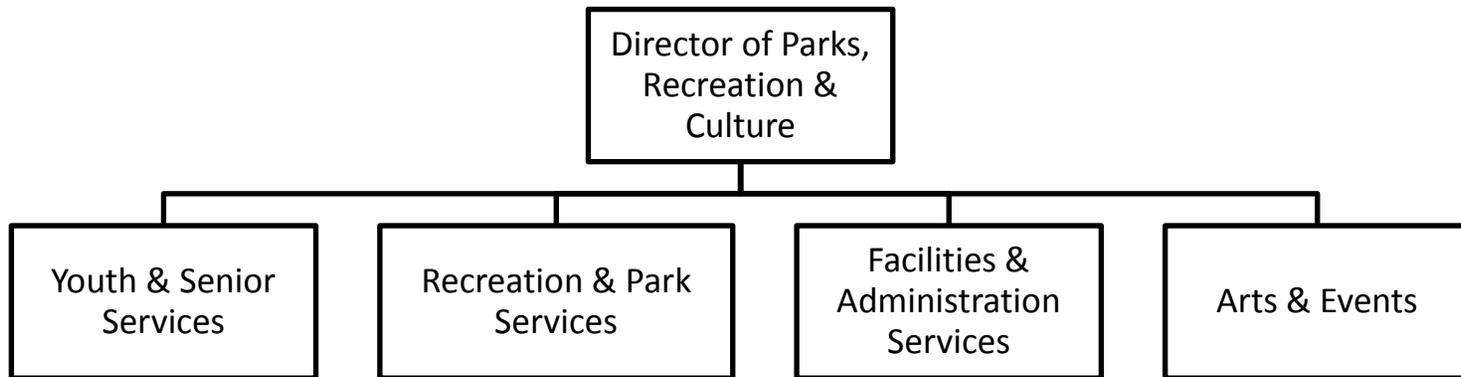


DEPARTMENT OF PARKS, RECREATION & CULTURE



SERVICES PROVIDED:

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

The Youth and Senior Services Division is supported by the following six activities. Youth Services - 1417 provides fun, safe and enriching after-school and weekend activities that promote positive youth development through recreation, mentoring, leadership and support. Through the City's Summer Camp Program - 1418 children ages 6 - 14 experience a variety of activities including sports, games, swimming and arts and crafts activities in an environment that is fun, safe and stimulating. The Youth Centers at Robertson Park - 1419 and Olde Towne - 1424 provide after-school, weekend, and summer activities for middle and high school aged youth. The Skate Park - 1420 facility provides a unique recreational opportunity for inline skaters, BMX bikes and skateboarders. The Benjamin Gaither Center - 1425 provides programs and services for adults 55 years of age and older. The Center facilitates opportunities for seniors to build friendships and participate in a wide variety of educational, recreational, wellness, and social service programs.

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



PARKS, RECREATION, & CULTURE DEPARTMENT OVERVIEW

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

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

SIGNIFICANT CHANGES:

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



1411 Parks, Recreation & Culture Administration

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

1415 Recreation Programs & Sports

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

1416 Recreation Classes

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

1421 Casey Community Center

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

1422 Water Park

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

1425 Seniors Program

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

1430 Winter Lights

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

1436 Special Events

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

STRATEGIC PLAN DIRECTIONS:

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

- Parks, Recreation and Culture
- Environment
- Communication



PARKS, RECREATION, & CULTURE DEPARTMENT OVERVIEW

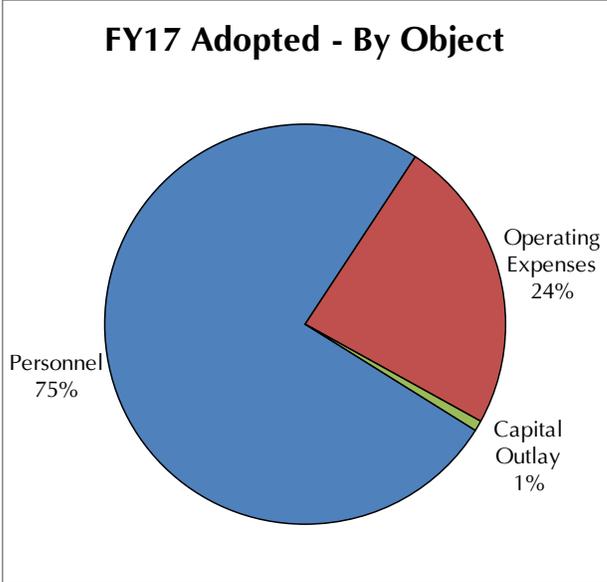
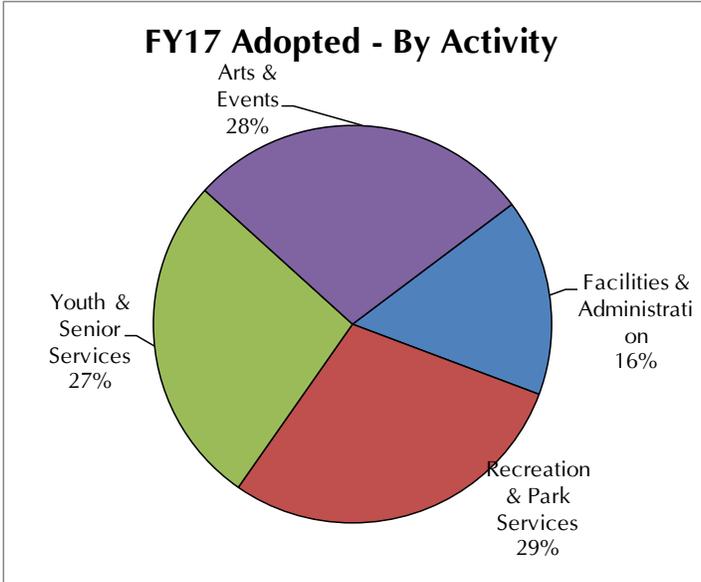
Departmental Budget Summary

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





PARKS, RECREATION, & CULTURE DEPARTMENT OVERVIEW



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

Departmental Staffing by Position

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



PARKS, RECREATION, & CULTURE DEPARTMENT OVERVIEW

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

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

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

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

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

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

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



PARKS, RECREATION, & CULTURE DEPARTMENT OVERVIEW

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

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

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

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

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

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





PARKS, RECREATION, & CULTURE DEPARTMENT OVERVIEW

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

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

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

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

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

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

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

Activity Analysis Report - Adopted

1411 - Parks, Recreation & Culture Administration

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

Activity Analysis Report - Adopted

1411 - Parks, Recreation & Culture Administration

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

1411 Parks, Recreation & Culture Administration

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

501000	Salaries, Full-Time Employees	360,834	360,834
505200	Other Taxable Comp-Gfit	794	794
509000	Salaries, Part-Time Employees	14,646	14,646
510000	Social Security & Medicare (FICA)	28,724	28,724
514000	Group Insurance	33,570	33,243
514200	Vision Plan	166	166
515000	Retirement Contribution (401A)	30,070	30,070
515100	Retirement Health Savings (RHS)	3,468	3,468
516000	Savings Plan Contribution (401K)	9,886	9,886
519000	Tuition Reimbursement	5,600	5,600
Subtotal Personnel Services		487,758	487,431

Operating Expenses

521000 Office Supplies			
	Cartridges - Printers (6)	2,800	2,800
	Fingerprint Supplies	300	300
	Membership Card Printer Supplies	1,000	1,000
	Postage Meter - Ink, Sealer and Tape	300	300
	Receipt Printer Supplies	500	500
	Stamps, Cash Bags and Office Supplies	1,800	1,800
	<i>Subtotal</i>	6,700	6,700
522000 General Operating Supplies			
	Facility and Event Materials	1,800	1,800
	First Aid Supplies	400	400
	<i>Subtotal</i>	2,200	2,200
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	1,000	1,000
	<i>Subtotal</i>	1,000	1,000
530000 Accounting & Audit			
	Credit Card Processing Fees	92,000	92,000
	<i>Subtotal</i>	92,000	92,000
531000 Information Technology (IT) Services			
	Service - Software (Creative Cloud For Teams) (1)	765	765
	Service - Software (InDesign Creative Cloud) (1)	330	330
	Service - Software (Survey Monkey)	300	300
	<i>Subtotal</i>	1,395	1,395
531600 Software Maintenance Agreements			
	Maintenance - Software (Class)	21,000	21,000
	Maintenance - Software (Microsoft CALs) (7)	1,225	1,225
	<i>Subtotal</i>	22,225	22,225

1411 Parks, Recreation & Culture Administration

533000 Legal			
American Society of Composers, Authors and Publishers	690	690	
Broadcast Music, Inc. License Agreement	620	620	
Motion Picture License Agreement	1,200	1,200	
Society of European Songwriters, Artists and Composers	1,300	1,300	
<i>Subtotal</i>		3,810	3,810
536000 Miscellaneous Professional Services			
Fingerprinting Service	3,600	3,600	
Professional Speaker	2,000	2,000	
Shredder Services	400	400	
<i>Subtotal</i>		6,000	6,000
536200 Americans with Disabilities Act			
Department-wide Costs	10,000	10,000	
<i>Subtotal</i>		10,000	10,000
544000 Professional Dues & Certification Fees			
Leadership Montgomery	100	100	
Maryland Municipal League	35	35	
Maryland Recreation and Parks Association	1,000	1,000	
Montgomery Women	125	125	
National Recreation and Parks Association	1,000	1,000	
<i>Subtotal</i>		2,260	2,260
546000 Conference & Seminar Registration			
Active Network Conference (2)	800	800	
National Recreation and Parks Association Conference	600	600	
<i>Subtotal</i>		1,400	1,400
547000 Travel Expense			
Active Network Conference (2)	2,200	2,200	
Maryland Recreation and Parks Association Conference	500	500	
National Recreation and Parks Association Conference	1,600	1,600	
<i>Subtotal</i>		4,300	4,300
551100 Cellular Telephone			
Director (1)	650	650	
Facilities Administrative Services Division Chief (1)	650	650	
<i>Subtotal</i>		1,300	1,300
552500 Vehicle & Equipment Gasoline Expense			
Gasoline and Diesel for vehicles (10)	13,000	13,000	
<i>Subtotal</i>		13,000	13,000
553000 Printing & Binding			
Leisure Times Postcards	2,000	2,000	
Leisure Times Publication	21,900	21,900	
<i>Subtotal</i>		23,900	23,900
556000 Postage			
Letters, Membership Renewals and Promotional Materials	22,220	22,220	
<i>Subtotal</i>		22,220	22,220

1411 Parks, Recreation & Culture Administration

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

Capital Outlay

596000 Vehicles & Equipment			
New Electric SUV	40,000	40,000	
<i>Subtotal</i>		40,000	40,000
Subtotal Capital Outlay		40,000	40,000
Total		769,573	769,246

Activity Analysis Report - Adopted

1415 - Recreation Programs & Sports

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

1415 Recreation Programs & Sports

	Proposed	Adopted
Expenditure Statement by Object	2016 - 2017	2016 - 2017

Personnel Services

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

Operating Expenses

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

1415 Recreation Programs & Sports

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

1415 Recreation Programs & Sports

553000 Printing & Binding			
Sports Brochures and Program Registration Materials	7,500	7,500	
Summer in the City	300	300	
<i>Subtotal</i>		7,800	7,800
554000 Signage			
Sports Fest Banner	300	300	
Sports Registration Banners	1,000	1,000	
<i>Subtotal</i>		1,300	1,300
556000 Postage			
Bulk Mailing for Sports	2,075	2,075	
General Correspondence Mailing	100	100	
<i>Subtotal</i>		2,175	2,175
557000 Laundry & Uniforms			
Staff Shirts and Sweatshirts	2,800	2,800	
<i>Subtotal</i>		2,800	2,800
567100 Rental of Facilities			
City Programs and Sports	30,560	30,560	
Outdoor Field Use	6,000	6,000	
Track Meets	2,990	2,990	
<i>Subtotal</i>		39,550	39,550
Subtotal Operating Expenses		228,693	228,693
Total		899,461	908,424

Activity Analysis Report - Adopted

1416 - Recreation Classes

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

1416 Recreation Classes

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

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

1416 Recreation Classes

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

Capital Outlay

595000 Furniture & Equipment			
Portable Ballet Barres (2)	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
Subtotal Capital Outlay		2,000	2,000
Total		305,848	305,765

Activity Analysis Report - Adopted

1417 - Youth Services

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

1417 Youth Services

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

521000 Office Supplies			
	Paper, Pens, Binders and Membership Cards	150	150
	<i>Subtotal</i>	150	150
522000 General Operating Supplies			
	Sports Supplies, Arts & Crafts and First Aid Supplies	7,490	7,490
	<i>Subtotal</i>	7,490	7,490
522500 Program Activities			
	Break Blasts and Half Day Hooplas	5,000	5,000
	Gaithersburg Youth Club Trips/Activities	8,950	8,950
	Spring Break Camp	3,360	3,360
	Student Union	6,450	6,450
	<i>Subtotal</i>	23,760	23,760
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	500	500
	<i>Subtotal</i>	500	500
531000 Information Technology (IT) Services			
	Service - Software (Survey Monkey)	300	300
	<i>Subtotal</i>	300	300
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (6)	1,050	1,050
	<i>Subtotal</i>	1,050	1,050
536500 Investigations			
	Background Checks	150	150
	<i>Subtotal</i>	150	150
544000 Professional Dues & Certification Fees			
	CPR/AED/SFA	1,875	1,875
	<i>Subtotal</i>	1,875	1,875

1417 Youth Services

546000 Conference & Seminar Registration			
National Parks and Recreation Conference (1)	425	425	
Youth Services Staff Training	1,000	1,000	
<i>Subtotal</i>		1,425	1,425
547000 Travel Expense			
Maryland Parks and Recreation Association Conference (2)	700	700	
National Parks and Recreation Association Conference (1)	1,345	1,345	
<i>Subtotal</i>		2,045	2,045
551100 Cellular Telephone			
Youth and Senior Services Division Chief (1)	650	650	
<i>Subtotal</i>		650	650
556000 Postage			
Letters, Confirmations and Promotional Materials	1,100	1,100	
<i>Subtotal</i>		1,100	1,100
557000 Laundry & Uniforms			
Staff Shirts	1,480	1,480	
<i>Subtotal</i>		1,480	1,480
567000 Rental & Use Charges			
E-Z Pass	100	100	
<i>Subtotal</i>		100	100
567100 Rental of Facilities			
Montgomery County Public Schools - Facilities	7,450	7,450	
<i>Subtotal</i>		7,450	7,450
Subtotal Operating Expenses		49,525	49,525
Total			
		458,268	457,896

Activity Analysis Report - Adopted

1418 - Summer Programs

Object	Actual FY '15	Adopted FY '16	YTD FY '16	Adopted FY '17	% Change FY '16 - FY '17
508000 - Salaries, Overtime	\$0	\$0	(\$8)	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$316,274	\$347,440	\$221,526	\$344,487	-0.85%
510000 - Social Security & Medicare (\$24,195	\$26,579	\$16,946	\$26,353	-0.85%
521000 - Office Supplies	\$315	\$500	\$46	\$450	-10.00%
522000 - General Operating Supplies	\$26,259	\$20,975	\$4,292	\$20,475	-2.38%
522500 - Program Activities	\$18,217	\$23,380	\$23,182	\$26,500	13.34%
525000 - Furniture & Fixtures		\$0		\$550	0.00%
526000 - Machinery & Equipment	\$0	\$500	\$0	\$500	0.00%
536000 - Miscellaneous Professional	\$0	\$8,000	\$3,645	\$7,000	-12.50%
536500 - Investigations	\$1,476	\$900	\$66	\$900	0.00%
538000 - Performances & Entertainme	\$700	\$875	\$1,320	\$1,350	54.29%
541000 - Advertising	\$1,667	\$2,000	\$145	\$2,000	0.00%
544000 - Professional Dues & Certifica	\$0	\$400	\$0	\$1,875	368.75%
546000 - Conference & Seminar Regis	\$475	\$850	\$850	\$0	-100.00%
547000 - Travel Expense	\$732	\$1,350	\$895	\$0	-100.00%
549000 - Scholarship Management	\$28,625	\$23,000	\$3,831	\$27,500	19.57%
551100 - Cellular Telephone		\$0		\$450	0.00%
553000 - Printing & Binding	\$1,390	\$1,600	\$1,154	\$1,300	-18.75%
554000 - Signage		\$0		\$450	0.00%
556000 - Postage	\$498	\$1,400	\$967	\$1,100	-21.43%
557000 - Laundry & Uniforms	\$1,179	\$1,400	\$0	\$1,400	0.00%
567000 - Rental & Use Charges	\$28,302	\$29,000	\$29,004	\$30,000	3.45%
567100 - Rental of Facilities	\$52,668	\$55,500	\$38,471	\$56,000	0.90%
Personnel	\$340,469	\$374,019	\$238,464	\$370,840	-0.85%
Operating Expenses	\$162,503	\$171,630	\$107,867	\$179,800	4.76%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total	\$502,972	\$545,649	\$346,332	\$550,640	0.91%

1418 Summer Programs

Expenditure Statement by Object

**Proposed
2016 - 2017**

**Adopted
2016 - 2017**

Personnel Services

509000	Salaries, Part-Time Employees	344,487	344,487
510000	Social Security & Medicare (FICA)	26,353	26,353
	Subtotal Personnel Services	370,840	370,840

Operating Expenses

521000 Office Supplies			
	Paper, Pens and Binders	450	450
	<i>Subtotal</i>	450	450
522000 General Operating Supplies			
	Sports Supplies, Arts & Crafts and Games	20,475	20,475
	<i>Subtotal</i>	20,475	20,475
522500 Program Activities			
	Camps and Youth Activity Programs Admissions	26,500	26,500
	<i>Subtotal</i>	26,500	26,500
525000 Furniture & Fixtures			
	Storage Cabinet	550	550
	<i>Subtotal</i>	550	550
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	500	500
	<i>Subtotal</i>	500	500
536000 Miscellaneous Professional Services			
	Science, Technology, Engineering and Math Clinics (STEM)	7,000	7,000
	<i>Subtotal</i>	7,000	7,000
536500 Investigations			
	Background Checks	900	900
	<i>Subtotal</i>	900	900
538000 Performances & Entertainment			
	Camps and Youth Activity Programs Entertainers	1,350	1,350
	<i>Subtotal</i>	1,350	1,350
541000 Advertising			
	Summer Camp Advertising	2,000	2,000
	<i>Subtotal</i>	2,000	2,000
544000 Professional Dues & Certification Fees			
	CPR/AED/SFA	1,875	1,875
	<i>Subtotal</i>	1,875	1,875
549000 Scholarship Management			
	Financial Aid	27,500	27,500
	<i>Subtotal</i>	27,500	27,500

1418 Summer Programs

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

Activity Analysis Report - Adopted

1419 - Gaithersburg Youth Center at Robertson Park

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

1419 Gaithersburg Youth Center at Robertson Park

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

501000	Salaries, Full-Time Employees	97,990	97,990
508000	Salaries, Overtime	250	250
509000	Salaries, Part-Time Employees	50,478	50,478
510000	Social Security & Medicare (FICA)	11,377	11,377
514000	Group Insurance	27,664	27,374
514200	Vision Plan	129	129
515000	Retirement Contribution (401A)	8,166	8,166
516000	Savings Plan Contribution (401K)	3,062	3,062
Subtotal Personnel Services		199,116	198,826

Operating Expenses

521000 Office Supplies			
	Paper, Pens and Printer Cartridges	300	300
	<i>Subtotal</i>	300	300
522000 General Operating Supplies			
	Sports Supplies, Arts & Crafts and Tutoring Materials	5,970	5,970
	<i>Subtotal</i>	5,970	5,970
522500 Program Activities			
	Trip Admissions	400	400
	<i>Subtotal</i>	400	400
525000 Furniture & Fixtures			
	Chair Replacement	2,400	2,400
	<i>Subtotal</i>	2,400	2,400
526000 Machinery & Equipment			
	Climbing Wall Equipment	600	600
	Miscellaneous Computer Devices & Supplies	500	500
	Video Game Systems/Monitors	550	550
	<i>Subtotal</i>	1,650	1,650
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe Premiere Elements) (9)	210	210
	Maintenance - Software (Microsoft CALs) (7)	1,225	1,225
	<i>Subtotal</i>	1,435	1,435
536000 Miscellaneous Professional Services			
	Climbing Wall Yearly Inspection	1,100	1,100
	<i>Subtotal</i>	1,100	1,100
554000 Signage			
	Exterior Signage	3,200	3,200
	<i>Subtotal</i>	3,200	3,200
Subtotal Operating Expenses		16,455	16,455

Total	215,571	215,281
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Activity Analysis Report - Adopted

1420 - Skate Park

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

1420 Skate Park

Expenditure Statement by Object

**Proposed
2016 - 2017**

**Adopted
2016 - 2017**

Personnel Services

509000	Salaries, Part-Time Employees	26,790	26,790
510000	Social Security & Medicare (FICA)	2,049	2,049
	Subtotal Personnel Services	28,839	28,839

Operating Expenses

521000 Office Supplies			
	Pens, Paper and Binder	100	100
	<i>Subtotal</i>	100	100

522000 General Operating Supplies			
	Program Supplies - Tools, Nails and Repair Materials	1,025	1,025
	<i>Subtotal</i>	1,025	1,025

522500 Program Activities			
	Competitions and Skate Nights	675	675
	<i>Subtotal</i>	675	675

524000 Supplies for Resale			
	Helmets and Pads	950	950
	<i>Subtotal</i>	950	950

526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	500	500
	<i>Subtotal</i>	500	500

531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (1)	175	175
	<i>Subtotal</i>	175	175

541000 Advertising			
	Marketing Promotions	1,200	1,200
	<i>Subtotal</i>	1,200	1,200

553000 Printing & Binding			
	Summer in the City Brochure/Postcards and Fliers	300	300
	<i>Subtotal</i>	300	300

	Subtotal Operating Expenses	4,925	4,925
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	Total	33,764	33,764
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Activity Analysis Report - Adopted

1421 - Casey Community Center

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

1421 Casey Community Center

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

501000	Salaries, Full-Time Employees	160,513	160,513
509000	Salaries, Part-Time Employees	106,435	106,435
510000	Social Security & Medicare (FICA)	20,422	20,422
514000	Group Insurance	16,677	16,512
514200	Vision Plan	74	74
515000	Retirement Contribution (401A)	13,376	13,376
516000	Savings Plan Contribution (401K)	5,016	5,016
Subtotal Personnel Services		322,513	322,348

Operating Expenses

521000 Office Supplies			
	Copier Paper	750	750
	Easel Pads, White Board Supplies	175	175
	Stationery and Office Supplies	275	275
	<i>Subtotal</i>	1,200	1,200

522000 General Operating Supplies			
	"HEAL" Program	150	150
	"Move Cities and Towns"	200	200
	Arts and Crafts Center Programs	1,500	1,500
	Arts and Crafts Tot Time	3,520	3,520
	Book Club	480	480
	Center Art Work	500	500
	Computer Education Resources Tot Time	400	400
	Culinary Program Supplies	4,800	4,800
	Emergency Preparedness	200	200
	Family Night Games and Toys	400	400
	Name Tags for Teachers	50	50
	Open House Events	800	800
	Room Staging Enhancements	400	400
	Seasonal Decorations	800	800
	Supplies Mom's Morning Out	750	750
	Tot Time Games, Books and Toys	600	600
	Tot Time Shirts	450	450
	<i>Subtotal</i>	16,000	16,000

525000 Furniture & Fixtures			
	Office Chairs (2)	350	350
	<i>Subtotal</i>	350	350

526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	500	500
	<i>Subtotal</i>	500	500

531000 Information Technology (IT) Services			
	Service - Software (InDesign Creative Cloud) (1)	330	330
	<i>Subtotal</i>	330	330

1421 Casey Community Center

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

1421 Casey Community Center

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

Activity Analysis Report - Adopted

1422 - Water Park

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

Activity Analysis Report - Adopted

1422 - Water Park

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

1422 Water Park

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

521000 Office Supplies			
	Registration Materials, Administrative Supplies	1,250	1,250
	Toner for Fax Machine	50	50
	<i>Subtotal</i>	1,300	1,300
522000 General Operating Supplies			
	First Aid, Cleaning Supplies, Pool and Teaching Supplies	9,000	9,000
	Pool Chemicals - Sodium Hypochlorite and Carbon Dioxide Gas	27,000	27,000
	<i>Subtotal</i>	36,000	36,000
524000 Supplies for Resale			
	Locks, Sunscreen, Waterproof Pants and Swim Diapers	5,500	5,500
	<i>Subtotal</i>	5,500	5,500
526000 Machinery & Equipment			
	Chemical Controllers and Sensors	1,100	1,100
	Miscellaneous Computer Devices & Supplies	500	500
	<i>Subtotal</i>	1,600	1,600
531000 Information Technology (IT) Services			
	Service - Software (Adobe Acrobat Pro DC) (1)	170	170
	Service - Software (InDesign Creative Cloud) (1)	225	225
	Service - Software (Survey Monkey)	300	300
	<i>Subtotal</i>	695	695
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (7)	1,225	1,225
	<i>Subtotal</i>	1,225	1,225
536000 Miscellaneous Professional Services			
	Pool Repair Consultant	550	550
	Safe Maintenance	250	250
	Winterizing and Summerizing Pool Contractor	700	700
	<i>Subtotal</i>	1,500	1,500

1422 Water Park

536300 Contract Cleaning Services			
	0	0	
	0	0	
<i>Subtotal</i>		0	0
536400 Contract Maintenance Services			
Bulb Replacement for Ultraviolet Disinfection Systems (2)	3,500	3,500	
<i>Subtotal</i>		3,500	3,500
536500 Investigations			
Background Checks	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
537000 Instructor Services			
Water Exercise Instructor (Revenue Offset)	1,400	1,400	
<i>Subtotal</i>		1,400	1,400
538000 Performances & Entertainment			
Resident Family Fun Event	1,000	1,000	
Water Safety Day	500	500	
<i>Subtotal</i>		1,500	1,500
541000 Advertising			
Bus Shelter Advertisement	200	200	
Staff Recruitment Advertisement	1,000	1,000	
<i>Subtotal</i>		1,200	1,200
542000 Awards & Presentations			
Part-time Staff Recognition Awards	150	150	
<i>Subtotal</i>		150	150
544000 Professional Dues & Certification Fees			
Association of Pool and Spa Professionals	120	120	
Certified Pool Operator Instructor Reauthorization	100	100	
Pool Operators Courses	1,980	1,980	
Pool Operators Test and License	800	800	
<i>Subtotal</i>		3,000	3,000
546000 Conference & Seminar Registration			
Association of Aquatic Professionals Conference	365	365	
National Recreation and Parks Association Conference	500	500	
<i>Subtotal</i>		865	865
546300 In-Service Training			
Lifeguard Training, First Aid and CPR/AED Materials	600	600	
<i>Subtotal</i>		600	600
547000 Travel Expense			
Airfare - Association of Aquatic Professionals Conference	400	400	
Airfare - National Recreation and Parks Association Conference	400	400	
Lodging - Association of Aquatic Professionals Conference	700	700	
Lodging - National Recreation and Parks Association Conference	700	700	
Per Diem - Association of Aquatic Professionals Conference	300	300	
Per Diem - National Recreation and Parks Association Conference	300	300	
<i>Subtotal</i>		2,800	2,800

1422 Water Park

549000 Scholarship Management			
Swim Lesson and Water Exercise Financial Aid	500	500	
<i>Subtotal</i>		500	500
550700 Recycling Services/Trash Collection			
Biohazard Pick-Up and Disposal Service Fees	100	100	
<i>Subtotal</i>		100	100
551100 Cellular Telephone			
Facility	400	400	
<i>Subtotal</i>		400	400
553000 Printing & Binding			
Employee Handbooks - Lifeguards, Cashiers and Managers	500	500	
Promotional Postcards	700	700	
Summer in the City Publication	60	60	
Wristbands	340	340	
<i>Subtotal</i>		1,600	1,600
554000 Signage			
Rules and Regulations, Admission Policies and Pool Fees	1,400	1,400	
<i>Subtotal</i>		1,400	1,400
556000 Postage			
Letters, Promotional Materials and Pass Renewal Mailings	600	600	
<i>Subtotal</i>		600	600
557000 Laundry & Uniforms			
Staff Shirts, Lifeguard Shorts and Whistles	4,500	4,500	
<i>Subtotal</i>		4,500	4,500
561000 Local, In-Services Meals			
All Day In-Service Training Meetings	450	450	
<i>Subtotal</i>		450	450
567000 Rental & Use Charges			
Carbon Dioxide Cylinder - Main and Splash Pools	700	700	
Pool Drain and Clean Equipment	300	300	
<i>Subtotal</i>		1,000	1,000
572000 Repair & Maintenance - Buildings & Facilities			
Pool Maintenance Tools	150	150	
<i>Subtotal</i>		150	150
573000 Repair & Maintenance - Machinery & Equipment			
Chemical Feeder Systems	1,000	1,000	
Maintenance & Supplies - Copier (Ricoh MP 2554SP)	655	655	
Pool Filtration Systems	1,000	1,000	
Radio Repair	200	200	
Sump Pump and Water Level Control Systems	700	700	
<i>Subtotal</i>		3,555	3,555

1422 Water Park

575000 Repair & Maintenance - Furniture & Equipment			
	0		0
	0		0
	0		0
Canopy Repairs	500		500
Water feature	2,500		2,500
<i>Subtotal</i>		3,000	3,000
Subtotal Operating Expenses		81,090	81,090
Total		569,008	572,127

Activity Analysis Report - Adopted

1423 - Gaithersburg Arts Barn

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

1423 Gaithersburg Arts Barn

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

521000 Office Supplies			
	Administrative Supplies, Easel Pads and Tape	300	300
	<i>Subtotal</i>	300	300

522000 General Operating Supplies			
	Materials for Partnership Programs	2,000	2,000
	Materials for Performances, Classes and Summer Camps	5,525	5,525
	<i>Subtotal</i>	7,525	7,525

524000 Supplies for Resale			
	Snacks and Beverages	2,500	2,500
	<i>Subtotal</i>	2,500	2,500

526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	500	500
	<i>Subtotal</i>	500	500

531000 Information Technology (IT) Services			
	Service - Software (Adobe Acrobat Pro DC) (1)	160	160
	Service - Software (InDesign Creative Cloud) (2)	655	655
	Service - Software (Survey Monkey)	300	300
	<i>Subtotal</i>	1,115	1,115

531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (5)	875	875
	<i>Subtotal</i>	875	875

533000 Legal			
	Annual County License	750	750
	Royalty Fees - Theater Performances	150	150
	<i>Subtotal</i>	900	900

536000 Miscellaneous Professional Services			
	Piano Tuning	1,320	1,320
	Sound Technician	1,680	1,680
	<i>Subtotal</i>	3,000	3,000

1423 Gaithersburg Arts Barn

536500 Investigations			
Background Checks	200	200	
<i>Subtotal</i>		200	200
538000 Performances & Entertainment			
Class and Camp Partnerships (Offset by Revenue)	60,000	60,000	
Theater and Concert Performances (Offset by Revenue)	71,000	71,000	
Young Artists Award Adjudicator Fees	1,000	1,000	
<i>Subtotal</i>		132,000	132,000
541000 Advertising			
Newspapers, Websites, Radio and Brochures	16,225	16,225	
<i>Subtotal</i>		16,225	16,225
544000 Professional Dues & Certification Fees			
Americans for the Arts	150	150	
CPR/AED/SFA	225	225	
<i>Subtotal</i>		375	375
547100 Travel Mileage Reimbursement			
	900	900	
<i>Subtotal</i>		900	900
550200 Water			
Water Dispenser Services	1,175	1,175	
<i>Subtotal</i>		1,175	1,175
553000 Printing & Binding			
Postcards	1,000	1,000	
Seasonal Performance Brochures	3,800	3,800	
Tickets, Fliers and Programs	200	200	
<i>Subtotal</i>		5,000	5,000
554000 Signage			
Program Banners	4,000	4,000	
<i>Subtotal</i>		4,000	4,000
556000 Postage			
Letters, Promotional Materials and Rental Permits	200	200	
Seasonal Brochure Direct Mailings	2,300	2,300	
<i>Subtotal</i>		2,500	2,500
560000 Miscellaneous			
Performer's Travel (Sponsor Reimbursed)	2,825	2,825	
<i>Subtotal</i>		2,825	2,825
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MPC 3003 - BW)	390	390	
Maintenance & Supplies - Copier (Ricoh MPC 3003 - Color)	625	625	
<i>Subtotal</i>		1,015	1,015
Subtotal Operating Expenses		182,930	182,930

1423 Gaithersburg Arts Barn

Total	476,715	476,632
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Activity Analysis Report - Adopted

1424 - Gaithersburg Youth Center at Olde Towne

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

1424 Gaithersburg Youth Center at Olde Towne

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

501000	Salaries, Full-Time Employees	104,355	104,355
505200	Other Taxable Comp-Gfit	15	15
508000	Salaries, Overtime	250	250
509000	Salaries, Part-Time Employees	106,780	106,780
510000	Social Security & Medicare (FICA)	16,171	16,171
514000	Group Insurance	34,476	34,107
514200	Vision Plan	184	184
515000	Retirement Contribution (401A)	8,697	8,697
516000	Savings Plan Contribution (401K)	3,261	3,261
519000	Tuition Reimbursement	200	200
Subtotal Personnel Services		274,389	274,020

Operating Expenses

521000 Office Supplies			
	Membership Cards, Printer Cartridges and Paper	400	400
	<i>Subtotal</i>	400	400
522000 General Operating Supplies			
	Sports Supplies, Arts & Crafts and Tutoring Materials	8,200	8,200
	<i>Subtotal</i>	8,200	8,200
522500 Program Activities			
	Trip Admissions	960	960
	<i>Subtotal</i>	960	960
525000 Furniture & Fixtures			
	Chair Replacements	1,250	1,250
	<i>Subtotal</i>	1,250	1,250
526000 Machinery & Equipment			
	Miscellaneous Audio Equipment (cables, microphones, etc.)	3,800	3,800
	Miscellaneous Computer Devices & Supplies	1,000	1,000
	<i>Subtotal</i>	4,800	4,800
531000 Information Technology (IT) Services			
	Service - Software (Photoshop Creative Cloud) (1)	335	335
	<i>Subtotal</i>	335	335
531600 Software Maintenance Agreements			
	Maintenance - Software (Avid Pro Tools HD ExperPlus)	1,100	1,100
	Maintenance - Software (Avid Pro Tools Studio and Lab Licenses)	2,175	2,175
	Maintenance - Software (Microsoft CALs) (14)	2,450	2,450
	<i>Subtotal</i>	5,725	5,725
551100 Cellular Telephone			
	Cell Phone (1) Community Facility Manager	650	650
	<i>Subtotal</i>	650	650
Subtotal Operating Expenses		22,320	22,320

1424 Gaithersburg Youth Center at Olde Towne

Total	296,709	296,340
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Activity Analysis Report - Adopted

1425 - Benjamin Gaither Center

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

Activity Analysis Report - Adopted

1425 - Benjamin Gaither Center

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

1425 Benjamin Gaither Center

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

521000 Office Supplies			
	Class Supplies, Stationery, Envelopes and Pens	300	300
	Copier, Fax Machine and Computer Lab Printer Paper and Toner	800	800
	<i>Subtotal</i>	1,100	1,100
522000 General Operating Supplies			
	Active Aging Living Expo	2,000	2,000
	Birthday Party, Holiday Supplies and Seasonal Decorations	1,200	1,200
	Cleaning Supplies, Crafts Supplies, Paints and Brushes	3,350	3,350
	Decorating and Interior Furnishings	1,150	1,150
	Evening Event Supplies	750	750
	Monthly Program Supplies	2,000	2,000
	<i>Subtotal</i>	10,450	10,450
522500 Program Activities			
	Annual Picnic	1,000	1,000
	Evening Events	1,200	1,200
	Trip Admission	30,800	30,800
	<i>Subtotal</i>	33,000	33,000
525000 Furniture & Fixtures			
	Storage Unit	5,000	5,000
	<i>Subtotal</i>	5,000	5,000
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	1,000	1,000
	<i>Subtotal</i>	1,000	1,000
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (13)	2,275	2,275
	<i>Subtotal</i>	2,275	2,275

1425 Benjamin Gaither Center

536000 Miscellaneous Professional Services			
Nutrition Program	54,600	54,600	
Sound System for Active Aging Expo	1,000	1,000	
<i>Subtotal</i>		55,600	55,600
536300 Contract Cleaning Services			
Contract Cleaning	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
536500 Investigations			
Background Checks	100	100	
<i>Subtotal</i>		100	100
537000 Instructor Services			
Water Color Art Classes	4,200	4,200	
<i>Subtotal</i>		4,200	4,200
538000 Performances & Entertainment			
Entertainers - Musicians and Special Performers	3,250	3,250	
Evening Dances and Socials	2,100	2,100	
<i>Subtotal</i>		5,350	5,350
541000 Advertising			
Advertising for Active Aging Expo	2,100	2,100	
Advertising for Senior Center	1,000	1,000	
<i>Subtotal</i>		3,100	3,100
544000 Professional Dues & Certification Fees			
CPR/AED/SFA (2)	150	150	
Health and Fitness Association Membership	100	100	
Maryland Association of Senior Centers	150	150	
Wellness Instructor Certifications (1)	100	100	
<i>Subtotal</i>		500	500
546000 Conference & Seminar Registration			
Wellness Workshops	500	500	
<i>Subtotal</i>		500	500
551100 Cellular Telephone			
Cell Phone for Trip Leaders	650	650	
<i>Subtotal</i>		650	650
553000 Printing & Binding			
Newsletters and Membership Renewals (12 Issues)	9,000	9,000	
Postcards and Promotional Items	1,000	1,000	
<i>Subtotal</i>		10,000	10,000
554000 Signage			
Banners	1,100	1,100	
<i>Subtotal</i>		1,100	1,100
556000 Postage			
Newsletters - Confirmations and Membership Renewals	2,700	2,700	
Promotional Items - Target Bulk Mailing	1,300	1,300	
<i>Subtotal</i>		4,000	4,000

1425 Benjamin Gaither Center

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

Activity Analysis Report - Adopted

1426 - Activity Center

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

1426 Activity Center

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

521000 Office Supplies		
Easels, Pads, Binders and Laminating Materials	500	500
<i>Subtotal</i>	500	500
522000 General Operating Supplies		
Carts, Podium, Fixtures, Keys and Tools	800	800
Cleaning Supplies - Vinyl Cleaner and Hand Sanitizer	1,300	1,300
Emergency Preparedness Supplies and Ice Packs	200	200
Fitness Center Supplies - Towels, Mats, Balls and Stickers	1,300	1,300
Floor Mats and Fans	600	600
Gym Supplies - Balls, Nets, Goals, Floor Tape and Backboard Pad	1,125	1,125
Volleyball Equipment	1,000	1,000
<i>Subtotal</i>	6,325	6,325
525000 Furniture & Fixtures		
Conference Room and Lobby Chairs (replacement)	4,300	4,300
<i>Subtotal</i>	4,300	4,300
526000 Machinery & Equipment		
Flat Panel Television (2)	800	800
Miscellaneous Computer Devices & Supplies	500	500
<i>Subtotal</i>	1,300	1,300
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (4)	700	700
<i>Subtotal</i>	700	700
536000 Miscellaneous Professional Services		
Cable TV Services (Comcast)	600	600
<i>Subtotal</i>	600	600
536300 Contract Cleaning Services		
Additional Hours / Large Event or Late Hours	300	300
Parking Lot / Weekend Cleanup	540	540
<i>Subtotal</i>	840	840

1426 Activity Center

536500 Investigations			
Background Checks	100	100	
<i>Subtotal</i>		100	100
544000 Professional Dues & Certification Fees			
CPR/AED/SFA (5)	250	250	
<i>Subtotal</i>		250	250
546000 Conference & Seminar Registration			
Professional Development Trainings/Seminars (2)	400	400	
<i>Subtotal</i>		400	400
547000 Travel Expense			
Maryland Recreation and Parks Association Conference/Seminars	500	500	
Professional Development Trainings/Seminars (2)	100	100	
<i>Subtotal</i>		600	600
554000 Signage			
Building Signs and Banners	425	425	
<i>Subtotal</i>		425	425
556000 Postage			
Mailings	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
557000 Laundry & Uniforms			
Laundry Supplies	400	400	
Staff Sweatshirts - Facility Staff	300	300	
<i>Subtotal</i>		700	700
561000 Local, In-Services Meals			
Meetings and Trainings	200	200	
<i>Subtotal</i>		200	200
573000 Repair & Maintenance - Machinery & Equipment			
Fitness Equipment Maintenance	4,000	4,000	
Gymnasium Fixtures Repair and Maintenance	1,800	1,800	
<i>Subtotal</i>		5,800	5,800
Subtotal Operating Expenses		24,040	24,040
Total			
		472,245	472,162

Activity Analysis Report - Adopted

1427 - Gaithersburg Aquatic Center

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

Activity Analysis Report - Adopted

1427 - Gaithersburg Aquatic Center

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

1427 Gaithersburg Aquatic Center

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

521000 Office Supplies			
	Registration Materials, Administrative Supplies	450	450
	Toner for Printer	300	300
	<i>Subtotal</i>	750	750
522000 General Operating Supplies			
	First Aid, Cleaning Supplies, Pool and Teaching Supplies	5,000	5,000
	Pool Chemicals - Calcium Hypochlorite and Carbon Dioxide	10,000	10,000
	<i>Subtotal</i>	15,000	15,000
524000 Supplies for Resale			
	Lifeguard Training Program - Books and CPR Masks	1,000	1,000
	Locks, Waterproof Pants and Swim Diapers	1,000	1,000
	<i>Subtotal</i>	2,000	2,000
525000 Furniture & Fixtures			
	Office Chairs (4)	1,000	1,000
	Office Desk (2)	1,500	1,500
	<i>Subtotal</i>	2,500	2,500
526000 Machinery & Equipment			
	Chemical Controllers and Sensors	900	900
	Miscellaneous Computer Devices & Supplies	500	500
	<i>Subtotal</i>	1,400	1,400
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (2)	350	350
	<i>Subtotal</i>	350	350
536000 Miscellaneous Professional Services			
	Pool Repair Consultant	500	500
	Special Facility Cleaning	400	400
	<i>Subtotal</i>	900	900
536400 Contract Maintenance Services			
	Bulb Replacement for Ultraviolet Disinfection System	1,700	1,700
	<i>Subtotal</i>	1,700	1,700

1427 Gaithersburg Aquatic Center

537000 Instructor Services			
Water Exercise Contractor (Revenue Offset)	9,000	9,000	
<i>Subtotal</i>		9,000	9,000
538000 Performances & Entertainment			
Resident Family Fun Event	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
541000 Advertising			
	0	0	
	0	0	
Program Banner	500	500	
<i>Subtotal</i>		500	500
542000 Awards & Presentations			
Part-time Staff Recognition Awards	150	150	
<i>Subtotal</i>		150	150
544000 Professional Dues & Certification Fees			
American Red Cross - Lifeguard Training Support Fees	7,500	7,500	
Association of Aquatic Professionals Membership (3)	200	200	
<i>Subtotal</i>		7,700	7,700
546000 Conference & Seminar Registration			
Local Maryland Recreation & Parks Association Seminars	125	125	
Maryland Recreation & Parks Association Conference	295	295	
<i>Subtotal</i>		420	420
546300 In-Service Training			
Lifeguard Training, First Aid, and CPR/AED Materials	1,200	1,200	
<i>Subtotal</i>		1,200	1,200
547000 Travel Expense			
Lodging - Maryland Parks & Recreation Association Conference	300	300	
Mileage - Maryland Parks & Recreation Association Conference	200	200	
Per Diem - Maryland Parks & Recreation Association Conference	200	200	
<i>Subtotal</i>		700	700
549000 Scholarship Management			
Swim Lesson and Water Exercise Financial Aid	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
550700 Recycling Services/Trash Collection			
Biohazard Pick-Up and Disposal Service Fees	100	100	
<i>Subtotal</i>		100	100
551000 Telephone (Landline)			
Telephones	2,230	2,230	
<i>Subtotal</i>		2,230	2,230
551100 Cellular Telephone			
Facility	600	600	
<i>Subtotal</i>		600	600

1427 Gaithersburg Aquatic Center

553000 Printing & Binding			
Brochures and Promotional Postcards	750	750	
<i>Subtotal</i>		750	750
554000 Signage			
Rules & Regulations, Admission Policies and Pool Fees	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
556000 Postage			
Pass Renewal Mailings and Correspondence	300	300	
<i>Subtotal</i>		300	300
557000 Laundry & Uniforms			
Staff Shirts, Lifeguard Shorts and Whistles	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
561000 Local, In-Services Meals			
Evening In-Service Training Meetings	500	500	
<i>Subtotal</i>		500	500
567000 Rental & Use Charges			
Carbon Dioxide Cylinder	600	600	
<i>Subtotal</i>		600	600
572000 Repair & Maintenance - Buildings & Facilities			
Pool Maintenance Tools	500	500	
<i>Subtotal</i>		500	500
573000 Repair & Maintenance - Machinery & Equipment			
Chemical Automated Controllers & Feeder Systems	500	500	
<i>Subtotal</i>		500	500
575000 Repair & Maintenance - Furniture & Equipment			
Annual Diving Board Maintenance	600	600	
<i>Subtotal</i>		600	600
Subtotal Operating Expenses		54,950	54,950

Capital Outlay

595000 Furniture & Equipment			
Diving Board stands (2)	29,000	29,000	
<i>Subtotal</i>		29,000	29,000
Subtotal Capital Outlay		29,000	29,000
Total		316,962	316,962

Activity Analysis Report - Adopted

1428 - Miniature Golf Course

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

1428 Miniature Golf Course

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

501000	Salaries, Full-Time Employees	26,084	26,084
509000	Salaries, Part-Time Employees	35,842	35,842
510000	Social Security & Medicare (FICA)	4,737	4,737
514000	Group Insurance	9,713	9,609
514200	Vision Plan	46	46
515000	Retirement Contribution (401A)	1,087	1,087
516000	Savings Plan Contribution (401K)	408	408
Subtotal Personnel Services		77,917	77,813

Operating Expenses

522000 General Operating Supplies			
	Birthday Party Supplies	2,000	2,000
	Brooms, Mops and Cleaning Supplies	400	400
	Fans, Trash Cans, Leaf Blower and Mats	700	700
	Golf Equipment	3,000	3,000
	Pond Dye	500	500
	Special Event Programming Supplies	1,400	1,400
	<i>Subtotal</i>	8,000	8,000
524000 Supplies for Resale			
	Golf Balls and Sundry Items	500	500
	Ice Cream and Water	2,500	2,500
	<i>Subtotal</i>	3,000	3,000
525000 Furniture & Fixtures			
	Obstacle	2,000	2,000
	<i>Subtotal</i>	2,000	2,000
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	500	500
	<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (1)	175	175
	<i>Subtotal</i>	175	175
536500 Investigations			
	Background Checks	300	300
	<i>Subtotal</i>	300	300
541000 Advertising			
	Community Magazines	1,600	1,600
	Promotional Materials	800	800
	<i>Subtotal</i>	2,400	2,400
544000 Professional Dues & Certification Fees			
	CPR/AED/SFA (8)	600	600
	<i>Subtotal</i>	600	600

1428 Miniature Golf Course

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

Activity Analysis Report - Adopted

1429 - Picnic Pavilions

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

1429 Picnic Pavilions

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

509000	Salaries, Part-Time Employees	14,688	14,688
510000	Social Security & Medicare (FICA)	1,124	1,124
Subtotal Personnel Services		15,812	15,812

Operating Expenses

522000 General Operating Supplies			
	Paint Supplies, Wasp Repellent and Hardware	200	200
	Sports Equipment - Volleyball Equipment and Horseshoes	400	400
	Traffic Cones	300	300
	Trash Bags	700	700
	<i>Subtotal</i>	1,600	1,600

526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	500	500
	<i>Subtotal</i>	500	500

531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (2)	350	350
	<i>Subtotal</i>	350	350

536500 Investigations			
	Background Checks	85	85
	<i>Subtotal</i>	85	85

550000 Electric			
	Bohrer Park Utility Costs	1,300	1,300
	<i>Subtotal</i>	1,300	1,300

552500 Vehicle & Equipment Gasoline Expense			
	Gasoline for Golf Carts	100	100
	<i>Subtotal</i>	100	100

553000 Printing & Binding			
	Brochures	200	200
	<i>Subtotal</i>	200	200

554000 Signage			
	Park Signs	500	500
	<i>Subtotal</i>	500	500

Subtotal Operating Expenses		4,635	4,635
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Total		20,447	20,447
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Activity Analysis Report - Adopted

1430 - Winter Lights

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

1430 Winter Lights

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

508000	Salaries, Overtime	23,625	23,625
509000	Salaries, Part-Time Employees	38,414	38,414
510000	Social Security & Medicare (FICA)	4,746	4,746
Subtotal Personnel Services		66,785	66,785

Operating Expenses

522000 General Operating Supplies			
	Animation Boxes and Electrical Materials	7,500	7,500
	Extension Cords, Guided Wire and Sockets	9,500	9,500
	Roadway Lighting, LED Bulbs and Light Displays	10,000	10,000
	Special Event Supplies	1,500	1,500
	Tools, Traffic Cones	5,000	5,000
	Winter lights displays, under \$5,000 each	10,000	10,000
	<i>Subtotal</i>	43,500	43,500
524000 Supplies for Resale			
	Concessions for Special Events	1,000	1,000
	Prism Glasses	2,400	2,400
	<i>Subtotal</i>	3,400	3,400
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	500	500
	Trailer Camera System	500	500
	<i>Subtotal</i>	1,000	1,000
531000 Information Technology (IT) Services			
	Service - Software (InDesign Creative Cloud) (1)	225	225
	<i>Subtotal</i>	225	225
533000 Legal			
	County License	30	30
	<i>Subtotal</i>	30	30
536000 Miscellaneous Professional Services			
	Electrical Services	2,000	2,000
	Locksmith Services	200	200
	Portable Restroom Cleanings	1,200	1,200
	Tree Lighting Services	30,000	30,000
	<i>Subtotal</i>	33,400	33,400
536800 Security Services			
	Special Event Night Services	500	500
	<i>Subtotal</i>	500	500
538000 Performances & Entertainment			
	Entertainment at Special Events	1,800	1,800
	<i>Subtotal</i>	1,800	1,800

1430 Winter Lights

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

Activity Analysis Report - Adopted

1436 - Special Events

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

Activity Analysis Report - Adopted

1436 - Special Events

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

1436 Special Events

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

522000 General Operating Supplies			
	Craft Supplies and Event Materials	5,000	5,000
	Gaithersburg Book Festival	4,500	4,500
	Jingle Jubilee, Paws in the Park and Markets	1,500	1,500
	Labor Day City Coins	3,600	3,600
	Large Festivals and the Fourth of July Event	13,150	13,150
	<i>Subtotal</i>	27,750	27,750
524000 Supplies for Resale			
	Concessions at Large Events	4,700	4,700
	Festival Souvenir Items	300	300
	<i>Subtotal</i>	5,000	5,000
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	500	500
	<i>Subtotal</i>	500	500
531000 Information Technology (IT) Services			
	Service - Software (InDesign Creative Cloud) (2)	445	445
	Service - Software (Survey Monkey)	300	300
	<i>Subtotal</i>	745	745
531600 Software Maintenance Agreements			
	Maintenance - Software (CrowdTorch)	14,175	14,175
	Maintenance - Software (Microsoft CALs) (13)	2,275	2,275
	Maintenance - Software (Social Tables)	1,485	1,485
	<i>Subtotal</i>	17,935	17,935
533000 Legal			
	County Licenses	150	150
	<i>Subtotal</i>	150	150
536000 Miscellaneous Professional Services			
	Chorus Director and Accompanist	6,935	6,935
	Fourth of July Fireworks	28,500	28,500
	Sound Equipment and Services for Events	38,000	38,000
	<i>Subtotal</i>	73,435	73,435

1436 Special Events

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

1436 Special Events

556000 Postage			
Mailings	1,800	1,800	
<i>Subtotal</i>		1,800	1,800
557000 Laundry & Uniforms			
Staff Shirts	550	550	
<i>Subtotal</i>		550	550
560000 Miscellaneous			
Artists Hotels and Travel	11,000	11,000	
<i>Subtotal</i>		11,000	11,000
567000 Rental & Use Charges			
Dumpsters for Large Events	5,000	5,000	
Event Amusements and Equipment	2,165	2,165	
Golf Carts, Radios and Generators	14,275	14,275	
Large Event Tents, Tables, Chairs, Pipe and Drape	30,800	30,800	
Large Event Vendor/Sponsor Tents (Offset by Revenue)	39,000	39,000	
Lights for Videotaping Book Festival Author Talks	1,200	1,200	
Montgomery County Agricultural Center - Use Fee	1,960	1,960	
Parades and Jingle Jubilee Costumes and Equipment	1,875	1,875	
Port-a-Johns and Hand Washing Stations	9,620	9,620	
Shuttle Buses	4,105	4,105	
<i>Subtotal</i>		110,000	110,000
567100 Rental of Facilities			
Auditorium Rentals	1,240	1,240	
Use of Parking Lots for Parades and Events	700	700	
<i>Subtotal</i>		1,940	1,940
Subtotal Operating Expenses		421,016	421,016
Total		1,123,646	1,122,909

Activity Analysis Report - Adopted

1437 - Museums

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

1437 Museums

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

521000 Office Supplies			
	Community Museum Printer Cartridges	650	650
	<i>Subtotal</i>	650	650
522000 General Operating Supplies			
	Exhibit Equipment - Display Boards and Supplies	2,000	2,000
	Facility and Program Supplies	3,100	3,100
	Technical Equipment - Extension Cords, Cables and Microphones	1,500	1,500
	<i>Subtotal</i>	6,600	6,600
524000 Supplies for Resale			
	Museum Shop and Concessions	3,000	3,000
	<i>Subtotal</i>	3,000	3,000
525000 Furniture & Fixtures			
	Exhibits	2,000	2,000
	<i>Subtotal</i>	2,000	2,000
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	500	500
	<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (3)	525	525
	Maintenance - Software (Past Perfect)	435	435
	<i>Subtotal</i>	960	960
533000 Legal			
	County Licenses	90	90
	<i>Subtotal</i>	90	90
536000 Miscellaneous Professional Services			
	Technical Support	100	100
	<i>Subtotal</i>	100	100

1437 Museums

536500 Investigations			
Background Checks	80	80	
<i>Subtotal</i>		80	80
538000 Performances & Entertainment			
Speakers, Historic Re-enactors and Musicians	2,600	2,600	
<i>Subtotal</i>		2,600	2,600
541000 Advertising			
Newspapers, Websites and Magazines	2,500	2,500	
<i>Subtotal</i>		2,500	2,500
544000 Professional Dues & Certification Fees			
American Association for State and Local History	115	115	
CPR/AED/SFA	225	225	
Maryland Association of History Museums	50	50	
Small Museum Association	20	20	
<i>Subtotal</i>		410	410
546000 Conference & Seminar Registration			
Montgomery County Historical Association Conference	200	200	
Small Museum Association Conference	175	175	
<i>Subtotal</i>		375	375
547000 Travel Expense			
Small Museum Association Conference	220	220	
<i>Subtotal</i>		220	220
550200 Water			
Water Dispenser Services	400	400	
<i>Subtotal</i>		400	400
553000 Printing & Binding			
Bookmarks, Brochures, Coloring Books and Fliers	3,600	3,600	
<i>Subtotal</i>		3,600	3,600
554000 Signage			
Banners and Signs	1,630	1,630	
<i>Subtotal</i>		1,630	1,630
556000 Postage			
Mailings	200	200	
<i>Subtotal</i>		200	200
567000 Rental & Use Charges			
Port-a-Johns for Observatory Park Events	1,280	1,280	
<i>Subtotal</i>		1,280	1,280
Subtotal Operating Expenses		27,195	27,195
Total			
		187,960	187,960

Activity Analysis Report - Adopted

1438 - Kentlands Mansion

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

Activity Analysis Report - Adopted

1438 - Kentlands Mansion

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

1438 Kentlands Mansion

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

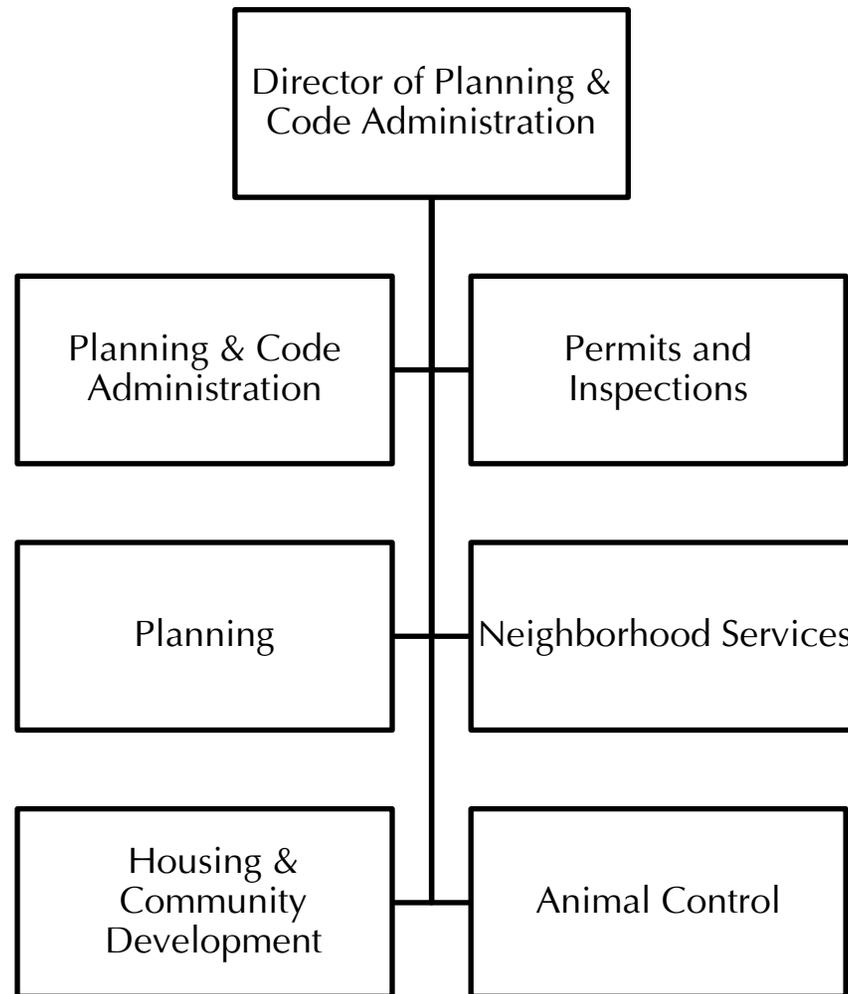
Operating Expenses

521000 Office Supplies			
	Easels, Paper, Pens and Folders	300	300
	<i>Subtotal</i>	300	300
522000 General Operating Supplies			
	Business and Meeting Supplies	3,700	3,700
	Event Supplies	3,500	3,500
	<i>Subtotal</i>	7,200	7,200
524000 Supplies for Resale			
	Food and Supplies for Rentals	6,000	6,000
	Program Supplies for Events	3,000	3,000
	<i>Subtotal</i>	9,000	9,000
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	500	500
	<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (3)	525	525
	Maintenance - Software (Social Tables)	1,485	1,485
	<i>Subtotal</i>	2,010	2,010
533000 Legal			
	Annual County License	120	120
	<i>Subtotal</i>	120	120
536000 Miscellaneous Professional Services			
	Sound, Piano Tuning and Lighting Services for Programs	1,430	1,430
	<i>Subtotal</i>	1,430	1,430
536500 Investigations			
	Background Checks	75	75
	<i>Subtotal</i>	75	75

1438 Kentlands Mansion

538000 Performances & Entertainment			
Performance Partnerships (Offset by Revenue)	6,000	6,000	
<i>Subtotal</i>		6,000	6,000
541000 Advertising			
Magazines, Newspapers, Brochures and Radio	15,500	15,500	
<i>Subtotal</i>		15,500	15,500
544000 Professional Dues & Certification Fees			
CPR/AED/SFA	75	75	
National Association of Catering Executives	395	395	
Visit Montgomery	180	180	
<i>Subtotal</i>		650	650
546000 Conference & Seminar Registration			
Wedding Wire Conference	150	150	
<i>Subtotal</i>		150	150
547100 Travel Mileage Reimbursement			
	50	50	
<i>Subtotal</i>		50	50
550200 Water			
Water Dispenser Services	280	280	
<i>Subtotal</i>		280	280
553000 Printing & Binding			
Brochures, Fliers and Postcards	800	800	
Fliers for Mansion/Arts Barn Shared Programs	300	300	
Seasonal Performance Brochures	2,000	2,000	
<i>Subtotal</i>		3,100	3,100
554000 Signage			
Banners and Signs	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
556000 Postage			
Bridal Showcase and Programs Promotional Pieces	750	750	
<i>Subtotal</i>		750	750
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	105	105	
<i>Subtotal</i>		105	105
Subtotal Operating Expenses		49,220	49,220
Total			
		353,030	352,842

DEPARTMENT OF PLANNING & CODE ADMINISTRATION



SERVICES PROVIDED:

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

Planning and Code Administration is responsible for providing administrative support for all five divisions. Primarily, staff processes all planning, permitting, licensing, and passport applications and provides assistance to developers, contractors, homeowners, and the general public. The division also provides statistical reports and analysis of departmental activities for budgetary and planning purposes.

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

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

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

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

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

SIGNIFICANT CHANGES:

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

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

1142 Housing and Community Development

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

1192 Planning & Code Administration

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

1197 Neighborhood Services

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

STRATEGIC PLAN DIRECTIONS:

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

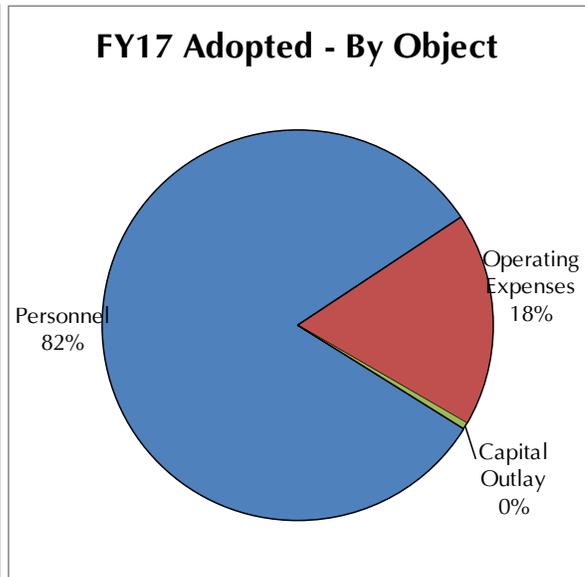
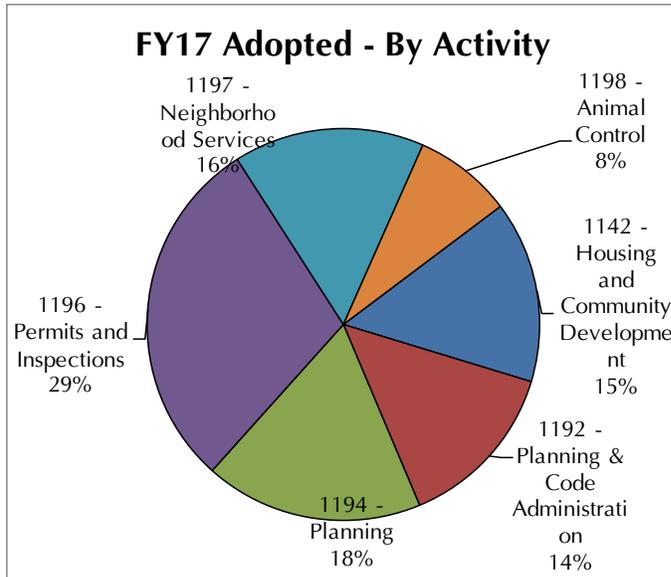
- Planning and Development
- Housing
- Environment
- Transportation
- Economic Development



PLANNING & CODE ADMINISTRATION DEPARTMENT OVERVIEW

Departmental Budget Summary

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



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

PLANNING & CODE ADMINISTRATION DEPARTMENT OVERVIEW

Departmental Staffing by Position

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

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

1192 - Planning & Code Administration	FY 15	FY 16	FY 17
Director of Planning & Code Administration	1	1	1
Permitting Manager	1	1	1
Administrative Technician III	1	1	1
Administrative Technician II	4	4	4
Administrative Technician I	1	1	1
Part-Time Personnel	1.67	1.67	0.82
Subtotal	9.67	9.67	8.82

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

PLANNING & CODE ADMINISTRATION DEPARTMENT OVERVIEW

1196 - Permits & Inspections	FY 15	FY 16	FY 17
Permits and Inspections Division Chief	1	1	1
Commercial Permitting Manager	1	1	1
Fire Marshal	1	1	1
Permit Coordinator	1	1	1
Site Development Coordinator	1	1	1
Chief Electrical Reviewer	1	1	1
Code Inspector	5	5	5
Fire Inspector	1	1	1
Part-Time Personnel	2.75	2.75	2.45
Subtotal	14.75	14.75	14.45

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

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

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

Activity Analysis Report - Adopted

1142 - Housing and Community Development

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

1142 Housing and Community Development

Expenditure Statement by Object

**Proposed
2016 - 2017**

**Adopted
2016 - 2017**

Personnel Services

501000	Salaries, Full-Time Employees	160,319	160,319
510000	Social Security & Medicare (FICA)	12,264	12,264
514000	Group Insurance	28,317	28,027
514200	Vision Plan	129	129
515000	Retirement Contribution (401A)	13,360	13,360
516000	Savings Plan Contribution (401K)	5,010	5,010
Subtotal Personnel Services		219,399	219,109

Operating Expenses

521000 Office Supplies			
	office supplies	300	300
	<i>Subtotal</i>	300	300
522000 General Operating Supplies			
	operating supplies	300	300
	<i>Subtotal</i>	300	300
525000 Furniture & Fixtures			
	Office Furniture for part-time staff	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) (2)	320	320
	<i>Subtotal</i>	320	320
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (2)	350	350
	<i>Subtotal</i>	350	350
536000 Miscellaneous Professional Services			
	Consultant to assist the City in identifying HIF projects (to be paid	50,000	50,000
	IDIS Support	20,000	20,000
	Translation Services for meetings and documents	3,000	3,000
	<i>Subtotal</i>	73,000	73,000
541000 Advertising			
	CDBG - Legal Requirements	1,750	1,750
	<i>Subtotal</i>	1,750	1,750
543000 Contributions			
	CDBG - Emergency Rental Assistance and other CDBG "public se	45,000	53,056
	Housing Initiative Funds (MHP housing loan interest)	13,600	13,600
	Neighborhood Amenities Program	60,000	60,000
	<i>Subtotal</i>	118,600	126,656

1142 Housing and Community Development

544000 Professional Dues & Certification Fees			
National Fair Housing Association and other Housing groups	750	750	
<i>Subtotal</i>		750	750
546000 Conference & Seminar Registration			
HUD Conference	1,000	1,000	
Other Conferences	2,000	2,000	
<i>Subtotal</i>		3,000	3,000
547000 Travel Expense			
HUD Conference	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
547100 Travel Mileage Reimbursement			
	750	750	
<i>Subtotal</i>		750	750
556500 Messenger Services			
Courier Services	400	400	
<i>Subtotal</i>		400	400
562000 Homeownership Assistance Program			
CDBG funded loans for closing costs \$10,500 each (20)	210,000	229,912	
City funded match for closing cost loans \$4,500 each (20)	90,000	90,000	
City funds for loans for closing costs \$15,000 each (10)	150,000	150,000	
<i>Subtotal</i>		450,000	469,912
Subtotal Operating Expenses		652,320	680,288
Total			
		871,719	899,397

Activity Analysis Report - Adopted

1192 - Planning & Code Administration

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

Activity Analysis Report - Adopted

1192 - Planning & Code Administration

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

1192 Planning & Code Administration

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

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

1192 Planning & Code Administration

541000 Advertising			
Legal notices and publications for public hearings	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
544000 Professional Dues & Certification Fees			
American Planning Association (Director)	500	500	
Congress for New Urbanism (1)	200	200	
Maryland Building Officials Association (1)	20	20	
Urban Land Institute	250	250	
<i>Subtotal</i>		970	970
546000 Conference & Seminar Registration			
American Planning Association Conference Registration (Director	1,000	1,000	
Energov System Administrator Certification Training	1,500	1,500	
<i>Subtotal</i>		2,500	2,500
547000 Travel Expense			
American Planning Assopciation National Conference (Director)	2,000	2,000	
Energov System Administrator Certification Training	1,500	1,500	
<i>Subtotal</i>		3,500	3,500
551100 Cellular Telephone			
Phone service and supplies (PCA Director)	650	650	
<i>Subtotal</i>		650	650
553000 Printing & Binding			
Mylar supplies for record plats	500	500	
Notices	500	500	
Paper supplies	500	500	
Stickers	500	500	
<i>Subtotal</i>		2,000	2,000
554000 Signage			
Stakes for Placards	800	800	
<i>Subtotal</i>		800	800
556000 Postage			
All Accounts (1192, 1194, 1196, 1197, 1198)	11,000	11,000	
<i>Subtotal</i>		11,000	11,000
556500 Messenger Services			
Courier Services	200	200	
<i>Subtotal</i>		200	200
560000 Miscellaneous			
Meeting Supplies/Community Outreach	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
567000 Rental & Use Charges			
Plan & Document Storage	12,000	12,000	
<i>Subtotal</i>		12,000	12,000

1192 Planning & Code Administration

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

Activity Analysis Report - Adopted

1194 - Planning

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

1194 Planning

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

501000 Salaries, Full-Time Employees	635,220	694,740
505200 Other Taxable Comp-Gfit	798	798
505300 Other Taxable Comp-Housing Stipend	2,400	2,400
509000 Salaries, Part-Time Employees	31,183	31,183
510000 Social Security & Medicare (FICA)	50,980	55,533
514000 Group Insurance	91,886	104,484
514200 Vision Plan	534	626
515000 Retirement Contribution (401A)	52,934	57,894
515100 Retirement Health Savings (RHS)	7,368	7,368
516000 Savings Plan Contribution (401K)	19,850	21,710
Subtotal Personnel Services	893,153	976,736

Operating Expenses

525000 Furniture & Fixtures		
	0	0
Desk Chairs for Staff		1,000
<i>Subtotal</i>	0	1,000

526000 Machinery & Equipment		
Additional computer and monitor new position	2,000	3,250
Miscellaneous Computer Supplies	1,000	1,250
<i>Subtotal</i>	3,000	4,500

531000 Information Technology (IT) Services		
Service - Software (Adobe Acrobat Pro DC) (8)	1,320	1,485
Service - Software (Creative Cloud For Teams) (1)	765	765
<i>Subtotal</i>	2,085	2,250

531500 Software Licenses		
Software microsoft new position	800	1,450
<i>Subtotal</i>	800	1,450

531600 Software Maintenance Agreements		
Maintenance - Software (AutoCAD Map)	890	890
Maintenance - Software (Microsoft CALs) (11)	1,775	1,962
<i>Subtotal</i>	2,665	2,852

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

536000 Miscellaneous Professional Services		
	0	0
Board of Appeals Stipend (5 + 1 Alternate)	9,000	9,000
Contract Services	5,500	5,500
Historic District Commission Stipend (7 + 1 Alternate)	12,000	12,000
Historic Inventory (House Surveys/Existing Conditions Report)	5,500	5,500
Planning Commissioners Stipend (5 + 1 Alternate)	18,000	18,000
<i>Subtotal</i>	50,000	50,000

1194 Planning

542000 Awards & Presentations			
Planning Awards (from Planning Commission)	250	250	
<i>Subtotal</i>		250	250
544000 Professional Dues & Certification Fees			
ACSM/Cartography & Geographic Info. Society	150	150	
American Planning Association (PC = \$500 & Staff = \$3,100, new)	3,900	3,900	
Arborist	0	150	
ASFM, MAFSM and CFM	250	250	
Center for Watershed Protection	0	492	
GIS Professional	125	125	
Maryland Association of Historic District Commission	125	125	
Maryland Planning Commissioners Association	250	250	
National Trust for Historic Preservation Forum	250	250	
Urban Land Institute (Agency Member)	525	525	
<i>Subtotal</i>		5,575	6,217
545000 Magazines, Books & Resource Material			
Miscellaneous Reference Material	500	500	
<i>Subtotal</i>		500	500
546000 Conference & Seminar Registration			
AICP Certification	1,750	1,750	
American Planning Association Conference Registration	2,000	2,000	
Computer Training - ESRI	1,100	1,100	
Local & National GIS Conference	500	500	
Local Conferences & Seminars (including HDC)	1,650	1,650	
National APA Conference	0	800	
Other Conferences and Seminars	0	1,000	
<i>Subtotal</i>		7,000	8,800
547000 Travel Expense			
	0	0	
American Planning Assoc. National Conference (1 PC & 2 Staff)	3,900	7,400	
ESRI Conference	1,200	1,200	
GIS Conference	500	500	
Maryland Association of Historic Districts	750	750	
Other Conferences	0	650	
<i>Subtotal</i>		6,350	10,500
547100 Travel Mileage Reimbursement			
Reimbursement for mileage, tolls and parking	900	900	
<i>Subtotal</i>		900	900
551100 Cellular Telephone			
Cell phone (2)	1,300	1,300	
<i>Subtotal</i>		1,300	1,300
554000 Signage			
Signs for Notice of Development Actions	5,000	5,000	
<i>Subtotal</i>		5,000	5,000

1194 Planning

557000 Laundry & Uniforms			
ES Shirt and Jacket	0	125	
Shirts (10) - Golf shirt type or button-down w/ Planning & City Lo	500	500	
Shoes	0	160	
<i>Subtotal</i>		500	785

560000 Miscellaneous			
Meeting Supplies/Community Outreach/Awards	500	500	
non-recurring items where no other code is available	500	500	
<i>Subtotal</i>		1,000	1,000

Subtotal Operating Expenses		89,925	100,304
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Capital Outlay

595000 Furniture & Equipment			
Replacement - Desk Chairs (3+)	1,000	1,000	
Replacement - Misc. Desk Components	1,000	1,000	
<i>Subtotal</i>		2,000	2,000

Subtotal Capital Outlay		2,000	2,000
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Total		985,078	1,079,040
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Activity Analysis Report - Adopted

1196 - Permits and Inspections

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

1196 Permits and Inspections

Expenditure Statement by Object

**Proposed
2016 - 2017**

**Adopted
2016 - 2017**

Personnel Services

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

Operating Expenses

521000 Office Supplies		
	0	0
<i>Subtotal</i>	0	0
522000 General Operating Supplies		
General supplies/Inspection tools	1,500	1,500
<i>Subtotal</i>	1,500	1,500
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	1,000	1,000
TR - Computer for FY16 PT Position	1,500	1,500
<i>Subtotal</i>	2,500	2,500
531000 Information Technology (IT) Services		
Service - Software (Adobe Acrobat Pro DC) (6)	1,275	1,275
<i>Subtotal</i>	1,275	1,275
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (16)	2,800	2,800
<i>Subtotal</i>	2,800	2,800
532000 Engineering & Architectural		
Registered Structural Engineering Services	22,000	22,000
<i>Subtotal</i>	22,000	22,000
536000 Miscellaneous Professional Services		
Fire System License Collection Services	0	2,800
<i>Subtotal</i>	0	2,800
544000 Professional Dues & Certification Fees		
Certified Fire Protection Specialist (2)	200	200
International Association of Electrical Inspectors	90	90
International Code Council Membership and Certification	750	750
Maryland Building Officials Association (MBOA)	350	350
NFPA Membership (5)	900	900
<i>Subtotal</i>	2,290	2,290

1196 Permits and Inspections

545000 Magazines, Books & Resource Material			
Fire Engineering	30	30	
International Code Council (Code Updates)	1,700	1,700	
Journal of Light Construction	25	25	
Miscellaneous Reference Books	300	300	
NFPA Codes	1,500	1,500	
This Old House	30	30	
Updated Standards	400	400	
<i>Subtotal</i>		3,985	3,985
546000 Conference & Seminar Registration			
International Code Council Local Chapter Seminars	300	300	
International Code Council National Conference	325	325	
National Electrical Conference	310	310	
NFPA	300	300	
<i>Subtotal</i>		1,235	1,235
547000 Travel Expense			
International Code Council Conference	1,600	1,600	
Local Chapter Seminars	90	90	
National Electrical Conference	500	500	
NFPA Conference	800	800	
SWM Conference	800	800	
<i>Subtotal</i>		3,790	3,790
547100 Travel Mileage Reimbursement			
Travel Mileage Reimbursement	120	120	
<i>Subtotal</i>		120	120
551100 Cellular Telephone			
Inspectors Phone Service & Supplies (8)	9,100	9,100	
Service - Laptop Mobile Data Plan (8)	3,840	3,840	
<i>Subtotal</i>		12,940	12,940
552500 Vehicle & Equipment Gasoline Expense			
	8,000	8,000	
<i>Subtotal</i>		8,000	8,000
557000 Laundry & Uniforms			
Inspectors Staff Identification Shirts/Jackets	800	800	
Shoes	2,000	2,000	
<i>Subtotal</i>		2,800	2,800
560000 Miscellaneous			
	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
567000 Rental & Use Charges			
E-Z Pass	150	150	
<i>Subtotal</i>		150	150
574000 Repair & Maintenance - Vehicles			
Car Wash	4,000	4,000	
<i>Subtotal</i>		4,000	4,000
Subtotal Operating Expenses		70,385	73,185

1196 Permits and Inspections

Total	1,711,020	1,757,670
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Activity Analysis Report - Adopted

1197 - Neighborhood Services

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

Activity Analysis Report - Adopted

1197 - Neighborhood Services

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

1197 Neighborhood Services

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

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

1197 Neighborhood Services

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

**1197 Neighborhood Services
Capital Outlay**

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

Activity Analysis Report - Adopted

1198 - Animal Control

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

1198 Animal Control

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

522000 General Operating Supplies		
	750	750
<i>Subtotal</i>	750	750

526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	500	500
<i>Subtotal</i>	500	500

531000 Information Technology (IT) Services		
Service - Software (Adobe Acrobat Pro DC) (1)	170	170
<i>Subtotal</i>	170	170

531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (4)	700	700
<i>Subtotal</i>	700	700

536000 Miscellaneous Professional Services		
Rabies Clinics and Veterinary Fees	3,500	3,500
<i>Subtotal</i>	3,500	3,500

543000 Contributions		
Second Chance Wildlife	3,500	3,500
<i>Subtotal</i>	3,500	3,500

544000 Professional Dues & Certification Fees		
National Animal Control Association	35	35
Professional Animal Workers Assoc.	50	50
<i>Subtotal</i>	85	85

546000 Conference & Seminar Registration		
Training for Animal Control	1,150	1,150
<i>Subtotal</i>	1,150	1,150

547000 Travel Expense		
Animal Control Training	2,000	2,000
<i>Subtotal</i>	2,000	2,000

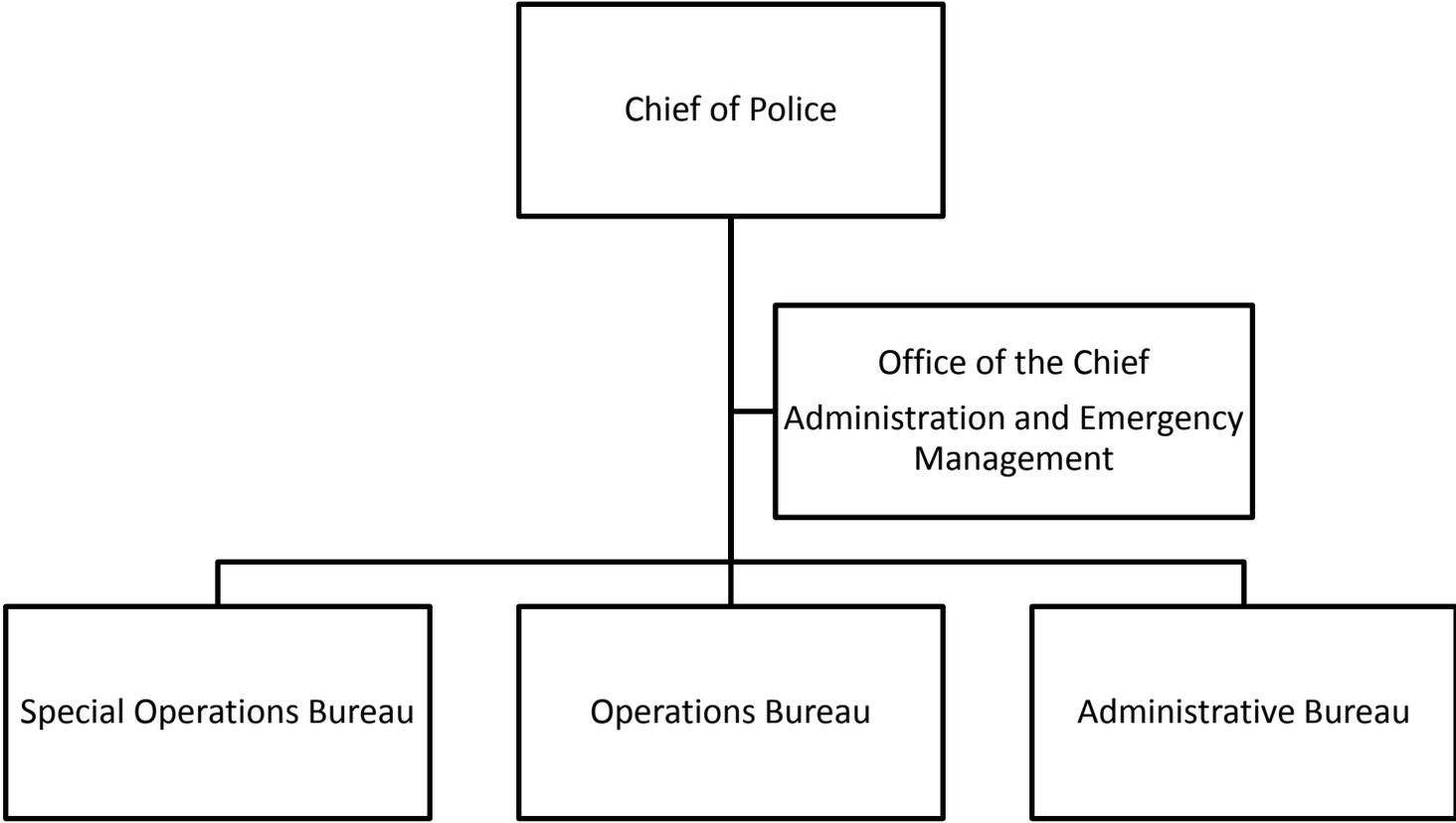
1198 Animal Control

551100 Cellular Telephone			
Animal Control Officers Service (1) no data/(4) with data \$470 +	3,070		3,070
Service - Laptop Mobile Data Plan (3)	1,440		1,440
<i>Subtotal</i>		4,510	4,510
552500 Vehicle & Equipment Gasoline Expense			
	5,000		5,000
<i>Subtotal</i>		5,000	5,000
557000 Laundry & Uniforms			
Replacement - Uniforms for Animal Control Officers	2,800		2,800
<i>Subtotal</i>		2,800	2,800
560000 Miscellaneous			
Miscellaneous Community Outreach, signage and printing	1,000		1,000
<i>Subtotal</i>		1,000	1,000
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (6 Units)	4,000		4,000
<i>Subtotal</i>		4,000	4,000
Subtotal Operating Expenses		29,665	29,665
Total		486,105	485,446



Flags for our Heroes Memorial Day Event

DEPARTMENT OF POLICE



SERVICES PROVIDED:

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

SIGNIFICANT CHANGES:

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

1211 Police Department

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

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

STRATEGIC PLAN DIRECTIONS:

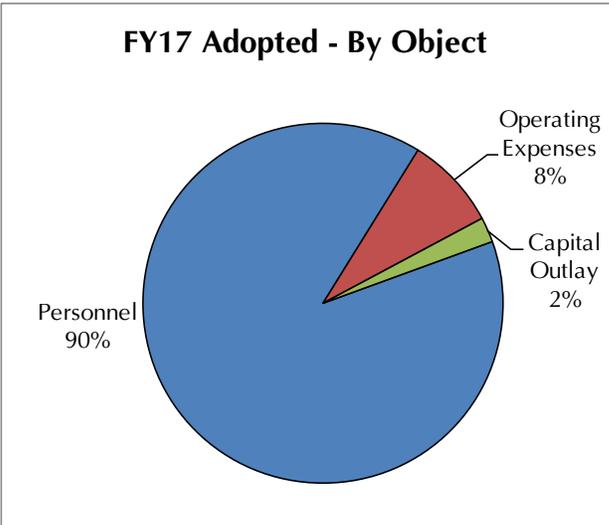
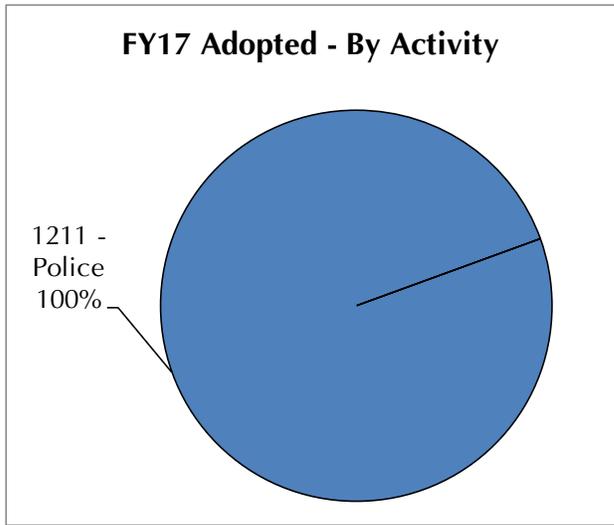
The City’s Strategic Plan provides the overall approach to achieving the vision of the City of Gaithersburg by identifying organizational goals, the actions needed to achieve those goals, and ways to measure progress towards those goals. The Plan is evaluated every year and is used to guide the development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

- Police

POLICE DEPARTMENT DEPARTMENT OVERVIEW

Departmental Budget Summary

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



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

POLICE DEPARTMENT DEPARTMENT OVERVIEW

Departmental Staffing by Position

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

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

Activity Analysis Report - Adopted

1211 - Police Department

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

Activity Analysis Report - Adopted

1211 - Police Department

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

1211 Police Department

Expenditure Statement by Object **Proposed**
2016 - 2017 **Adopted**
2016 - 2017

Personnel Services

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

Operating Expenses

521000 Office Supplies		
E-Tickets Paper	2,000	2,000
Miscellaneous Office Supplies	4,500	4,500
Printer and Copier Supplies	12,000	12,000
<i>Subtotal</i>	18,500	18,500

522000 General Operating Supplies		
	0	0
Blood Kits	175	175
Drug Testing Kits	500	500
Evidence Packing Supplies	4,000	4,000
First Aid Supplies	3,000	3,000
Flares	500	500
K9 Accessories	750	750
K9 Boarding	1,750	1,750
K9 Food	1,650	1,650
K9 Veterinarian	3,375	3,375
PBT Solution	90	90
Portable Breath Test Tubes (1,000)	230	230
VEIP Vouchers	435	435
<i>Subtotal</i>	16,455	16,455

523300 Police Outreach Programs/Operational Supplies		
DARE	300	300
Media Boosting	300	300
National Night Out	3,000	3,000
Neighborhood Watch Materials	300	300
Promotional Materials	700	700
Recruitment	1,000	1,000
<i>Subtotal</i>	5,600	5,600

1211 Police Department

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

1211 Police Department

531600 Software Maintenance Agreements			
Maintenance - Software (ADORE)	660	660	
Maintenance - Software (Advanced Public Safety QuickVoice)	3,230	3,230	
Maintenance - Software (Analyst Notebook)	2,000	2,000	
Maintenance - Software (ATAC Crime Analysis)	885	885	
Maintenance - Software (Bait Car GPS)	500	500	
Maintenance - Software (Biokey/Interact Public Safety Systems)	9,200	9,200	
Maintenance - Software (CapWIN)	8,420	8,420	
Maintenance - Software (Cellebrite UFED Phone Device)	3,100	3,100	
Maintenance - Software (Currency Counter)	250	250	
Maintenance - Software (FileOnQ Tracking)	3,525	3,525	
Maintenance - Software (Guardian Tracking)	1,385	1,385	
Maintenance - Software (Identi-Kit)	410	410	
Maintenance - Software (K9Track)	145	145	
Maintenance - Software (LPR Tactical Operations Center)	4,875	4,875	
Maintenance - Software (Microsoft CALs) (49)	8,575	8,575	
Maintenance - Software (Skills Manager)	1,000	1,000	
Maintenance - Software (ZetX TRAX)	1,660	1,660	
<i>Subtotal</i>		49,820	49,820
536000 Miscellaneous Professional Services			
3SI Security	204	204	
Accurint / CLEAR	2,800	2,800	
Applicant Testing Materials/Grading	500	500	
FileOnQ Upgrade Integration/Training	3,000	3,000	
Investigative Fees (Transcription Service)	1,250	1,250	
Major (SCU Vehicle Install/Removal of Equipment)	7,800	7,800	
NCR - LinX	2,500	2,500	
Promotion Consultant	13,500	14,737	
Shredder Services	640	640	
Taisey Security	7,600	7,600	
Towing Services	700	700	
Trans Union	1,400	1,400	
Uniform Tailoring & Alterations	1,000	1,000	
Vehicle Bloodborne Pathogen Cleaning	720	720	
<i>Subtotal</i>		43,614	44,851
542000 Awards & Presentations			
	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
544000 Professional Dues & Certification Fees			
Accreditation Fee - Annual	4,065	4,065	
Chesapeake Region Law Enforcement Accreditation Alliance	25	25	
FBINAA	90	90	
International Association of Chiefs of Police	110	110	
Maryland Chiefs	150	150	
Maryland Municipal Police Executives Association	100	100	
Metropolitan Washington Council Of Governments	175	175	
National Safety Council First Responders	40	40	
United States Police Canine Association	200	200	
<i>Subtotal</i>		4,955	4,955

1211 Police Department

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

1211 Police Department

557000 Laundry & Uniforms			
	0	0	
Ballistic Vests (1 @ \$1070)	1,070	1,070	
Ballistic Vests (4 at \$1,000 - (2) Speed Enforcement and (2) Parki	4,000	4,000	
Cleaning and Footwear Allowances - (60 @ \$270)	16,200	16,200	
Clothing Allowance - Investigations (1 @ \$1,000)	1,000	1,000	
Clothing Allowance - SCU (1 @ \$750)	750	750	
Flat Badge Wallets	45	45	
Flat Badges (3 @ \$80)	240	240	
Honor Guard - Cold Weather Coats (3 @ \$131)	393	393	
Honor Guard - Hi-Gloss Belts - (3 @ \$63)	190	190	
Honor Guard - Hi-Gloss Shoes with Taps (3 @ \$100)	300	300	
Honor Guard - Hi-Gloss Shoes without Taps (3 @ \$90)	270	270	
Honor Guard Holsters	900	900	
Patrol Clothing Gear and Accessories	28,000	28,000	
Patrol Uniforms	6,164	6,164	
Training Instructor Uniforms (Use of Force/Firearms)	350	350	
Uniforms and gear new positions	11,400	11,400	
<i>Subtotal</i>		71,272	71,272
560000 Miscellaneous			
Drink More Delivery, Inc.(Water)	2,600	2,600	
<i>Subtotal</i>		2,600	2,600
561000 Local, In-Services Meals			
Local Meals	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
567000 Rental & Use Charges			
Automobile - Lease Agreement - SCU (5)	26,820	26,820	
Automobile - Lease Agreement Taxes and Tags - SCU (1 @ \$1,85	1,850	1,850	
EZ Pass (Out-of-State)	500	500	
NCIC/County Network Usage Fees	4,620	4,620	
<i>Subtotal</i>		33,790	33,790
567100 Rental of Facilities			
Frederick City Range	3,600	3,600	
<i>Subtotal</i>		3,600	3,600
568300 Forfeiture Expenditures			
	10,000	10,000	
<i>Subtotal</i>		10,000	10,000
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - AED Inspection and Maintenance (14 @ \$225)	3,150	3,150	
Maintenance - Hardware (Currency Counter)	355	355	
Maintenance - Hardware (In-car Camera Wireless Offload Units)	4,110	4,110	
Maintenance - Speed Camera Calibration (12 Units)	8,325	8,325	
Maintenance & Supplies - Copier (Ricoh - BW) (3)	1,485	1,485	
Maintenance & Supplies - Copier (Ricoh - Color Copying) (3)	1,850	1,850	
<i>Subtotal</i>		19,275	19,275

1211 Police Department

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

Capital Outlay

596000 Vehicles & Equipment		
New patrol vehicle for new positions	102,900	102,900
Patrol Vehicle with installed emergency equipment	102,900	102,900
<i>Subtotal</i>	205,800	205,800
Subtotal Capital Outlay	205,800	205,800

Total	9,122,542	9,123,925
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City Hall