856	$26,000	$519	$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	$140,649	$127,046	$45,266	$150,401	18.38%
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	**$140,649**	**$127,046**	**$45,266**	**$150,401**	**18.38%**

1167 Building & Grounds - Water Park at Bohrer Park

Operating Expenses

522000 General Operating Supplies				
General Supplies	1,000		1,000	
Subtotal		**1,000**		**1,000**
536300 Contract Cleaning Services				
	11,000		11,000	
Subtotal		**11,000**		**11,000**
536400 Contract Maintenance Services				
Backflow Testing	700		700	
Grease Traps	1,500		1,500	
Pest Control	360		360	
Washer/Dryer	480		480	
Subtotal		**3,040**		**3,040**
550000 Electric				
	47,000		47,000	
Subtotal		**47,000**		**47,000**
550100 Gas (Natural)				
	3,200		3,200	
Subtotal		**3,200**		**3,200**
550200 Water				
	42,000		42,000	
Subtotal		**42,000**		**42,000**
550700 Recycling Services/Trash Collection				
	8,661		8,661	
Subtotal		**8,661**		**8,661**
551000 Telephone (Landline)				
	4,000		4,000	
Subtotal		**4,000**		**4,000**
572000 Repair & Maintenance - Buildings & Facilities				
General M&R	26,000		26,000	
Subtotal		**26,000**		**26,000**
573000 Repair & Maintenance - Machinery & Equipment				
	4,500		4,500	
Subtotal		**4,500**		**4,500**
Subtotal Operating Expenses		**150,401**		**150,401**
Total		**150,401**		**150,401**

Activity Analysis Report - Adopted

1168 - Building & Grounds - Miniature Golf

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$200	$1,500	$0	$1,000	-33.33%
536000 - Miscellaneous Professional	$300	$500	$125	$0	-100.00%
536400 - Contract Maintenance Servic		$0		$300	0.00%
550000 - Electric	$7,778	$10,000	$4,484	$8,500	-15.00%
572000 - Repair & Maintenance - Build	$4,614	$12,000	$1,196	$7,500	-37.50%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$12,892	$24,000	$5,805	$17,300	-27.92%
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	**$12,892**	**$24,000**	**$5,805**	**$17,300**	**-27.92%**

1168 Building & Grounds - Miniature Golf

Operating Expenses

522000 General Operating Supplies				
Supplies	1,000		1,000	
Subtotal		**1,000**		**1,000**
536400 Contract Maintenance Services				
Pest Control	300		300	
Subtotal		**300**		**300**
550000 Electric				
	8,500		8,500	
Subtotal		**8,500**		**8,500**
572000 Repair & Maintenance - Buildings & Facilities				
Carpet for Holes Repairs	2,500		2,500	
General repairs	5,000		5,000	
Subtotal		**7,500**		**7,500**
Subtotal Operating Expenses		**17,300**		**17,300**
Total		**17,300**		**17,300**

Activity Analysis Report - Adopted

1169 - Building & Grounds - Skate Park

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$20	$500	$0	$250	-50.00%
536000 - Miscellaneous Professional	$300	$300	$125	$0	-100.00%
536300 - Contract Cleaning Services	$1,766	$1,175	$304	$1,900	61.70%
536400 - Contract Maintenance Servic		$0		$300	0.00%
551000 - Telephone (Landline)	$319	$320	$189	$350	9.38%
572000 - Repair & Maintenance - Build	$631	$5,000	$55	$7,500	50.00%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$3,036	$7,295	$674	$10,300	41.19%
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	**$3,036**	**$7,295**	**$674**	**$10,300**	**41.19%**

1169 Building & Grounds - Skate Park

Operating Expenses

522000 General Operating Supplies				
Supplies	250		250	
Subtotal		**250**		**250**
536300 Contract Cleaning Services				
	1,900		1,900	
Subtotal		**1,900**		**1,900**
536400 Contract Maintenance Services				
	300		300	
Subtotal		**300**		**300**
551000 Telephone (Landline)				
	350		350	
Subtotal		**350**		**350**
572000 Repair & Maintenance - Buildings & Facilities				
General repairs	2,500		2,500	
Skate Ramp Component Repairs (Skatelite)	5,000		5,000	
Subtotal		**7,500**		**7,500**
Subtotal Operating Expenses		**10,300**		**10,300**
Total		**10,300**		**10,300**

Activity Analysis Report - Adopted

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

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$2,679	$1,400	$68	$1,000	-28.57%
536000 - Miscellaneous Professional	$1,014	$750	$160	$0	-100.00%
536300 - Contract Cleaning Services	$12,549	$9,940	$5,798	$9,940	0.00%
536400 - Contract Maintenance Servic		$0		$1,354	0.00%
550000 - Electric	$11,847	$16,000	$9,238	$12,500	-21.88%
550200 - Water	$1,301	$500	$265	$1,000	100.00%
550700 - Recycling Services/Trash Co	$1,704	$1,247	$738	$1,247	0.00%
551000 - Telephone (Landline)	$1,453	$1,450	$862	$1,500	3.45%
572000 - Repair & Maintenance - Build	$5,033	$8,000	$3,505	$43,000	437.50%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$37,580	$39,287	$20,634	$71,541	82.10%
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	**$37,580**	**$39,287**	**$20,634**	**$71,541**	**82.10%**

1170 Building & Grounds - Gaithersburg Youth Center at Olde Towne

Operating Expenses

522000 General Operating Supplies				
General Supplies	1,000		1,000	
Subtotal		**1,000**		**1,000**
536300 Contract Cleaning Services				
	9,940		9,940	
Subtotal		**9,940**		**9,940**
536400 Contract Maintenance Services				
Backflow Testing	220		220	
Fire Alarm Monitoring	750		750	
Pest Control	384		384	
Subtotal		**1,354**		**1,354**
550000 Electric				
	12,500		12,500	
Subtotal		**12,500**		**12,500**
550200 Water				
	1,000		1,000	
Subtotal		**1,000**		**1,000**
550700 Recycling Services/Trash Collection				
	1,247		1,247	
Subtotal		**1,247**		**1,247**
551000 Telephone (Landline)				
	1,500		1,500	
Subtotal		**1,500**		**1,500**
572000 Repair & Maintenance - Buildings & Facilities				
General Repairs	8,000		8,000	
Repairs to back entrance	35,000		35,000	
Subtotal		**43,000**		**43,000**
Subtotal Operating Expenses		**71,541**		**71,541**
Total		**71,541**		**71,541**

Activity Analysis Report - Adopted

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

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$1,420	$1,400	$519	$1,000	-28.57%
536000 - Miscellaneous Professional	$420	$750	$175	$0	-100.00%
536300 - Contract Cleaning Services	$11,168	$8,948	$5,219	$8,948	0.00%
536400 - Contract Maintenance Servic		$0		$1,915	0.00%
550000 - Electric	$21,719	$20,000	$11,344	$20,000	0.00%
550200 - Water	$5,636	$12,000	$2,123	$7,500	-37.50%
550700 - Recycling Services/Trash Co	$2,193	$1,693	$1,001	$1,693	0.00%
551000 - Telephone (Landline)	$251	$0	$94	$300	0.00%
572000 - Repair & Maintenance - Build	$6,456	$10,600	$1,320	$10,000	-5.66%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$49,263	$55,391	$21,796	$51,356	-7.28%
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	**$49,263**	**$55,391**	**$21,796**	**$51,356**	**-7.28%**

1172 Building & Grounds - Gaithersburg Youth Center at Robertson Park

Operating Expenses

522000 General Operating Supplies				
General Supplies	1,000		1,000	
Subtotal		**1,000**		**1,000**
536300 Contract Cleaning Services				
Custodial Contract	8,948		8,948	
Subtotal		**8,948**		**8,948**
536400 Contract Maintenance Services				
Backflow Testing	330		330	
Fire Alarm Monitoring	1,165		1,165	
Pest Control	420		420	
Subtotal		**1,915**		**1,915**
550000 Electric				
	20,000		20,000	
Subtotal		**20,000**		**20,000**
550200 Water				
	7,500		7,500	
Subtotal		**7,500**		**7,500**
550700 Recycling Services/Trash Collection				
	1,693		1,693	
Subtotal		**1,693**		**1,693**
551000 Telephone (Landline)				
	300		300	
Subtotal		**300**		**300**
572000 Repair & Maintenance - Buildings & Facilities				
General repairs	10,000		10,000	
Subtotal		**10,000**		**10,000**
Subtotal Operating Expenses		**51,356**		**51,356**
Total		**51,356**		**51,356**

Activity Analysis Report - Adopted

1173 - Building & Grounds - Gaithersburg – CPSC Park Site

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$202	$500	$10	$500	0.00%
536000 - Miscellaneous Professional	$0	$300	$0	$0	-100.00%
536300 - Contract Cleaning Services		$0		$1,185	0.00%
536400 - Contract Maintenance Servic	$4,925	$10,000	($19)	$14,070	40.70%
550000 - Electric	$4,204	$7,500	$14,305	$10,000	33.33%
550100 - Gas (Natural)	$5,886	$3,000	$1,291	$6,000	100.00%
550200 - Water	$2,516	$2,500	$5,252	$3,000	20.00%
572000 - Repair & Maintenance - Build	$4,406	$5,000	$1,601	$5,000	0.00%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$22,139	$28,800	$22,440	$39,755	38.04%
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	**$22,139**	**$28,800**	**$22,440**	**$39,755**	**38.04%**

1173 Building & Grounds - Gaithersburg – CPSC Park Site

Operating Expenses

522000 General Operating Supplies				
Supplies	500		500	
Subtotal		**500**		**500**
536300 Contract Cleaning Services				
Custodial Contract	1,185		1,185	
Subtotal		**1,185**		**1,185**
536400 Contract Maintenance Services				
Backflow Testing	110		110	
Fire Alarm Monitoring	3,000		3,000	
Mowing and tree maintenance	10,000		10,000	
Pest Control	960		960	
Subtotal		**14,070**		**14,070**
550000 Electric				
	10,000		10,000	
Subtotal		**10,000**		**10,000**
550100 Gas (Natural)				
	6,000		6,000	
Subtotal		**6,000**		**6,000**
550200 Water				
	3,000		3,000	
Subtotal		**3,000**		**3,000**
572000 Repair & Maintenance - Buildings & Facilities				
General M&R	5,000		5,000	
Subtotal		**5,000**		**5,000**
Subtotal Operating Expenses		**39,755**		**39,755**
Total		**39,755**		**39,755**

Activity Analysis Report - Adopted

1175 - Building & Grounds - Parking Facility

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$1,180	$1,500	$6	$1,000	-33.33%
536000 - Miscellaneous Professional	$420	$1,000	$233	$0	-100.00%
536300 - Contract Cleaning Services	$23,546	$22,355	$13,040	$22,355	0.00%
536400 - Contract Maintenance Servic		$0		$10,124	0.00%
550000 - Electric	$32,685	$40,000	$19,508	$35,000	-12.50%
550200 - Water	$154	$300	$59	$150	-50.00%
551000 - Telephone (Landline)	$260	$260	$154	$300	15.38%
572000 - Repair & Maintenance - Build	$24,169	$24,300	$12,780	$15,000	-38.27%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$82,414	$89,715	$45,781	$83,929	-6.45%
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	**$82,414**	**$89,715**	**$45,781**	**$83,929**	**-6.45%**

1175 Building & Grounds - Parking Facility

Operating Expenses

522000 General Operating Supplies				
Hardware & Supplies	1,000		1,000	
Subtotal		**1,000**		**1,000**
536300 Contract Cleaning Services				
Custodial Contract	22,355		22,355	
Subtotal		**22,355**		**22,355**
536400 Contract Maintenance Services				
Elevator Maintenance & Repair	5,688		5,688	
Fire Alarm Monitoring	3,476		3,476	
Pest Control	960		960	
Subtotal		**10,124**		**10,124**
550000 Electric				
	35,000		35,000	
Subtotal		**35,000**		**35,000**
550200 Water				
	150		150	
Subtotal		**150**		**150**
551000 Telephone (Landline)				
	300		300	
Subtotal		**300**		**300**
572000 Repair & Maintenance - Buildings & Facilities				
General M&R	5,000		5,000	
Parking Garage Light Conversion to LED	10,000		10,000	
Subtotal		**15,000**		**15,000**
Subtotal Operating Expenses		**83,929**		**83,929**
Total		**83,929**		**83,929**

Activity Analysis Report - Adopted

1311 - Public Works Administration

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$544,111	$560,630	$374,452	$573,430	2.28%
505200 - Other Taxable Comp-Gfit	$253	$105	$148	$253	140.95%
507000 - Vacation & Sick Pay	$17,330	$0	$11,741	$0	0.00%
508000 - Salaries, Overtime	$183	$1,061	$86	$1,030	-2.92%
510000 - Social Security & Medicare (	$40,695	$42,969	$27,066	$43,946	2.27%
514000 - Group Insurance	$71,994	$80,196	$50,197	$79,838	-0.45%
514200 - Vision Plan	$38	$497	$107	$387	-22.13%
515000 - Retirement Contribution (401	$43,529	$44,850	$29,956	$47,786	6.55%
515050 - Supplemental Retirement Co	$8,931	$9,264	$6,834	$10,117	9.21%
516000 - Savings Plan Contribution (4	$14,933	$16,819	$10,340	$16,436	-2.28%
519000 - Tuition Reimbursement	$0	$3,500	$0	$2,700	-22.86%
521000 - Office Supplies	$3,100	$3,500	$1,996	$3,000	-14.29%
522000 - General Operating Supplies	$959	$1,000	$89	$1,000	0.00%
526000 - Machinery & Equipment	$758	$2,000	$0	$1,000	-50.00%
531000 - Information Technology (IT)	$0	$0	$53	$475	0.00%
531500 - Software Licenses	$0	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$2,660	$3,145	$3,180	$2,705	-13.99%
536000 - Miscellaneous Professional	$8,860	$6,000	$0	$6,000	0.00%
536500 - Investigations	$35	$0	$0	$0	0.00%
542000 - Awards & Presentations	$0	$0	$100	$0	0.00%
544000 - Professional Dues & Certifica	$1,360	$1,675	$1,272	$1,914	14.27%
545000 - Magazines, Books & Resour	$264	$300	$0	$300	0.00%
546000 - Conference & Seminar Regis	$3,929	$1,550	$1,152	$1,550	0.00%
547000 - Travel Expense	$562	$1,300	$995	$2,300	76.92%
547100 - Travel Mileage Reimbursem	$4	$0	$17	$0	0.00%
551100 - Cellular Telephone	$4,627	$3,480	$2,880	$4,000	14.94%
552500 - Vehicle & Equipment Gasolin	$3,446	$5,000	$1,751	$3,000	-40.00%
553000 - Printing & Binding	$595	$0	$363	$0	0.00%
556000 - Postage	$326	$200	$82	$200	0.00%
556500 - Messenger Services	$57	$0	$0	$0	0.00%
557000 - Laundry & Uniforms	$240	$640	$569	$640	0.00%
560000 - Miscellaneous	$1,432	$1,000	$601	$1,000	0.00%
567000 - Rental & Use Charges	$0	$0	$25	$0	0.00%
573000 - Repair & Maintenance - Mac	$3,669	$1,745	$1,418	$1,915	9.74%
574000 - Repair & Maintenance - Vehi	$2,737	$5,000	$994	$2,500	-50.00%
593000 - Improvements - Not Building	$538	$0	$0	$0	0.00%
595000 - Furniture & Equipment	$4,259	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$8,310	$13,155	$13,155	$0	-100.00%
596000 - Vehicles & Equipment	$22,755	$0	$0	$0	0.00%
596100 - Vehicles & Equipment (Repl	$5,380	$14,510	$14,510	$0	-100.00%

Activity Analysis Report - Adopted

1311 - Public Works Administration

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$741,997	$759,891	$510,927	$775,923	2.11%
Operating Expenses	$39,619	$37,535	$17,535	$33,499	-10.75%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$41,242	$27,665	$27,665	$0	-100.00%
Total	**$822,858**	**$825,091**	**$556,127**	**$809,422**	**-1.90%**

1311 Public Works Administration

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	573,430	573,430
505200	Other Taxable Comp-Gfit	253	253
508000	Salaries, Overtime	1,030	1,030
510000	Social Security & Medicare (FICA)	43,946	43,946
514000	Group Insurance	80,663	79,838
514200	Vision Plan	387	387
515000	Retirement Contribution (401A)	47,786	47,786
515050	Supplemental Retirement Contribution	10,117	10,117
516000	Savings Plan Contribution (401K)	16,436	16,436
519000	Tuition Reimbursement	2,700	2,700
	Subtotal Personnel Services	**776,748**	**775,923**

Operating Expenses

521000 Office Supplies				
		3,000		3,000
	Subtotal		**3,000**	**3,000**
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	1,000		1,000
	Subtotal		**1,000**	**1,000**
531000 Information Technology (IT) Services				
	Service - Software (Adobe Acrobat Pro DC) (3)	475		475
	Subtotal		**475**	**475**
531600 Software Maintenance Agreements				
	Maintenance - Software (AutoTurn)	430		430
	Maintenance - Software (Microsoft CALs) (13)	2,275		2,275
	Subtotal		**2,705**	**2,705**
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(1)	200		200
	Commercial Drivers License	100		100
	Constructiopn specifications Institute (CSI)	120		120
	International Society of Arboricultural	200		200
	Maryland Professional Engineer	140		140
	Maryland Recreation and Parks Association (MRPA)	200		200
	Professional Grounds Management Society	125		125
	Project manangement Institute (PMI)	129		129
	Subtotal		**1,914**	**1,914**

1311 Public Works Administration

545000 Magazines, Books & Resource Material				
Engineering Publications	300		300	
Subtotal		**300**		**300**
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	2,300		2,300	
Subtotal		**2,300**		**2,300**
551100 Cellular Telephone				
Replacement phones	520		520	
Service - Javelin GPS (1)	400		400	
Service - Laptop Mobile Data Plan (1)	480		480	
Staff Cell Phones (4)	2,600		2,600	
Subtotal		**4,000**		**4,000**
552500 Vehicle & Equipment Gasoline Expense				
	3,000		3,000	
Subtotal		**3,000**		**3,000**
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 - BW) (2)	840		840	
Maintenance & Supplies - Copier (Ricoh - Color Copying)	1,075		1,075	
Subtotal		**1,915**		**1,915**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (7 Units)	2,500		2,500	
Subtotal		**2,500**		**2,500**
Subtotal Operating Expenses		**33,499**		**33,499**
Total		**810,247**		**809,422**

Activity Analysis Report - Adopted

1312 - Streets & Special Projects

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$383,864	$483,796	$240,148	$267,466	-44.72%
505200 - Other Taxable Comp-Gfit	$144	$144	$108	$144	0.00%
505300 - Other Taxable Comp-Housin	$7,200	$7,200	$4,800	$7,200	0.00%
507000 - Vacation & Sick Pay	$10,721	$0	$5,105	$0	0.00%
508000 - Salaries, Overtime	$35,351	$37,132	$28,654	$22,279	-40.00%
509000 - Salaries, Part-Time Employe	$3,236	$22,531	$3,177	$17,326	-23.10%
510000 - Social Security & Medicare (	$32,925	$41,575	$21,078	$23,491	-43.50%
514000 - Group Insurance	$95,339	$137,886	$54,829	$55,494	-59.75%
514200 - Vision Plan	$450	$773	$207	$387	-49.94%
515000 - Retirement Contribution (401	$30,310	$38,704	$18,848	$22,288	-42.41%
515050 - Supplemental Retirement Co	$14,871	$24,190	$10,064	$13,516	-44.13%
515100 - Retirement Health Savings (	$5,931	$5,893	$3,421	$3,468	-41.15%
516000 - Savings Plan Contribution (4	$10,903	$14,514	$7,063	$8,358	-42.41%
519000 - Tuition Reimbursement	$0	$1,200	$0	$0	-100.00%
522000 - General Operating Supplies	$140,357	$142,000	$114,438	$185,000	30.28%
524000 - Supplies for Resale	$522	$0	$0	$0	0.00%
526000 - Machinery & Equipment	$3,864	$3,000	$322	$3,000	0.00%
529000 - Building & Construction Supp	$54,249	$95,500	$33,877	$60,000	-37.17%
536000 - Miscellaneous Professional	$5,203	$5,000	$3,512	$5,000	0.00%
536400 - Contract Maintenance Servic	$44,291	$75,000	$28,000	$175,000	133.33%
536500 - Investigations	$0	$0	$33	$200	0.00%
544000 - Professional Dues & Certifica	$20	$600	$0	$0	-100.00%
546000 - Conference & Seminar Regis	$0	$1,000	$59	$500	-50.00%
547000 - Travel Expense		$0		$0	0.00%
547100 - Travel Mileage Reimbursem	$0	$0	$78	$0	0.00%
551100 - Cellular Telephone	$1,314	$1,600	$572	$750	-53.13%
552500 - Vehicle & Equipment Gasolin	$31,217	$35,000	$11,624	$30,500	-12.86%
557000 - Laundry & Uniforms	$5,435	$7,000	$4,015	$6,000	-14.29%
560000 - Miscellaneous	$8,128	$4,500	$9,742	$9,000	100.00%
567000 - Rental & Use Charges	$11,754	$20,000	$4,301	$17,500	-12.50%
574000 - Repair & Maintenance - Vehi	$58,709	$42,500	$35,108	$45,000	5.88%
596000 - Vehicles & Equipment	($70,242)	$0	$0	$0	0.00%
596100 - Vehicles & Equipment (Repl	$79,553	$85,053	$85,053	$0	-100.00%
Personnel	$631,244	$815,538	$397,503	$441,417	-45.87%
Operating Expenses	$365,063	$432,700	$245,679	$537,450	24.21%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$9,311	$85,053	$85,053	$0	-100.00%
Total	**$1,005,618**	**$1,333,291**	**$728,235**	**$978,867**	**-26.58%**

1312 Streets & Special Projects

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	267,466	267,466
505200	Other Taxable Comp-Gfit	144	144
505300	Other Taxable Comp-Housing Stipend	7,200	7,200
508000	Salaries, Overtime	22,279	22,279
509000	Salaries, Part-Time Employees	17,326	17,326
510000	Social Security & Medicare (FICA)	23,491	23,491
514000	Group Insurance	56,053	55,494
514200	Vision Plan	387	387
515000	Retirement Contribution (401A)	22,288	22,288
515050	Supplemental Retirement Contribution	13,516	13,516
515100	Retirement Health Savings (RHS)	3,468	3,468
516000	Savings Plan Contribution (401K)	8,358	8,358
	Subtotal Personnel Services	**441,976**	**441,417**

Operating Expenses

522000 General Operating Supplies				
	Salt/Sidewalk Deicer (New Salt Building 2,600 tons)	160,000	160,000	
	Tools, lumber, materials	25,000	25,000	
	Subtotal	**185,000**		**185,000**
526000 Machinery & Equipment				
	Small Power Tools	3,000	3,000	
	Subtotal	**3,000**		**3,000**
529000 Building & Construction Supplies				
	Asphalt	25,000	25,000	
	Concrete	25,000	25,000	
	Steel and Lumber	3,000	3,000	
	Stone and Filler	7,000	7,000	
	Subtotal	**60,000**		**60,000**
536000 Miscellaneous Professional Services				
	Weather services	5,000	5,000	
	Subtotal	**5,000**		**5,000**
536400 Contract Maintenance Services				
	Contract Sidewalk Replacement	100,000	100,000	
	Contract Snow Removal: Parking Lots, Subdivisions, Sidewalks	75,000	75,000	
	Subtotal	**175,000**		**175,000**
536500 Investigations				
	Part-Time Employees	200	200	
	Subtotal	**200**		**200**
546000 Conference & Seminar Registration				
	Trade shows -	500	500	
	Subtotal	**500**		**500**

1312 Streets & Special Projects

551100 Cellular Telephone				
Team/Snow Area Leader and Work Force Supervisor	750		750	
Subtotal		**750**		**750**
552500 Vehicle & Equipment Gasoline Expense				
	30,500		30,500	
Subtotal		**30,500**		**30,500**
557000 Laundry & Uniforms				
Uniforms and Safety Equipment	6,000		6,000	
Subtotal		**6,000**		**6,000**
560000 Miscellaneous				
Miscellaneous - Meal Stipend	9,000		9,000	
Subtotal		**9,000**		**9,000**
567000 Rental & Use Charges				
Dump Fees (Concrete and Asphalt)	7,500		7,500	
Equipment Rental	10,000		10,000	
Subtotal		**17,500**		**17,500**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (42 Units)	45,000		45,000	
Subtotal		**45,000**		**45,000**
Subtotal Operating Expenses		**537,450**		**537,450**
Total		**979,426**		**978,867**

Activity Analysis Report - Adopted

1315 - Fleet Maintenance

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$310,368	$318,217	$177,530	$316,614	-0.50%
507000 - Vacation & Sick Pay	$2,961	$0	$941	$0	0.00%
508000 - Salaries, Overtime	$27,830	$23,340	$20,981	$23,340	0.00%
509000 - Salaries, Part-Time Employe		$0		$17,326	0.00%
510000 - Social Security & Medicare (	$25,635	$26,129	$15,005	$27,332	4.60%
514000 - Group Insurance	$49,651	$53,881	$32,290	$70,133	30.16%
514200 - Vision Plan	$236	$350	$0	$350	0.00%
515000 - Retirement Contribution (401	$24,788	$25,457	$14,188	$26,385	3.65%
515050 - Supplemental Retirement Co	$15,492	$15,911	$8,508	$16,491	3.65%
516000 - Savings Plan Contribution (4	$9,295	$9,547	$5,320	$9,895	3.65%
519000 - Tuition Reimbursement		$0		$0	0.00%
521000 - Office Supplies	$0	$200	$28	$0	-100.00%
522000 - General Operating Supplies	$23,990	$25,000	$16,999	$25,000	0.00%
526000 - Machinery & Equipment	$8,642	$9,000	$2,479	$11,500	27.78%
531000 - Information Technology (IT)		$0		$360	0.00%
531600 - Software Maintenance Agree	$9,308	$10,610	$8,774	$9,460	-10.84%
544000 - Professional Dues & Certifica	$20	$0	$20	$0	0.00%
546000 - Conference & Seminar Regis	$0	$3,000	$228	$1,000	-66.67%
547000 - Travel Expense	$0	$250	$0	$0	-100.00%
551100 - Cellular Telephone	$676	$750	$146	$750	0.00%
552500 - Vehicle & Equipment Gasolin	$3,945	$2,500	$1,092	$2,000	-20.00%
557000 - Laundry & Uniforms	$3,241	$5,000	$2,369	$5,000	0.00%
567000 - Rental & Use Charges	$525	$0	$15	$0	0.00%
574000 - Repair & Maintenance - Vehi	$3,292	$3,000	$782	$2,500	-16.67%
595000 - Furniture & Equipment	($3,853)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$4,440	$5,180	$5,180	$0	-100.00%
596000 - Vehicles & Equipment	($4,475)	$0	$0	$0	0.00%
596100 - Vehicles & Equipment (Repl	$8,017	$16,409	$16,409	$0	-100.00%
Personnel	$466,257	$472,832	$274,763	$507,866	7.41%
Operating Expenses	$53,641	$59,310	$32,933	$57,570	-2.93%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$4,129	$21,589	$21,589	$0	-100.00%
Total	**$524,028**	**$553,731**	**$329,285**	**$565,436**	**2.11%**

1315 Fleet Maintenance

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	316,614	316,614
508000	Salaries, Overtime	23,340	23,340
509000	Salaries, Part-Time Employees	17,326	17,326
510000	Social Security & Medicare (FICA)	27,332	27,332
514000	Group Insurance	70,875	70,133
514200	Vision Plan	350	350
515000	Retirement Contribution (401A)	26,385	26,385
515050	Supplemental Retirement Contribution	16,491	16,491
516000	Savings Plan Contribution (401K)	9,895	9,895
	Subtotal Personnel Services	**508,608**	**507,866**

Operating Expenses

522000 General Operating Supplies			
	0	0	
Parts, Nuts and Bolts, Wire, Supplies, and Oil	25,000	25,000	
Subtotal		**25,000**	**25,000**
526000 Machinery & Equipment			
Fleet Diagnostics Scan Tool	10,000	10,000	
Miscellaneous Computer Supplies	500	500	
Tools, Meters, Jacks, etc.	1,000	1,000	
Subtotal		**11,500**	**11,500**
531000 Information Technology (IT) Services			
Service - Software (Veeder-Root Cloud)	360	360	
Subtotal		**360**	**360**
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)	2,350	2,350	
Maintenance - Software (ServiceMaxx - International Truck)	400	400	
Subtotal		**9,460**	**9,460**
546000 Conference & Seminar Registration			
Technical Training - Napa Training Classes	1,000	1,000	
Subtotal		**1,000**	**1,000**
551100 Cellular Telephone			
Nextel Phone For Team Leader (1)	750	750	
Subtotal		**750**	**750**
552500 Vehicle & Equipment Gasoline Expense			
Fuel for Two Units	2,000	2,000	
Subtotal		**2,000**	**2,000**

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)	2,500		2,500	
Subtotal		**2,500**		**2,500**
Subtotal Operating Expenses		**57,570**		**57,570**
Total		**566,178**		**565,436**

Activity Analysis Report - Adopted

1341 - Landscaping & Forestry

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$499,271	$575,495	$301,073	$550,823	-4.29%
505200 - Other Taxable Comp-Gfit	$829	$280	$648	$776	177.14%
505300 - Other Taxable Comp-Housin	$2,100	$0	$2,400	$3,600	0.00%
507000 - Vacation & Sick Pay	$5,817	$0	$1,302	$0	0.00%
508000 - Salaries, Overtime	$31,236	$55,167	$34,554	$45,000	-18.43%
509000 - Salaries, Part-Time Employe	$33,093	$34,821	$23,199	$51,979	49.27%
510000 - Social Security & Medicare (	$42,232	$50,909	$26,753	$49,557	-2.66%
514000 - Group Insurance	$133,486	$204,785	$89,556	$150,100	-26.70%
514200 - Vision Plan	$353	$1,104	$123	$865	-21.65%
515000 - Retirement Contribution (401	$39,837	$46,040	$24,043	$45,903	-0.30%
515050 - Supplemental Retirement Co	$21,182	$28,775	$13,216	$26,654	-7.37%
515100 - Retirement Health Savings (	$3,820	$2,732	$2,465	$7,368	169.69%
516000 - Savings Plan Contribution (4	$12,720	$17,265	$7,930	$15,991	-7.38%
519000 - Tuition Reimbursement		$0		$2,925	0.00%
521000 - Office Supplies	$35	$0	$251	$0	0.00%
522000 - General Operating Supplies	$57,560	$49,000	$9,162	$49,000	0.00%
526000 - Machinery & Equipment	$826	$5,500	$656	$10,250	86.36%
531500 - Software Licenses		$0		$0	0.00%
531600 - Software Maintenance Agree	$1,900	$1,925	$1,925	$1,925	0.00%
536000 - Miscellaneous Professional	$100	$0	$399	$0	0.00%
536400 - Contract Maintenance Servic	$36,158	$40,000	$6,500	$35,500	-11.25%
536500 - Investigations	$0	$0	$131	$0	0.00%
544000 - Professional Dues & Certifica	$1,019	$1,300	$460	$1,450	11.54%
545000 - Magazines, Books & Resour	$149	$0	$0	$0	0.00%
546000 - Conference & Seminar Regis	$188	$1,200	$2,352	$2,000	66.67%
547000 - Travel Expense	$0	$1,400	$0	$0	-100.00%
547100 - Travel Mileage Reimbursem	$28	$0	$0	$0	0.00%
550200 - Water	$4,106	$5,000	$0	$5,800	16.00%
551100 - Cellular Telephone	$1,653	$700	$1,216	$750	7.14%
552500 - Vehicle & Equipment Gasolin	$22,874	$22,000	$6,962	$18,000	-18.18%
556000 - Postage	$0	$0	$24	$0	0.00%
557000 - Laundry & Uniforms	$7,779	$7,500	$5,945	$10,000	33.33%
567000 - Rental & Use Charges	$0	$0	$1,390	$0	0.00%
573000 - Repair & Maintenance - Mac	$196	$0	$0	$0	0.00%
574000 - Repair & Maintenance - Vehi	$29,873	$27,500	$16,786	$27,500	0.00%
595000 - Furniture & Equipment	($8)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$125	$255	$255	$0	-100.00%
596000 - Vehicles & Equipment	($3,611)	$0	$0	$0	0.00%
596100 - Vehicles & Equipment (Repl	$40,094	$85,616	$85,616	$0	-100.00%

Activity Analysis Report - Adopted

1341 - Landscaping & Forestry

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$825,976	$1,017,373	$527,261	$951,541	-6.47%
Operating Expenses	$164,441	$163,025	$54,158	$162,175	-0.52%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$36,600	$85,871	$85,871	$0	-100.00%
Total	**$1,027,018**	**$1,266,269**	**$667,290**	**$1,113,716**	**-12.05%**

1341 Landscaping & Forestry

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	550,823	550,823
505200	Other Taxable Comp-Gfit	776	776
505300	Other Taxable Comp-Housing Stipend	3,600	3,600
508000	Salaries, Overtime	45,000	45,000
509000	Salaries, Part-Time Employees	51,979	51,979
510000	Social Security & Medicare (FICA)	49,557	49,557
514000	Group Insurance	151,683	150,100
514200	Vision Plan	865	865
515000	Retirement Contribution (401A)	45,903	45,903
515050	Supplemental Retirement Contribution	26,654	26,654
515100	Retirement Health Savings (RHS)	7,368	7,368
516000	Savings Plan Contribution (401K)	15,991	15,991
519000	Tuition Reimbursement	2,925	2,925
	Subtotal Personnel Services	**953,124**	**951,541**

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)	2,600	2,600	
	TR - Laptop for tree truck	2,900	2,900	
	TR - Upfit for Laptop into Chipper truck 2550	4,250	4,250	
	Subtotal	**10,250**		**10,250**
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	3,000	3,000	
	Hazard Tree Work, Stump Grinding, Tree Pruning	24,500	24,500	
	Landscape Improvements - Facilities & Right-of-Ways	5,000	5,000	
	Tree Spraying for Insect Problems	3,000	3,000	
	Subtotal	**35,500**		**35,500**
544000 Professional Dues & Certification Fees				
	International Society for Arboricultural	400	400	
	Landscaper Contractor's Association	350	350	
	Pesticide Certification	700	700	
	Subtotal	**1,450**		**1,450**
546000 Conference & Seminar Registration				
	International Society of Arboriculture	700	700	
	Pesticide Training and Recertification	700	700	
	Trade Shows	600	600	
	Subtotal	**2,000**		**2,000**

1341 Landscaping & Forestry

550200 Water				
Water Truck To Water New Trees & Annuals	5,800		5,800	
Subtotal		**5,800**		**5,800**
551100 Cellular Telephone				
Nextel Phone For Team/Snow Area Leader (1)	750		750	
Subtotal		**750**		**750**
552500 Vehicle & Equipment Gasoline Expense				
	18,000		18,000	
Subtotal		**18,000**		**18,000**
557000 Laundry & Uniforms				
Uniforms and Safety Equipment	10,000		10,000	
Subtotal		**10,000**		**10,000**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (17 Units)	27,500		27,500	
Subtotal		**27,500**		**27,500**
Subtotal Operating Expenses		**162,175**		**162,175**
Total		**1,115,299**		**1,113,716**

Activity Analysis Report - Adopted

1343 - Municipal Parks Maintenance

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$811,594	$831,668	$517,624	$909,091	9.31%
505200 - Other Taxable Comp-Gfit	$1,026	$691	$515	$900	30.25%
505300 - Other Taxable Comp-Housin	$10,000	$9,600	$8,000	$12,000	25.00%
507000 - Vacation & Sick Pay	$7,101	$0	$6,662	$0	0.00%
508000 - Salaries, Overtime	$95,096	$81,689	$70,956	$98,853	21.01%
509000 - Salaries, Part-Time Employe	$51,286	$46,086	$21,661	$69,306	50.38%
510000 - Social Security & Medicare (	$72,988	$73,397	$46,204	$82,410	12.28%
514000 - Group Insurance	$185,304	$197,311	$126,209	$272,605	38.16%
514200 - Vision Plan	$644	$1,178	$272	$1,454	23.43%
515000 - Retirement Contribution (401	$64,783	$66,533	$41,369	$75,757	13.86%
515050 - Supplemental Retirement Co	$40,489	$41,583	$25,234	$44,082	6.01%
515100 - Retirement Health Savings (	$3,180	$3,162	$712	$0	-100.00%
516000 - Savings Plan Contribution (4	$24,294	$24,950	$15,145	$27,275	9.32%
519000 - Tuition Reimbursement	$0	$0	$310	$400	0.00%
521000 - Office Supplies	$17	$0	$0	$0	0.00%
522000 - General Operating Supplies	$67,405	$77,000	$37,297	$77,000	0.00%
526000 - Machinery & Equipment	$1,395	$3,500	$4,879	$3,500	0.00%
529000 - Building & Construction Supp	$1,243	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$185	$215	$175	$175	-18.60%
536000 - Miscellaneous Professional	$3,400	$0	$0	$0	0.00%
536400 - Contract Maintenance Servic	$52,323	$65,200	$26,771	$90,200	38.34%
536500 - Investigations	$0	$500	$0	$0	-100.00%
544000 - Professional Dues & Certifica	$130	$400	$0	$250	-37.50%
546000 - Conference & Seminar Regis	$1,467	$800	$1,518	$2,000	150.00%
547000 - Travel Expense	$216	$1,000	$0	$500	-50.00%
550000 - Electric	$5,816	$6,000	$3,492	$6,000	0.00%
550200 - Water	$8,261	$14,500	$4,231	$10,000	-31.03%
551100 - Cellular Telephone	$979	$1,500	$744	$1,500	0.00%
552500 - Vehicle & Equipment Gasolin	$34,168	$35,000	$12,265	$30,500	-12.86%
554000 - Signage	$2,932	$2,500	$2,723	$3,000	20.00%
556000 - Postage	$75	$0	$51	$0	0.00%
557000 - Laundry & Uniforms	$9,934	$12,000	$6,871	$14,000	16.67%
560000 - Miscellaneous	$0	$0	$42	$0	0.00%
567000 - Rental & Use Charges	$1,426	$4,000	$883	$3,500	-12.50%
572000 - Repair & Maintenance - Build	$10,623	$16,000	$1,887	$11,500	-28.13%
573000 - Repair & Maintenance - Mac	$1,110	$0	$0	$0	0.00%
574000 - Repair & Maintenance - Vehi	$54,662	$44,000	$41,916	$45,000	2.27%
593000 - Improvements - Not Building	$1,742	$0	$0	$0	0.00%
595000 - Furniture & Equipment	($42,226)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$67,125	$70,255	$70,255	$0	-100.00%
596000 - Vehicles & Equipment	$28,761	$39,000	$0	$150,000	284.62%
596100 - Vehicles & Equipment (Repl	$70,976	$158,419	$158,419	$0	-100.00%

Activity Analysis Report - Adopted

1343 - Municipal Parks Maintenance

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$1,367,784	$1,377,848	$880,873	$1,594,133	15.70%
Operating Expenses	$257,766	$284,115	$145,746	$298,625	5.11%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$126,379	$267,674	$228,674	$150,000	-43.96%
Total	**$1,751,929**	**$1,929,637**	**$1,255,293**	**$2,042,758**	**5.86%**

1343 Municipal Parks Maintenance

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	909,091	909,091
505200	Other Taxable Comp-Gfit	900	900
505300	Other Taxable Comp-Housing Stipend	12,000	12,000
508000	Salaries, Overtime	98,853	98,853
509000	Salaries, Part-Time Employees	69,306	69,306
510000	Social Security & Medicare (FICA)	82,410	82,410
514000	Group Insurance	275,503	272,605
514200	Vision Plan	1,454	1,454
515000	Retirement Contribution (401A)	75,757	75,757
515050	Supplemental Retirement Contribution	44,082	44,082
516000	Savings Plan Contribution (401K)	27,275	27,275
519000	Tuition Reimbursement	400	400
	Subtotal Personnel Services	**1,597,031**	**1,594,133**

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 (Microsoft CALs) (1)	175	175	
	Subtotal	**175**		**175**
536400 Contract Maintenance Services				
	Constitution Gardens	25,000	25,000	
	Contract Mowing-Kentlands Lakes, Mini-Golf, Travis Ave & Bloh	35,000	35,000	
	Goose Abatement	16,000	16,000	
	Maintenance-Lighting at Market Sq Plaza & Main St Pavilion	4,200	4,200	
	Pond Maintenance	10,000	10,000	
	Subtotal	**90,200**		**90,200**
544000 Professional Dues & Certification Fees				
	ISA, MRPA	250	250	
	Subtotal	**250**		**250**
546000 Conference & Seminar Registration				
	Maryland Parks and Recreation Conferenc (Parks Maintenance Su	1,000	1,000	
	Pesticide Training and Recertification	1,000	1,000	
	Subtotal	**2,000**		**2,000**
547000 Travel Expense				
	MRPA Conference	500	500	
	Subtotal	**500**		**500**

1343 Municipal Parks Maintenance

550000 Electric				
	6,000		6,000	
Subtotal		**6,000**		**6,000**
550200 Water				
WSSC - for Ball fields	10,000		10,000	
Subtotal		**10,000**		**10,000**
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				
	30,500		30,500	
Subtotal		**30,500**		**30,500**
554000 Signage				
Park Signs	3,000		3,000	
Subtotal		**3,000**		**3,000**
557000 Laundry & Uniforms				
Uniforms and Safety Equipment	14,000		14,000	
Subtotal		**14,000**		**14,000**
567000 Rental & Use Charges				
Miscellaneous Equipment	3,500		3,500	
Subtotal		**3,500**		**3,500**
572000 Repair & Maintenance - Buildings & Facilities				
	11,500		11,500	
Subtotal		**11,500**		**11,500**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (69 Units)	45,000		45,000	
Subtotal		**45,000**		**45,000**
Subtotal Operating Expenses		**298,625**		**298,625**

Capital Outlay

596000 Vehicles & Equipment				
One New Trackless Unit	150,000		150,000	
Subtotal		**150,000**		**150,000**
Subtotal Capital Outlay		**150,000**		**150,000**
Total		**2,045,656**		**2,042,758**

Activity Analysis Report - Adopted

1344 - Mowing and Special Pickups

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$827,399	$893,591	$511,870	$962,990	7.77%
505200 - Other Taxable Comp-Gfit	$833	$914	$826	$1,004	9.85%
505300 - Other Taxable Comp-Housin	$19,000	$20,400	$15,700	$24,000	17.65%
507000 - Vacation & Sick Pay	$13,936	$0	$10,068	$0	0.00%
508000 - Salaries, Overtime	$106,264	$90,176	$76,392	$70,020	-22.35%
509000 - Salaries, Part-Time Employe	$47,198	$87,052	$24,076	$69,306	-20.39%
510000 - Social Security & Medicare (	$76,114	$81,918	$48,116	$84,327	2.94%
514000 - Group Insurance	$141,633	$174,109	$94,220	$200,231	15.00%
514200 - Vision Plan	$183	$1,069	$0	$1,069	0.00%
515000 - Retirement Contribution (401	$65,312	$71,487	$40,802	$80,249	12.26%
515050 - Supplemental Retirement Co	$36,281	$44,680	$23,774	$47,371	6.02%
515100 - Retirement Health Savings (	$16,098	$15,378	$11,109	$22,968	49.36%
516000 - Savings Plan Contribution (4	$22,712	$26,808	$15,294	$30,093	12.25%
519000 - Tuition Reimbursement	$1,608	$2,200	$0	$5,800	163.64%
521000 - Office Supplies	$17	$0	$127	$0	0.00%
522000 - General Operating Supplies	$13,546	$15,000	$6,915	$19,500	30.00%
526000 - Machinery & Equipment	$353	$4,500	$114	$3,500	-22.22%
529000 - Building & Construction Supp	$239	$0	$0	$0	0.00%
531600 - Software Maintenance Agree	$150	$175	$175	$175	0.00%
536000 - Miscellaneous Professional	$489	$0	$142	$0	0.00%
536400 - Contract Maintenance Servic	$102,801	$126,500	$53,888	$116,500	-7.91%
536500 - Investigations	$0	$500	$0	$500	0.00%
544000 - Professional Dues & Certifica	$170	$100	$0	$500	400.00%
546000 - Conference & Seminar Regis	$128	$400	$144	$300	-25.00%
547000 - Travel Expense	$0	$500	$0	$0	-100.00%
547100 - Travel Mileage Reimbursem	$30	$0	$0	$0	0.00%
551100 - Cellular Telephone	$837	$1,450	$438	$750	-48.28%
552500 - Vehicle & Equipment Gasolin	$48,437	$60,000	$19,843	$56,000	-6.67%
556000 - Postage	$7	$0	$11	$0	0.00%
557000 - Laundry & Uniforms	$11,209	$15,000	$7,588	$16,500	10.00%
567000 - Rental & Use Charges	$96,427	$105,000	$106,135	$124,000	18.10%
573000 - Repair & Maintenance - Mac	$1,014	$0	$0	$0	0.00%
574000 - Repair & Maintenance - Vehi	$78,100	$63,000	$79,282	$75,000	19.05%
576000 - Repair & Maintenance - Art	$10	$0	$0	$0	0.00%
595000 - Furniture & Equipment	($23)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$140	$290	$290	$0	-100.00%
596000 - Vehicles & Equipment	($80,239)	$0	$0	$150,000	0.00%
596100 - Vehicles & Equipment (Repl	$100,603	$202,625	$202,625	$0	-100.00%

Activity Analysis Report - Adopted

1344 - Mowing and Special Pickups

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
Personnel	$1,374,572	$1,509,782	$872,248	$1,599,428	5.94%
Operating Expenses	$353,964	$392,125	$274,802	$413,225	5.38%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$20,482	$202,915	$202,915	$150,000	-26.08%
Total	**$1,749,018**	**$2,104,822**	**$1,349,965**	**$2,162,653**	**2.75%**

1344 Mowing and Special Pickups

Expenditure Statement by Object		Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services			
501000	Salaries, Full-Time Employees	962,990	962,990
505200	Other Taxable Comp-Gfit	1,004	1,004
505300	Other Taxable Comp-Housing Stipend	24,000	24,000
508000	Salaries, Overtime	70,020	70,020
509000	Salaries, Part-Time Employees	69,306	69,306
510000	Social Security & Medicare (FICA)	84,327	84,327
514000	Group Insurance	202,337	200,231
514200	Vision Plan	1,069	1,069
515000	Retirement Contribution (401A)	80,249	80,249
515050	Supplemental Retirement Contribution	47,371	47,371
515100	Retirement Health Savings (RHS)	22,968	22,968
516000	Savings Plan Contribution (401K)	30,093	30,093
519000	Tuition Reimbursement	5,800	5,800
	Subtotal Personnel Services	**1,601,534**	**1,599,428**

Operating Expenses

522000 General Operating Supplies				
	Tools, Trash Bags and Materials	10,000	10,000	
	Trash Cans for Bus Stops	9,500	9,500	
	Subtotal	**19,500**		**19,500**
526000 Machinery & Equipment				
	Miscellaneous Computer Supplies	500	500	
	Small Equipment (weed trimmers, blowers, edgers, etc.)	3,000	3,000	
	Subtotal	**3,500**		**3,500**
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	60,000	60,000	
	HOA Mowing Reimbursement Kentlands	6,500	6,500	
	HOA Mowing Reimbursement Quince Orchard Park	5,000	5,000	
	HOA Mowing Reimbursement Saybrooke	5,000	5,000	
	Subtotal	**116,500**		**116,500**
536500 Investigations				
	Background Checks	500	500	
	Subtotal	**500**		**500**
544000 Professional Dues & Certification Fees				
	Flagger Certification	500	500	
	Subtotal	**500**		**500**
546000 Conference & Seminar Registration				
	Baltimore Small Equipment Trade Show (six employees)	300	300	
	Subtotal	**300**		**300**

1344 Mowing and Special Pickups

551100 Cellular Telephone				
Nextel Phone For Team/Snow Area Leader (1)	750		750	
Subtotal		**750**		**750**
552500 Vehicle & Equipment Gasoline Expense				
	56,000		56,000	
Subtotal		**56,000**		**56,000**
557000 Laundry & Uniforms				
Uniforms and Safety Equipment	16,500		16,500	
Subtotal		**16,500**		**16,500**
567000 Rental & Use Charges				
Dump Fees (Leaves)	24,000		24,000	
Dump Fees (Trash and Special Pickups)	100,000		100,000	
Subtotal		**124,000**		**124,000**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (57 Units)	75,000		75,000	
Subtotal		**75,000**		**75,000**
Subtotal Operating Expenses		**413,225**		**413,225**

Capital Outlay

596000 Vehicles & Equipment				
One New Single Axle Dump	150,000		150,000	
Subtotal		**150,000**		**150,000**
Subtotal Capital Outlay		**150,000**		**150,000**
Total		**2,164,759**		**2,162,653**

Activity Analysis Report - Adopted

1345 - Recycling

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$42,249	$47,000	$28,824	$35,650	-24.15%
553000 - Printing & Binding	$810	$0	$0	$1,000	0.00%
567000 - Rental & Use Charges	$646,032	$918,775	$531,561	$927,000	0.90%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$689,091	$965,775	$560,385	$963,650	-0.22%
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	**$689,091**	**$965,775**	**$560,385**	**$963,650**	**-0.22%**

1345 Recycling

Operating Expenses

522000 General Operating Supplies				
18 Gallon Bins w/lids (500)	5,750		5,750	
Wheeled Carts - 65 Gallon (648)	29,900		29,900	
Subtotal		**35,650**		**35,650**
553000 Printing & Binding				
Recycling stickers	1,000		1,000	
Subtotal		**1,000**		**1,000**
567000 Rental & Use Charges				
Recycling Contract	927,000		927,000	
Subtotal		**927,000**		**927,000**
Subtotal Operating Expenses		**963,650**		**963,650**
Total		**963,650**		**963,650**

Activity Analysis Report - Adopted

1351 - Engineering Services

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$279,352	$367,756	$137,259	$331,468	-9.87%
505200 - Other Taxable Comp-Gfit	$315	$420	$315	$315	-25.00%
507000 - Vacation & Sick Pay	$1,125	$0	$4,602	$0	0.00%
509000 - Salaries, Part-Time Employe	$55,136	$64,557	$506	$0	-100.00%
510000 - Social Security & Medicare (	$25,069	$33,072	$10,548	$25,357	-23.33%
514000 - Group Insurance	$25,426	$50,209	$17,166	$49,236	-1.94%
514200 - Vision Plan	$209	$184	$0	$276	50.00%
515000 - Retirement Contribution (401	$21,919	$29,420	$10,668	$27,622	-6.11%
515100 - Retirement Health Savings (	$3,180	$3,162	$2,195	$3,900	23.34%
516000 - Savings Plan Contribution (4	$8,220	$11,033	$4,000	$10,358	-6.12%
519000 - Tuition Reimbursement		$0		$0	0.00%
521000 - Office Supplies	$0	$0	$36	$0	0.00%
522000 - General Operating Supplies	$0	$0	$590	$0	0.00%
526000 - Machinery & Equipment	$70	$500	$0	$1,475	195.00%
531000 - Information Technology (IT)		$0		$475	0.00%
531500 - Software Licenses		$0		$650	0.00%
531600 - Software Maintenance Agree	$1,982	$2,045	$2,451	$345	-83.13%
532000 - Engineering & Architectural	$0	$100,000	$0	$100,000	0.00%
536000 - Miscellaneous Professional	$0	$0	$1,604	$0	0.00%
544000 - Professional Dues & Certifica	$205	$300	$1,222	$350	16.67%
546000 - Conference & Seminar Regis	$2,128	$2,500	$996	$2,500	0.00%
547000 - Travel Expense	$60	$0	$33	$100	0.00%
547100 - Travel Mileage Reimbursem	$29	$0	$11	$100	0.00%
551100 - Cellular Telephone	$1,110	$1,500	$563	$2,240	49.33%
556000 - Postage	$0	$0	$21	$0	0.00%
557000 - Laundry & Uniforms	$224	$800	$124	$800	0.00%
595000 - Furniture & Equipment	($160)	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$530	$685	$685	$0	-100.00%
Personnel	$419,951	$559,813	$187,258	$448,532	-19.88%
Operating Expenses	$5,809	$107,645	$7,651	$109,035	1.29%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$370	$685	$685	$0	-100.00%
Total	**$426,130**	**$668,143**	**$195,594**	**$557,567**	**-16.55%**

1351 Engineering Services

Expenditure Statement by Object	Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services		
501000 Salaries, Full-Time Employees	331,468	331,468
505200 Other Taxable Comp-Gfit	315	315
509000 Salaries, Part-Time Employees	60,290	0
510000 Social Security & Medicare (FICA)	25,357	25,357
514000 Group Insurance	49,389	49,236
514200 Vision Plan	276	276
515000 Retirement Contribution (401A)	27,622	27,622
515100 Retirement Health Savings (RHS)	3,900	3,900
516000 Savings Plan Contribution (401K)	10,358	10,358
Subtotal Personnel Services	**508,975**	**448,532**
Operating Expenses		
526000 Machinery & Equipment		
Computer and monitor new position	975	975
Miscellaneous Computer Supplies	500	500
Subtotal	**1,475**	**1,475**
531000 Information Technology (IT) Services		
Service - Software (Adobe Acrobat Pro DC) (3)	475	475
Subtotal	**475**	**475**
531500 Software Licenses		
Microsoft licenses new position	650	650
Subtotal	**650**	**650**
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat Pro) (2)	170	170
Maintenance - Software (Microsoft CALs) (3)	175	175
Subtotal	**345**	**345**
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	350	350
Subtotal	**350**	**350**
546000 Conference & Seminar Registration		
MSS Conferences and Seminars	1,000	1,000
Project management training	1,500	1,500
Subtotal	**2,500**	**2,500**
547000 Travel Expense		
	100	100
Subtotal	**100**	**100**
547100 Travel Mileage Reimbursement		
	100	100
Subtotal	**100**	**100**

1351 Engineering Services

551100 Cellular Telephone				
Engineering Services staff (4)	2,240		2,240	
Subtotal		**2,240**		**2,240**
557000 Laundry & Uniforms				
Shoes (4)	800		800	
Subtotal		**800**		**800**
Subtotal Operating Expenses		**109,035**		**109,035**
Total		**618,010**		**557,567**

Activity Analysis Report - Adopted

1393 - Street Lighting

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
522000 - General Operating Supplies	$32	$3,000	$0	$3,000	0.00%
550000 - Electric	$537,527	$550,000	$322,029	$550,000	0.00%
573000 - Repair & Maintenance - Mac	$55,586	$60,000	$32,800	$72,000	20.00%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$593,146	$613,000	$354,829	$625,000	1.96%
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	**$593,146**	**$613,000**	**$354,829**	**$625,000**	**1.96%**

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	72,000		72,000	
Subtotal		**72,000**		**72,000**
Subtotal Operating Expenses		**625,000**		**625,000**
Total		**625,000**		**625,000**

Activity Analysis Report - Adopted

1397 - Traffic Control

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
501000 - Salaries, Full-Time Employe	$99,503	$102,189	$39,959	$93,421	-8.58%
508000 - Salaries, Overtime	$8,974	$16,141	$5,542	$16,141	0.00%
509000 - Salaries, Part-Time Employe	$0	$10,748	$0	$17,680	64.50%
510000 - Social Security & Medicare (	$7,963	$9,874	$3,372	$9,734	-1.42%
514000 - Group Insurance	$28,669	$24,499	$14,375	$38,921	58.87%
514200 - Vision Plan	$102	$184	$0	$184	0.00%
515000 - Retirement Contribution (401	$7,960	$8,175	$3,196	$7,785	-4.77%
515050 - Supplemental Retirement Co	$4,002	$5,109	$1,653	$4,865	-4.78%
516000 - Savings Plan Contribution (4	$2,985	$3,066	$992	$2,920	-4.76%
521000 - Office Supplies	$0	$0	$64	$0	0.00%
522000 - General Operating Supplies	$31,726	$33,000	$9,275	$33,000	0.00%
526000 - Machinery & Equipment	$0	$500	$48	$500	0.00%
531600 - Software Maintenance Agree	$214	$175	$175	$175	0.00%
536000 - Miscellaneous Professional	$0	$25,000	$5,014	$0	-100.00%
536400 - Contract Maintenance Servic		$0		$25,000	0.00%
550000 - Electric	$4,771	$0	$1,902	$10,000	0.00%
551100 - Cellular Telephone	$637	$0	$15	$0	0.00%
552500 - Vehicle & Equipment Gasolin	$2,228	$3,200	$808	$3,000	-6.25%
557000 - Laundry & Uniforms	$994	$1,700	$538	$1,700	0.00%
560000 - Miscellaneous	$60	$0	$0	$0	0.00%
572000 - Repair & Maintenance - Build		$0		$0	0.00%
574000 - Repair & Maintenance - Vehi	$3,392	$3,000	$182	$2,500	-16.67%
595000 - Furniture & Equipment	$6,371	$0	$0	$0	0.00%
595100 - Furniture & Equipment (Repl	$0	$255	$255	$0	-100.00%
596000 - Vehicles & Equipment	$41,621	$0	$0	$0	0.00%
596100 - Vehicles & Equipment (Repl	$6,076	$16,937	$16,937	$0	-100.00%
Personnel	$160,158	$179,985	$69,090	$191,651	6.48%
Operating Expenses	$44,023	$66,575	$18,021	$75,875	13.97%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$54,068	$17,192	$17,192	$0	-100.00%
Total	**$258,249**	**$263,752**	**$104,302**	**$267,526**	**1.43%**

1397 Traffic Control

Expenditure Statement by Object	Proposed 2016 - 2017	Adopted 2016 - 2017
Personnel Services		
501000 Salaries, Full-Time Employees	93,421	93,421
508000 Salaries, Overtime	16,141	16,141
509000 Salaries, Part-Time Employees	17,680	17,680
510000 Social Security & Medicare (FICA)	9,734	9,734
514000 Group Insurance	39,334	38,921
514200 Vision Plan	184	184
515000 Retirement Contribution (401A)	7,785	7,785
515050 Supplemental Retirement Contribution	4,865	4,865
516000 Savings Plan Contribution (401K)	2,920	2,920
Subtotal Personnel Services	**192,064**	**191,651**
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**
536400 Contract Maintenance Services		
Traffic Line Striping	25,000	25,000
Subtotal	**25,000**	**25,000**
550000 Electric		
	10,000	10,000
Subtotal	**10,000**	**10,000**
552500 Vehicle & Equipment Gasoline Expense		
	3,000	3,000
Subtotal	**3,000**	**3,000**
557000 Laundry & Uniforms		
Uniforms and Safety Equipment	1,700	1,700
Subtotal	**1,700**	**1,700**
574000 Repair & Maintenance - Vehicles		
Vehicle Maintenance (8 Units)	2,500	2,500
Subtotal	**2,500**	**2,500**
Subtotal Operating Expenses	**75,875**	**75,875**

1397 Traffic Control

Total	**267,939**	**267,526**

Position Title	Grade	FY 17 Total No. Positions
Custodian/Maintenance Worker	115	2
Administrative Technician I	118	1
Maintenance Worker I	118	2
Maintenance Worker II	119	20
Administrative Assistant II/CMO	120	1
Administrative Assistant II/F&A	120	1
Administrative Assistant II/Police	120	2
Bus Driver/Site Leader	120	2
Equipment Operator I	120	3
Speed Camera Technician	120	1
Equipment Operator II	121	11
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
Facility Supervisor	122	1
Graphics Artist	122	1
Recreation Support Assistant	122	2
Work Force Leader I	122	2
Equipment Operator III	123	2
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	3
Mechanic II	124	3
Program Coordinator	124	4
Work Force Leader II	124	9
Accounting Specialist	125	1
Administrative Technician III	125	1
Environmental Technician	125	1
Grants Administrator	125	1
Planner I	125	1
Project Manager/Systems Analyst I	125	1
Code Administration Officer I	126	4
Community Services Case Coordinator	126	1
Community Services Program Coordinator	126	2
Lead Mechanic	126	1
Facility Coordinator	126	4

Position Title	Grade	FY 17 Total No. Positions
Speed Camera Technician Supervisor	126	1
Animal Control Officer III	127	3
Assistant Web Administrator	127	1
Code Administration Officer II	127	1
Legislative Affairs Manager	127	1
Paralegal	127	1
Police Officer Candidate	127	2
Primary Counselor	127	1
Right-of-Way Inspector	127	1
Crime Analyst	128	1
Environmental Specialist	128	2
Graphics Specialist	128	1
Human Resources Generalist II	128	2
Municipal Clerk	128	1
Network Operations Specialist I	128	2
Payroll Coordinator	128	1
Program Supervisor	128	8
Television Production Specialist	128	1
Aquatic Facility Coordinator	129	1
Budget & Procurement Analyst	129	1
Code Administration Officer III	129	2
GIS Specialist	129	1
Planner II	129	3
Police Accreditation Manager	129	1
Police Systems Support Manager	129	1
Project Manager/Systems Analyst II	129	1
Recreation Systems Support Manager	129	1
Supervisor	129	4
Sustainability Planner	129	1
Assistant to the City Manager	130	1
Clinical Supervisor/Discharge Coordinator	130	1
Code Compliance Manager	130	1
Code Inspector	130	5
Communication Specialist	130	1
Community Facility Manager	130	7
Fire Inspector	130	1
GIS Planner	130	1
Manager of Facilities Maintenance	130	1
Manager of Fleet Operations	130	1
Permitting Manager	130	1
Senior Program Supervisor	130	4

Position Title	Grade	FY 17 Total No. Positions
Staff Accountant	130	1
Business Services Coordinator	131	1
Chief Electrical Reviewer	131	1
Procurement Manager	131	1
Project Manager/Systems Analyst III	131	1
Web Administrator	131	1
Aquatic Superintendent	132	1
Arts Administrator	132	1
Civil Engineer	132	1
Project Engineer	132	2
Project Manager	132	3
Animal Control Division Chief	133	1
Capital Projects Program Manager	133	2
Chief Accountant	133	1
Human Resources Program Coordinator	133	2
Long Range Planning Manager	133	1
Permit Coordinator	133	1
Police Training & Emergency Operations Coordinator	133	1
Site Development Coordinator	133	1
Television Productions Manager	133	1
Administrative Services Division Chief	134	1
Arts & Events Division Chief	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
Procurement Division Chief	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
Business Systems Division Manager	136	1
Economic Development Director	136	1
Police Lieutenant/Operations Bureau Commander	136	1
Network Operations Division Manager	136	1
Stormwater Program Manager	136	1

ADOPTED PERSONNEL SCHEDULE
FISCAL YEAR 2017

Position Title	Grade	FY 17 Total No. Positions
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
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	10
Police Officer III	222	16
Police Corporal	223	9
Police Sergeant	224	9
Total Full-Time Employees		**302**
Total Part-Time Employees (FTE)		**102.62**

FISCAL YEAR 2017
ADOPTED SCHEDULE OF SALARY RANGES

Pay Range	Minimum FY 2017	Mid Point	Maximum FY 2017	Pay Range
110	$22,164	$28,814	$35,464	110
111	$23,396	$30,414	$37,434	111
112	$24,507	$31,858	$39,210	112
113	$25,737	$33,458	$41,180	113
114	$26,968	$35,059	$43,149	114
115	$28,322	$36,820	$45,316	115
116	$29,676	$38,578	$47,481	116
117	$31,273	$40,654	$50,034	117
118	$32,759	$42,587	$52,415	118
119	$34,357	$44,663	$54,970	119
120	$36,198	$47,058	$57,917	120
121	$37,929	$49,307	$60,686	121
122	$39,892	$51,859	$63,828	122
123	$41,867	$54,428	$66,988	123
124	$43,964	$57,153	$70,342	124
125	$46,183	$60,038	$73,893	125
126	$48,512	$63,064	$77,619	126
127	$50,852	$66,108	$81,364	127
128	$53,437	$69,468	$85,499	128
129	$56,034	$72,844	$89,655	129
130	$58,862	$76,521	$94,178	130
131	$61,812	$80,357	$98,900	131
132	$65,019	$84,526	$104,031	132
133	$68,092	$88,518	$108,946	133
134	$71,541	$93,005	$114,467	134
135	$75,114	$97,649	$120,183	135
136	$78,929	$102,608	$126,287	136
137	$82,867	$107,729	$132,589	137
138	$87,062	$113,182	$139,300	138
139	$91,366	$118,775	$146,185	139
140	$95,925	$124,702	$153,481	140
141	$100,729	$130,949	$161,167	141
142	$105,776	$137,509	$169,242	142
143	$111,068	$144,387	$177,707	143
144	$116,616	$151,600	$186,584	144
145	$122,394	$159,112	$195,831	145
146	$128,550	$167,116	$205,680	146

FISCAL YEAR 2017
ADOPTED SCHEDULE OF SALARY RANGES
POLICE DEPARTMENT

Gaithersburg FY 17 Step	220 PO I	221 PO II	222 PO III	223 CORPORAL	224 SERGEANT
0	$55,690	$58,474	$61,399	$64,468	$70,915
1	$57,225	$60,085	$63,089	$66,244	$72,868
2	$58,942	$61,888	$64,982	$68,232	$75,055
3	$60,709	$63,745	$66,932	$70,278	$77,306
4	$62,530	$65,657	$68,940	$72,387	$79,625
5	$64,406	$67,627	$71,007	$74,558	$82,014
6	$66,338	$69,656	$73,138	$76,794	$84,473
7	$68,329	$71,744	$75,332	$79,099	$87,008
8	$70,379	$73,897	$77,593	$81,472	$89,619
9	$72,490	$76,114	$79,920	$83,917	$92,308
10	$74,665	$78,397	$82,317	$86,433	$95,077
11	$76,904	$80,751	$84,787	$89,027	$97,929
12	$79,212	$83,171	$87,331	$91,697	$100,867
13	$81,588	$85,667	$89,951	$94,447	$103,893
14	$84,035	$88,237	$92,648	$97,282	$107,010
15	$86,558	$90,885	$95,429	$100,199	$110,219

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 stormwater 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 Asset Replacement Fund, and funding for these assets is provided by a transfer from the General Fund. 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 FY17 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) – no significant future operating cost impact is expected.

- Sidewalks, Handicapped Ramps & Bike Pathways (79-3) – some additional maintenance costs may be identified after the assessment is completed and due to the potential additional of new pathways. Additional capital projects may be identified as part of the study.

- Olde Towne Revitalization (79-5) - no significant future operating cost impact is expected.

- Property Acquisition and Disposition (81-4) – no significant future operating costs are expected from the demolition of the property. Some additional costs may result from the property acquisition that was completed in FY16.

- 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 & 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 additional operating expenditures are expected related to equipment replacement funding.

- Art In Public Places (98-4) - no significant future operating cost impact is expected

- Olde Towne Park Plaza (99-4) – additional operating costs are anticipated for maintenance of new plaza and plaza materials.

- Contingency & Future Projects (00-0) - no significant future operating cost impact is expected.

- 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 facility, but future operating costs are not known at this time and the design has not been completed yet.

- Crown Farm Historic Park (09-2) - no significant future operating cost impact is expected in FY17; however after completion of the project, some operation costs for mowing, cleaning and maintenance services are 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.

- Synthetic Fields (13-1) – operating costs change when fields are converted from natural to synthetic turf, mowing and watering costs decrease however other maintenance such as fluffing the field offsets some of these savings.

- Quince Orchard Park - Medimmune (14-1) – some additional maintenance costs are expected within this park in future years, costs will depend on the design.

- Consumer Product Safety Commission Park (14-2) – additional maintenance costs are expected during and after the construction of this facility. No specific cost impact has been determined at this time.

The following pages include summary of revenues and expenditure by project for FY17 then five-year plan for each individual CIP with project descriptions.

CURRENT CIP BUDGET
FY17 BUDGET

Project Name by Category	Project	FY17 Revenue Budget
City Facility		
City Hall	70-2	$ 500,000
Public Service Facility	72-2	400,000
Technology Projects	93-1	-
Facilities Projects	98-1	650,000
Gaithersburg Police Station	09-1	5,500,000
Energy Efficiency & Conservation	10-1	300,000
Total		$ 7,350,000
Community Enhancement		
Street Lighting	71-2	$ 100,000
Olde Towne Revitalization	79-5	-
Property Acquisition & Disposition	81-4	-
Olde Towne Park Plaza	99-4	300,000
Contingency & Future Projects	00-0	-
Community Development Block Grant - HUD	04-1	-
Crown Farm Historic Park	09-2	-
Quince Orchard Park - Medimmune	14-1	-
Consumer Product Safety Commission Park	14-2	2,000,000
Total		$ 2,400,000
Recreation/Leisure		
Bohrer Park At Summit Hall Farm	83-2	$ 474,600
Art In Public Places	98-4	10,000
Renovation/Improvements of Existing Parks	00-4	-
Kentlands Mansion	01-2	-
Edison Park Drive Site	03-1	-
Benjamin Gaither Center	09-3	-
Train Station & Museum Complex	09-4	-
Synthetic Fields	13-1	-
Total		$ 484,600
Transportation/Environment		
Sidewalks, Handicapped Ramps & Bike Pathways	79-3	$ 272,000
Street Resurfacing	83-1	1,000,000
Street Reconstruction	91-3	1,000,000
Traffic Calming And Signalization	92-2	200,000
Traffic Enhancements	98-7	30,000
355 Corridor Plan Improvements	99-1	-
Bridges & Culverts	17-1	450,000
Total		$ 2,952,000
City of Gaithersburg - Project Totals		$ 13,186,600

Project Name by Category	Project	FY17 Expenditure Budget
City Facility		
City Hall	70-2	$ 500,000
Public Service Facility	72-2	800,000
Technology Projects	93-1	557,500
Facilities Projects	98-1	1,493,000
Gaithersburg Police Station	09-1	1,125,000
Energy Efficiency & Conservation	10-1	300,000
Total		$ 4,775,500
Community Enhancement		
Street Lighting	71-2	$ 270,000
Olde Towne Revitalization	79-5	100,000
Property Acquisition & Disposition	81-4	46,000
Olde Towne Park Plaza	99-4	1,000,000
Contingency & Future Projects	00-0	500,000
Community Development Block Grant - HUD	04-1	-
Crown Farm Historic Park	09-2	230,000
Quince Orchard Park - Medimmune	14-1	325,000
Consumer Product Safety Commission Park	14-2	4,000,000
Total		$ 6,471,000
Recreation/Leisure		
Bohrer Park At Summit Hall Farm	83-2	$ 804,100
Art In Public Places	98-4	28,625
Renovation/Improvements of Existing Parks	00-4	220,000
Kentlands Mansion	01-2	-
Edison Park Drive Site	03-1	-
Benjamin Gaither Center	09-3	-
Train Station & Museum Complex	09-4	125,000
Synthetic Fields	13-1	50,000
Total		$ 1,227,725
Transportation/Environment		
Sidewalks, Handicapped Ramps & Bike Pathways	79-3	$ 250,000
Street Resurfacing	83-1	570,000
Street Reconstruction	91-3	1,000,000
Traffic Calming & Signalization	92-2	315,000
Traffic Enhancements	98-7	-
355 Corridor Plan Improvements	99-1	-
Bridges & Culverts	17-1	325,000
Total		$ 2,460,000
City of Gaithersburg - Project Totals		$ 14,934,225

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **City Hall**

PROJECT NUMBER: 70-2 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	5,906
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	5,304
UNENCUMBERED AS OF:	**06/30/16**	**$**	602

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$5,826	$750	$500	$200	$250			$7,526
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$692	$22						-$669
TOTAL	$5,134	$ 772	$ 500	$ 200	$ 250	$ 0	$ 0	$6,857

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$112	$105						$217
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$4,283	$705	$425	$800				$6,213
FURNITURE & EQUIPMENT	$77	$22	$75					$174
TOTAL	$4,472	$ 832	$ 500	$ 800	$ 0	$ 0	$ 0	$6,604

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$662	$602	$602	$2	$252	$252	$252	$252

PROJECT NAME:	**City Hall**			
PROJECT NUMBER:	70-2		CATEGORY:	City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	5,906	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	5,304	
UNENCUMBERED AS OF:	**06/30/16**	**$**	602	

Project Description: ***Coordinator: Ronald Kaczmarek***

This project supports renovations and upgrades to the City Hall building envelope, mechanical systems and grounds.

In FY16, available funds of ($832,644) supported a City Hall Needs Analysis Study to improve the functionality and develop concepts for future construction projects ($60,000 moved from FY15) and the City Hall Roof Replacement Project ($45,000 for design and $705,000 for construction). The roof replacement will start in FY16, but will not be completed until FY17. There was also a transfer of $22,644 from 00-0 (Contingency & Future Projects) to 79-2 to allow for the purchase of additional systems furniture. This project was not anticipated as part of the original FY16 budget.

In FY17, available funds of ($500,000) will support phase I renovations identified in the FY16 Needs Analysis Study. These improvements will include modifications to Planning Division office space ($100,000), modifications to the Finance Department office space ($75,000), new electronic marquee sign ($30,000) and unidentified projects ($295,000).

In FY18, available funds of ($800,000) will support phase II renovations identified in the FY16 Needs Analysis Study including replacement of lights and paving of the City Hall parking lot ($600,000) and support refurbishment of the basement offices ($200,000).

In FY19-FY21, no new projects are currently scheduled.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Street Lighting**

PROJECT NUMBER: 71-2 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	2,556
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	2,281
UNENCUMBERED AS OF:	**06/30/16**	**$**	275

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$2,506	$75	$100	$150	$125	$125	$100	$3,181
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$25							-$25
TOTAL	$2,481	$ 75	$ 100	$ 150	$ 125	$ 125	$ 100	$3,156

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$103	$107	$80	$5	$5	$5	$5	$311
LAND								
SITE IMPROV. UTIL & SWM	$13							$13
CONSTRUCTION	$1,648	$50	$115	$40	$40	$40	$40	$1,973
FURNITURE & EQUIPMENT	$335	$25	$75	$150	$75	$75	$75	$810
TOTAL	$2,099	$ 182	$ 270	$ 195	$ 120	$ 120	$ 120	$3,107

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$382	$275	$105	$60	$65	$70	$50	$50

PROJECT NAME:	**Street Lighting**			
PROJECT NUMBER:	71-2		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	2,556	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	2,281	
UNENCUMBERED AS OF:	**06/30/16**	**$**	275	

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 City maintained lights on a four-year cycle, replacing worn or discolored lenses and repainting or replacing fiberglass poles as needed.

In FY16, available funds of ($182,500) supported the design of lights in Dorsey Estates ($7,500), the replacement of lights in Dorsey Estates ($50,000) to be completed in FY17, PEPCO design and service installation for infill lighting along Midsummer Drive ($50,000) and the construction of additional infill along Midsummer Drive ($50,000), and possible replacement of corroded anchor bolts and nuts ($25,000) in a number of the Lakelands light poles [result of a yearly survey to determine any remaining problem poles].

The following projects were moved to FY17: support design and installation costs for Woodland Hills/Olde Carriage Hill and conversion of a portion of the existing HPS lights to LED in Olde Towne.

In FY17, available funds of ($270,000) will support the design, service installation and construction of lights in Woodland Hills/Olde Carriage Hill ($150,000) [moved from FY16], future undesignated projects for design, service installation and construction ($45,000), converting a portion of the existing HPS lights to LED ($50,000) [moved from FY16] 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 [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, service installation and construction ($45,000), as well as the re-lamping of City-owned streetlights ($75,000). Available funds will also support converting a portion of the existing HPS lights to LED ($50,000) in Olde Towne based on the recommendations of the Olde Towne lighting study, as well as the possible replacement of corroded anchor bolts and nuts ($25,000) in a number of the Lakelands light poles [result of a yearly survey to determine any remaining problem poles].

In FY19 - FY21, available funds of ($120,000 each year) will support future undesignated projects.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Public Service Facility**

PROJECT NUMBER: 72-2 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	5,661
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	4,928
UNENCUMBERED AS OF:	**06/30/16**	**$**	733

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$4,518	$1,000	$400	$400	$600	$500	$300	$7,718
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$26	$169						$142
TOTAL	$4,492	$1,169	$ 400	$ 400	$ 600	$ 500	$ 300	$7,860

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$3	$90	$185	$100				$378
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$3,807	$894	$615		$955	$750		$7,021
FURNITURE & EQUIPMENT	$99	$35						$134
TOTAL	$3,909	$1,019	$ 800	$ 100	$ 955	$ 750	$ 0	$7,533

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$583	$733	$333	$633	$278	$28	$328	$328

PROJECT NAME:	**Public Service Facility**			
PROJECT NUMBER:	72-2	CATEGORY:		City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	5,661	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	4,928	
UNENCUMBERED AS OF:	**06/30/16**	**$**	733	

Project Description: ***Coordinator: Ronald Kaczmarek***

This project supports capital equipment replacement, upgrades and new projects at the Public Service Facility.

In FY16, available funds of ($1,019,337) were used to support the design and replacement of the salt building ($690,000), replacement of PW Fleet Services furniture ($35,000), for drain modifications within the Fleet Services garages ($130,000), and to reconfigure the 3rd floor office space ($164,337). These funds were transferred from 00-0: Contingency to support this project.

In FY17, available funds of ($800,000) will support the design and construction of a new vehicle wash system ($475,000 moved from FY16 with an additional $25,000 added for a total of $500,000), the construction of a new server room ($215,000), and to conduct a facility space and needs assessment ($85,000).

In FY18, available funds of ($100,000) will support the design of projects as a result of the facility space and needs assessment.

In FY19, available funds of ($955,000) will support construction of the projects identified in the FY17 space and needs assessment. This will include an office expansion of the existing facility and needed design work for phase II.

In FY20, available funds of ($750,000) will support the construction of phase II projects from the FY17 space/needs assessment.

In FY21, no projects are currently scheduled.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Sidewalks, Handicapped Ramps & Bike Pathways**

PROJECT NUMBER: 79-3 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	3,163
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	2,434
UNENCUMBERED AS OF:	**06/30/16**	**$**	729

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$1,789	$120	$200	$200	$200	$200	$100	$2,809
STATE FUNDS	$253		$72	$480				$805
COUNTY FUNDS								
FEDERAL FUNDS	$90							$90
ESCROW FUNDS	$727							$727
TRANSFERRED	$184							$184
TOTAL	$3,043	$ 120	$ 272	$ 680	$ 200	$ 200	$ 100	$4,615

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$252	$30	$120	$80				$482
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$2,152		$130	$930	$230	$330	$230	$4,002
FURNITURE & EQUIPMENT								
TOTAL	$2,404	$ 30	$ 250	$1,010	$ 230	$ 330	$ 230	$4,484

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$639	$729	$751	$421	$391	$261	$131	$131

PROJECT NAME:	**Sidewalks, Handicapped Ramps & Bike Pathways**			
PROJECT NUMBER:	79-3		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	3,163	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	2,434	
UNENCUMBERED AS OF:	**06/30/16**	**$**	729	

Project Description: ***Coordinator: Ollie Mumpower***

Sidewalks, Handicapped Ramps & Bike Pathways - 79-3

This project provides for the construction of various pedestrian facilities including sidewalks, ADA ramps and pathways. This project also provides funding for off-road paths.

In FY16, available funds of ($30,000) supported a concept study to determine constructability of missing pathway links to provide system wide improvement of our pathway system.

The following projects were moved to FY17: replacement of two decorative crosswalks in Hidden Creek Landbay I and a survey & assessment of existing sidewalks/accessible ramps to bring these into compliance with new Public Right of Way Accessibility Guidelines (PROWAG).

In FY17, available funds of ($250,000) will support the replacement of two decorative crosswalks in Hidden Creek Landbay I ($50,000), a concept study ($30,000) to determine constructability of the remainder of the missing bike pathway links that will provide system-wide improvement of our pathway system, sidewalk/pathway repair contracts ($30,000), and a survey and condition assessment of existing sidewalks & paths ($50,000). If grant funds are available, the final design for the path along the east side of NIST between MD 117 and Muddy Branch Road ($90,000) will also be completed.

In FY18, available funds of ($1,010,000) will support future Bicycle Master Plan bike path final designs based on the results of the FY17 bike pathway concept studies ($80,000), construction of one of the missing bike pathway links identified in FY16 ($100,000), retrofits of existing off road pathways based on the results of the FY16 bike pathway survey ($150,000), sidewalk/pathway repair contracts ($30,000), and a future sidewalk construction project ($50,000) will also be funded thru this account. If grant funds are available, the construction of a path along the east side of NIST between MD 117 and Muddy Branch Road will be programmed ($600,000).

In FY19, available funds of ($230,000) will support retrofits of existing off road bike pathways based on the results of the FY17 pathway survey ($150,000), sidewalk/pathway repair contracts ($30,000), and a future sidewalk construction project ($50,000).

In FY20, available funds of ($330,000) will support future Bicycle Master Plan bike path construction ($100,000) of missing bike pathway links, as well as retrofits of existing off road bike pathways based on the results of the FY17 pathway survey ($150,000), sidewalk/pathway repair contracts ($30,000) and a future sidewalk construction project ($50,000).

In FY21, available funds of ($230,000) will support retrofits of existing off road bike pathways based on the results of the FY17 pathway survey ($150,000), sidewalk/pathway repair contracts ($30,000), and a future sidewalk construction project ($50,000).

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Olde Towne Revitalization**

PROJECT NUMBER: 79-5 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	5,457
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	3,203
UNENCUMBERED AS OF:	**06/30/16**	**$**	2,254

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$3,556			$525	$500			$4,581
STATE FUNDS	$214			$300	$100			$614
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$1,687							$1,687
TOTAL	$5,457	$ 0	$ 0	$ 825	$ 600	$ 0	$ 0	$6,882

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$84	$20	$100					$204
LAND								
SITE IMPROV. UTIL & SWM	$271							$271
CONSTRUCTION	$2,783			$750	$750			$4,283
FURNITURE & EQUIPMENT	$45							$45
TOTAL	$3,183	$ 20	$ 100	$ 750	$ 750	$ 0	$ 0	$4,803

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$2,274	$2,254	$2,154	$2,229	$2,079	$2,079	$2,079	$2,079

PROJECT NAME:	**Olde Towne Revitalization**			
PROJECT NUMBER:	79-5		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	5,457	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	3,203	
UNENCUMBERED AS OF:	**06/30/16**	**$**	2,254	

Project Description: ***Coordinator: Thomas Lonergan***

In FY16, available funds of ($20,000) supported the development of preliminary design documents related to initial streetscape improvements.

In FY17, available funds of ($100,000) will support the final design and construction documents for streetscape improvements along East Diamond Avenue.

FY18-FY19, available funds of ($750,000) will support the construction. While the actual construction costs will depend upon the completed design, the streetscape improvements will need to be phased over several years.

FY20-FY21, there are no projects currently planned in these years.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Property Acquisition & Disposition**

PROJECT NUMBER: 81-4 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	16,181
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	14,899
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,282

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$16,085							$16,085
STATE FUNDS	$646							$646
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$550							-$550
TOTAL	$16,181	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$16,181

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$7							$7
LAND	$14,676	$216						$14,892
SITE IMPROV. UTIL & SWM								
CONSTRUCTION			$46					$46
FURNITURE & EQUIPMENT								
TOTAL	$14,683	$ 216	$ 46	$ 0	$ 0	$ 0	$ 0	$14,945

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$1,498	$1,282	$1,236	$1,236	$1,236	$1,236	$1,236	$1,236

PROJECT NAME:	**Property Acquisition & Disposition**			
PROJECT NUMBER:	81-4		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	16,181	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	14,899	
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,282	

Project Description: ***Coordinator: Tony Tomasello***

A purchase of property along the 355 Corridor was completed in FY16 for $216,000.

In FY17, available funds of ($46,000) will be used to demolish existing structures on the property purchased in FY16.

In FY18-FY21, there are no additional property acquisitions currently under contract, but staff continues to evaluate potential acquisitions. A balance is being maintained for this purpose in order to react quickly to opportunities.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Street Resurfacing**

PROJECT NUMBER: 83-1 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	20,028
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	18,632
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,396

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$17,319	$855	$1,000	$1,000	$1,000	$1,000	$1,000	$23,174
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$500							$500
TRANSFERRED	$1,022	$332						$1,355
TOTAL	$18,841	$1,187	$1,000	$1,000	$1,000	$1,000	$1,000	$25,029

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$635		$50	$75	$100	$100	$100	$1,060
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$17,061	$936	$520	$750	$1,000	$1,000	$1,000	$22,268
FURNITURE & EQUIPMENT								
TOTAL	$17,696	$ 936	$ 570	$ 825	$1,100	$1,100	$1,100	$23,328

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$1,145	$1,396	$1,826	$2,001	$1,901	$1,801	$1,701	$1,701

PROJECT NAME:	**Street Resurfacing**			
PROJECT NUMBER:	83-1		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	20,028	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	18,632	
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,396	

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 fiscal year.

In FY16, there was a transfer of funds from 07-2 Teachers Way to 83-1. This closed out the remaining balance of the Teachers Way CIP ($332,348).

In FY16, available funds of ($936,703) supported resurfacing on Watkins Mill Road from Russell Avenue to Travis Avenue ($500,000), Suffield Drive from Muddy Branch Road to Bickerstaff Way ($175,000), Harmony Hall Road from Muddy Branch Road to Cedar Avenue ($190,000), and the City portion of a WSSC project along Gold Kettle Drive ($71,703) [originally budgeted at $100,000].

The resurfacing of Edison Drive ($400,000) was not completed in FY16. This project has been removed from the CIP budget at this time.

In FY17, available funds of ($570,000) will support resurfacing along Victory Farm Drive from Girard Street to Saybrooke Oaks Blvd. ($50,000 for design and $500,000 for construction). Funding will also support lane marking ($10,000) and speed hump replacement ($10,000) for this project.

In FY18, available funds of $825,000 ($75,000 for design and $750,000 for construction) will support resurfacing projects selected on the basis of information from a new pavement management system.

In FY19-FY21, available funds of $1,100,000 each year ($100,000 for design and $1,000,000 for construction) will support resurfacing projects selected on the basis of information from a new pavement management system.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Bohrer Park At Summit Hall Farm**

PROJECT NUMBER: 83-2 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	15,370
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	14,676
UNENCUMBERED AS OF:	**06/30/16**	**$**	694

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$12,901			$200	$300	$400	$200	$14,001
STATE FUNDS	$1,944	$33	$435					$2,413
COUNTY FUNDS			$39					$39
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$492							$492
TOTAL	$15,337	$ 33	$ 474	$ 200	$ 300	$ 400	$ 200	$16,945

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$11,496	$80			$65	$97		$11,739
LAND								
SITE IMPROV. UTIL & SWM	$93							$93
CONSTRUCTION	$2,696		$300		$75	$650	$180	$3,901
FURNITURE & EQUIPMENT	$197	$114	$504	$35	$35	$35	$15	$935
TOTAL	$14,482	$ 194	$ 804	$ 35	$ 175	$ 782	$ 195	$16,668

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$855	$694	$364	$529	$654	$272	$277	$277

PROJECT NAME:	**Bohrer Park At Summit Hall Farm**			
PROJECT NUMBER:	83-2		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	15,370	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	14,676	
UNENCUMBERED AS OF:	**06/30/16**	**$**	694	

Project Description: ***Coordinator: Terrilyn Lahs***

This project provides for purchases and refurbishments for the Picnic Pavilions, Activity Center, Water Park, Skate Park and the Miniature Golf Course in Bohrer Park.

In FY16, available funds of ($194,000) supported the final invoice for facility renovation design to the Miniature Golf Course ($35,000), replacement of remaining wooden bumpers/score posts with composite material, purchase of additional decorative fixture and replacement of railings at Miniature Golf Course ($59,000), Skate Park refurbishments ($5,000), the replacement of Activity Center activity room partitions ($50,000), and architectural design/engineering of the water slide replacement at the Water Park ($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].

Two projects were deferred to FY17: upgrades of the static sign at Education Blvd. to an electronic message board due to the finalization of the MOU with MCPS and due to the design timeframe issue, the Miniature Golf Course renovation construction including expansion of the restroom and 'caddy shack' buildings (original budget of $300,000).

In FY17, available funds of ($804,100) will support the upgrades to the static sign at Education Blvd. to an electronic message board ($89,100) [MCPS will reimburse the City $39,600 for their sign], replacement of guardrail/wood replacement at the Miniature Golf Course ($315,000), the replacement of Skate Park components ($20,000), and replacement of the two 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 FY18, 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 FY19, available funds of ($175,000) will support refurbishments and enhancements at Miniature Golf Course ($15,000), design of the Activity Center Roof Replacement ($65,000), security cameras and sound system upgrades at Water Park ($75,000), and the replacement of Skate Park components ($20,000).

In FY20, available funds of ($782,500) will support refurbishments and enhancements at Miniature Golf Course ($15,000), design for replacement of designated picnic pavilions ($30,000), Activity Center roof replacement ($650,000), design and engineering for replacement of the Water Park filtration system, motors and pumps ($60,000), study and design for lighting of the Water Park and pool area ($7,500), and the replacement of Skate Park components ($20,000).

In FY21, available funds of ($195,000) will support refurbishments and enhancements at Miniature Golf Course ($15,000), and replacement of the Water Park filtration system, motors and pumps ($180,000).

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Street Reconstruction**

PROJECT NUMBER: 91-3 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	9,132
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	7,816
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,316

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$8,637	$100	$1,000	$1,000	$1,000	$1,000	$1,000	$13,737
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$596							$596
TRANSFERRED	-$201							-$201
TOTAL	$9,032	$ 100	$1,000	$1,000	$1,000	$1,000	$1,000	$14,132

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$144	$100	$100	$100	$100	$100	$100	$744
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$7,572		$900	$900	$900	$900	$900	$12,072
FURNITURE & EQUIPMENT								
TOTAL	$7,716	$ 100	$1,000	$1,000	$1,000	$1,000	$1,000	$12,816

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$1,316	$1,316	$1,316	$1,316	$1,316	$1,316	$1,316	$1,316

PROJECT NAME:	**Street Reconstruction**			
PROJECT NUMBER:	91-3	CATEGORY:		Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	9,132	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	7,816	
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,316	

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.

In FY16, available funds of ($100,000) supported the redesign for Quince Orchard Blvd. from MD 117 to MD 124 ($100,000).

In FY17, available funds of ($1,000,000) will support the reconstruction of Quince Orchard Blvd. MD 117 to MD 124 ($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-FY21, available funds of ($1,000,000 each year) will support the construction ($900,000) 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.

PROJECT NAME: **Traffic Calming & Signalization**

PROJECT NUMBER: 92-2 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,649
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	1,312
UNENCUMBERED AS OF:	**06/30/16**	**$**	337

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$1,022		$200	$400	$400	$300	$100	$2,422
STATE FUNDS	$110							$110
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$275							$275
TRANSFERRED	$50	$192						$242
TOTAL	$1,457	$ 192	$ 200	$ 400	$ 400	$ 300	$ 100	$3,049

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$14		$55	$40	$40	$40	$40	$229
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$1,089		$260	$310	$310	$310	$310	$2,589
FURNITURE & EQUIPMENT	$209							$209
TOTAL	$1,312	$ 0	$ 315	$ 350	$ 350	$ 350	$ 350	$3,027

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$145	$337	$222	$272	$322	$272	$22	$22

PROJECT NAME:	**Traffic Calming & Signalization**			
PROJECT NUMBER:	92-2		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,649	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	1,312	
UNENCUMBERED AS OF:	**06/30/16**	**$**	337	

Project Description: ***Coordinator: Ollie Mumpower***

Funding in this project is used for installing and maintaining traffic calming devices, school flashers and traffic signals.

In FY16 a transfer of $192,000 was made from 03-1 Edision Park Drive CIP to fund future signalization reconstruction projects.

Although available funds of ($300,000) were programmed in FY16 to support the design and reconstruction a City-owned traffic signal based on an assessment study currently underway by Montgomery County, this study has not been completed and it is unlikely that the results will be available to meet this schedule. Based on this information, all of the funds for this program have been moved to FY17.

In FY17, available funds of ($315,000) 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 addition, professional services will be requested to study phasing changes for the signals at Russell Avenue and Odend'hal Avenue ($5,000), Russell Avenue and Christopher Avenue ($5,000) and to determine traffic operational improvement at Kentlands Boulevard and the all way stop at the entrance to Whole Foods ($5,000).

In FY18–FY21, 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/traffic operational project ($50,000).

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Technology Projects**

PROJECT NUMBER: 93-1 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	6,115
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	4,435
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,680

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$5,573			$200	$200	$200	$200	$6,373
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	$242							$242
ESCROW FUNDS	$300							$300
TRANSFERRED								
TOTAL	$6,115	$ 0	$ 0	$ 200	$ 200	$ 200	$ 200	$6,915

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT	$4,303	$132	$607	$390	$460	$490	$60	$6,444
TOTAL	$4,303	$ 132	$ 607	$ 390	$ 460	$ 490	$ 60	$6,444

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$1,812	$1,680	$1,073	$883	$623	$333	$473	$473

PROJECT NAME:	**Technology Projects**			
PROJECT NUMBER:	93-1	CATEGORY:		City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	6,115	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	4,435	
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,680	

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 16, available funds of ($132,720) supported ongoing infrastructure improvements ($27,000), improved conference room technology ($20,000), digital signage ($5,000), improvements to the facility camera infrastructure ($40,000), software for Applicant Tracking and Police Analytics ($12,820), and enhancement of the City's data backup system ($27,900).

In FY17, available funds of ($607,500) will support ongoing infrastructure improvements ($97,500), asset and facility management systems ($225,000), an intranet web replacement ($25,000), improvements to the Time and Attendance System ($70,000), improvements to the City website ($50,000), technology enhancements for the Community Museum ($10,000), build-out of a remote data center ($30,000), and a criminal intelligence system for police ($100,000).

In FY18, available funds of ($390,000) will support ongoing infrastructure improvements ($145,000), improvements to existing software systems ($45,000), 16 South Summit Building network and training room configuration ($50,000), expansion of the Olde Towne Public Safety camera system ($100,000), and improvements to the City radio system ($50,000).

In FY19, available funds of ($460,000) will support ongoing infrastructure improvements ($10,000), cameras for the City Hall grounds ($50,000), expansion of the City's fiber network ($200,000), implementation of parking garage technology ($100,000), and enhancements for a Police analytics system ($100,000).

In FY20, available funds of ($490,000) 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 ongoing infrastructure improvements ($40,000).

In FY21, available funds of ($60,000) will support ongoing infrastructure improvements ($60,000).

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Facilities Projects**

PROJECT NUMBER: 98-1 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	6,714
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	5,229
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,485

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$3,111	$338	$650	$850	$550	$550	$550	$6,599
STATE FUNDS		$130						$130
COUNTY FUNDS	$300							$300
FEDERAL FUNDS								
ESCROW FUNDS	$42							$42
TRANSFERRED	$2,793							$2,793
TOTAL	$6,246	$ 468	$ 650	$ 850	$ 550	$ 550	$ 550	$9,864

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$534	$35	$49					$618
LAND								
SITE IMPROV. UTIL & SWM	$29							$29
CONSTRUCTION	$2,923	$1,342	$992	$640	$365	$365	$365	$6,993
FURNITURE & EQUIPMENT	$151	$215	$451	$742	$60	$60	$60	$1,740
TOTAL	$3,637	$1,592	$1,492	$1,382	$ 425	$ 425	$ 425	$9,380

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$2,609	$1,485	$643	$111	$236	$361	$486	$486

PROJECT NAME:	**Facilities Projects**			
PROJECT NUMBER:	98-1		CATEGORY:	City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	6,714	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	5,229	
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,485	

Project Description: ***Coordinator: Ronald Kaczmarek***

This project supports the systematic replacement of architectural, structural, mechanical and electrical building envelope components on City-owned facilities which do not have individual CIP accounts.

In FY16, available funds of ($1,592,477) supported the following projects which were moved from FY15: carpet replacement at the Activity Center ($130,000), a survey of all City facilities existing emergency generators ($35,000), design services to upgrade generators at various facilities (150,000), restriping in the parking garage ($35,000), and the parking garage surface recoating ($70,000). The Facilities Division will also begin the B&O door replacement project in FY16. However, it will not be completed until FY17. This project is partially funded through 98-1 at ($40,000) and partially funded through Community Development Block Funds 04-1 ($65,000). In addition, the design for stabilization of the Smoke House was funded thru 98-1 ($24,350) and CIP 04-1: Community Development Block Grant funds ($70,000).

Additional projects in FY16 are the construction ($443,127) of improvements at the Casey Community Center [$130,000 will be reimbursed by a bond bill and an additional $36,800 will be transferred from the reserve fund for kitchen equipment], 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 replacement of furniture in the fleet services section of public works ($35,000).

In FY17, available funds of ($1,493,000) will support equipment upgrades in various facilities ($50,000), maintenance activities at various facilities ($150,000), roof and shell replacement/repairs at various facilities ($100,000), painting and carpet replacement at various facilities ($100,000), Kentland's Arts Barn design & repointing ($132,000), sound studies for the Robertson Park Youth Center, the Olde Towne Youth Center and the main gym at the Activity Center ($49,500), upgrading of generators at both City Hall and Public Works ($401,500), elevator upgrades for the parking garage elevators ($200,000), and design/construction of the roof replacement and cupula repairs at the Arts Barn ($310,000).

In FY18, available funds of ($1,382,500) will support equipment upgrades at various facilities ($55,000), enhancements at various facilities ($165,000), roof and shell replacement/repairs at various facilities ($100,000), painting/carpet replacement at various facilities ($100,000), the upgrading of generators at both the Activity Center and 16 South Summit Ave. ($687,500) and design/replacement of Train Station & Museum roof replacement ($275,000).

In FY19-21, available funds of ($425,000) each year will support equipment upgrades at various facilities ($60,000), enhancements at various facilities ($165,000), roof and shell replacement/repairs at various facilities ($100,000) and painting and carpet replacement at various facilities ($100,000).

PROJECT NAME: **Art In Public Places**

PROJECT NUMBER: 98-4 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	636
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	492
UNENCUMBERED AS OF:	**06/30/16**	**$**	144

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	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	$ 10	$ 15	$ 15	$ 15	$ 0	$ 691

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$263	$10	$17	$5	$5	$15	$15	$330
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$191	$28	$11	$14	$10			$255
FURNITURE & EQUIPMENT								
TOTAL	$ 454	$ 38	$ 28	$ 19	$ 15	$ 15	$ 15	$ 585

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$182	$144	$126	$122	$122	$122	$107	$107

PROJECT NAME:	**Art In Public Places**			
PROJECT NUMBER:	98-4	CATEGORY:		Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	636	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	492	
UNENCUMBERED AS OF:	**06/30/16**	**$**	144	

Project Description: ***Coordinator: Denise Kayser***

This project supports Art in Public Places projects throughout the City.

In FY16, available funds of ($39,250) supported the final payment for the installation of the developer-funded Archstone project ($28,750), the purchase of a butterfly-themed bench for Constitution Gardens ($4,000), and a deposit for the artist-made armillary sundial for Latitude Observatory Park ($6,500). Latitude Observatory Park and Diamond Farms Skate Spot public art projects were delayed to FY17 to address site related issues.

In FY17, available funds of ($28,625) will support the design and fabrication of art at Constitution Gardens Park ($11,500), final payment, shipping and installation of an armillary sundial at Latitude Observatory Park ($9,125), the design and fabrication of Diamond Farms Skate Spot art ($4,000), and the design phase for artist-made trail markers at Bohrer Park ($4,000).

In FY18, available funds of ($19,000) will support the design and fabrication of artist-made trail markers at Bohrer Park ($10,000), the final payment for Constitution Garden ($2,000), the final payment for the design and fabrication of Diamond Farms Skate Spot art ($2,000), and for other undesignated public art projects ($5,000).

In FY19, available funds of ($15,000) will support the final fabrication and installation of artist-made trail markers at Bohrer Park ($10,000), and for other undesignated public art projects ($5,000).

In FY20-FY21, available funds of ($15,000) each year will support projects that have not yet been defined in scope or location.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Transit Enhancements**

PROJECT NUMBER: 98-7 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	333
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	254
UNENCUMBERED AS OF:	**06/30/16**	**$**	79

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$125							$125
STATE FUNDS	$78							$78
COUNTY FUNDS	$28							$28
FEDERAL FUNDS								
ESCROW FUNDS	$212		$30	$30				$272
TRANSFERRED	-$110							-$110
TOTAL	$ 333	$ 0	$ 30	$ 30	$ 0	$ 0	$ 0	$ 393

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$61	$34						$95
FURNITURE & EQUIPMENT	$159			$30	$30	$30	$30	$279
TOTAL	$ 220	$ 34	$ 0	$ 30	$ 30	$ 30	$ 30	$ 374

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$113	$79	$109	$109	$79	$49	$19	$19

PROJECT NAME:	**Transit Enhancements**			
PROJECT NUMBER:	98-7		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	333	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	254	
UNENCUMBERED AS OF:	**06/30/16**	**$**	79	

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. The City has received ($30,000) for bus shelters for the Crown Neighborhood. Three additional shelters are related to the Monument Development for a total commitment of ($30,000), however, this funding is contingent upon need.

In FY16, available funds of ($34,000) supported the purchase and installation of thirty (30) benches ($34,000). The City has in escrow funding for two bus shelters in the Crown Neighborhood.

In FY17-FY21, available funds of ($30,000 each year) will support the purchase and installation of two developer funded non-advertising shelters ($30,000).

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **355 Corridor Plan Improvements**

PROJECT NUMBER: 99-1 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	255
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	253
UNENCUMBERED AS OF:	**06/30/16**	**$**	2

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$295							$295
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$40							-$40
TOTAL	$ 255	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 255

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$67	$26						$93
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$58	$102						$161
FURNITURE & EQUIPMENT								
TOTAL	$ 125	$ 128	$ 0	$ 0	$ 0	$ 0	$ 0	$ 254

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$130	$2	$2	$2	$2	$2	$2	$2

PROJECT NAME:	**355 Corridor Plan Improvements**			
PROJECT NUMBER:	99-1		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	255	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	253	
UNENCUMBERED AS OF:	**06/30/16**	**$**	2	

Project Description: ***Coordinator: Martin Matsen***

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 FY16, available funds ($129,178) supported the design of landscaping/streetscape improvements ($26,250) and the construction of landscaping/streetscape improvements at Forest Oak Cemetery ($102,928).

After the completion of the of the Forest Oak Cemetery Improvement project in FY16 this CIP will be closed.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Olde Towne Park Plaza**

PROJECT NUMBER: 99-4 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,169
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	105
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,064

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$784		$100					$884
STATE FUNDS	$135	$100	$300					$535
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$50							$50
TRANSFERRED	$100							$100
TOTAL	$1,069	$ 100	$ 400	$ 0	$ 0	$ 0	$ 0	$1,569

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.		$100						$100
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$5		$1,000					$1,005
FURNITURE & EQUIPMENT								
TOTAL	$ 5	$ 100	$1,000	$ 0	$ 0	$ 0	$ 0	$1,105

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$1,064	$1,064	$464	$464	$464	$464	$464	$464

PROJECT NAME:	**Olde Towne Park Plaza**			
PROJECT NUMBER:	99-4		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,169	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	105	
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,064	

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 FY16, 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 FY17, the construction contract is anticipated to be awarded, and available funds of ($1,000,000) will support construction of the project, which is roughly divided between actual physical construction ($900,000) and site furnishings ($100,000).

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. Another grant of $100,000 was awarded by the State of Maryland and will be received in FY17 as partial reimbursement for construction expenses upon project completion. The City has also requested a State Bond Bill in amount of $200,000 which would be used for construction and is dependent approval by the legislature.

It is anticipated that in FY18, after the completion of this project, this CIP will be closed and any remaining funds transferred to another CIP account.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Contingency & Future Projects**

PROJECT NUMBER: 00-0 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	4,609
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	2,107
UNENCUMBERED AS OF:	**06/30/16**	**$**	2,502

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$5,985	$896		$500	$500	$500	$500	$8,881
STATE FUNDS	$125							$125
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$2,210	-$187						-$2,397
TOTAL	$3,900	$ 709	$ 0	$ 500	$ 500	$ 500	$ 500	$6,609

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$1,940		$500	$500	$500	$500	$500	$4,440
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$142							$142
FURNITURE & EQUIPMENT	$25							$25
TOTAL	$2,107	$ 0	$ 500	$ 500	$ 500	$ 500	$ 500	$4,607

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$1,793	$2,502	$2,002	$2,002	$2,002	$2,002	$2,002	$2,002

PROJECT NAME:	**Contingency & Future Projects**			
PROJECT NUMBER:	00-0	CATEGORY:		Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	4,609	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	2,107	
UNENCUMBERED AS OF:	**06/30/16**	**$**	2,502	

Project Description: ***Coordinator: Stephanie Walker***

This project supports 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 FY16, available funds of ($164,337) supported both the third floor Public Works remodel ($164,337) which was transferred into CIP 72-2 Public Service Facility and the purchase of systems furniture for PIO and CMO ($22,644) which was transferred into CIP 70-2 City Hall.

In FY17-FY21, available funds of ($500,000) each year will support projects as necessary.

PROJECT NAME: **Renovation/Improvements of Existing Parks**

PROJECT NUMBER: 00-4 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	2,430
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	1,922
UNENCUMBERED AS OF:	**06/30/16**	**$**	508

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$840	$90		$100			$100	$1,130
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$1,500							$1,500
TOTAL	$2,340	$ 90	$ 0	$ 100	$ 0	$ 0	$ 100	$2,630

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$108		$50					$158
LAND								
SITE IMPROV. UTIL & SWM	$597							$597
CONSTRUCTION	$1,157	$60	$170	$320				$1,707
FURNITURE & EQUIPMENT								
TOTAL	$1,862	$ 60	$ 220	$ 320	$ 0	$ 0	$ 0	$2,462

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$478	$508	$288	$68	$68	$68	$168	$168

PROJECT NAME:	**Renovation/Improvements of Existing Parks**			
PROJECT NUMBER:	00-4		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	2,430	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	1,922	
UNENCUMBERED AS OF:	**06/30/16**	**$**	508	

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 FY16, available funds of ($60,000) supported repairs 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 ($220,000) will support renovation of the playing surface of three tennis courts at Diamond Farms Park ($75,000), the renovation of the tennis courts at Malcolm King Park ($75,000), renovation of the basketball court at Malcolm King Park ($20,000), and design/engineering of Walker Field lighting project in Morris Park ($50,000).

In FY18, available funds of ($320,000) will support the renovation of the Kelley Park tennis courts ($60,000), the renovation of tennis courts at Green Park ($60,000), and the construction of Walker Field lighting project in Morris Park ($200,000).

FY19-FY21, no projects have been identified.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Kentlands Mansion**

PROJECT NUMBER: 01-2 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,486
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	1,243
UNENCUMBERED AS OF:	**06/30/16**	**$**	243

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$1,031	$100		$350	$300			$1,781
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$355							$355
TOTAL	$1,386	$ 100	$ 0	$ 350	$ 300	$ 0	$ 0	$2,136

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$141	$85						$226
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$717	$300		$465	$400			$1,882
FURNITURE & EQUIPMENT								
TOTAL	$ 858	$ 385	$ 0	$ 465	$ 400	$ 0	$ 0	$2,108

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$528	$243	$243	$128	$28	$28	$28	$28

PROJECT NAME:	**Kentlands Mansion**			
PROJECT NUMBER:	01-2		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,486	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	1,243	
UNENCUMBERED AS OF:	**06/30/16**	**$**	243	

Project Description: ***Coordinator: Ronald Kaczmarek***

This project supports major repairs and restoration of the Kentlands Mansion building envelope and exterior.

In FY16, available funds of ($385,000) supported the landscape construction of the side-yard garden ($300,000) and to conduct a needs analysis survey to include ADA and other facility upgrades ($85,000) [moved from FY15].

No projects are planned for FY17.

In FY18, available funds of ($465,000) will support phase I design and construction based on the needs analysis conducted in FY15 ($465,000).

In FY19, 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 FY20-FY21.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Edison Park Drive Site**

PROJECT NUMBER: 03-1 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,897
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	898
UNENCUMBERED AS OF:	**06/30/16**	**$**	999

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	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	$- 192	$ 0	$ 0	$ 0	$ 0	$ 0	$1,897

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$898							$898
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT								
TOTAL	$ 898	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 898

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$1,191	$999	$999	$999	$999	$999	$999	$999

PROJECT NAME:	**Edison Park Drive Site**			
PROJECT NUMBER:	03-1		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,897	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	898	
UNENCUMBERED AS OF:	**06/30/16**	**$**	999	

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 & Signalization to fund future signalization reconstruction projects.

In FY17-FY21, the existing fund balance remains in reserve until a decision has been made on the development and/or disposition of this parcel.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Community Development Block Grant - HUD**

PROJECT NUMBER: 04-1 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	5,305
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	5,000
UNENCUMBERED AS OF:	**06/30/16**	**$**	305

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS								
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	$5,305							$5,305
ESCROW FUNDS								
TRANSFERRED								
TOTAL	$5,305	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$5,305

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$4,865	$135						$5,000
FURNITURE & EQUIPMENT								
TOTAL	$4,865	$ 135	$ 0	$ 0	$ 0	$ 0	$ 0	$5,000

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$440	$305	$305	$305	$305	$305	$305	$305

PROJECT NAME:	**Community Development Block Grant - HUD**			
PROJECT NUMBER:	04-1	CATEGORY:		Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	5,305	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	5,000	
UNENCUMBERED AS OF:	**06/30/16**	**$**	305	

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 FY16, available funds of ($135,000) supported construction work on the Smoke House ($70,000) [moved from FY15] and the replacement of the doors at the B&O Station ($65,000) [moved from FY15].

In FY17-FY21, CDBG funds not assigned to public service and administration costs (approximately $210,000 in FY17) will be directed towards the GHALP program and set up as a receivable account (100-115040).

Upon completion of the Smoke House and B&O Train Station projects, this CIP will be closed.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Teachers Way**

PROJECT NUMBER: 07-2 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	2,869
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	2,866
UNENCUMBERED AS OF:	**06/30/16**	**$**	3

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$2,010							$2,010
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	$1,198							$1,198
ESCROW FUNDS								
TRANSFERRED	-$7	-$332						-$340
TOTAL	$3,201	$- 332	$ 0	$ 0	$ 0	$ 0	$ 0	$2,868

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$166							$166
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$2,693							$2,693
FURNITURE & EQUIPMENT	$7							$7
TOTAL	$2,866	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$2,866

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$335	$3	$3	$3	$3	$3	$3	$3

PROJECT NAME:	**Teachers Way**			
PROJECT NUMBER:	07-2		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	2,869	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	2,866	
UNENCUMBERED AS OF:	**06/30/16**	**$**	3	

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.

This CIP will be closed out at the end of FY16 with a transfer of $332,348 to 83-1: Street Resurfacing.

PROJECT NAME: **Gaithersburg Police Station**

PROJECT NUMBER: 09-1 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	9,712
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	5,308
UNENCUMBERED AS OF:	**06/30/16**	**$**	4,404

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$4,838	$5,000	$5,500	$1,500				$16,838
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$126							-$126
TOTAL	$4,712	$5,000	$5,500	$1,500	$ 0	$ 0	$ 0	$16,712

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$174	$34	$1,125					$1,334
LAND		$5,100						$5,100
SITE IMPROV. UTIL & SWM								
CONSTRUCTION				$8,400				$8,400
FURNITURE & EQUIPMENT					$1,500			$1,500
TOTAL	$ 174	$5,134	$1,125	$8,400	$1,500	$ 0	$ 0	$16,334

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$4,538	$4,404	$8,779	$1,879	$379	$379	$379	$379

PROJECT NAME:	**Gaithersburg Police Station**			
PROJECT NUMBER:	09-1		CATEGORY:	City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	9,712	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	5,308	
UNENCUMBERED AS OF:	**06/30/16**	**$**	4,404	

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 FY16, available funds of ($5,134,785) supported the building acquisition of 16 S. Summit ($5,100,000) and conducting additional feasibility studies on the building ($34,785).

In FY17, available funds of ($1,125,000) will support the design/construction document development of the renovation project [moved from FY16].

In FY18, available funds of ($8,400,000) will support construction of the project (which is expected to be completed in FY18).

In FY19, ($1,500,000) will support the purchase of equipment and furniture for the newly constructed Police Station.

In FY20-FY21, no projects are currently programmed.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Crown Farm Historic Park**

PROJECT NUMBER: 09-2 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	2,570
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	26
UNENCUMBERED AS OF:	**06/30/16**	**$**	2,544

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	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 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	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 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	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:	**07/01/14**	**$**	2,570	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	26	
UNENCUMBERED AS OF:	**06/30/16**	**$**	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 acquires the property from the developer of Crown Farm. The City is currently working with the developer to accept dedication of the parkland in FY17.

In FY17, 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) [moved from FY16 because site will not be deeded to the City in FY16].

In FY18, available funds of ($230,000) will support renovations to the existing buildings.

In FY19, available funds of ($240,000) will support renovations to the existing buildings.

In FY20-FY21, 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 2017

PROJECT NAME: **Benjamin Gaither Center**

PROJECT NUMBER: 09-3 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	990
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	705
UNENCUMBERED AS OF:	**06/30/16**	**$**	285

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	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 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$105							$105
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$483	$47						$530
FURNITURE & EQUIPMENT	$70							$70
TOTAL	$ 658	$ 47	$ 0	$ 0	$ 0	$ 0	$ 0	$ 705

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$332	$285	$285	$285	$285	$285	$285	$285

PROJECT NAME:	**Benjamin Gaither Center**			
PROJECT NUMBER:	09-3		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	990	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	705	
UNENCUMBERED AS OF:	**06/30/16**	**$**	285	

Project Description: ***Coordinator: Dennis Enslinger***

The project supports the renovation of the current Benjamin Gaither Center.

In FY16, an additional ($47,637) was expended to cover additional work that was completed due to unforeseen conditions, bringing the total of the project, including FY15 and FY16 funds, to $805,936

FY17-FY21 no new projects are anticipated.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Train Station & Museum Complex**

PROJECT NUMBER: 09-4 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,521
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	1,365
UNENCUMBERED AS OF:	**06/30/16**	**$**	156

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$251							$251
STATE FUNDS	$250			$15	$15	$15		$295
COUNTY FUNDS								
FEDERAL FUNDS	$430							$430
ESCROW FUNDS								
TRANSFERRED	$590							$590
TOTAL	$1,521	$ 0	$ 0	$ 15	$ 15	$ 15	$ 0	$1,566

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$27	$2						$30
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$1,191		$55					$1,246
FURNITURE & EQUIPMENT	$141	$4	$70	$15	$15	$15	$15	$275
TOTAL	$1,359	$ 6	$ 125	$ 15	$ 15	$ 15	$ 15	$1,551

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$162	$156	$31	$31	$31	$31	$16	$16

PROJECT NAME:	**Train Station & Museum Complex**			
PROJECT NUMBER:	09-4		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,521	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	1,365	
UNENCUMBERED AS OF:	**06/30/16**	**$**	156	

Project Description: ***Coordinator: Ronald Kaczmarek***

This project supports the repair and furnishings of the Gaithersburg Train Station and Museum Complex comprised of the Train Station, the Freight House, the History Park, 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, 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 significantly increased the exhibit and programming space in the Community Museum complex and funding in CIP 09-4 will support the furnishings and fixtures for those functions. The major portion of these expenditures has been delayed to ensure that the Budd Car is fully water-tight.

In FY16, available funds of ($6,800) supported the purchase and installation of a caboose-related exhibit to include a FRED (Flashing Rear End Device) and its companion shortwave radio ($1,000), insulation strips on the doors of the rolling stock ($1,500), a display support and interpretive signage for a railroad tool exhibit in the caboose ($1,500), and inspection and leak anayslis for the Budd Car ($2,800). The major portion of this project continues to be delayed due to reoccurring water issues in the Budd Car.

In FY17, available funds of ($125,000) will support the roof repair of the Budd Car ($40,000) purchase of furnishings and fixtures for the Budd car and caboose ($70,000), and the restoration and installation of historic railroad artifacts on the Community Museum site ($15,000).

In FY18-FY21, available funds of ($15,000) each year will support the refurbishment and enhancements to the Museum complex.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Energy Efficiency & Conservation**

PROJECT NUMBER: 10-1 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,028
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	985
UNENCUMBERED AS OF:	**06/30/16**	**$**	43

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$250	$250	$300	$300	$300	$300	$200	$1,900
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	$528							$528
ESCROW FUNDS								
TRANSFERRED								
TOTAL	$ 778	$ 250	$ 300	$ 300	$ 300	$ 300	$ 200	$2,428

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$33		$300					$333
LAND								
SITE IMPROV. UTIL & SWM	$4							$4
CONSTRUCTION	$498	$450		$250	$250	$250	$250	$1,948
FURNITURE & EQUIPMENT								
TOTAL	$ 535	$ 450	$ 300	$ 250	$ 250	$ 250	$ 250	$2,285

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$243	$43	$43	$93	$143	$193	$143	$143

PROJECT NAME:	**Energy Efficiency & Conservation**			
PROJECT NUMBER:	10-1		CATEGORY:	City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,028	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	985	
UNENCUMBERED AS OF:	**06/30/16**	**$**	43	

Project Description: ***Coordinator: Ronald Kaczmarek***

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 FY16, available funds of ($450,000) supported the replacement of the Arts Barn chiller, Arts Barn HVAC control system upgrades, lighting upgrades, and the implementation of additional ECM identified in the 2010 Energy Audit Report. This project was started with funds from FY15 ($140,000) and FY16 ($310,000). This project will be completed in FY17.

In FY17, available funds of ($300,000) will support an Energy Assessment across all of the City Facilities ($150,000) and to conduct a utility assessment for all water, gas and electric connections ($150,000).

In FY18-FY21, available funds of ($250,000) each year will support the implementation of ECM identified in the 2017 reports.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Synthetic Fields**

PROJECT NUMBER: 13-1 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,817
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	1,731
UNENCUMBERED AS OF:	**06/30/16**	**$**	86

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$567			$400		$350	$300	$1,617
STATE FUNDS	$750			$331				$1,081
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$500							$500
TOTAL	$1,817	$ 0	$ 0	$ 731	$ 0	$ 350	$ 300	$3,198

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$46		$50			$60		$156
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$1,685			$750				$2,435
FURNITURE & EQUIPMENT								
TOTAL	$1,731	$ 0	$ 50	$ 750	$ 0	$ 60	$ 0	$2,591

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$86	$86	$36	$17	$17	$307	$607	$607

PROJECT NAME:	**Synthetic Fields**			
PROJECT NUMBER:	13-1	CATEGORY:		Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,817	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	1,731	
UNENCUMBERED AS OF:	**06/30/16**	**$**	86	

Project Description: ***Coordinator: Jim McGuire***

This project supports the replacement of existing natural grass fields with a synthetic surface and their eventual replacement.

In FY16, no activity occurred.

In FY17, available funds of ($50,000) will support design on field #3 at Robertson Park.

In 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 for design and construction in the amount of ($331,205), 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 a site to be determined.

No projects are scheduled for FY21.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Quince Orchard Park - Medimmune**

PROJECT NUMBER: 14-1 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,550
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	20
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,530

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$200	$500						$700
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$350							$350
TRANSFERRED	$500							$500
TOTAL	$1,050	$ 500	$ 0	$ 0	$ 0	$ 0	$ 0	$1,550

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.		$20	$45					$65
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION			$280	$1,155				$1,435
FURNITURE & EQUIPMENT								
TOTAL	$ 0	$ 20	$ 325	$1,155	$ 0	$ 0	$ 0	$1,500

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$1,050	$1,530	$1,205	$50	$50	$50	$50	$50

PROJECT NAME:	**Quince Orchard Park - Medimmune**			
PROJECT NUMBER:	14-1	CATEGORY:		Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	1,550	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	20	
UNENCUMBERED AS OF:	**06/30/16**	**$**	1,530	

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 FY16, available funds of ($20,000) supported the design of parking spaces along Orchard Ridge Drive.

The following projects were moved to FY17: construction of parking spaces along Orchard Ridge Drive (original budget of $270,000) and the design ($45,000) for MedImmune Park.

In FY17, available funds of ($325,000) will support the design ($45,000) for MedImmune Park [moved from FY16], the construction of parking spaces along Orchard Ridge Drive (revised budget of $280,000) [moved from FY16].

In FY18, available funds of ($1,155,000) will support the construction of MedImmune Park.

In FY19-FY21, no projects are programmed.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Consumer Product Safety Commission Park**

PROJECT NUMBER: 14-2 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	4,600
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	359
UNENCUMBERED AS OF:	**06/30/16**	**$**	4,241

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$200	$3,000	$2,000					$5,200
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$1,400							$1,400
TOTAL	$1,600	$3,000	$2,000	$ 0	$ 0	$ 0	$ 0	$6,600

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$40	$200						$240
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$119		$4,000	$1,800				$5,919
FURNITURE & EQUIPMENT								
TOTAL	$ 159	$ 200	$4,000	$1,800	$ 0	$ 0	$ 0	$6,159

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$1,441	$4,241	$2,241	$441	$441	$441	$441	$441

PROJECT NAME:	**Consumer Product Safety Commission Park**			
PROJECT NUMBER:	14-2		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	4,600	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	359	
UNENCUMBERED AS OF:	**06/30/16**	**$**	4,241	

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 FY16, available funds of ($200,000) supported the development of a new park design.

In FY17 and FY18, ($5,800,000) of funding will be needed to ensure adequate funding is available to complete 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 - FY21, no projects are currently programmed.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: **Bridges & Culverts**

PROJECT NUMBER: 17-1 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	0
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	0
UNENCUMBERED AS OF:	**06/30/16**	**$**	0

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS			$450	$450	$450	$450	$450	$2,250
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED								
TOTAL	$ 0	$ 0	$ 450	$ 450	$ 450	$ 450	$ 450	$2,250

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.			$250		$190		$190	$630
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION			$75	$50	$60	$50	$60	$295
FURNITURE & EQUIPMENT								
TOTAL	$ 0	$ 0	$ 325	$ 50	$ 250	$ 50	$ 250	$ 925

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$0	$0	$125	$525	$725	$1,125	$1,325	$1,325

PROJECT NAME:	**Bridges & Culverts**			
PROJECT NUMBER:	17-1		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	0	
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	0	
UNENCUMBERED AS OF:	**06/30/16**	**$**	0	

Project Description: ***Coordinator: Ollie Mumpower***

This project supports funding for an ongoing program to maintain all City owned bridges, culverts and pedestrian structures as well as the construction of new infrastructure.

In FY17, available funds of ($325,000) will support the inventory and inspection ($190,000) of 50 percent of all City owned short span bridges and pedestrian structures. In addition, FY17 funds will support final engineering and maintenance repairs to the following long span bridges: Bureau Drive ($15,000), Rabbitt Road ($40,000), Upshire Circle ($15,000), and Victory Farm Drive ($5,000) as well as the concept design ($60,000) for a pedestrian bridge over MD 119 in the vicinity of the Orchards Ridge Drive.

In FY18, available funds of ($50,000) will support maintenance repairs ($50,000) for the City owned short span bridges and pedestrian structures inspected in FY17.

In FY19, available funds of ($250,000) will support maintenance repairs ($60,000) to the long span bridges based on the latest Bridge Inspection Report performed by Montgomery County as well as the inspection ($190,000) of the remaining City owned short span bridges and pedestrian structures.

In FY20, available funds of ($50,000) will support maintenance repairs for the City owned short span bridges and pedestrian structures inspected in FY19.

In FY21, available funds of ($250,000) will support maintenance repairs ($60,000) to the long span bridges based on the latest Bridge Inspection Report performed by Montgomery County as well as the re-inspection ($190,000) of the first group of City owned short span bridges and pedestrian structures.

CURRENT CIP BUDGET
FISCAL YEAR 2017

PROJECT NAME: City of Gaithersburg - Summary Totals

PROJECT NUMBER: CATEGORY:

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/14**	**$**	142,723
EXPENDED/ENCUMBERED AS OF:	**06/30/15**	**$**	110,826
UNENCUMBERED AS OF:	**06/30/16**	**$**	

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
CITY FUNDS	$108,611	$13,074	$12,410	$8,740	$6,690	$5,890	$5,100	$160,516
STATE FUNDS	$8,120	$263	$807	$1,126	$115	$15		$10,447
COUNTY FUNDS	$328		$39					$367
FEDERAL FUNDS	$7,794							$7,794
ESCROW FUNDS	$3,293		$30	$30				$3,353
TRANSFERRED	$1,236	$4						$1,240
TOTAL	$129,382	$13,341	$13,286	$9,896	$6,805	$5,905	$5,100	$183,717

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$17,431	$1,046	$3,076	$905	$1,005	$917	$950	$25,332
LAND	$14,676	$5,316						$19,992
SITE IMPROV. UTIL & SWM	$1,010							$1,010
CONSTRUCTION	$59,890	$5,086	$10,124	$18,554	$5,585	$4,645	$3,335	$107,220
FURNITURE & EQUIPMENT	$5,823	$548	$1,783	$1,362	$2,175	$705	$255	$12,652
TOTAL	$98,830	$11,996	$14,983	$20,821	$8,765	$6,267	$4,540	$166,206

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	PROJECT TOTAL
FUND BALANCE	$30,552	$31,897	$30,200	$19,275	$17,315	$16,953	$17,513	$17,513

Public Art Sculpture Watkins Mill Town Center

STORMWATER MANAGEMENT BUDGET
FISCAL YEAR 2017

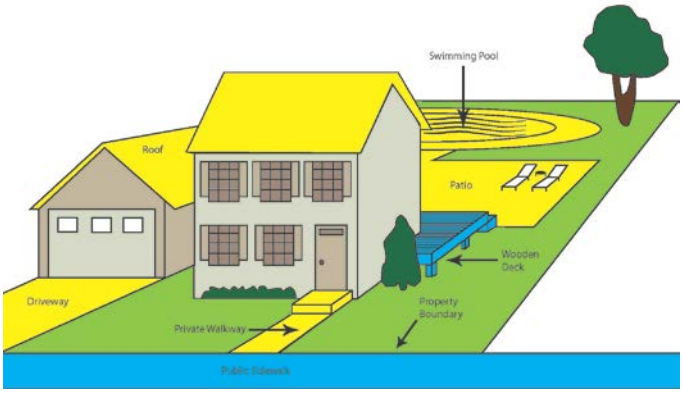
The City has established a separate Stormwater Program Fund and separate Capital Improvements Plan specifically related to the Stormwater Management Program. This was done to provide greater transparency with regards to the funds collected under the Stormwater Program Fee. Previously, the City funded 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 was transferred to the Stormwater Program Fund.

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 is collected from all property types, including the City, 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 FY17 a rate of $22.44 is proposed for each billable unit. Therefore, in the example above the property owner would pay a total of $67.32 for the year.

The rate was established by creating a five year rate model for both operating expenditures and capital projects projected. 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, and general operating associated with dedicated staff, 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 on the FY16-FY21 Financial Plan, the City will need to contribute funds in addition to the funds raised by the Stormwater Program Fee, which is shown as the City subsidy. The City concluded that the initial transfer from CIP 82-1 would cover the identified contribution level for FY16 and a portion of FY17. This will allow the City to increase the General Fund contribution over time to a full funding level of $1,063,000 in years FY18-FY21. These funds are designated for Chesapeake Bay Capital Projects. It should also be noted that the five-year plan requires an increase in the annual billing unit fee to complete the necessary improvements under the Total Maximum Daily Load (TMDL) reductions required by 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 between $28-35 million. Each Chesapeake Bay Capital Project has been assigned an estimated number of credits that represent the reduction in TMDL.



City of Gaithersburg
Stormwater Management Program
FY16 - FY21 Financial Plan

	Activity / Object / Account Name	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
	Revenues and Sources of Funds						
201-449300	Stormwater Management Fee	$ 3,400,000	$ 3,867,800	$ 4,500,000	$ 5,050,000	$ 5,600,000	$ 5,650,000
201-461100	Interest income	-	13,900	16,402	20,180	15,790	-
	Transfers						
201-499000	General Fund Subsidy	-	931,400	1,062,800	1,062,800	1,062,800	1,062,800
201-499000	City Paid Stormwater Fees	91,000	102,000	120,000	132,000	147,000	147,000
201-499000	City Ppaid Stormwater Hardships	-	16,000	16,000	16,000	16,000	16,000
201-499100	Transferred from CIP	3,349,000	-	-	-	-	-
	Total Revenues and Sources of Funds	$ 6,840,000	$ 4,931,100	$ 5,715,202	$ 6,280,980	$ 6,841,590	$ 6,875,800
	Expenditures and Uses of Funds						
	Personnel Costs						
3360-501000	Salaries - Full Time Employees	482,424	303,298	312,400	321,800	331,500	341,400
3360-505300	Other Taxable Comp- Housing Stipend	-	3,600	3,700	3,800	3,900	4,000
3360-509000	Salaries, Part-Time Employees	-	53,297	54,900	56,500	58,200	59,900
3360-510000	Social Security & Medicare Taxes	-	26,351	27,100	27,900	28,700	29,600
3360-514000	Group Insurance	-	56,301	58,000	59,700	61,500	63,300
3360-514200	Vision Plan	-	167	200	200	200	200
3360-515000	Retirement Contribution (401A)	-	24,264	25,000	25,800	26,600	27,400
3360-516000	Savings Plan Contribution (401K)	-	9,099	9,400	9,700	10,000	10,300
3360-519000	Tuition Reimbursement	-	2,700	2,800	2,900	3,000	3,100
	Total Personnel	482,424	479,077	493,500	508,300	523,600	539,200
	Division Operating Costs						
3360-521000	Office Supplies	-	1,000	1,000	1,000	1,000	1,000
3360-522000	General Operating Supplies-Other	-	1,000	1,000	1,000	1,000	1,000
3360-522500	Program Activities	-	500	500	500	500	500
3360-526000	Machinery and Equipment	-	500	500	500	500	500
3360-531000	IT Services-Adobe	-	680	680	680	680	680
3360-531500	Software Maintenance Agreements	-	875	875	875	875	875
3360-536000	Misc Professional-Services	-	6,000	6,000	6,000	6,000	6,000
3360-544000	Professional Dues & Certification Fees	-	1,642	1,642	1,642	1,642	1,642
3360-545000	Magazines, Books & Resource Material	-	500	500	500	500	500
3360-546000	Conference & Seminar Registration	-	3,600	3,600	3,600	3,600	3,600

City of Gaithersburg
Stormwater Management Program
FY16 - FY21 Financial Plan

	Activity / Object / Account Name	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
3360-547000	Travel Expense	-	7,350	7,350	7,350	7,350	7,350
3360-547100	Travel Mileage Reimbursement	-	250	250	250	250	250
3360-551100	Cellular Telephone	-	3,680	3,680	3,680	3,680	3,680
3360-552500	Vehicle & Equipment Gasoline Expense	-	2,000	2,000	2,000	2,000	2,000
3360-560000	Miscellaneous	-	750	750	750	750	750
3360-574000	Repair & Maintenance - Vehicles	-	4,000	4,000	4,000	4,000	4,000
	Programmatic Operating Costs						
3360-522000	General Operating Supplies-Permit	1,500	1,500	1,500	1,500	1,500	1,500
3360-531000	IT Services-GIS Consulting Services	99,000	114,000	44,000	29,000	44,000	29,000
3360-531500	Software Licenses-Asset Mgmt Sys	50,000	6,000	6,000	6,000	6,000	6,000
3360-536000	Misc Professional-Inspections	-	238,000	243,000	248,000	253,000	258,000
3360-536400	Contract Maint-Cleaning & Maint.	627,174	632,674	638,174	643,674	649,174	654,674
3360-577000	R&M Infrastructure-Culvert Maint.	50,000	60,000	60,000	60,000	60,000	61,800
	Total Operating	827,674	1,085,501	1,026,001	1,021,501	1,047,001	1,044,301
	Non-Chesapeake Bay Capital Projects						
3361-543000	Contributions-Grants	100,000	201,000	100,000	100,000	100,000	100,000
3361-577000	R&M Infrastructure-Replacement of CMP	-	30,000	340,000	340,000	340,000	340,000
3361-532000							
SW001	Engineer & Architect-Green Streets	-	20,000	120,000	50,000	50,000	50,000
3361-548100	Sponsorships-Rainscape	10,000	10,000	10,000	10,000	10,000	10,000
	Sub-Total	110,000	261,000	570,000	500,000	500,000	500,000
	Chesapeake Bay Capital Projects						
SW002	M Branch W Deer Stream Restoration	293,795	5,000	5,000	5,000	5,000	5,000
SW003	Odendhal Ave FY15	-	40,000	-	-	-	-
SW004	Girard Street Stream Restoration	221,000	-	-	375,000	5,000	5,000
SW005	Victory Farm Retrofit	75,000	-	-	4,062,500	-	-
SW006	Amberfield Retrofit	80,000	-	-	-	-	-
SW007	Lakelands Drive Stream Restoration	110,000	-	-	-	-	-
SW008	Orchard Ridge Drive Stream Restoration	95,000	-	550,000	5,000	5,000	5,000
SW009	Watkins Mill Road Stream Restoration	-	110,000	-	-	-	-
SW010	Travis Avenue Stream Restoration	-	70,000	-	-	-	-
SW011	Solitaire Court Stream Restoration	-	120,000	-	-	-	525,000
SW012	Rabbitt Road Stream Restoration	-	120,000	-	-	-	525,000
SW013	Inspiration Lane Facility	-	60,000	-	-	-	-

City of Gaithersburg
Stormwater Management Program
FY16 - FY21 Financial Plan

	Activity / Object / Account Name	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
SW014	Rabbitt Road Facility	-	13,200	-	-	-	22,500
SW015	Solitaire Court Facility	-	93,500	-	-	-	430,000
TBD01	Woodland Hills Retrofit	-	-		70,000	-	-
TBD02	Casey Community Site Installation	-	-	16,500	-	60,500	-
TBD03	Brighton Weir Retrofit	-	-	33,000	-	187,000	-
TBD04	Quince Orchard Clusters II Retrofit	-	-	27,500	-	137,500	-
TBD05	Bridalwood Retrofit	-	-	-	-	66,000	-
TBD06	Turtle Pond Retrofit	-	-	-	-	66,000	-
TBD07	Hyde Park Retrofit	-	-	-	66,000	-	-
TBD08	Carriage Hills Retrofit	-	-	-	66,000	-	-
TBD21	Future Projects	-	-	1,438,000	1,308,000	5,138,000	4,152,500
	Total Chesapeake Bay Capital Projects	874,795	631,700	2,070,000	5,957,500	5,670,000	5,670,000
	Other Uses of Funds						
na	Establishment of Operating Reserve	320,000	-	-	-	-	-
na	Capital Reserve Funds	67,000	-	-	-	-	-
na	Estimate for Bad Debts	33,500	37,500	44,500	50,000	55,500	55,800
	Total Other Uses of Funds	420,500	37,500	44,500	50,000	55,500	55,800
	Total Expenditures & Other Uses of Funds	2,715,393	2,494,778	4,204,001	8,037,301	7,796,101	7,809,301
	Revenues Over (Under) Expenditures	4,124,607	2,436,322	1,511,201	(1,756,321)	(954,511)	(933,501)
	Fund Balance Beginning of Year	-	4,124,607	6,560,929	8,072,130	6,315,809	5,361,298
	Fund Balance End of Year	$ 4,124,607	$ 6,560,929	$ 8,072,130	$ 6,315,809	$ 5,361,298	$ 4,427,797

Stormwater Operating & Non-Chesapeake Bay Project Descriptions

Personnel Costs

These accounts support the salary and benefits for employees who dedicate 100% of their time to stormwater program activities and are prorated for those employees who spend at least 75% of their time on stormwater program activities. The chart below summarizes the positions that are currently funded within the Stormwater Management Fund.

3360 - Stormwater Management	**FY 15**	**FY 16**	**FY 17**
Stormwater Program Manager	0	0	1
Civil Engineer	0	0	1
Environmental Specialist	0	0	1
Environmental Technician	0	0	1
Part-Time Personnel	0	0	0.63
Subtotal	**0**	**0**	**4.63**

TOTAL	**FY 15**	**FY 16**	**FY 17**
Full-Time Personnel	0	0	4
Part-Time Personnel	0	0	0.63
	0	**0**	**4.63**

For purposes of the five-year plan, all salary and benefit accounts were increased by 3 percent in years FY18-FY21.

Division Operating Costs

These accounts support the general operating costs such as supplies, software, equipment, gasoline, conference and travel, etc. for the Stormwater Division and personnel. For purposes of the five-year plan these amounts were held constant.

Programmatic Operating Costs

General Operating Supplies - Permit Costs - This project funds the annual costs associated with the City's MS-4 and 12-SW Permits.

In FY17-FY21 funds of $1,500 per year have been allocated for costs associated to the MS-4 and 12-SW permits.

IT Services- GIS Consulting Services -This account 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 County to secure 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 County 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 ($114,000) will support the yearly County aerial subscription of $6,000, planimetric data updates of $15,000, continued development of drainage inlet data of $70,000, and GIS updates to assets and impervious coverage data of $23,000.

FY18 funds of ($44,000) will support the yearly County aerial subscription of $6,000, planimetric data updates of $15,000, and GIS updates to assets and impervious coverage data of $23,000.

FY19 funds of ($29,000) will support the yearly County aerial subscription of $6,000, and GIS updates to assets and impervious coverage data of $23,000.

FY20 funds of ($44,000) will support the yearly County aerial subscription of $6,000, planimetric data updates of $15,000, and GIS updates to assets and impervious coverage data of $23,000.

FY21 funds of ($29,000) will support the yearly County aerial subscription of $6,000, and GIS updates to assets and impervious coverage data of $23,000.

Software Licenses - Asset Management System - This account includes 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-FY21 funds of $6,000 per year will support the annual maintenance of the field asset management system.

Misc. Professional - Inspections of Existing Pipes - This account supports the inspection of the City's storm sewer system to identify repairs and replacements.

The closed circuit television (CCTV) inspection of the storm sewer system currently contains approximately 750,000 lf of pipe which will be inspected over a 10 year period. It is anticipated that the City will need to replace 20,000 lf of corrugated metal pipe over that same 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 for repair and replacement of the system.

FY17 funds of $238,000 will be used to inspect the current storm sewer system.

FY18 funds of $243,000 will be used to inspect the current storm sewer system.

FY19 funds of $248,000 will be used to inspect the current storm sewer system.

FY20 funds of $253,000 will be used to inspect the current storm sewer system.

FY21 funds of $258,000 will be used to inspect the current storm sewer system.

Contract Maintenance - 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) supported 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 ($207,000), street sweeping ($294,960), 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 ($207,000), street sweeping ($294,960), 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 ($207,000), street sweeping ($294,960), 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 ($207,000), street sweeping ($294,960), and on-going maintenance for new TMDL projects ($52,814).

In FY21 funding ($654,674) supports the cleaning and maintenance of City SWM facilities ($86,000), mowing of SWM areas ($8,400), vacuuming of storm drain inlets ($207,000), street sweeping ($294,960), and on-going maintenance for new TMDL projects ($58,314).

R&M - 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 FY18-21 funds of ($60,000 per year) will support culvert cleaning and repairs at undesignated locations.

Non-Chesapeake Bay Capital Projects

Contributions - Grants - This account 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-FY21 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 FY17 there is an expenditure of $101,000 to be used to refund TDML credits to private property owners for FY16. Starting in FY17, the credits will be calculated prior to the assessment of the fee and will not need to be refunded to the property owner.

R&M Infrastructure - Replacement of CMP - This account 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 lf of corrugated metal pipe over that same 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 to 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-FY21 funds of $340,000 have been allocated for design related to the corrugated metal pipe replacement ($30,000) and construction ($310,000).

Engineer & Architecture - Green Streets - This account 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-FY21.

Sponsorship - Rainscape - This project funds the City's Rainscapes Reward Program. The City of Gaithersburg's Rainscapes Reward 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 are smaller scale projects such as the installation of rain gardens and rain barrels.

In FY16-FY21 $10,000 per year has been allocated to the Rainscapes Reward Program.

Chesapeake Bay Stormwater Capital Projects

Project Name **M Branch W Deer Stream Restoration**
Project ID SW002
Project Coordinator Becky Uebele

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
	Expenditure Schedule						
Planning & Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction	293,795	-	-	-	-	-	293,795
Construction Management	-	5,000	5,000	5,000	5,000	5,000	25,000
Total	$ 293,795	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 318,795

This project is located near the intersection of MD 355 (South Frederick Avenue) and West Deer Park Road. The stream section is a 600 linear foot section of the Muddy Branch Tributary. The scope of the project will include grading, stabilizing, and repairing the existing stream. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 3 credits. It is anticipated that the City will need to monitor the project for five years following project completion, with an estimated cost of $5,000 per year.

Project Name **Odendhal Ave FY15**
Project ID SW003
Project Coordinator Don Boswell

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
	Expenditure Schedule						
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. This project was budgeted within FY16 and subsequently moved to FY17. This project will be closed after completion.

Project Name **Girard Street Stream Restoration**
Project ID SW004
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ 221,000	$ -	$ -	$ -	$ -	$ -	$ 221,000
Construction	-	-	-	330,000	-	-	330,000
Operation & Maintenance	-	-	-	-	5,000	5,000	10,000
Construction Management	-	-	-	45,000	-	-	45,000
Total	$ 221,000	$ -	$ -	$ 375,000	$ 5,000	$ 5,000	$ 606,000

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. It is anticipated that the City will need to monitor the project for five years following project completion, with an estimated cost of $5,000 per year.

Project Name **Victory Farm Retrofit**
Project ID SW005
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ 75,000	$ -	$ -	$ -	$ -	$ -	$ 75,000
Construction	-	-	-	3,575,000	-	-	3,575,000
Construction Management	-	-	-	487,000	-	-	487,000
Total	$ 75,000	$ -	$ -	$ 4,062,000	$ -	$ -	$ 4,137,000

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 180 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 150 credits. This project will be closed after completion.

Project Name **Amberfield Retrofit**
Project ID SW006
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ 80,000	$ -	$ -	$ -	$ -	$ -	$ 80,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ 80,000	$ -	$ -	$ -	$ -	$ -	$ 80,000

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 10 credits.

Long range plans estimate that in FY24 funds of approximately $400,000 would support the construction and construction management of this project. This project will be closed after completion.

Project Name **Lakelands Drive Stream Restoration**
Project ID SW007
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ 110,000	$ -	$ -	$ -	$ -	$ -	$ 110,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ 110,000	$ -	$ -	$ -	$ -	$ -	$ 110,000

This project is located at the north side of Great Seneca Highway and across from Lakelands Drive. The stream section includes over 1,500 linear 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 10-11 credits.

Long range plans estimate that in FY22 funds of $700,000 will support the construction and construction management of this project. It is anticipated that the City will need to monitor the project for five years following project completion, with an estimated cost of $5,000 per year.

Project Name **Orchard Ridge Drive Stream Restoration**
Project ID SW008
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ 95,000	$ -	$ -	$ -	$ -	$ -	$ 95,000
Construction	-	-	500,000	-	-	-	500,000
Operation & Maintenance	-	-	-	5,000	5,000	5,000	15,000
Construction Management	-	-	50,000	-	-	-	50,000
Total	$ 95,000	$ -	$ 550,000	$ 5,000	$ 5,000	$ 5,000	$ 660,000

This project is located at the north side of Orchard Ridge Drive near the intersection of Medimmune Way. The stream section includes over 950 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 8-9 credits. It is anticipated that the City will need to monitor the project for five years following project completion, with an estimated cost of $5,000 per year.

Project Name **Watkins Mill Road Stream Restoration**
Project ID SW009
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ 110,000	$ -	$ -	$ -	$ -	$ 110,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ -	$ 110,000	$ -	$ -	$ -	$ -	$ 110,000

This project is located at the west side of Watkins Mill Road. The stream section includes over 990 linear feet (site GST-1 per the Middle Great Seneca Creek 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 3-8 credits.

Long range plans estimate that in FY22 funds of approximately $400,000 will support the construction and construction management of this project. It is anticipated that the City will need monitor the project for five years following project completion, with an estimated cost of $5,000 per year.

Project Name **Travis Avenue Stream Restoration**
Project ID SW010
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ 70,000	$ -	$ -	$ -	$ -	$ 70,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ -	$ 70,000	$ -	$ -	$ -	$ -	$ 70,000

This project is located between Watkins Mill Road and Knoll Mist Lane. The stream section includes over 550 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.

Long range plans estimate that in FY22 funds of $300,000 will support the construction of this project. It is anticipated that the City will need to monitor the project for five years following project completion, with an estimated cost of $5,000 per year.

Project Name **Solitaire Court Stream Restoration**
Project ID SW011
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ 120,000	$ -	$ -	$ -	$ -	$ 120,000
Construction	-	-	-	-	-	475,000	475,000
Construction Management	-	-	-	-	-	50,000	50,000
Total	$ -	$ 120,000	$ -	$ -	$ -	$ 525,000	$ 645,000

This project is located north of Solitaire Court and south of Quince Orchard Boulevard. The stream section includes over 1,100 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 3-10 credits. It is anticipated that the City will need to monitor the project for five years following project completion, with an estimated cost of $5,000 per year.

Project Name **Rabbitt Road Stream Restoration**
Project ID SW012
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ 120,000	$ -	$ -	$ -	$ -	$ 120,000
Construction	-	-	-	-	-	475,000	475,000
Construction Management	-	-	-	-	-	50,000	50,000
Total	$ -	$ 120,000	$ -	$ -	$ -	$ 525,000	$ 645,000

This project is located north of Rabbitt Road between Pointer Ridge Drive and Quince Orchard Boulevard. The stream section includes over 1,100 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 4-10 credits. It is anticipated that the City will need to monitor the project for five years following project completion, with an estimated cost of $5,000 per year.

Project Name **Inspiration Lane Facility**
Project ID SW013
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ -	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000

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.

Long range plans estimate that in FY27 funds of $80,000 will support the construction. This project will be closed after completion.

Project Name **Rabbitt Road Facility**
Project ID SW014
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ 13,200	$ -	$ -	$ -	$ -	$ 13,200
Construction	-	-	-	-	-	18,750	18,750
Construction Management	-	-	-	-	-	3,750	3,750
Total	$ -	$ 13,200	$ -	$ -	$ -	$ 22,500	$ 35,700

The proposed Stormwater Management design will utilize an inlet in a low spot on Rabbitt Road on the north side of Rabbitt Road, directly south of the SWM Stream Rabbit Road project. It is anticipated that a modular stormwater management facility or a Green Street will be proposed in this area. The potential credit achievement has been estimated at 0.25 credits. This project will be closed after completion.

Project Name **Solitaire Court Facility**
Project ID SW015
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ 93,500	$ -	$ -	$ -	$ -	$ 93,500
Construction	-	-	-	-	-	390,000	390,000
Construction Management	-	-	-	-	-	40,000	40,000
Total	$ -	$ 93,500	$ -	$ -	$ -	$ 430,000	$ 523,500

This project is located at the location of the 54″ outfall south of the intersection of Solitaire Court and Quince Orchard Boulevard. The design is for an outfall retrofit section where existing condition of the stream shows significantly eroded stream banks and the stream bed has exposed tree roots and soil. The intent is to implement a stormwater management facility to provide treatment to the maximum extent possible. The potential credit achievement has been estimated at 2-8 credits. This project will be closed after completion.

Project Name **Woodland Hills Retrofit**
Project ID TBD01
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ -	$ -	$ 70,000	$ -	$ -	$ 70,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ -	$ -	$ -	$ 70,000	$ -	$ -	$ 70,000

This is an existing HOA-owned dry pond located near the intersection of Travis Avenue and Watkins Mill Road. This facility was estimated to be implemented in the 1980s. Currently, it provides little water quantity and no water quality treatment. The scope of the project will be to install a stormwater management facility to utilize existing facility to maximize credit achievement for the approximately 8.6 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 6-8 credits.

Long range plans estimate that in FY23 funds of approximately $300,000 will support the construction and construction management of this project. This project will be closed after completion.

Project Name **Casey Community Site Installation**
Project ID TBD02
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ -	$ 16,500	$ -	$ 60,500	$ -	$ 77,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ -	$ -	$ 16,500	$ -	$ 60,500	$ -	$ 77,000

This is a City-owned project site located at 810 S Frederick Ave., Gaithersburg, MD 20877. A feasible project was originally identified during the Muddy Branch Watershed Assessment on this site. The goal of this project is to build upon that feasible project to provide a site-wide stormwater management system.

Due to the complexity of this project, an initial feasibility study will be conducted for the site in FY18. Design costs in FY20 are contingent upon favorable findings of the initial feasibility study.

Long range plans estimate that in FY24 funds of approximately $150,000 will support the construction and construction management of this project. This project will be closed after completion.

Project Name **Brighton Weir Retrofit**
Project ID TBD03
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ -	$ 33,000	$ -	$ 187,000	$ -	$ 220,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ -	$ -	$ 33,000	$ -	$ 187,000	$ -	$ 220,000

This is a City-owned dry pond located near the end of School Drive and near Coral Reef Drive. This facility was originally implemented in the 1970s and subsequently repaired in 2004. Currently, it provides little water quantity and no water quality treatment. The scope of the project will be to expand upon a previously completed feasibility study and ultimately install a stormwater management facility to utilize existing facility to maximize credit achievement for the approximately 764 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 450-600 credits.

Due to the complexity of this project, an initial feasibility study will be conducted for the site in FY18. Design costs in FY20 are contingent upon favorable findings of the initial feasibility study.

Long range plans estimate that in FY27 funds of approximately $12,000,000 will support the construction and construction management of this project. This project will be closed after completion.

Project Name **Quince Orchard Clusters II Retrofit**
Project ID TBD04
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ -	$ 27,500	$ -	$ 137,500	$ -	$ 165,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ -	$ -	$ 27,500	$ -	$ 137,500	$ -	$ 165,000

This is a SHA-owned dry pond located between Noblewood Court and Twelve Oaks Drive. This facility was estimated to be implemented in the 1970s. Currently, it provides little water quantity and no water quality treatment. The scope of the project will be to expand upon a previously completed feasibility study and ultimately install a stormwater management facility to utilize existing facility to maximize credit achievement for the approximately 378 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 300-355 credits.

Due to the complexity of this project, an initial feasibility study will be conducted for the site in FY18. Design costs in FY20 are contingent upon favorable findings of the initial feasibility study.

Long range plans estimate that in FY25 funds of approximately $7,000,000 will support the construction and construction management of this project. This project will be closed after completion.

Project Name **Bridalwood Retrofit**
Project ID TBD05
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ -	$ -	$ -	$ 66,000	$ -	$ 66,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ -	$ -	$ -	$ -	$ 66,000	$ -	$ 66,000

This is a City-owned dry pond located between Bradentown Court and Great Seneca Highway. This facility was estimated to be implemented between 1980-1990. Currently, it provides little water quantity and no water quality treatment. The scope of the project will be to install a stormwater management facility to utilize existing facility to maximize credit achievement for the approximately 29.7 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 10-15 credits.

Long range plans estimate that in FY26 funds of approximately $500,000 will support the construction and construction management of this project. This project will be closed after completion.

Project Name **Turtle Pond Retrofit**
Project ID TBD06
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ -	$ -	$ -	$ 66,000	$ -	$ 66,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ -	$ -	$ -	$ -	$ 66,000	$ -	$ 66,000

This is a City-owned dry pond located near the intersection of Still Creek Lane and Turtle Pond Lane. This facility was estimated to be implemented between 2002-2003. Currently, it provides little water quantity and no water quality treatment. The scope of the project will be to install a stormwater management facility to utilize existing facility to maximize credit achievement for the approximately 5 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 3-5 credits.

Long range plans estimate that in FY26 funds of approximately $250,000 will support the construction and construction management of this project. This project will be closed after completion.

Project Name **Hyde Park Retrofit**
Project ID TBD07
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ -	$ -	$ 66,000	$ -	$ -	$ 66,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ -	$ -	$ -	$ 66,000	$ -	$ -	$ 66,000

This appears to be an existing HOA-owned sediment basin with documentation supporting the original intent to convert to a stormwater management facility. This project site is located between Carlsbad Drive and Christopher Avenue and was estimated to be implemented in the 1970s. Currently, it provides no water quantity and no water quality treatment. The scope of the project will be to install a stormwater management facility to utilize existing project site to maximize credit achievement for the approximately 3 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 3 credits.

Long range plans estimate that in FY23 funds of approximately $185,000 will support the construction and construction management of this project. This project will be closed after completion.

Project Name **Carriage Hills Retrofit**
Project ID TBD08
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ -	$ -	$ 66,000	$ -	$ -	$ 66,000
Construction	-	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-	-
Total	$ -	$ -	$ -	$ 66,000	$ -	$ -	$ 66,000

This appears to be an existing HOA-owned sediment basin with documentation supporting the original intent to convert to a stormwater management facility. This project site is located near the end of Wild Forest Drive and was estimated to be implemented between 1981-1987. Currently, it provides no water quantity and no water quality treatment. The scope of the project will be to install a stormwater management facility to utilize existing project site to maximize credit achievement for the approximately 3 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 3 credits.

Long range plans estimate that in FY23 funds of approximately $190,000 will support the construction and construction management of this project. This project will be closed after completion.

Project Name **Future Projects**
Project ID TBD21
Project Coordinator Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	FY21	Total
Planning & Design	$ -	$ -	$1,438,000	$1,308,000	$ 988,000	$1,505,000	$ 5,239,000
Construction	-	-	-	-	3,652,000	2,329,800	5,981,800
Construction Management	-	-	-	-	498,000	317,700	815,700
Total	$ -	$ -	$1,438,000	$1,308,000	$5,138,000	$4,152,500	$12,036,500

This project is being used as a placeholder to show future expenditures related to TMDL construction projects.

FOREST CONSERVATION FUND BUDGET
FISCAL YEAR 2017

The City has maintained a forest conservation fund in past years, but this fund had not been included in the budget document. As part of the FY17 budget process, the City developed an internal budget for the use of forest conservation fees received.

The fee is made up of two parts, the State of Maryland identified minimum, currently $0.30/ sq ft in priority funding areas (which includes the City of Gaithersburg) but to be adjusted annually for inflation by the State, and a City fee. The total fee is currently $3.00/sq ft as included in the budget rates under Sediment Control, Grading and Forest Conservation.

Eligible expenditures under Maryland code are:

> "Reforestation and afforestation, including the costs directly related to site identification, acquisition, prepurchase and preparation, maintenance of existing forests, and achieving urban canopy goals"

According to the City's Code of Ordinances in-lieu fees that exceed the State minimums may be used for any purposes related to, and to further the implementation of, the City's urban forestry goals. For spending purposes, the City considers the State and the City's eligibility requirements to be the same and only expenditures that need to meet both will be charged to this fund.

Expenditures included in the FY17 budget are as follows:

522000 – General Operating Supplies - $19,000 for tree replacement
526000 – Machinery & Equipment - $8,500 for GPS hardware
531500 – Software Licenses - $1,300 for GPS software

City of Gaithersburg
Forest Conservation Fund
FY17 Budget

		FY15 Actual	FY16 Budget*	FY17 Proposed	FY17 Adopted
	Revenues				
501-449150	Environmental Fees	$ 622,828	$ -	$ -	$ -
	Interest Income	-	-	1,500	1,500
	Total Revenues	622,828	-	1,500	1,500
	Expenditures				
5341-522000	General Operating Supplies	-	-	19,000	19,000
5341-536000	Misc. Professional Services	3,222	150,000	-	-
5341-526000	Machinery & Equipment	-	-	8,500	8,500
5341-531500	Software Licenses	-	-	1,300	1,300
	Total Expenditures	3,222	150,000	28,800	28,800
Revenues Over / (Under) Expenditures		619,606	(150,000)	(27,300)	(27,300)
Begininng Fund Balance		114,781	734,387	584,387	584,387
Ending Fund Balance - Unassigned		$ 734,387	$ 584,387	$ 557,087	$ 557,087

* The FY16 amount budgeted was included in the General Fund budget within the Environmental Services activity (No. 1134). The amount has been reclassifed here for comparison purposes.

ASSET REPLACEMENT FUND BUDGET
FISCAL YEAR 2017

As part of the FY17 budget process, the City established a separate Asset Replacement Fund. This was done to provide greater transparency around money set aside for future asset replacement and to show budgeted asset purchases. In past budgets, each activity in the General Fund included funding in account(s) 595100 Furniture & Equipment Replacement and/or 596100 Vehicles & Equipment Replacement for the amounts to be set aside for future asset replacement. However, the purchases from these funds were not shown within the budget document. Beginning with the FY17 budget this activity was been moved into the Asset Replacement Fund. This will allow for the presentation of both funding amounts and purchases in the budget document.

The Asset Replacement Fund's purpose is to accumulate funding for larger equipment that will need to be replaced in the future. This can be differentiated from the CIP where funding is accumulated for facility and infrastructure projects. New assets are funded in the General Fund operating budget.

Assets may be included in the Asset Replacement Fund if they individually cost more than $5,000 or if they would cost more than $5,000 when considered as a group of assets. Assets may be considered to be grouped together if they are likely to be replaced at the same time versus assets being replaced individually. Only groups of assets that would be replaced in bulk, or at the same time, would qualify to be considered for Asset Replacement Funding. The Asset Replacement Fund has been further broken down into several asset categories as follows:

- Gaithersburg Television – This category includes funding for assets used by the Gaithersburg television activity, such as the cameras, editing system, and audio/visual equipment located in the Control Room, Council Chambers and City Hall Gallery. For operating purposes this activity falls within the Community and Public Relations Department.

- Information Technology and Security – This category includes funding for Citywide technology assets such as large software applications, services, network infrastructure and storage, police in-squad video systems and radios, phone system, copiers, printers, computers, monitors, and scanners.

- Park, Recreation and Culture – This category includes funding for assets found at the City's recreational facilities such as the Water Park, Activity Center, Senior Center, Youth Center, Arts Barn, Mansion, and displays used for the Winter Lights event. Some examples of these assets include: the splash pool play structure, filters and pool interiors, and over 160 light displays.

- Police Equipment – This category includes funding for assets used within police operations such as vests, tasers, K9 units, guns, and rifles.

- City Vehicles & Public Works Equipment – This category includes all City vehicles, playground assets and public works equipment. Some examples of these assets include: playground equipment at City parks, police cars, and snow and various yard equipment.

Each category is supported by a detailed asset inventory list that includes: purchase date, estimated life, replacement date, and replacement cost. This information is used to develop the funding needed for each asset which can be thought of as approximating straight-line depreciation.

The Asset Replacement Fund is funded through a transfer from the General Fund. The amount needed for funding is calculated by using the inventory of assets for each category, with the estimated life and replacement cost for each asset. The replacement cost is divided by the estimated life to get an annual funding amount. If an asset is past its estimated life no additional funding is included.

Each year the funding is accumulated until the asset has reached the end of its estimated life. At that point the City would have the funds saved to replace the asset. Assets are not necessarily replaced simply because they have reached the end of the estimated life span. Individual departments would evaluate whether the asset can continue to be used and would only request to replace those assets that need to be replaced due to obsolesce, inefficiency, and high incidence of repair. The following schedule provides the funding to be provided by category. A list of the specific assets to be replaced in FY17 is provided following the summary page.

City of Gaithersburg
Asset Replacement Fund
FY17 Budget

	FY15* Actual	FY16* Budget	FY16 Projected	FY17 Proposed	FY17 Adopted
Fund Balance beginning					
Gaitherburg Television	$ 619,574	$ -	$ 614,218	$ 559,701	$ 559,701
Information Technology and Security	2,946,519	-	3,089,565	3,535,637	3,535,637
Park, Recreation and Culture	372,353	-	509,105	679,286	679,286
Police Equipment	140,985	-	184,261	163,305	163,305
City Vehicles & Public Works Equipment	5,440,516	-	5,713,592	6,102,344	6,102,344
Total Beginning Fund Balance	9,519,947	-	10,110,741	11,040,273	11,040,273
Revenues and Sources of Funds					
Transfer from General Fund for:					
Gaitherburg Television	355	5,724	5,724	-	-
Information Technology and Security	533,673	571,933	571,933	388,999	388,999
Park, Recreation and Culture	141,132	178,156	178,156	74,583	74,583
Police Equipment	49,042	44,924	44,924	-	-
City Vehicles & Public Works Equipment	654,490	1,072,963	1,072,963	849,349	854,905
Total Transfers	1,378,692	1,873,700	1,873,700	1,312,931	1,318,487
Expenditures					
Gaitherburg Television	5,711	-	60,241	40,000	40,000
Information Technology and Security	390,627	-	125,861	179,000	179,000
Park, Recreation and Culture	4,380	-	7,975	122,000	122,000
Police Equipment	5,766	-	65,880	51,810	51,810
City Vehicles & Public Works Equipment	381,414	-	684,211	1,645,500	1,645,500
Total Expenditures	787,898	-	944,168	2,038,310	2,038,310
Fund Balance is comprised of funding for:					
Gaitherburg Television	614,218	-	559,701	519,701	519,701
Information Technology and Security	3,089,565	-	3,535,637	3,745,636	3,745,636
Park, Recreation and Culture	509,105	-	679,286	631,869	631,869
Police Equipment	184,261	-	163,305	111,495	111,495
City Vehicles & Public Works Equipment	5,713,592	-	6,102,344	5,306,193	5,311,749
Total Fund Balance	$ 10,110,741	$ -	$ 11,040,273	$ 10,314,894	$ 10,320,450

* In FY15 and FY16 all Asset Replacement funds were included within the General Fund's operating budget. FY15 and FY16 amounts shown were reclassified to aid in comparison purposes. In past years, purchases were not included in the budget.

City of Gaithersburg
Asset Replacement Fund
FY17 Budgeted Purchases

Category / Description	Amount
Gaitherburg Television	
Leightronix Ultra Nexus SDI	$ 15,000
Channel One Graphics Playback System	25,000
Total Gaithersburg Television	40,000
Information Technology and Security	
Inspector laptops(19)	40,000
User Desktops/Laptops (75)	70,000
Servers (2)	15,000
Wide Format Scanner	20,000
Emergency hardware replacements	34,000
Total Information Technology and Security	179,000
Park, Recreation and Culture	
Low Row Strength Training Equipment - AC Fitness Center	2,500
Life Fitness Life Cycle-R - AC Fitness Center	2,500
Life Fitness 93T Treadmill - AC Fitness Center	6,000
1 large - sized display purchased prior to 2000 - Winter Lights Display	20,000
2 medium - sized display purchased prior to 2000 - Winter Lights Displays	20,000
8 LED 6" Fresnel theater light instruments - ABTheater Lights and Sound	16,000
Contractor services for rewiring - AB Theater Lights and Sound	5,000
Pool Lounge Chairs - Water Park	50,000
Total Park, Recreation & Culture	122,000
Police Equipment	
Ballistic Vests	5,350
Tasers	32,400
K9	10,000
Rifle vests (5)	4,060
Total Police	51,810

City of Gaithersburg
Asset Replacement Fund
FY17 Budgeted Purchases

Category / Description	Amount
City Vehicles & Public Works Equipment	
1211 - Seven new Policy Patrol Vehicles	269,500
1312 - Brine Maker	135,000
1312 - Utility Body Pick Up	55,000
1315 - Unit 2413 Utility Body Pick Up	55,000
1341 - Unit 2505 Regular Cab Pick up with plow and salter	40,000
1343 - Carryall Golf Cart	6,500
1343 - Unit 2108 Regular Cab Pick Up with plow and Salter	40,000
1343 - Unit - 2955 Utility Body Pick Up	45,000
1343 - Unit - 2924 Regular Cab Pick Up with plow and saler	40,000
1343 - Unit 2929 One Ton Dump with plow and salter	70,000
1344 - Unit 5406 Tracless Mower/Snow Blower	150,000
1344 - Unit 5407 Tracless Mower/Snow Blower	150,000
1344 - Unit 2474 - Crew Cab Pick-Up	40,000
1344 - Unit 2308 Pick Up with Plow and Salter	38,500
1344 - Unit 6612 Bulk Pick Trailer	28,000
1344 - Unit 6613 Bulk Pick Up Trailer	28,000
1344 - Unit 2549 One Ton Dump with plow and salter	70,000
1344 - Unit 2642 One Ton Dump with plow and salter	70,000
1344- Unit 3619 Boom Truck for Bulk Pick Up	130,000
1411 - Unit - 2807 Chevy 15 passenger van	30,000
1411 - Unit - 2808 Chevy 15 passenger van	30,000
1411 - Unit 3873 Recreation Bus	125,000
Total City Vehicles & Public Works Equipment	1,645,500
Total	$ 2,038,310

Celebrate! Gaithersburg

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 percentage rate 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 percentage 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 began on July 1, 2010, and ended 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).