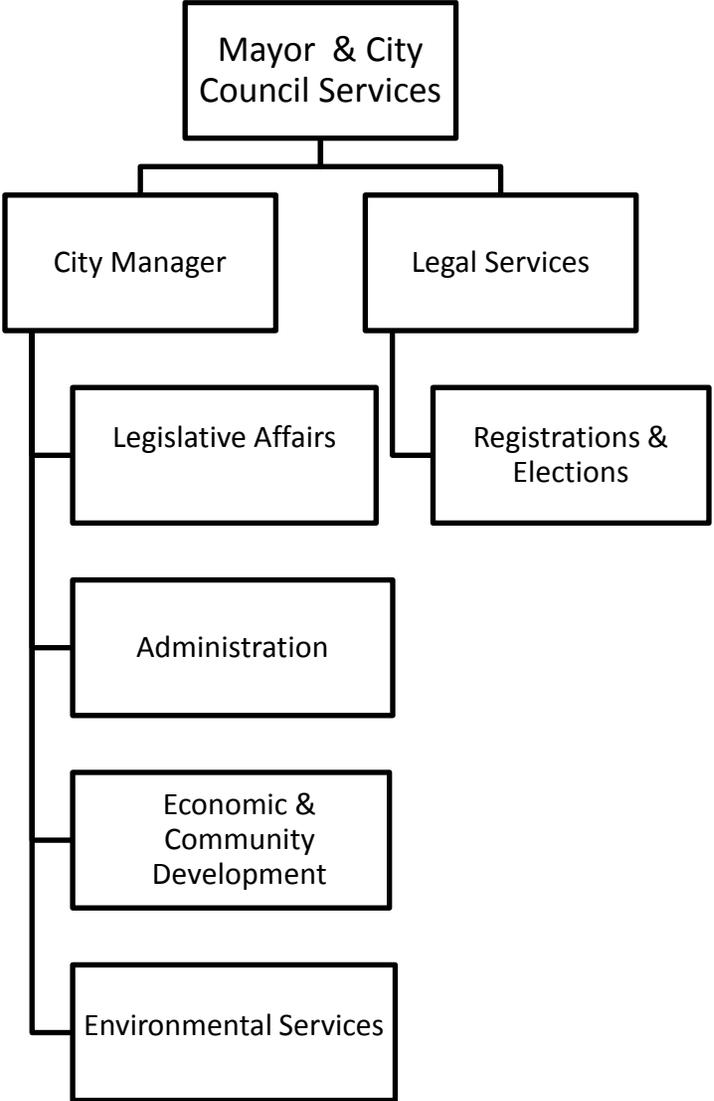


OFFICE OF THE CITY MANAGER



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:

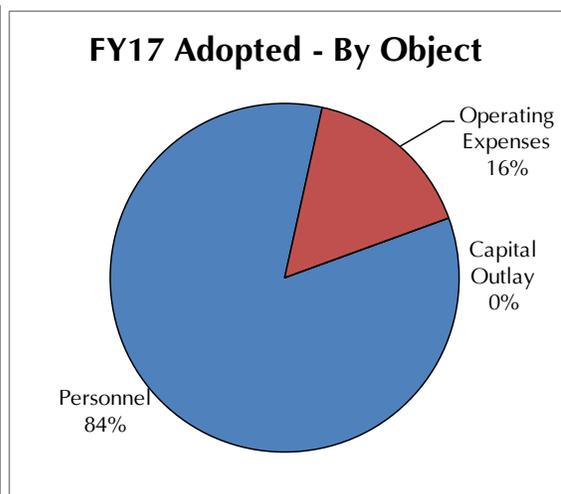
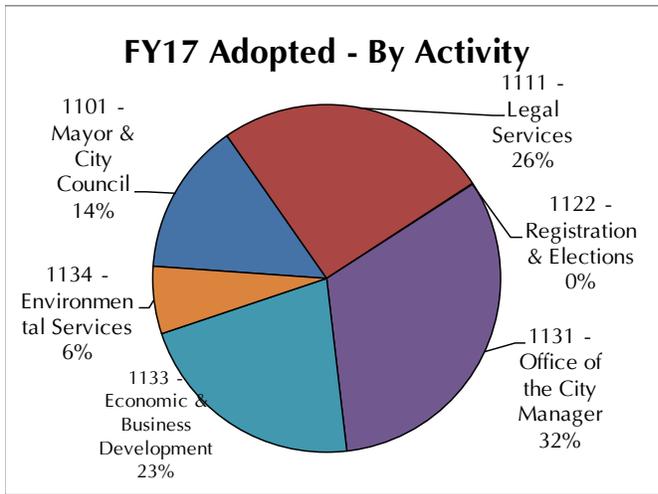
- City Administration
- Communication
- Economic Development
- Environment
- Infrastructure and Facilities



CITY MANAGER'S OFFICE DEPARTMENT OVERVIEW

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%



CITY MANAGER'S OFFICE DEPARTMENT OVERVIEW

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 Employee	\$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 Employee	\$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 Reimburse	\$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
	<i>Subtotal</i>	200	200
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	500	500
	<i>Subtotal</i>	500	500
531000 Information Technology (IT) Services			
	Service - Software (Adobe Acrobat Pro DC) (1)	160	160
	<i>Subtotal</i>	160	160
531600 Software Maintenance Agreements			
	Maintenance - Sire Agenda Management	6,100	6,100
	Maintenance - Software (Microsoft CALs) (18)	3,150	3,150
	<i>Subtotal</i>	9,250	9,250
542000 Awards & Presentations			
		1,000	1,000
	<i>Subtotal</i>	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
	<i>Subtotal</i>	625	625
545000 Magazines, Books & Resource Material			
		100	100
	<i>Subtotal</i>	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	
<i>Subtotal</i>		7,150	7,150
546300 In-Service Training			
Municipal Clerk Certification (CMC)	500	500	
<i>Subtotal</i>		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	
<i>Subtotal</i>		15,500	15,500
547100 Travel Mileage Reimbursement			
	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
551100 Cellular Telephone			
Mayor, City Council and City Clerk	6,000	6,000	
Replacement phones	400	400	
<i>Subtotal</i>		6,400	6,400
553000 Printing & Binding			
Name plates/business cards, etc.	100	100	
<i>Subtotal</i>		100	100
556000 Postage			
	150	150	
<i>Subtotal</i>		150	150
557000 Laundry & Uniforms			
M&CC Apparel	400	400	
<i>Subtotal</i>		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	
<i>Subtotal</i>		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 Employee	\$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 Reimbusem	\$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
	<i>Subtotal</i>	500	500

525000 Furniture & Fixtures			
	Furniture - filing cabinets	300	300
	<i>Subtotal</i>	300	300

526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	500	500
	<i>Subtotal</i>	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
	<i>Subtotal</i>	5,125	5,125

531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (3)	525	525
	<i>Subtotal</i>	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
	<i>Subtotal</i>	25,000	25,000

536000 Miscellaneous Professional Services			
	Transcription Services	1,000	1,000
	Whistleblower Hotline Services	1,500	1,500
	<i>Subtotal</i>	2,500	2,500

541000 Advertising			
	Meeting Notices and Legal Ads	2,000	2,000
	<i>Subtotal</i>	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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		2,500	2,500
547000 Travel Expense			
Travel Expenses	3,000	3,000	
<i>Subtotal</i>		3,000	3,000
547100 Travel Mileage Reimbursement			
Mileage Reimbursement	500	500	
<i>Subtotal</i>		500	500
551100 Cellular Telephone			
Assistant City Attorney (1) cell phone	480	480	
City Attorney (1) cell phone	480	480	
Ipad (2)	800	800	
<i>Subtotal</i>		1,760	1,760
553000 Printing & Binding			
Printing and Binding of Briefs	200	200	
<i>Subtotal</i>		200	200
556500 Messenger Services			
Courier Services	100	100	
<i>Subtotal</i>		100	100
560000 Miscellaneous			
Miscellaneous Expenses	500	500	
<i>Subtotal</i>		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	
<i>Subtotal</i>		200	200
560000 Miscellaneous			
Miscellaneous expenses for voter registration outreach	1,000	1,000	
<i>Subtotal</i>		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 Employee	\$488,550	\$490,471	\$309,237	\$495,477	1.02%
505000 - Other Taxable Compensation	\$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 Employee	\$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 Reimbursen	\$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
	<i>Subtotal</i>	1,000	1,000
525000 Furniture & Fixtures			
		500	500
	<i>Subtotal</i>	500	500
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	500	500
	<i>Subtotal</i>	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
	<i>Subtotal</i>	1,240	1,240
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (4)	700	700
	<i>Subtotal</i>	700	700
536000 Miscellaneous Professional Services			
		200	200
	<i>Subtotal</i>	200	200
543000 Contributions			
	Events	3,000	3,000
	Montgomery County Youth Council - NAACP	1,500	1,500
	Other Contributions	1,000	1,000
	<i>Subtotal</i>	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	
<i>Subtotal</i>		5,720	5,720
545000 Magazines, Books & Resource Material			
	100	100	
<i>Subtotal</i>		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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		4,500	4,500
547100 Travel Mileage Reimbursement			
Mileage and parking	700	700	
<i>Subtotal</i>		700	700
548100 Sponsorships			
	0	0	
Maryland Municipal League	1,000	1,000	
Other	2,000	2,000	
<i>Subtotal</i>		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	
<i>Subtotal</i>		3,400	3,400
552500 Vehicle & Equipment Gasoline Expense			
	500	500	
<i>Subtotal</i>		500	500
553000 Printing & Binding			
	300	300	
<i>Subtotal</i>		300	300
556000 Postage			
	2,000	2,000	
<i>Subtotal</i>		2,000	2,000

1131 Office of the City Manager

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

Capital Outlay

595000 Furniture & Equipment			
	250	250	
<i>Subtotal</i>		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 Employee	\$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 Employee	\$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 Reimburse	\$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
	<i>Subtotal</i>	100	100

525000 Furniture & Fixtures			
		500	500
	<i>Subtotal</i>	500	500

526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	900	900
	<i>Subtotal</i>	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
	<i>Subtotal</i>	3,230	3,230

531600 Software Maintenance Agreements			
		125	125
	Maintenance - Software (CoStar)	14,000	14,000
	Maintenance - Software (Microsoft CALs) (2)	350	350
	<i>Subtotal</i>	14,475	14,475

536000 Miscellaneous Professional Services			
	Graphic Design	2,500	2,500
	<i>Subtotal</i>	2,500	2,500

538000 Performances & Entertainment			
	Concerts in the park	10,000	10,000
	<i>Subtotal</i>	10,000	10,000

541000 Advertising			
	Economic Development Advertising	8,000	8,000
	<i>Subtotal</i>	8,000	8,000

543000 Contributions			
	Education and Community Partnerships	500	500
	Regional Economic Development Organizations	500	500
	<i>Subtotal</i>	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	
<i>Subtotal</i>		2,355	2,355
545000 Magazines, Books & Resource Material			
	300	300	
<i>Subtotal</i>		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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		5,700	5,700
547100 Travel Mileage Reimbursement			
	1,250	1,250	
<i>Subtotal</i>		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	
<i>Subtotal</i>		102,000	102,000
548100 Sponsorships			
Gaithersburg-Germantown Chamber of Commerce (GGCC)	3,500	3,500	
Other	4,000	4,000	
<i>Subtotal</i>		7,500	7,500
551100 Cellular Telephone			
Cell phones (2)	1,300	1,300	
Replacement phones	200	200	
<i>Subtotal</i>		1,500	1,500
553000 Printing & Binding			
Marketing/ Promotional Materials	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
556000 Postage			
	500	500	
<i>Subtotal</i>		500	500

1133 Economic & Business Development

556500 Messenger Services			
Courier Services	100	100	
<i>Subtotal</i>		100	100
560000 Miscellaneous			
Economic Development Other	6,000	6,000	
<i>Subtotal</i>		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 Employee	\$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 Reimburse	\$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
	<i>Subtotal</i>	4,100	4,100
525000 Furniture & Fixtures			
	Desk chair for new position	600	0
	Desk Chairs for Staff	800	400
	<i>Subtotal</i>	1,400	400
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	500	250
	New computer, monitors and camera for new position	1,250	0
	<i>Subtotal</i>	1,750	250
531000 Information Technology (IT) Services			
	Service - Software (Adobe Acrobat Pro DC) (2)	330	165
	<i>Subtotal</i>	330	165
531500 Software Licenses			
	Microsoft licenses new position	650	0
	<i>Subtotal</i>	650	0
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (2)	375	188
	<i>Subtotal</i>	375	188
536000 Miscellaneous Professional Services			
	Environmental Consultant Services	1,000	1,000
	<i>Subtotal</i>	1,000	1,000
541000 Advertising			
	Community Shredding Event Signage	300	300
	Community Shredding Event Postcards	175	175
	Environmental Announcements and Notifications	300	300
	<i>Subtotal</i>	775	775

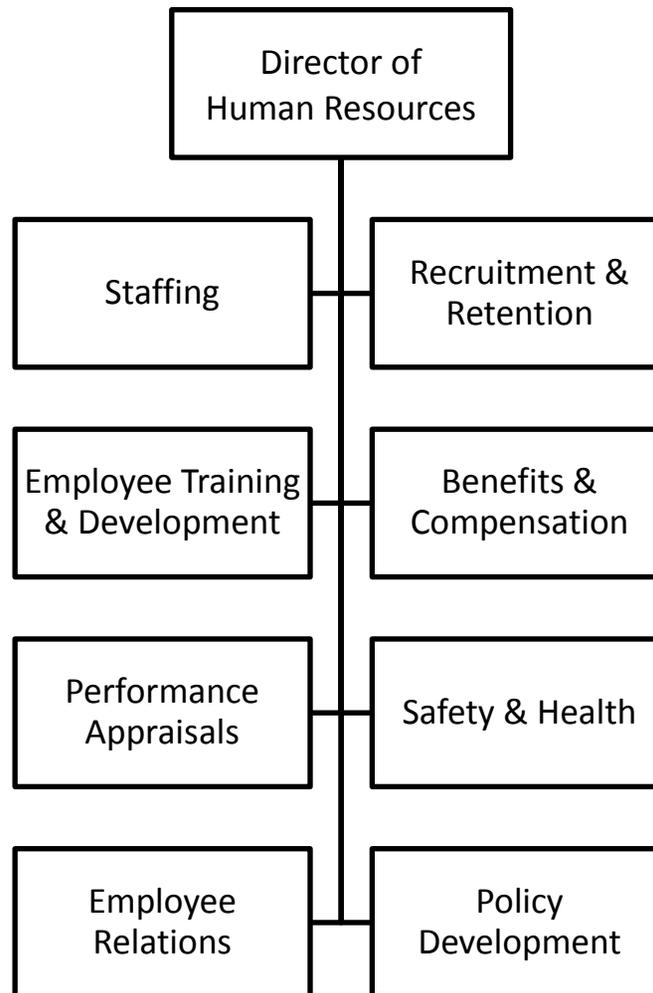
1134 Environmental Services

542000 Awards & Presentations			
Environmental Awards	800	800	
<i>Subtotal</i>		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	
<i>Subtotal</i>		3,667	3,025
545000 Magazines, Books & Resource Material			
Environmental Publications and Certification Reference Materials	750	750	
<i>Subtotal</i>		750	750
546000 Conference & Seminar Registration			
Conferences & Seminars	2,000	1,000	
National APA Conference	800	0	
Regional APA Conference	400	400	
<i>Subtotal</i>		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	
<i>Subtotal</i>		5,900	1,750
547100 Travel Mileage Reimbursement			
Miscellaneous Mileage Reimbursement	300	300	
<i>Subtotal</i>		300	300
553000 Printing & Binding			
Green Week Postcards	2,500	2,500	
<i>Subtotal</i>		2,500	2,500
554000 Signage			
Outreach Initiative Signs	600	600	
<i>Subtotal</i>		600	600
557000 Laundry & Uniforms			
ES shirt and jacket	125	0	
Shoes	160	0	
<i>Subtotal</i>		285	0
560000 Miscellaneous			
Environmental Affairs Committee Support	300	300	
Miscellaneous Workshops and Public Events	1,000	1,000	
<i>Subtotal</i>		1,300	1,300
Subtotal Operating Expenses		29,682	19,303

1134 Environmental Services

Total	231,527	137,004
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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:

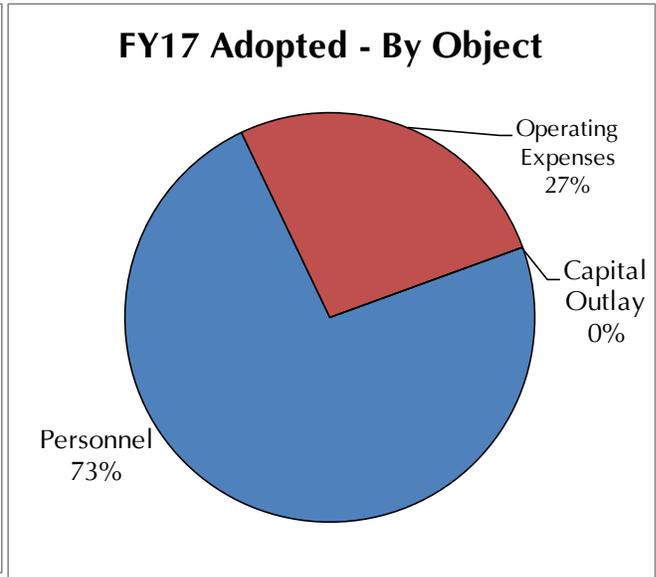
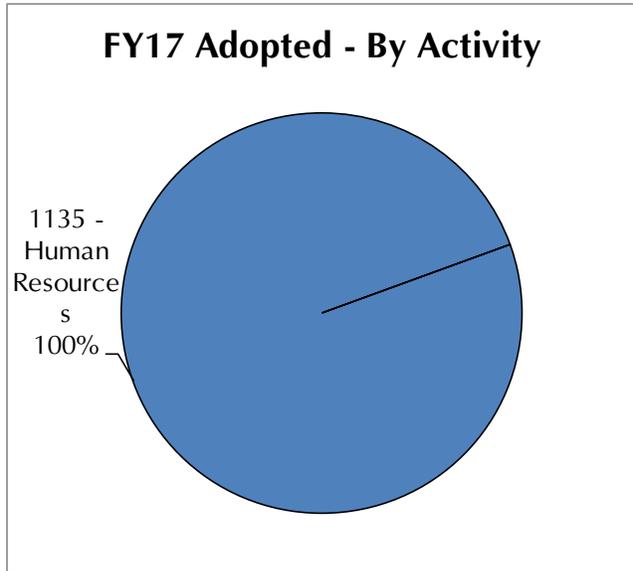
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- City Administration

HUMAN RESOURCES DEPARTMENT OVERVIEW

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%

HUMAN RESOURCES DEPARTMENT OVERVIEW

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 Employee	\$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 Reimbusem	\$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
	<i>Subtotal</i>	2,000	2,000
522000 General Operating Supplies			
	City ID Cards and Supplies	3,000	3,000
	Shredder Services	400	400
	<i>Subtotal</i>	3,400	3,400
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	500	500
	TR - Desktop Equipment (Computer, Monitor, Scanner)	1,200	1,200
	<i>Subtotal</i>	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
	<i>Subtotal</i>	86,155	86,155
531500 Software Licenses			
	TR - Microsoft Licenses (1)	650	650
	<i>Subtotal</i>	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
	<i>Subtotal</i>	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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		18,400	18,400
536500 Investigations			
Background Checks	4,000	4,000	
<i>Subtotal</i>		4,000	4,000
541000 Advertising			
Recruitment Advertising	12,000	12,000	
<i>Subtotal</i>		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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		2,000	2,000
545000 Magazines, Books & Resource Material			
	500	500	
<i>Subtotal</i>		500	500

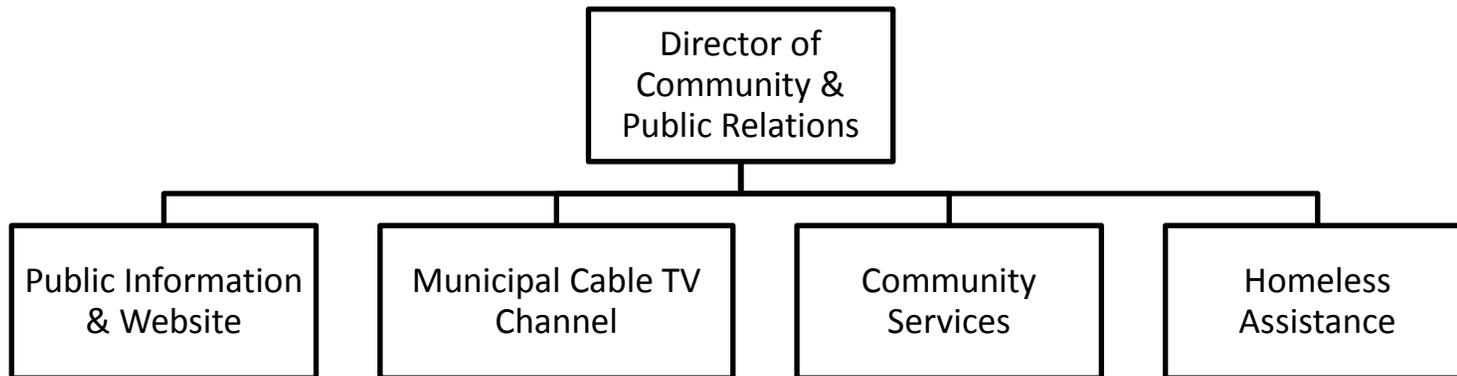
1135 Human Resources

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	
<i>Subtotal</i>		5,350	5,350
546300 In-Service Training			
Employee Training (supervisory, employee development)	17,000	17,000	
HR Staff Training	1,000	1,000	
<i>Subtotal</i>		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	
<i>Subtotal</i>		5,750	5,750
547100 Travel Mileage Reimbursement			
Miscellaneous Mileage Reimbursement	500	500	
<i>Subtotal</i>		500	500
556000 Postage			
Miscellaneous Correspondence	500	500	
<i>Subtotal</i>		500	500
560000 Miscellaneous			
Miscellaneous	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Card Printer	500	500	
Maintenance & Supplies - Copier (Ricoh MP 2554SP)	270	270	
<i>Subtotal</i>		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:

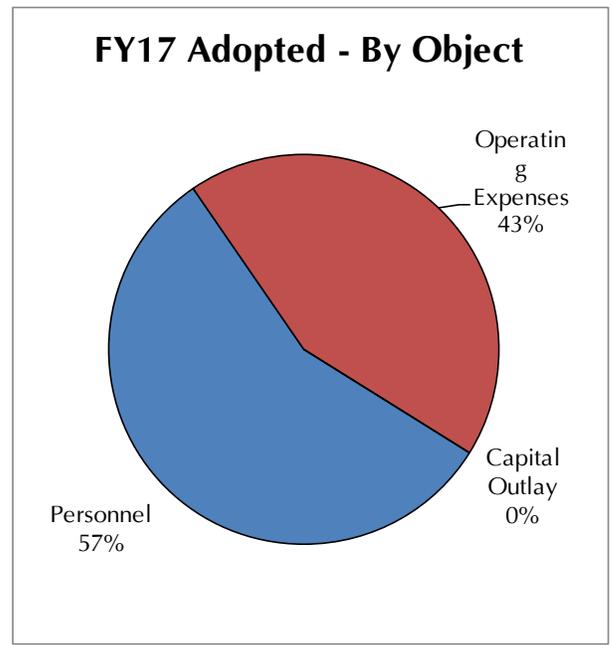
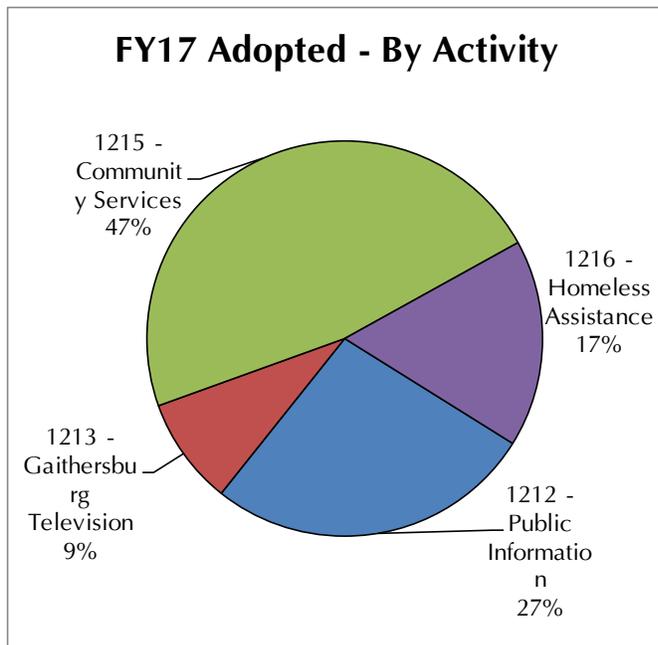
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- Communication
- Community Services
- Housing

COMMUNITY AND PUBLIC RELATIONS DEPARTMENT OVERVIEW

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%



COMMUNITY AND PUBLIC RELATIONS DEPARTMENT OVERVIEW

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 Employee	\$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 Employee	\$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 Reimburse	\$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
	<i>Subtotal</i>	250	250
522200 Photographic, Audio, Video Supplies			
		250	250
	<i>Subtotal</i>	250	250
524000 Supplies for Resale			
	Promo Materials - Gaithersburg Souvenirs to be sold	2,100	2,100
	<i>Subtotal</i>	2,100	2,100
525000 Furniture & Fixtures			
	Office Furniture	200	200
	<i>Subtotal</i>	200	200
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	1,000	1,000
	<i>Subtotal</i>	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
	<i>Subtotal</i>	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
	<i>Subtotal</i>	15,425	15,425
536000 Miscellaneous Professional Services			
	Freelance Photography	5,000	5,000
	Freelance Writing & Graphic Design	2,500	2,500
	<i>Subtotal</i>	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	
<i>Subtotal</i>		15,000	15,000
543000 Contributions			
Gift Baskets for School Fairs, Silent Auctions	100	100	
<i>Subtotal</i>		100	100
544000 Professional Dues & Certification Fees			
3CMA Membership	390	390	
Conference and Visitor's Bureau	180	180	
Government Social Media Organization	185	185	
Leadership Montgomery	100	100	
<i>Subtotal</i>		855	855
545000 Magazines, Books & Resource Material			
Electronic Clip Art, Stock Photography	1,000	1,000	
Social Media Management Package	1,700	1,700	
<i>Subtotal</i>		2,700	2,700
546000 Conference & Seminar Registration			
3CMA Conference - Communications Specialist	800	800	
Government Social Media Conference - Digital Media Specialist	600	600	
<i>Subtotal</i>		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	
<i>Subtotal</i>		2,580	2,580
547100 Travel Mileage Reimbursement			
	50	50	
<i>Subtotal</i>		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	
<i>Subtotal</i>		6,530	6,530
553000 Printing & Binding			
Brochures, Fliers, Posters	1,000	1,000	
inGaithersburg Magazine	14,000	14,000	
<i>Subtotal</i>		15,000	15,000
554000 Signage			
Posters, Banners, Miscellaneous Signage	500	500	
<i>Subtotal</i>		500	500

1212 Public Information

556000 Postage			
HOA Mailings, Volunteer Recruitment & Recognition, Misc.	500		500
inGaithersburg Magazine	14,000		14,000
<i>Subtotal</i>		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
<i>Subtotal</i>		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 Employee	\$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 Employee	\$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 Reimburse	\$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

52200 Photographic, Audio, Video Supplies			
	Batteries, Light Bulbs, Storage Devices, DVDs, Jewel Cases	2,800	2,800
	<i>Subtotal</i>	2,800	2,800
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	500	500
	<i>Subtotal</i>	500	500
531000 Information Technology (IT) Services			
	Service - Software (Creative Cloud For Teams) (2)	1,525	1,525
	<i>Subtotal</i>	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
	<i>Subtotal</i>	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
	<i>Subtotal</i>	5,000	5,000
542000 Awards & Presentations			
	Entry Fees - Television Award Competitions	100	100
	<i>Subtotal</i>	100	100
545000 Magazines, Books & Resource Material			
	Still and Motion Graphic Templates	400	400
	<i>Subtotal</i>	400	400
547100 Travel Mileage Reimbursement			
		100	100
	<i>Subtotal</i>	100	100
556000 Postage			
		150	150
	<i>Subtotal</i>	150	150

1213 Gaithersburg Television

560000 Miscellaneous			
	250	250	
<i>Subtotal</i>		250	250
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Misc. Television Equipment	2,000	2,000	
<i>Subtotal</i>		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 Employee	\$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 Employee	\$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 Reimburse	\$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
<i>Subtotal</i>	1,000	1,000

522000 General Operating Supplies		
DeSellum House (trash bags, paper products & cleaning supplies)	750	750
<i>Subtotal</i>	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
<i>Subtotal</i>	8,950	16,450

525000 Furniture & Fixtures		
	0	0
Five (5) Dressers for Desellum	1,500	1,500
<i>Subtotal</i>	1,500	1,500

526000 Machinery & Equipment		
Miscellaneous Computer Supplies	500	500
Shredder (1/2 of expense shared with 1216 - Homeless Assistance)	75	75
<i>Subtotal</i>	575	575

1215 Community Services

530000 Accounting & Audit			
	60	60	
<i>Subtotal</i>		60	60
531000 Information Technology (IT) Services			
Service - Software (Adobe Acrobat Pro DC) (3)	475	475	
<i>Subtotal</i>		475	475
531600 Software Maintenance Agreements			
Maintenance - Software (Microsoft CALs) (6)	1,050	1,050	
<i>Subtotal</i>		1,050	1,050
536000 Miscellaneous Professional Services			
	0	0	
Hoarding Task Force Service Contract	9,210	9,210	
<i>Subtotal</i>		9,210	9,210
536100 Temporary Employment Agency			
Holiday Giving - Administrative Support (150 hrs at \$20/hr)	3,000	3,000	
<i>Subtotal</i>		3,000	3,000
536300 Contract Cleaning Services			
Contract Cleaning	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
541000 Advertising			
Bank On Gaithersburg and Gaithersburg Financial Wellness Coalit	750	750	
Programs & Events	500	500	
<i>Subtotal</i>		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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		553	553
545000 Magazines, Books & Resource Material			
Community Needs and Committee Reference Materials	50	50	
<i>Subtotal</i>		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	
<i>Subtotal</i>		2,540	2,540
546300 In-Service Training			
Mental Health,Community Capacity Bldg, Customer Service and	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
547000 Travel Expense			
	500	500	
<i>Subtotal</i>		500	500
547100 Travel Mileage Reimbursement			
Meetings	600	600	
<i>Subtotal</i>		600	600
550000 Electric			
DeSellum House	3,500	3,500	
<i>Subtotal</i>		3,500	3,500
550200 Water			
DeSellum House - Water and Sewer	900	900	
<i>Subtotal</i>		900	900
550700 Recycling Services/Trash Collection			
DeSellum House	1,020	1,020	
<i>Subtotal</i>		1,020	1,020
551000 Telephone (Landline)			
Community Services & DeSellum House Telephones	350	350	
Community Services Telephones	810	810	
<i>Subtotal</i>		1,160	1,160
551100 Cellular Telephone			
Cell phone (2)	1,300	1,300	
Desellum House AirCard	500	500	
<i>Subtotal</i>		1,800	1,800
553000 Printing & Binding			
Bank On	1,000	1,000	
General Community Outreach	750	750	
<i>Subtotal</i>		1,750	1,750

1215 Community Services

556000 Postage			
Community Outreach and Stakeholders Including Holiday Giving	1,200	1,200	
<i>Subtotal</i>		1,200	1,200
560000 Miscellaneous			
Promotional Items (Community Service give aways including item	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
568400 Holiday Giving Expenditures			
Holiday Giving pass through of donations	25,000	25,000	
<i>Subtotal</i>		25,000	25,000
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MP 5002SP)	445	445	
<i>Subtotal</i>		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 Employee	\$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 Employee	\$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	\$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 Reimbursen	\$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
	<i>Subtotal</i>	1,400	1,400
522500 Program Activities			
	Aftercare Workshops (FWRH Offsets \$6,500)	6,500	6,500
	Community Building Activities & Recovery Month (FWRH 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 (FWRH Offsets \$10,000)	10,000	10,000
	<i>Subtotal</i>	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
	<i>Subtotal</i>	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
	<i>Subtotal</i>	575	575
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (8)	1,400	1,400
	<i>Subtotal</i>	1,400	1,400
536000 Miscellaneous Professional Services			
		0	0
	Addiction Treatment (HUD Grant Offsets \$21,506)	21,506	21,506
	<i>Subtotal</i>	21,506	21,506
544000 Professional Dues & Certification Fees			
	Professional Counselor Certification	300	300
	<i>Subtotal</i>	300	300

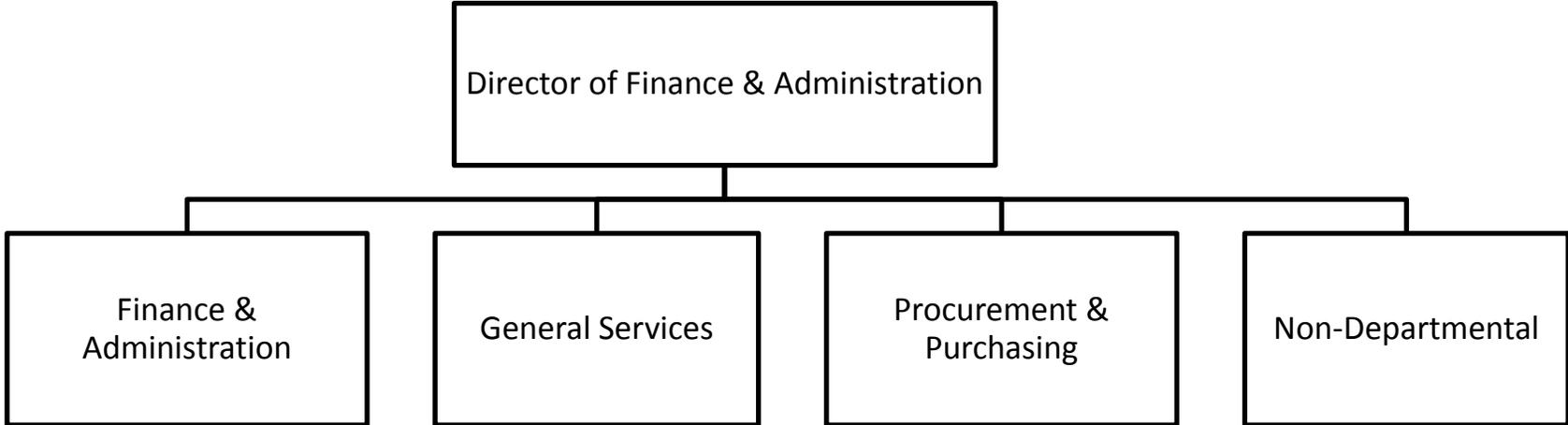
1216 Homeless Assistance

545000 Magazines, Books & Resource Material			
Grapevine Magazine (Alcoholics Anonymous Publication)	50	50	
<i>Subtotal</i>		50	50
546300 In-Service Training			
Staff Development Workshops	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
547100 Travel Mileage Reimbursement			
Coordination Meetings & Street Outreach	100	100	
<i>Subtotal</i>		100	100
550000 Electric			
HUD Grant Offsets (\$11,000)	12,000	12,000	
<i>Subtotal</i>		12,000	12,000
550100 Gas (Natural)			
HUD Grant Offsets (\$3,010)	3,100	3,100	
<i>Subtotal</i>		3,100	3,100
550200 Water			
HUD Grant Offsets (\$2,900)	4,000	4,000	
<i>Subtotal</i>		4,000	4,000
551000 Telephone (Landline)			
Telephone	2,700	2,700	
<i>Subtotal</i>		2,700	2,700
551100 Cellular Telephone			
Street Outreach (HUD Grant Offsets \$500)	700	700	
<i>Subtotal</i>		700	700
552500 Vehicle & Equipment Gasoline Expense			
Program Van (HUD Grant Offsets \$1,000)	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
553000 Printing & Binding			
Miscellaneous Printing for Outreach and Education	100	100	
<i>Subtotal</i>		100	100
556000 Postage			
Advertising, Mailings, Solicitations	70	70	
<i>Subtotal</i>		70	70
560000 Miscellaneous			
Food (HUD Grant Offsets \$11,500)	15,550	15,550	
<i>Subtotal</i>		15,550	15,550
572000 Repair & Maintenance - Buildings & Facilities			
Miscellaneous Repairs to Facility (HUD Grant offsets \$5,000)	7,000	7,000	
<i>Subtotal</i>		7,000	7,000
573000 Repair & Maintenance - Machinery & Equipment			
Program Appliances (HUD Offsets \$119 for Washing Machine/dr	1,500	1,500	
<i>Subtotal</i>		1,500	1,500

1216 Homeless Assistance

574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (1 Unit)	1,000		1,000
<i>Subtotal</i>		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:

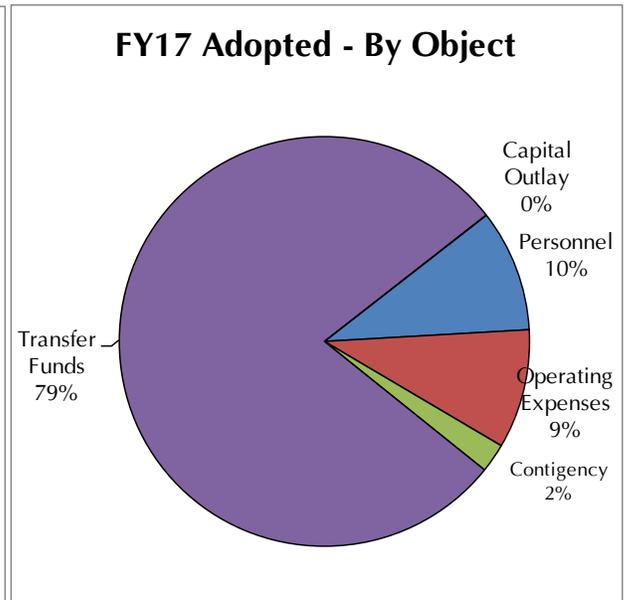
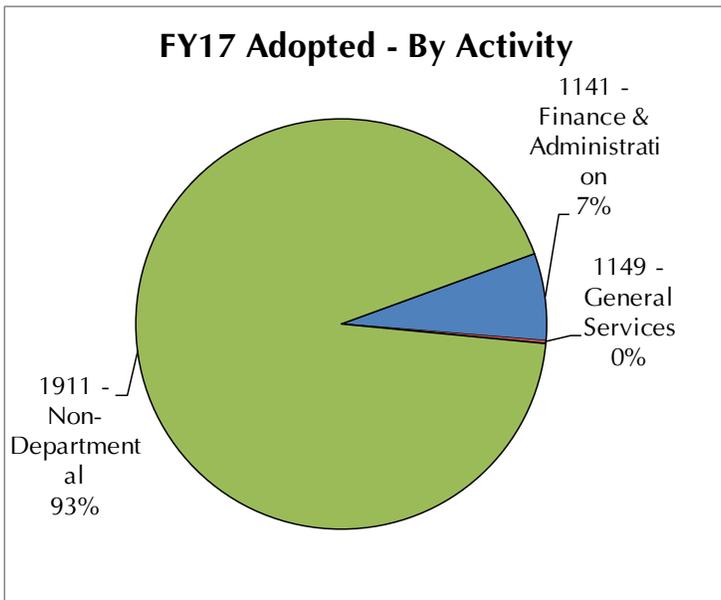
- City Administration



FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

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	<u>12,784,653</u>	<u>16,693,612</u>	<u>21,269,458</u>	<u>20,265,609</u>	-4.72%
Total	<u>\$13,943,523</u>	<u>\$17,473,148</u>	<u>\$22,592,614</u>	<u>\$ 21,808,766</u>	-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%
Contingency	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	<u>\$13,943,523</u>	<u>\$17,473,148</u>	<u>\$22,592,614</u>	<u>\$ 21,808,766</u>	-3.47%

FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

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 Employee	\$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 Employee	\$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 Reimburse	\$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
	<i>Subtotal</i>	3,500	3,500
522000 General Operating Supplies			
	Payroll and Accounts payable supplies	1,500	1,500
	<i>Subtotal</i>	1,500	1,500
525000 Furniture & Fixtures			
	Furniture - replacement furniture	1,500	1,500
	<i>Subtotal</i>	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
	<i>Subtotal</i>	3,175	3,175
530000 Accounting & Audit			
	Annual City Audit	50,000	50,000
	<i>Subtotal</i>	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
	<i>Subtotal</i>	27,885	27,885
531500 Software Licenses			
	Microsoft licenses additional position	650	650
	SHI software licenses	750	750
	<i>Subtotal</i>	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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		72,800	72,800
541000 Advertising			
Publication of budget & constant yield notices	5,500	5,500	
<i>Subtotal</i>		5,500	5,500
542000 Awards & Presentations			
GFOA Application for Budget Award	500	500	
GFOA Application for CAFR Award	500	500	
<i>Subtotal</i>		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	
<i>Subtotal</i>		3,310	3,310
545000 Magazines, Books & Resource Material			
Accounting, Auditing and Purchasing related material	250	250	
<i>Subtotal</i>		250	250
546000 Conference & Seminar Registration			
ADP, Internal 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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		1,350	1,350
551100 Cellular Telephone			
Cell Phone (1 & \$55 / month)	650	650	
<i>Subtotal</i>		650	650
556000 Postage			
Vendor Checks, W-2's, 1099's, Budgets & CAFR's	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
560000 Miscellaneous			
Miscellaneous	1,250	1,250	
<i>Subtotal</i>		1,250	1,250
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MP 5002SP)	930	930	
<i>Subtotal</i>		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	
<i>Subtotal</i>		10,000	10,000
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	500	500	
<i>Subtotal</i>		500	500
531000 Information Technology (IT) Services			
Service - Software (Constant Contact)	1,990	1,990	
Service - Software (Haines Criss Cross)	1,500	1,500	
<i>Subtotal</i>		3,490	3,490
531600 Software Maintenance Agreements			
Maintenance - Software (LaserFiche)	16,650	16,650	
<i>Subtotal</i>		16,650	16,650
552500 Vehicle & Equipment Gasoline Expense			
	300	300	
<i>Subtotal</i>		300	300
556000 Postage			
	2,500	2,500	
<i>Subtotal</i>		2,500	2,500
560000 Miscellaneous			
	150	150	
<i>Subtotal</i>		150	150
567000 Rental & Use Charges			
Postage Machine Rental	4,044	4,044	
Postage Meter Rental	2,000	2,000	
<i>Subtotal</i>		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	
<i>Subtotal</i>		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 Employee		\$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
	<i>Subtotal</i>	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
	<i>Subtotal</i>	972,800	972,800
543000 Contributions			
	Fireman's Fund - GWGVFD	5,000	5,000
	<i>Subtotal</i>	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
	<i>Subtotal</i>	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
	<i>Subtotal</i>	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
	<i>Subtotal</i>	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	
<i>Subtotal</i>		150,000	150,000
Subtotal Operating Expenses		1,728,101	1,732,360

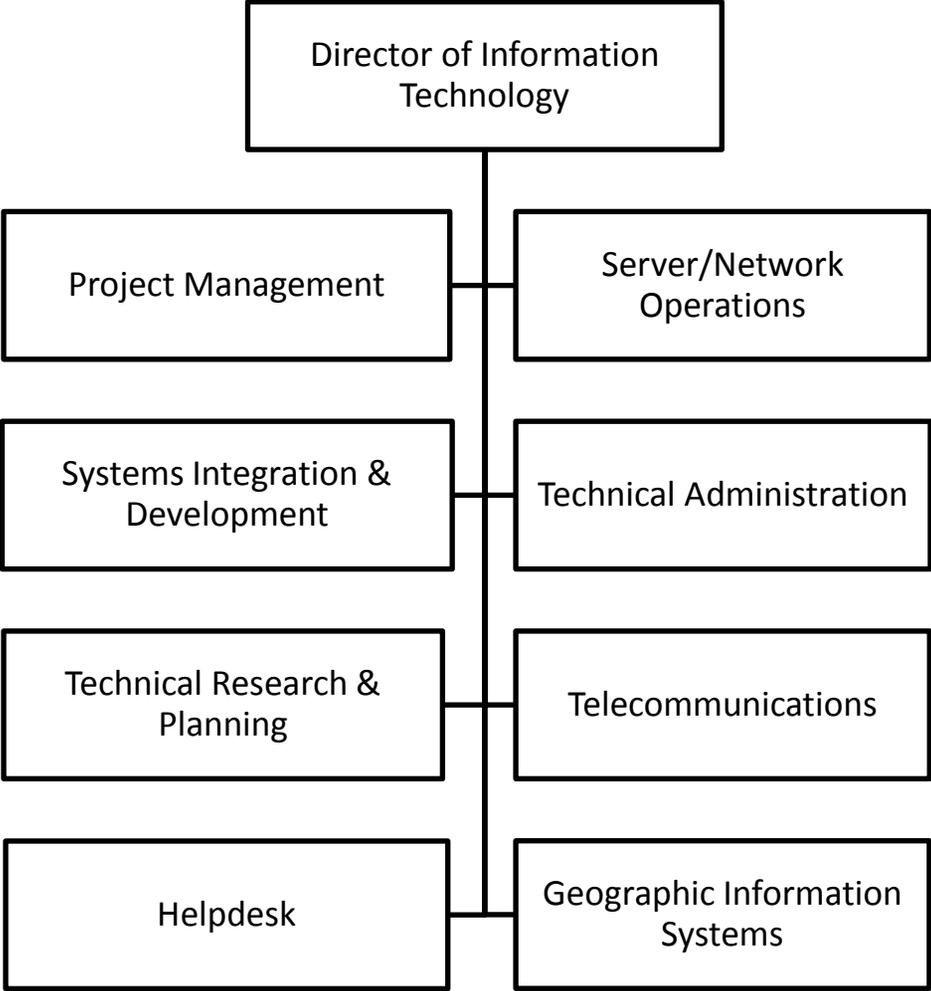
Contingency

580000 Contingency			
Contingency	500,000	500,000	
<i>Subtotal</i>		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	
<i>Subtotal</i>		17,154,087	17,154,087
Subtotal Capital Outlay		17,654,087	17,654,087

Total		20,238,870	20,265,609
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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:

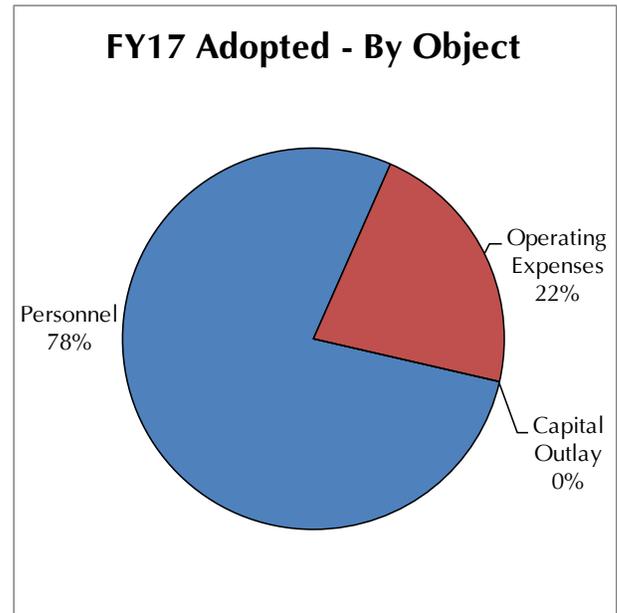
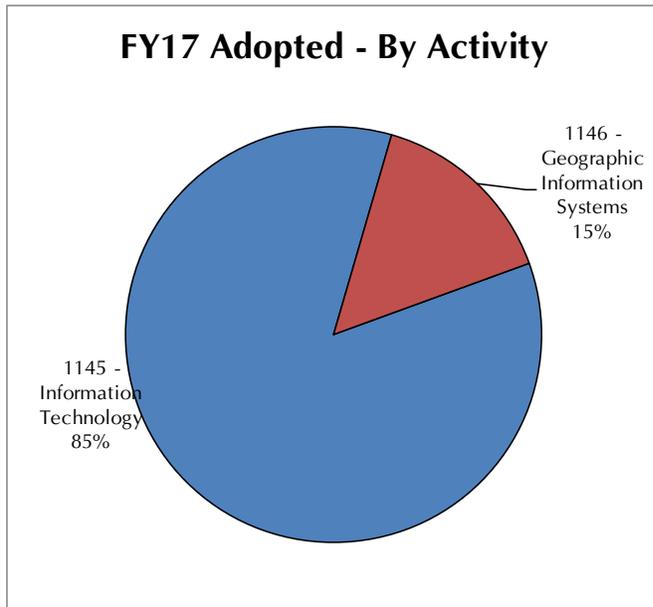
The City's Strategic Plan provides the overall approach to achieving the vision of the City of Gaithersburg by identifying organizational goals, the actions needed to achieve those goals, and ways to measure progress towards those goals. The Plan is evaluated every year and is used to guide the development 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

INFORMATION TECHNOLOGY DEPARTMENT OVERVIEW

Departmental Budget Summary

Budget Summary	FY15 Actual	FY16 YTD	FY16		% Chg
			Adopted	FY17 Adopted	
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		% Chg
			Adopted	FY17 Adopted	
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%

INFORMATION TECHNOLOGY DEPARTMENT OVERVIEW

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 Employee	\$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 Employee	\$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 Reimbusem	\$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
	<i>Subtotal</i>	500	500
525000 Furniture & Fixtures			
	Miscellaneous Furniture	2,000	2,000
	<i>Subtotal</i>	2,000	2,000
526000 Machinery & Equipment			
	Miscellaneous (Tapes, Memory, Hard Drives, etc.)	25,000	25,000
	<i>Subtotal</i>	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
	<i>Subtotal</i>	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
	<i>Subtotal</i>	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
Maintenance - Software (VMWare Workstation) (10)	500	500
<i>Subtotal</i>	81,570	81,570
544000 Professional Dues & Certification Fees		
Miscellaneous Users Group Fees	500	500
<i>Subtotal</i>	500	500
545000 Magazines, Books & Resource Material		
Miscellaneous Training and Reference Books	300	300
<i>Subtotal</i>	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
<i>Subtotal</i>	15,000	15,000
547000 Travel Expense		
Airfare	2,000	2,000
Hotel and Food	3,500	3,500
<i>Subtotal</i>	5,500	5,500
547100 Travel Mileage Reimbursement		
Local Travel Reimbursement - Mileage Reimbursement for Staff	200	200
<i>Subtotal</i>	200	200
551000 Telephone (Landline)		
Miscellaneous Telephone Services	200	200
New Phone System Telecom - PRI circuits (4), DIDs	29,200	29,200
<i>Subtotal</i>	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	
<i>Subtotal</i>		11,800	11,800
556000 Postage			
Postage	50	50	
<i>Subtotal</i>		50	50
556500 Messenger Services			
Courier Services	200	200	
<i>Subtotal</i>		200	200
560000 Miscellaneous			
Miscellaneous	500	500	
<i>Subtotal</i>		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	
<i>Subtotal</i>		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 Employee	\$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 Employee	\$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%

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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
	<i>Subtotal</i>	200	200
525000 Furniture & Fixtures			
	Miscellaneous Furniture	500	500
	<i>Subtotal</i>	500	500
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	2,000	2,000
	<i>Subtotal</i>	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
	<i>Subtotal</i>	26,235	26,235
531500 Software Licenses			
	Software (Miscellaneous Utilities and City-wide GIS Licenses)	2,000	2,000
	<i>Subtotal</i>	2,000	2,000

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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	
<i>Subtotal</i>		31,525	31,525
544000 Professional Dues & Certification Fees			
GIS User Group Fees	500	500	
<i>Subtotal</i>		500	500
545000 Magazines, Books & Resource Material			
Miscellaneous Training and Reference Books	500	500	
<i>Subtotal</i>		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	
<i>Subtotal</i>		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	
<i>Subtotal</i>		3,300	3,300
547100 Travel Mileage Reimbursement			
Local Travel Reimbursement - Mileage Reimbursement for Staff	150	150	
<i>Subtotal</i>		150	150
551100 Cellular Telephone			
Cell Phone replacements	100	100	
Service - Cell Phones for staff (1)	650	650	
<i>Subtotal</i>		750	750
556000 Postage			
Postage	50	50	
<i>Subtotal</i>		50	50
556500 Messenger Services			
Courier Services	50	50	
<i>Subtotal</i>		50	50

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560000 Miscellaneous			
Miscellaneous	200	200	
<i>Subtotal</i>		200	200
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - GIS Equipment - Trimble Handheld	325	325	
<i>Subtotal</i>		325	325
Subtotal Operating Expenses		72,275	72,275
Total		280,513	280,269



Gaithersburg Book Festival