City of Gaithersburg, MD
Adopted Budget

For the Fiscal Year Ended
July 1, 2019 to June 30, 2020

FY2020

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Water Park at Bohrer Park

Gaithersburg
A CHARACTER COUNTS! CITY

June 4, 2019

Mayor and City Council and Citizens of Gaithersburg:

We are pleased to submit the adopted Fiscal Year 2020 (FY20) City of Gaithersburg budget. As the annual budget guides the provision of City services and reflects priorities identified by the Mayor and City Council, public input plays a prominent role in its development. As was done last year, staff used a virtual budget forum to facilitate participation in the budget process. The forum helped us gather detailed information on funding priorities important to our residents. Comments and feedback from the forum are reflected in the priorities addressed in this adopted budget. In the past, the draft Strategic Plan was presented at the Mayor and City Council Retreat. This year a Visioning Exercise was held in its place. The draft Strategic Plan was presented to the Mayor and Council at its April 1, 2019 meeting. Mayor and Council input is reflected in the final Strategic Plan.

We are happy to report that, once again, no tax increase was proposed. The rate remains at $0.262 per $100 of assessed value. Having only raised the real property tax rate once in more than forty years, the City continues to enjoy what is arguably the best overall financial position of any municipality in the state, while still having one of the lowest property tax rates.

Budget Summary

The total adopted expenditure budget for FY20 is $68.3 million, representing a 3.4 percent decrease from FY19. Some material changes include:

- Reduction of $4.5 million from FY19 to FY20 in the transfer to the City's Capital Improvement Plan
- Anticipated employee and retiree health insurance rate increases of only 5.1 percent which are mainly attributable to favorable data related to a reduction in overall City employees' healthcare claims
- Funding for only four new full-time equivalent positions to address pressing operational and service delivery needs
- Increase in the transfer to the Other Post-Employment Benefits (OPEB) Trust to bring the City closer to the actuarially estimated annual OPEB cost

Revenues, excluding the use of funds on hand, are expected to grow by about 4.6 percent. The City is anticipating a slight increase in its real property revenue and a more positive outlook in the income tax base due to moderate growth in the local economy. In contrast to this trend, the City anticipates a slowing of permit revenue in the next few years, as the City is reaching a point

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MAYOR
Jud Ashman

COUNCIL MEMBERS
Neil Harris
Laurie-Anne Sayles
Michael A. Sesma
Ryan Spiegel
Robert T. Wu

CITY MANAGER
Tony Tomasello

where there may be fewer new, large developments. This will lead to a plateauing of future revenue growth from that source.

The FY20 Adopted Budget uses $2.1 million of funds on hand to balance revenues with expenditures. This is a decrease of $5.3 million from FY19. The City recognizes the need to be thoughtful and strategic about the long-term sustainability of using reserves for the operating budget. As such, we remain cognizant of the need to be proactive to maintain our healthy financial position. Long-term changes that began during FY19 include adjustments to OPEB for new employees. The impact of savings from this modification will not be felt by budgets in the near-term, but will substantially decrease the cost for this obligation over the long-term.

Lastly, the City has shifted towards a more data-driven approach to capital planning. During FY17, the City introduced pavement management condition assessments in order to determine the best allocation of funding for maintaining road conditions at the most cost effective levels. The FY20 budget and CIP continues this trend of asset and facility assessments and includes funding for needs analyses to improve long range capital planning.

For a pay-as-you-go community, long-range budgeting practices are integral to maintaining financial health. The FY20 budget continues to put changes into practice that should allow the City to maintain its low tax rate and debt-free status.

Highlights

In developing the FY20 Adopted Budget, we were guided by the priorities established by the Mayor and City Council during the annual Strategic Planning process, as well as insight from residents acquired through the virtual budget forum. Highlighted below (in alphabetical order) are select items from both the operating and capital components of the adopted FY20 budget:

City Administration

- Work with MCPS to determine a proposed new elementary school for the Gaithersburg cluster
- Expand outreach to residents regarding recycling

Communication

- Maximize the use of the City drone within established guidelines to provide images for marketing, planning, mapping, and other operational purposes
- Conduct a biennial Citizen Survey in the fall of 2019
- Develop and implement a communication campaign to encourage voter turnout for 2019 municipal elections

Community Services

- With Montgomery County, conduct education and outreach to promote participation in the 2020 Census, especially amongst historically undercounted populations

Economic Development

- Review areas that are within the City's Maximum Expansion Limits (MEL) to determine which parcels may have near-term potential for growth in housing, population and jobs
- Implement and monitor proposed changes to the parking plan and fee schedule at the Olde Towne garage. Execute a new joint use agreement with current partners
- Educate stakeholders/promote benefits of the new Opportunity Zone program as it relates to new investment within the City's designated census tracts

Housing

- Complete work with HOAs to become compliant with the current FHA eligibility requirements
- Determine potential infill sites for affordable housing in conjunction with Economic Development

Planning and Development

- Transfer City's permitting software from Energov's Citizen's Access Port (CAP) to the Customer Self-Service (CSS) account

Police

- In preparation for the planned occupancy of the new station, develop the applicable policies and procedures to ensure CALEA compliance to enable reaccreditation in 2020
- Hire three police officers to reach the authorized staffing level of 59 officers

Recreation and Environment

- Design and construct the synthetic turf field at Robertson Park Field #3
- Develop an Arts Enterprise Tool Kit and workshops
- Sustain focus on stormwater facility inspections and provide adequate funding for stormwater infrastructure maintenance and replacement
- Develop and present the new rate model for the Stormwater Program Fee

Transportation & Infrastructure

- Begin construction of the new Police Station and the Mayor and City Council Chambers
- Complete park design and begin construction of the park at the former Consumer Product Safety Commission (CPSC) site

Mayor and City Council and Citizens of Gaithersburg:
June 4, 2019

Conclusion

We would like to express our appreciation to those who were involved in developing the budget and participating in the virtual budget forum. The Mayor and City Council, our resourceful and dedicated staff and, of course, our residents all have a role in continuing the City's reputation for excellence.

Our City is growing, with an estimated population approaching 70,000 and substantial new development expected to resume in the coming years. This adopted budget encourages the professional development of our staff, puts people in place to provide enhanced services, preserves infrastructure, maintains facilities, and lays the groundwork for future growth, all with the ultimate goal of ensuring that the residents of our growing City enjoy the highest possible quality of life.

Tony Tomasello
City Manager

Ling Yan Angela Woo
Acting Director of Finance and Administration

About the City

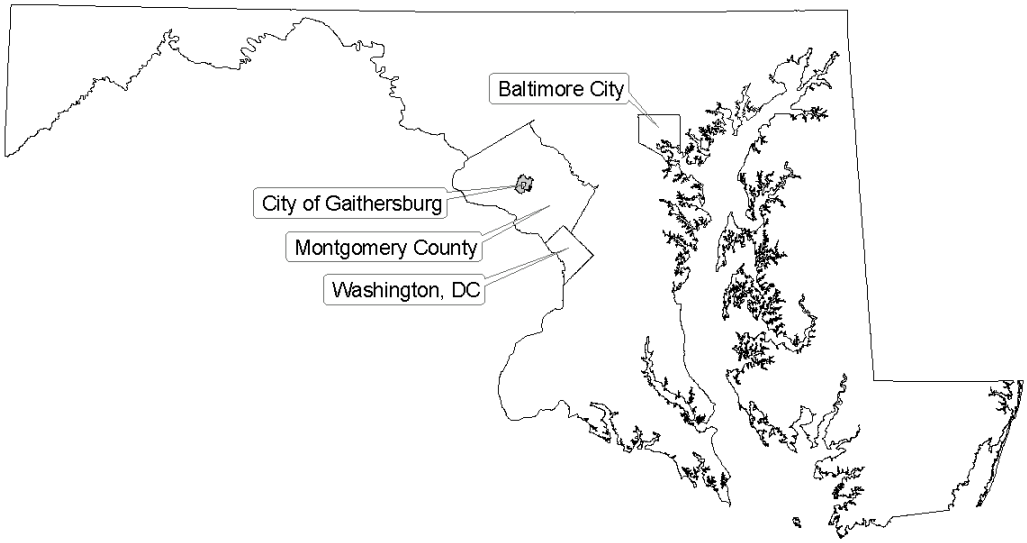
Community Profile

FY20 Budget

The City of Gaithersburg is a municipality sharing local government taxing authority with Montgomery County, Maryland. The City operates under the council-manager form of government. The governing body is the Mayor and City Council (M&CC), which formulates policies for the administration of the City. A Mayor and five City Council members are elected at-large for staggered four-year terms. The City Manager is appointed by the Mayor and City Council to serve as the City's chief executive officer. The City Manager is responsible for the implementation of policies and directions established by the Mayor and City Council.

Gaithersburg is centrally located in the heart of Montgomery County. The southeastern border lies 12 miles from the northwestern border of Washington, D.C., and 18.5 miles northwest of the U.S. Capitol Building. Gaithersburg occupies approximately 10.33 square miles, with a population of 68,710 as of July 1, 2017. As mandated by state law, Montgomery County provides school, library, social services, and fire protection in Gaithersburg. In addition to the Montgomery County Police, Gaithersburg residents are served by the City's own Police Department.

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



People QuickFacts	Gaithersburg	Maryland
Population, 2017 estimate	68,710	6,052,177
Population, 2010 (April 1) estimates base	59,905	5,773,807
Population, percent change – April 1, 2010 to July 1, 2017	14.7%	4.8%
Population, 2010	59,933	5,773,552
Persons under 5 years, percent , 2013-2017 (a)	7.5%	6.1%
Persons under 18 years, percent, 2013-2017 (a)	23.8%	22.5%
Persons 65 years and over, percent, 2013-2017 (a)	11.4%	14.2%
Female persons, percent, 2013-2017 (a)	51.1%	51.5%
White alone, percent, 2013-2017 (a) (b)	48.2%	56.6%
Black or African American alone, percent, 2013-2017 (a) (b)	18.0%	29.7%
American Indian and Alaska Native alone, percent, 2013-2017 (a) (b)	0.3%	0.3%
Asian alone, percent, 2013-2017 (a) (b)	18.0%	6.2%
Native Hawaiian and Other Pacific Islander alone, percent, 2013-2017 (a) (b)	0.0%	0.0%
Two or more races, percent, 2013-2017 (a)	3.9%	3.2%
Hispanic or Latino, percent, 2013-2017 (a) (c)	25.8%	9.6%
White alone, not Hispanic or Latino, percent, 2013-2017 (a)	35.0%	51.9%
Veterans, 2013-2017	2,466	380,555
Foreign born persons, percent, 2013-2017	39.0%	14.9%
Housing units, 2013-2017	25,620	2,427,014
Owner-occupied housing unit rate, 2013-2017	52.2%	66.8%
Median value of owner-occupied housing units, 2013-2017	$ 380,300	$ 296,500
Median gross rent, 2013-2017	$ 1,634	$ 1,311
Households, 2013-2017	24,377	2,181,093
Persons per household, 2013-2017	2.75	2.68
Living in same house 1 year ago, percent of persons age 1 year+, 2013-2017	81.5%	86.3%
Language other than English spoken at home, percent of persons age 5 years+, 2013-2017	50.0%	18.0%
High school graduate or higher, percent of persons age 25 years+, 2013-2017	87.1%	89.8%
Bachelor's degree or higher, percent of persons age 25 years+, 2013-2017	53.3%	39.0%
Mean travel time to work (minutes), workers age 16 years+, 2013-2017	33.1	32.7
Median household income (in 2017 dollars), 2013-2017	$ 85,773	$ 78,916
Per capita income in last 12 months (in 2017 dollars), 2013-2017	$ 40,831	$ 39,070

(a) Estimate for Gaithersburg is drawn from 2013-2017 American Community Survey estimates, but Maryland estimates reflect Vintage 2017 Population Estimates Program.
(b) Includes persons reporting only one race.
(c) Hispanics may be of any race, so also are included in applicable race categories.

Sources: U.S. Census Bureau, State and County QuickFacts; U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

The City takes pride in many things but is best known for being one of the most diverse cities in the United States and being a debt-free community. While the City has grown to be the third largest in Maryland, it maintains a small town feel through numerous special events. In particular, the City is known for the spring Book Festival and Winter Lights.

The City's Book Festival started in 2010 and attracts hundreds of award-winning and best-selling authors, poets, and songwriters. It is estimated that the one day event held in mid-May, attracts an estimated 20,000 attendees.

Winter Lights, held at Seneca Creek State Park, is a 3.5 mile light display comprised of more than 450 illuminated displays and 65 animated vignettes that light up the night.

Themed areas include Winter Woods, Teddy Bear Land, Victorian Village, and the North Pole. The Winter Lights event is open nightly from late November through December 31 (closed on December 25). In addition to the nightly displays, the City has three special one night events: Leashes n' Lights, S'more Lights and Wine Under the Lights.

Following is information about the City's major taxpayers and employers from the City's FY18 Comprehensive Annual Financial Report (CAFR).

Largest Taxpayers

Taxpayer	Assessed Valuation	% of Total
Medimmune, LLC Biologics	$ 277,949,399	2.72%
Asbury Methodist Village	213,780,134	2.09%
Alexandria Real Estate Equities	190,318,033	1.86%
BF Saul	183,344,599	1.80%
RPAI	150,601,367	1.48%
Bozzuto	112,455,833	1.10%
BP Realty Investment	106,479,900	1.04%
Federal Realty Investment Trust	105,022,866	1.03%
Magruder Companies	98,813,567	0.97%
Orlo Gaithersburg LLC	98,446,600	0.96%
Total	$ 1,537,212,298	15.06%
Total Assessed Valuation	$ 10,206,605,722	

Major Employers

Employer	Number of Employees*	Percentage of Total County Employment
National Institute of Standards and Technology	2,730	0.49%
Medimmune, LLC Biologics	2,290	0.41%
Leidos (former Lockheed Martin)	1,200	0.21%
Asbury Methodist Village	820	0.15%
GeneDx, Inc	556	0.10%
Sodexo USA	511	0.09%
Hughes Network Systems, LLC	450	0.08%
Adventist HealthCare	400	0.07%
Emergent BioSolutions	387	0.07%
Kaiser Permanente	350	0.06%
Total	9,694	1.72%
Total Montgomery County Civilian Labor Force	562,343	

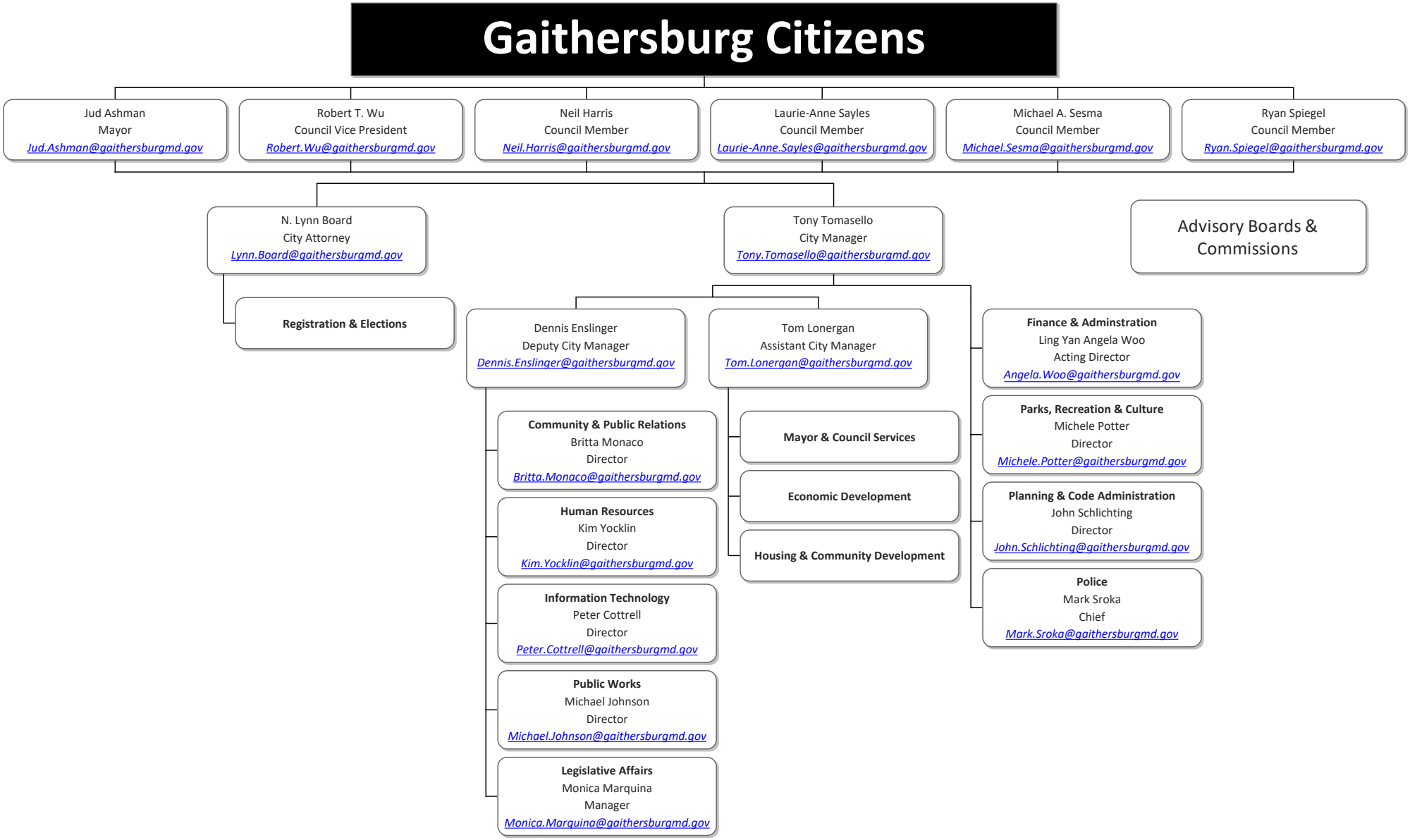
*Data for total employees available for county only

List of Principal Officials

Title	Name
Mayor	Jud Ashman
City Council	Neil Harris
	Laurie-Anne Sayles
	Michael A. Sesma
	Ryan Spiegel
	Robert T. Wu
City Manager	Tony Tomasello
Deputy City Manager	Dennis Enslinger
Assistant City Manager	Thomas Lonergan
City Attorney	N. Lynn Board
Department Directors	
Community & Public Relations	Britta Monaco
Finance & Administration	Ling Yan Angela Woo
Human Resource	Kim Yocklin
Information Technology	Peter Cottrell
Parks, Recreation & Culture	Michele Potter
Planning & Code Administration	John Schlichting
Police	Mark Sroka
Public Works	Michael Johnson

This budget document could not have been prepared without all of the support and leadership of the Mayor and City Council. Additionally, significant time and effort are contributed by employees, at all levels from every division and department. Their hard work, time, and dedication are greatly appreciated and this document could not have been prepared without them.

City of Gaithersburg, Maryland



The Strategic Plan is so integral to the budget process that it is included in the City's budget document and highlights are included in the budget letter. The Strategic Plan documents how the City operationalizes the overall vision, mission and guiding principles for the following year, moving from the highest level vision and mission, first into Strategic Directions, then into Key Strategies. Next, the Plan identifies Objectives for each Key Strategy. The last section of each Strategic Direction provides annual goals, called Key Action Items that were developed to move Objectives forward. Critical Measures have been developed to help with understanding how well the City is moving forward with each Strategic Direction.

As described in the Budget Timeline section, the Strategic Plan is updated and discussed annually and early in the budgeting process. Through this planning process, Department Directors develop their work plans and financial needs for the budget year.

The City believes all parts of the Strategic Plan have a budget impact as Key Action Items are completed mainly by internal staff; however, some Key Action Items also result in the need for additional purchases or budget requests. Those items are listed below by Strategic Direction and include the account number where the additional funds have been budgeted, or the Capital Improvement Plan project number for those Key Action Items related to capital projects.

Action Item	Budget Impact
City Administration	
Conduct City of Gaithersburg election on November 5, 2019 Offer same-day voter registration Residents who are registered to vote in Montgomery County are automatically registered to vote in the City of Gaithersburg elections	1122-536100 - Temporary Employment Agency $8,000 1122-553000 - Printing & Binding $6,000 1122-556000 - Postage $16,000 1122-567000 - Rental & Use $24,500
Expand outreach to residents regarding recycling education phone application	1345-531000 - IT(Non-Consultant) Services $9,000
Complete design and begin construction of the new Police Station at 16 South Summit Avenue	CIP 0000007 - Gaithersburg Police Station
Begin construction of the Mayor and Council Chambers at 16 South Summit Avenue	CIP 0000114 - Mayor and City Council Chambers
Communications	
Conduct a biennial Citizen Survey in the Fall of 2019	1212-536000 - Miscellaneous Professional Services $20,000
Develop and implement a communication campaign to encourage voter turnout for 2019 municipal elections	1212-541000 - Advertising $2,300 1212-556000 - Postage for voter guide $7,000
Community Services	
With Montgomery County, conduct education and outreach to promote participation in the 2020 Census, especially amongst historically undercounted populations	1212-522500 - Program Activities $3,000
Conduct a Bank On Gaithersburg Financial education and empowerment program for the community	1215-522500 – Program Activities $25,000
Economic Development	
Direct Economic Development Toolbox funding to business that exhibit growth potential, provide stable, well-paying jobs and that help diversify the City's economy	1133-548000 - Economic Development Activities $125,000
Environment	
Complete construction of Lakelands Drive Stream restoration project	SW00007 - Lakeland Drive Stream
Complete construction of Orchard Ridge Drive Stream restoration project	SW00008 - Orchard Ridge Drive Stream

Action Item	Budget Impact
Infrastructure and Facilities	
Complete design phase and begin construction of the new park with several small picnic areas, pathways and a nature play area near Orchard Ridge Drive	CIP 0000010 - Discovery Park- MedImmune
Complete park design and begin construction at the former Consumer Products Safety Commission parcel (CPSC) site	CIP 0000011 - CPSC Park
Conduct conceptual level design for the Olde Towne Bicycle Connection	CIP 0000023 - Olde Towne - Bicycle Connection
Complete Arts Barn Roof Replacement Construction	CIP 0000066 - Arts Barn- Roof Replacement Construction
Install underground fiber duct bank to interconnect City Facilities (City Hall, City Hall Concert Pavilion, Olde Towne Parking Garage and 16 South Summit Avenue)	CIP 0000135 - Olde Towne -Fiber Duct Bank Instllation Project
Replace dock at the Inspiration Lake Waterfront	CIP 0000138 - Inspiration Lake Dock Replacement
Reconstruction of an existing alley that connects Park Avenue and Russell Avenue	CIP 0000139 - Park-Russell Alley Reconstruction
Housing	
Complete work with HOAs to become compliant with current FHA eligibility requirements	2142-536000 - Miscellaneous Professional Services $5,000
Planning & Development	
Transfer City's permitting software from Energov's Citizen's Access Port (CAP) to the Customer Self-Services (CSS) implementation services	1192-531000 - IT (Non-Consultant) Services $10,000
Develop and implement pilot bike share stations at Crown Farm and Rio Development	CIP 0000041 - Pilot Bike Share Program
Police	
Implement a Police Cadet program to increase efforts to recruit local youth for potential future officer positions	1211-Personnel accounts - $17,840 for each cadet, total cost of two cadets = $35,680
Parks, Recreation, and Culture	
Begin the first phase of development and rehabilitation of the historic farm buildings at 403 Decoverly Drive	CIP 0000008 - Crown Farm Historic Park
Design and replacement of the pumps, motors, and filtration system for the Water Park Complex	CIP 0000062 - Water Park - Filtration, Motors & Pumps
Design and construct the synthetic turf field at Robertson Park Field #3	CIP 0000082 - Robertson Park Field #3 - Synthetic Turf Installation
Transportation	
Complete design and begin construction and replacement of the traffic signal at North summit Avenue and Brooks Avenue intersection	CIP 0000037 - N. Summit Ave and Brooks Ave - Signal Recon
Design and reconstruction of traffic signal at East Diamond Avenue and Chestnut Street	CIP 0000039 - E. Diamond Ave and Chestnut St. -Signal Recon
Complete design and begin construction of Pedestrian Path over Great Seneca Highway	CIP 0000131 - Pedestrian Path over Great Seneca Highway

Even though the City is managed through individual Departments, many Key Action Items and Critical Measures are achieved through coordination of multiple departments. Because of this tight coordination, the Strategic Plan is presented as a consolidated document, rather than attempting to departmentalize these cohesive efforts.

Gaithersburg
A CHARACTER COUNTS! CITY

Strategic Plan

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

Fiscal Year 2020

www.gaithersburgmd.gov

Strategic Plan Components

Mission & Vision Statement

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

Guiding Principles

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

Strategic Directions

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

Key Strategies

Approaches intended to implement a Strategic Direction.

Objectives

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

Critical Measures

Specific data providing objective verification that Strategic Directions are being achieved.

Mission & Vision

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

Vision: Gaithersburg will be a City that:

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

Guiding Principles

Customer Focus

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

Open Communication

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

Creativity

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

Fiscal Responsibility

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

Cooperation

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

Commitment to Excellence

We strive to achieve excellence in all we do.

Continuous Improvement

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

City Administration

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

Key Strategies

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

Potential Strategy Conflicts-

Objectives

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

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

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

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

Objectives

Provide engaged, professional, enthusiastic staff to serve City needs

- Utilize a 360° leadership evaluation system to engage employees in the personnel review process
- Employ performance measurement systems that provide feedback for decision making
- Provide a competitive and sustainable benefits package to recruit/retain high caliber employees
- Continually address compensation equity policies
- Build an environment of employee professionalism, engagement, empowerment, and involvement that supports an effective operating environment
- Develop succession strategies for key positions/job classes to prepare for potential turnover and loss of organizational knowledge
- Provide opportunities to improve organizational capability and effectiveness
- Encourage and seek out employee feedback on issues in the workplace
- Engage employees in determining how work is performed to enhance ownership and accountability
- Provide training, organizational development and career management opportunities to meet the changing needs of the City
- Provide opportunities for cross-departmental cooperation and promotion
- Develop and implement safety programs and incentives to achieve safety goals

Objectives

Ensure City policies and processes reflect City's values, mission and vision

- Administer a fair, accurate and responsive election process
- Emphasize ethical conduct through employee training and adherence to the City Ethics Code
- Ensure an open and transparent government
- Ensure CHARACTER COUNTS! concepts are reflected in the City's programs, events and activities
- Prioritize processes for identifying and implementing innovation within the organization
- Maintain fair and ethical employment and procurement practices
- Utilize "Green Purchasing" policies
- Ensure City services are able to respond to the needs of a diverse community
- Provide managers and supervisors with knowledge, tools, resources, and a policy framework that facilitates accurate and consistent interpretation of policies
- Promote a "values driven" organizational culture that reinforces ethical behavior, exercises transparency, and maintains the public trust

Objectives

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

- Enhance customer service and reduce costs through investments in automation and technology
- Focus on energy management and resource conservation in City operations and purchasing
- Maintain a resilient and robust network to host technologies that provide continuity of operations and new functionality
- Facilitate transparency in City processes by ensuring ease of citizen access to information
- Balance increasing data storage needs with operational effectiveness
- Maintain continuity of operations and disaster recoverability by increasing redundancy and resiliency of key systems
- Use new technologies to increase the transparency of local government, including GIS mapping techniques, statistical data tools and access to public records.
- Enhance service to citizens, businesses and others through information technology by providing more services and information to citizens
- Minimize the variation of hardware platforms, operating systems, network infrastructure, and database and application development to allow for ease of maintenance, facilitate training and reduce the total cost of ownership
- Maintain accurate and up-to-date databases to support decision making and transparency

Objectives

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

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

Ensure effective and efficient communication among employees, citizens and stakeholders

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

Objectives

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

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

Action Items

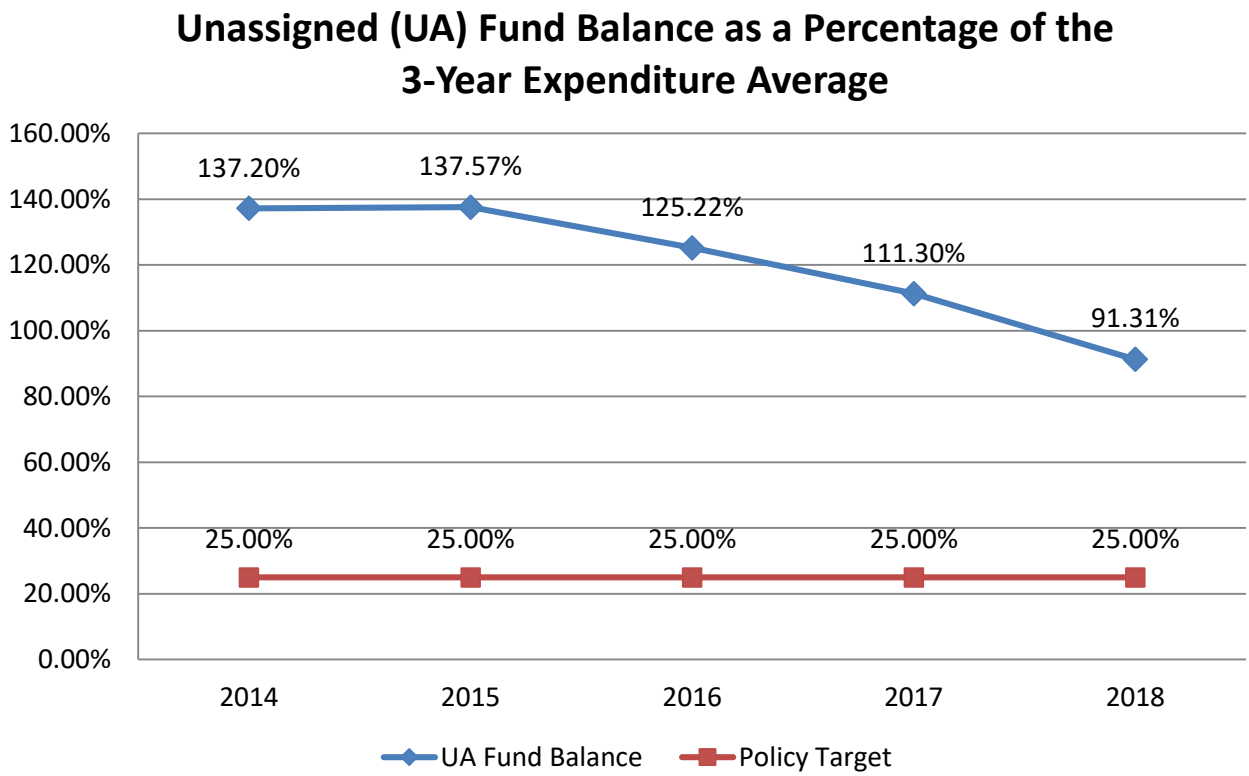
FY 2019 Key Action Items

- ✓ Complete redesign and implementation of internal website (CityNet)
- ✓ Select and begin implementation of asset management system(s) to adequately track City assets including vehicles, property and stormwater facilities
- ❑ Develop a workforce plan that addresses appropriate staffing levels and space allocation needs
- ❑ Complete implementation of new procurement policy and regulations manual
- ❑ Establish a program to provide periodic introductory training for City employees in the City's computing environment
- ✓ Develop a plan to address IT audit recommendations and begin implementation
- ❑ Conduct outreach to gather feedback on approaches to implementing new technology within the City
- ✓ Implement rule changes relative to post-employment healthcare benefit changes for newly hired employees
- ❑ Perform tactical and strategic analysis of the City's network
- ❑ Complete implementation of asset management system

FY 2020 Key Action Items

- ❑ Develop a workforce plan that addresses appropriate staffing levels and space allocation needs
- ❑ Perform tactical and strategic analysis of the City's network
- ❑ Complete implementation of asset management system
- ❑ Work with MCPS to determine viability of a proposed new elementary school for the Gaithersburg Cluster
- ❑ Expand education outreach to residents regarding recycling

Critical Measures

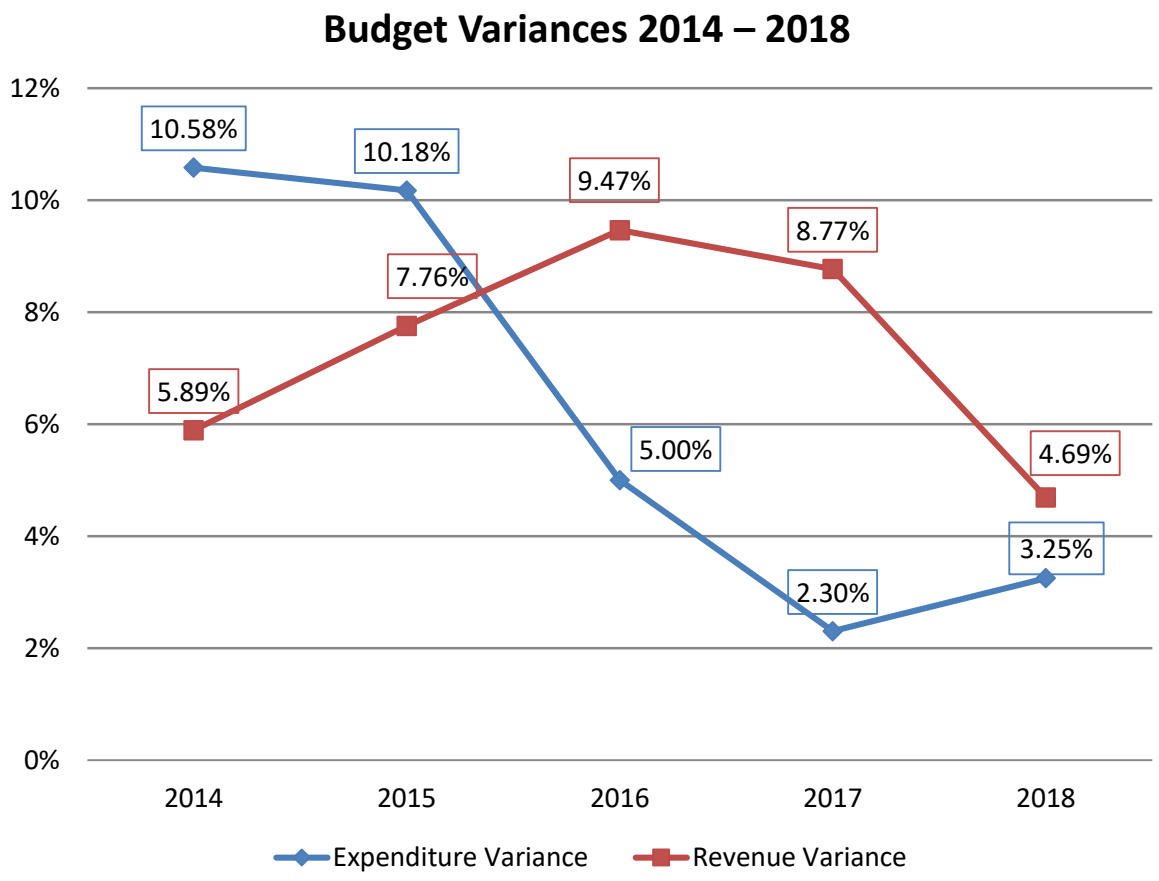


Analysis

The chart above compares the City's actual unassigned fund balance to the current fund balance policy target of 25% on a 3-year expenditure average. When actual results are compared to this target, it appears that the unassigned fund balance is higher than the target. The City's current policy target is similar to that used by many other jurisdictions. However, most other government entities issue debt for large capital projects.

The City's current policy does not take into account that the unassigned fund balance will be used in place of debt. This means that in years when large capital projects are being completed, the unassigned fund balance would be depleted. Conversely, in other years it would be expected that additional funds would be added to the unassigned fund balance as the City saves for future year projects. The FY19 – FY24 projection shows an expected use of fund balance of $49.5 million (or 101% of the 3-year expenditure average), which would use the remainder of the City's fund balance and put it below the policy target. The 5-year plan and estimated unassigned fund balance is reviewed annually to ensure long-term sustainability of the City's budget and operations.

Critical Measures

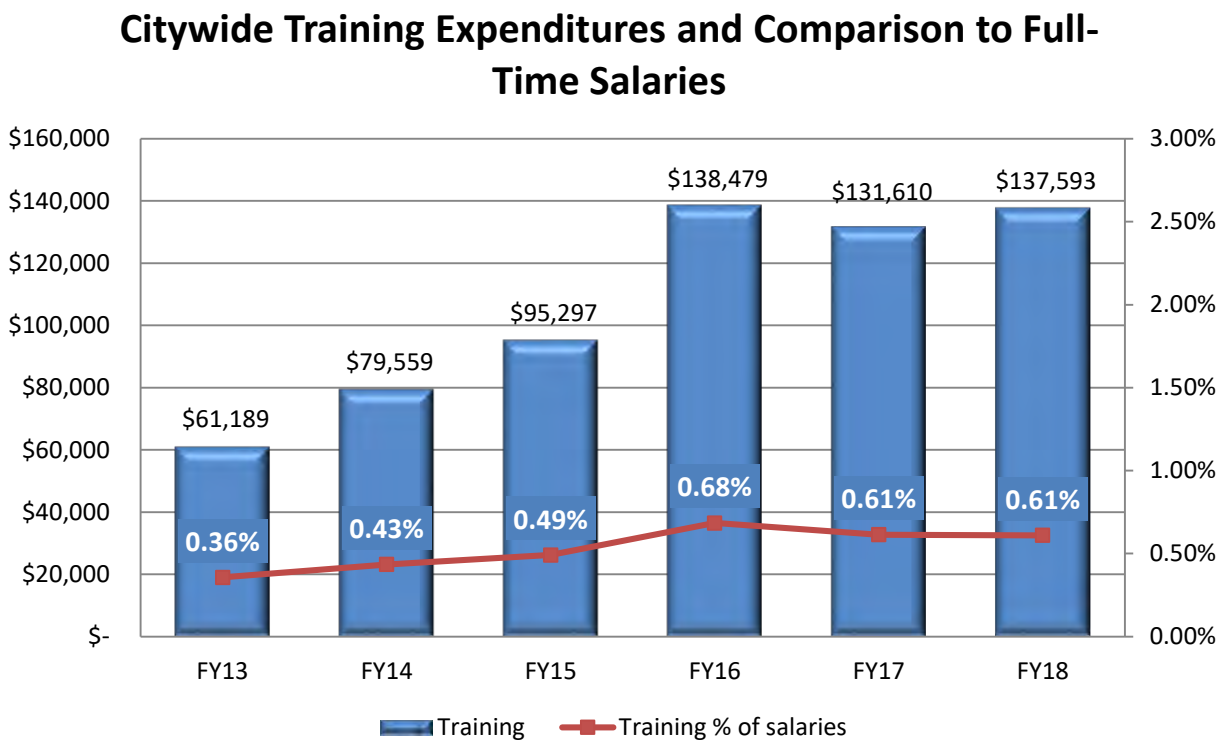


Analysis

The City desires to budget accurately so as to maximize use of City resources and has established a target of budgeting within 10% of actual results. This was achieved in fiscal years 2014 – 2018 for revenues and in 2016 - 2018 for expenditures. During the FY18 budget process, the City continued to refine the revenue model by re-projecting the FY17 results during the FY18 budget process and updating the revenue budget based on the change in estimates. Revenues remain difficult to budget due to: timing differences for the receipt of large capital grants; unpredictability in permitting revenues; and unexpected tax revenue growth.

The effects of establishing the Stormwater Management, Asset Replacement, and Housing Funds in FY16, FY17 and FY18 were removed from the analysis above.

Critical Measures

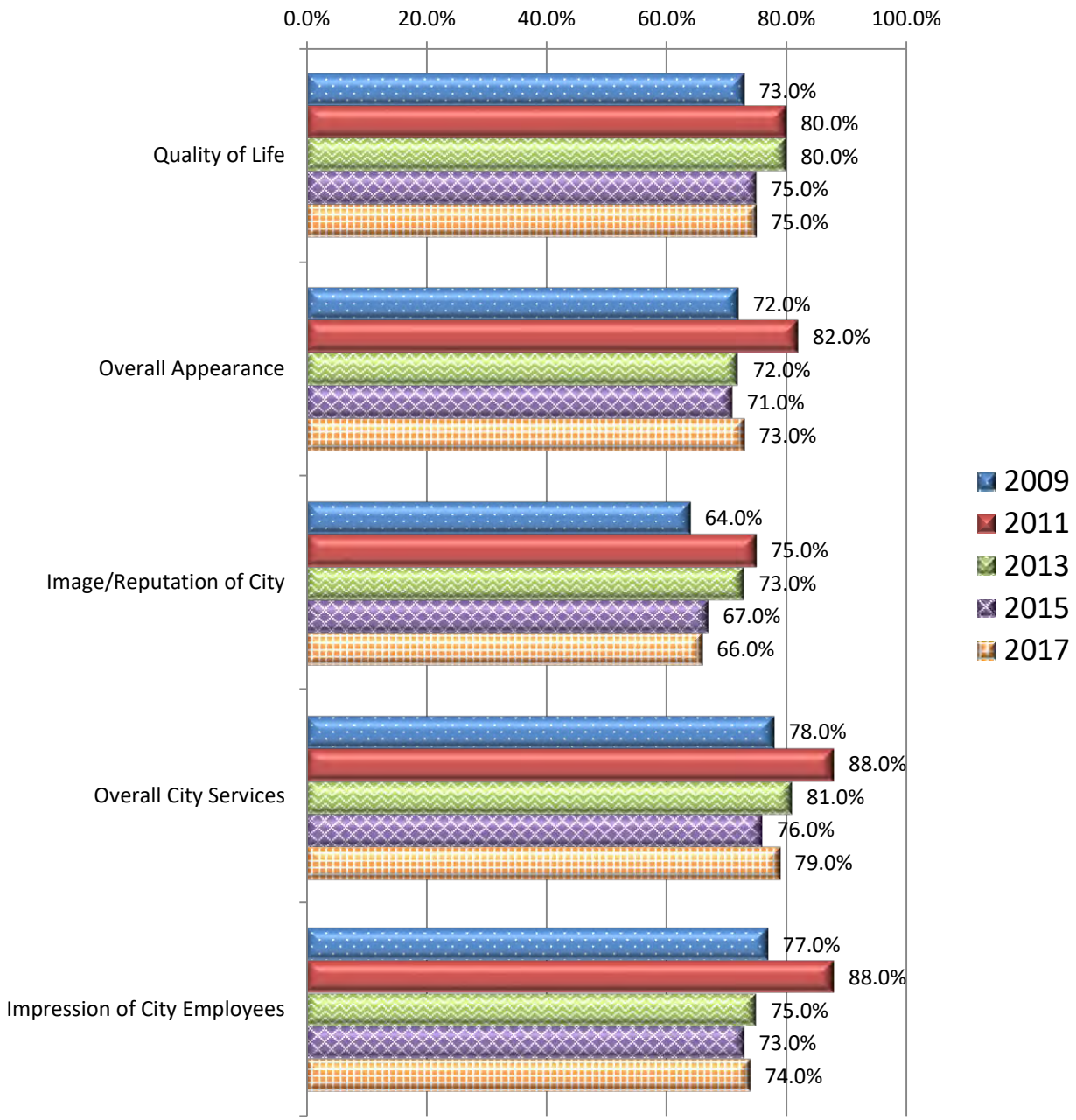


Analysis

Expenditures of In-Service Training increased each year from FY13 to FY16 relative to full-time salaries. Beginning with FY17, expenditures have begun to level off as a result of closed training gaps. This is in keeping with adopted key strategies and objectives. This comparison is for Conference and In-Service Training in relation to full-time salaries.

Critical Measures

Citizen Survey Responses – "Excellent" or "Good"



Analysis

363 responses were received for the 2017 survey, compared to 464 in 2015. These five measures were all similar to the national benchmark. We were higher than the benchmark in several important categories, including openness and acceptance of people of diverse backgrounds, welcoming citizen involvement, confidence in City government, acting in the best interest of Gaithersburg, being honest, and treating all residents fairly. Next survey is scheduled for fall of 2019.

Communication

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

Key Strategies

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

Potential Strategy Conflicts-

- Environment – efforts to reduce printed materials

Objectives

Engage citizenry in diverse and meaningful ways, providing opportunities for two-way communication and involvement

- Foster involvement and provide opportunity for dialog through advisory committees, surveys, community meetings, volunteer opportunities, and recognition events
- Implement communication plan for City news and events, projects and initiatives, considering all communication tools including digital and print
- Produce creative and engaging marketing materials and publications to inform citizens of City news, programs and events
- Use citizen feedback such as online polls and citizen surveys to aid in strategic planning
- Monitor community demography and tailor communications as appropriate
- Utilize highest reasonable level of personalization in direct citizen outreach

Maximize use of electronic communication to provide comprehensive, timely and accurate information

- Maintain an effective, efficient website that ensures transparency, is responsive to the needs of users, communicates City strategies, priorities, news, and events, and provides opportunity for dialog
- Leverage social networking opportunities to expand the reach of the City's message
- Expand opt-in opportunities for citizen engagement
- Ensure that communications are maximized to take advantage of emerging technologies
- Conduct ongoing campaigns to educate citizenry about features and opportunities available on website and social networking platforms, using a variety of outlets to maximize reach

Objectives

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

- Ensure transparency through the live broadcast of select public meetings
- Produce and promote programs in a variety of formats and across multiple platforms (with an emphasis on social media) that benefit the City both strategically and economically
- Monitor industry and leverage opportunities for broader programming exposure, including improving viewing opportunities for GTV by taking advantage of online scheduling features
- Maximize use of drone within established guidelines to provide images for marketing, planning, mapping, and other operational purposes
- Maintain collaborative relationships with other Public/Education/Government (PEG) entities and service providers

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

- Foster working relationships with local media and community-based groups
- Communicate the City's message to a broad audience, leveraging existing physical and digital communities such as HOAs, Neighborhood Watch Groups, ListServs, and "Citizen Ambassadors"
- Maximize the use and effectiveness of emergency notification systems
- Maintain involvement and maximize opportunities for regionwide communication through participation in the Metropolitan Washington Council of Governments public information groups and other professional associations

Objectives

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

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

Action Items

FY 2019 Key Action Items

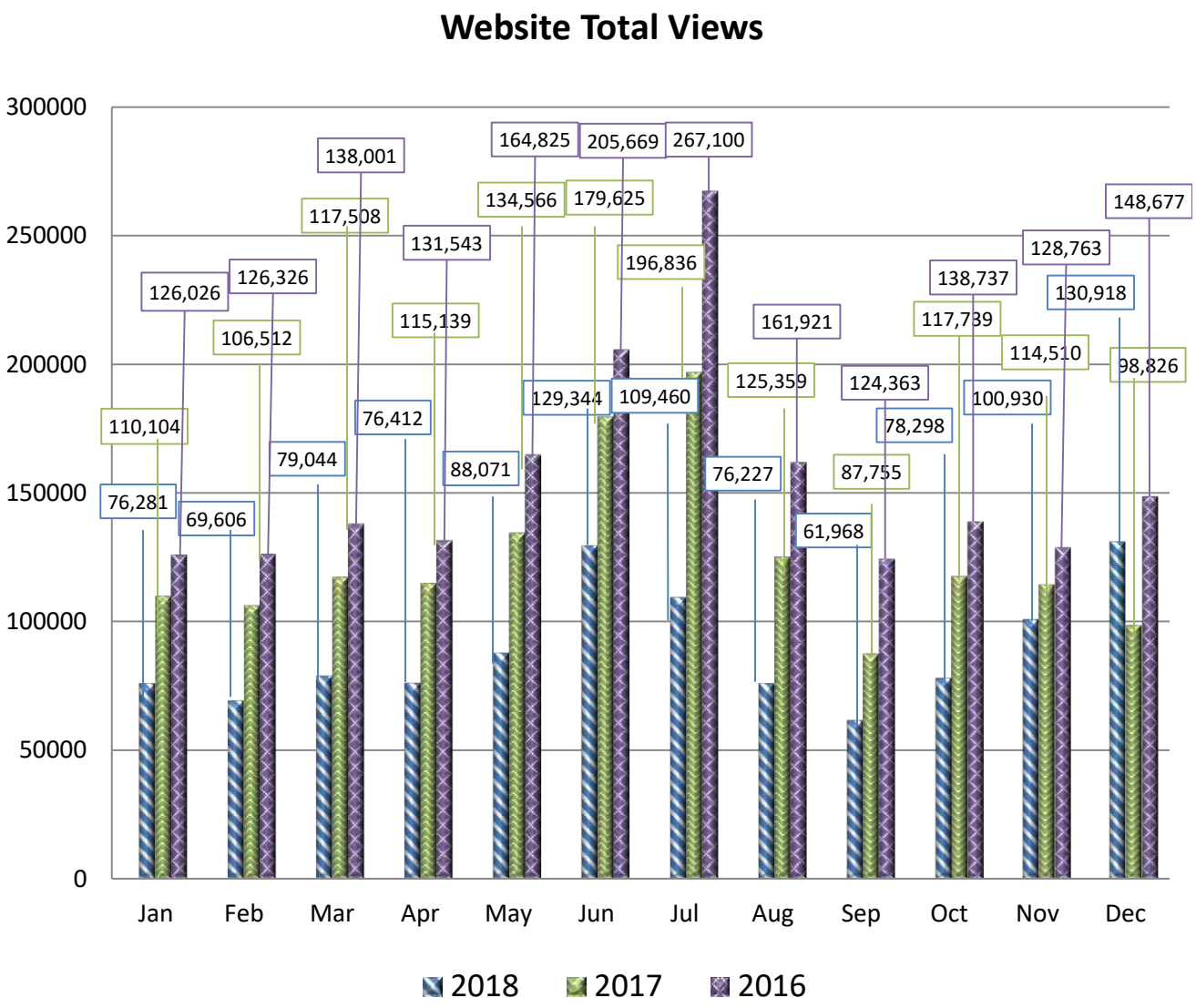
- ✓ Work with website contractor to implement an automated language translation feature for the City website
- ✓ Complete a total update of the City website using a new content management system, implementing language translation enhanced search capabilities and improved design for mobile browsing
- ✓ Conduct social media engagement campaigns and explore and implement new archiving and recordkeeping solutions
- ✓ Implement new project management strategies and develop style guides for various digital channels to streamline City marketing and branding
- ✓ If use is approved, develop and integrate a drone program relative to aerial photography needs
- ✓ Conduct a Communications Audit to identify the most effective information distribution channels for both residents and the media
- ❑ Identify “Citizen Ambassadors” and coordinate outreach activities
- ✓ Implement a Citywide digital asset management system
- ✓ Expand the reach of the digital signage program with interior installations in select City facilities and an exterior roadway sign at City Hall
- ✓ Explore the feasibility of establishing and maintaining a Spanish language social media presence
- ✓ Develop a training plan to allow for website postings at the Department level using new content management system
- ✓ Develop a production schedule for additional video programming specifically for use on social media

Action Items

FY 2020 Key Action Items

- Identify “Citizen Ambassadors” and coordinate outreach activities
- Conduct biennial Citizen Survey in the fall of 2019
- Develop and implement communication campaign to encourage voter turnout for 2019 municipal elections
- Conduct initiatives to increase subscriptions to e-newsletters
- Expand style guide to include branding guidelines and templates and develop process for periodic audits to ensure consistent and appropriate use of City logos and other marketing elements across multiple platforms
- Explore the use of microsite capabilities within the existing website content management system to more effectively market and communicate major special events

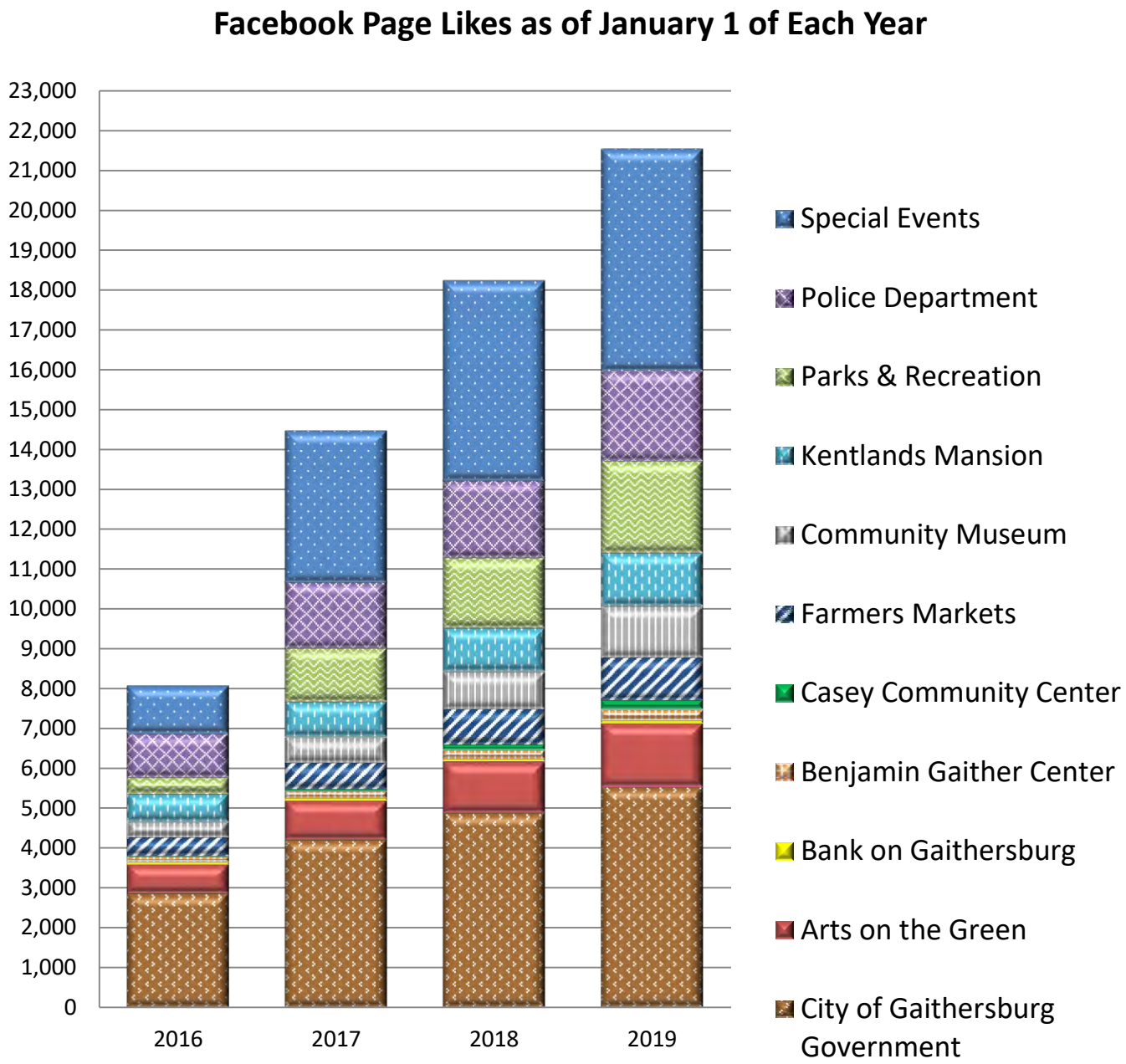
Critical Measures



Analysis

The chart shows total website page views for 2016 through 2018. Page views are down 28% from 2017 to 2018. The use of microsites for class registration, meeting agendas, and map galleries has resulted in a decrease of page views on the main site. Enhanced navigation also results in a decrease of page views as visitors find the information they seek with fewer clicks.

Critical Measures



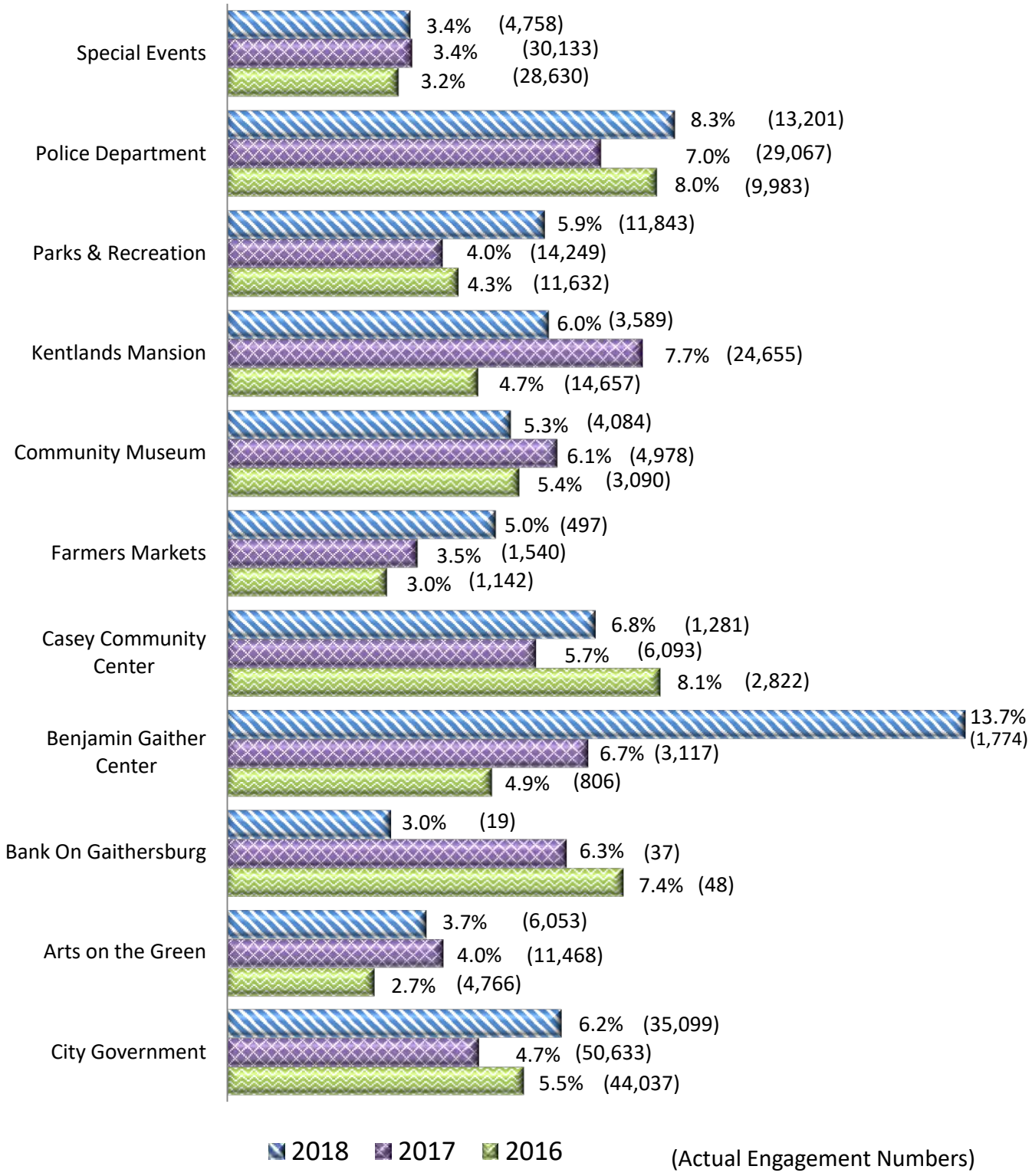
Analysis

This chart shows Facebook growth by measuring the number of "likes" across all City accounts (pages). We saw a 26% increase from 2017 to 2018 and an 18% increase from 2018 to 2019.

Our slower-yet-still-steady growth reflects the greater norms on the platform as the company has faced market saturation, increased scrutiny and mistrust in the wake of data breaches, and more algorithm changes to shift focus in news feeds from pages to personal content.

Critical Measures

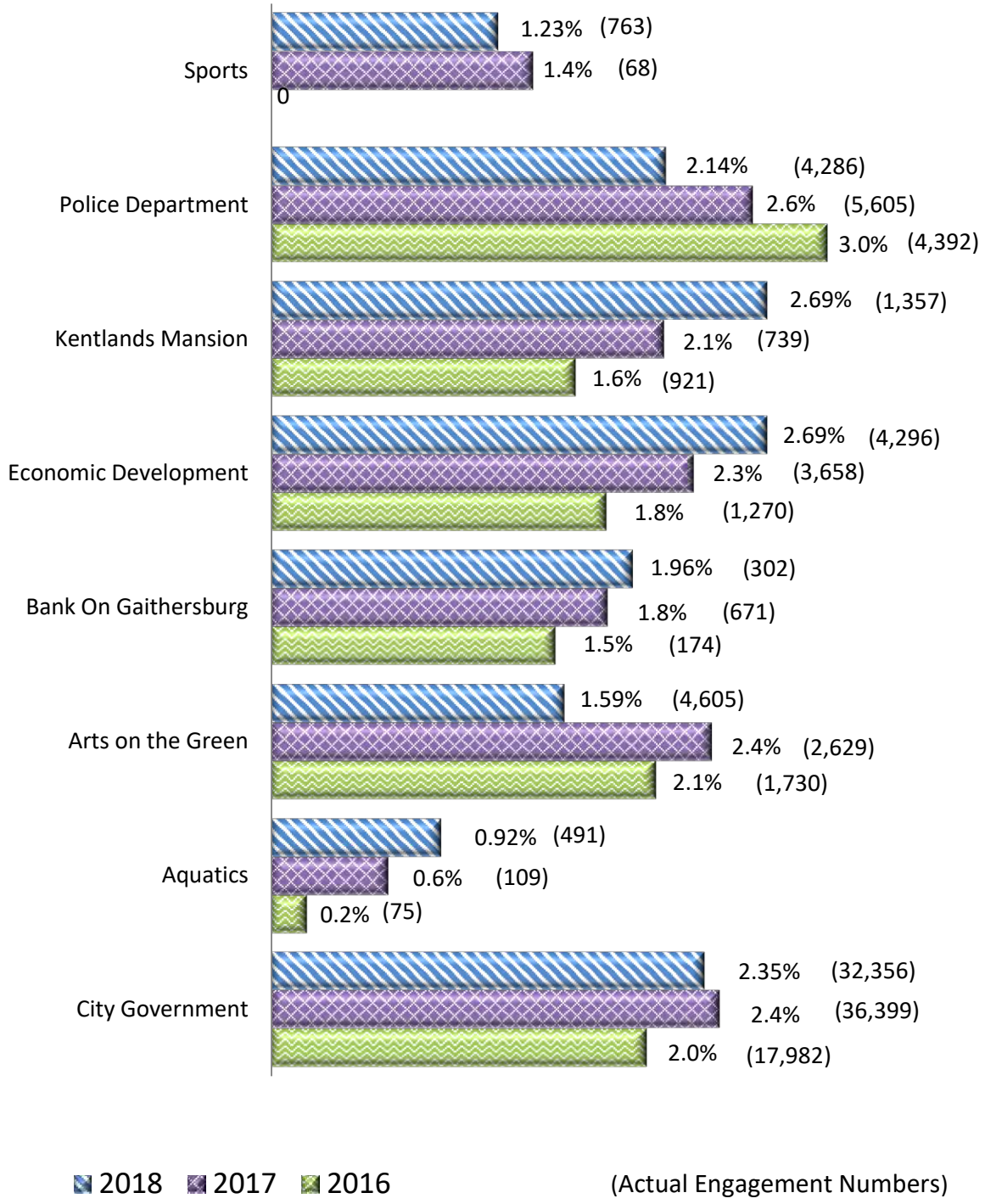
Facebook Engagement Rate for Each City Account



The Engagement Rate is total engagement (likes/comments/shares) divided by reach (# of people who saw each post).

Critical Measures

Twitter Engagement Rate for Each City Account



The Engagement Rate is total engagement (likes/comments/shares) divided by reach (# of people who saw each post).

Critical Measures

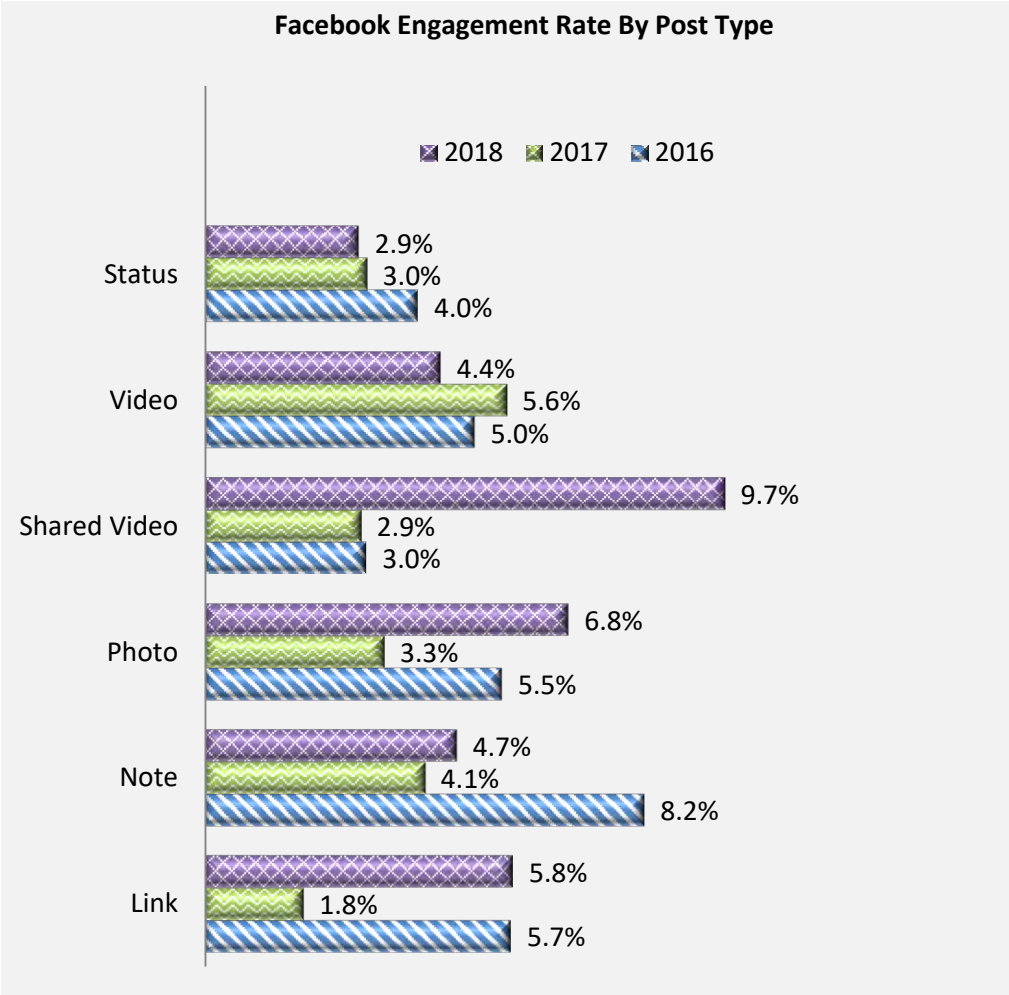
Analysis

On Facebook in 2018, our four largest accounts posted their best-ever rates. It's worth noting that the Benjamin Gaither Center's new "Hey, Jerry" videos drove a double-digit engagement rate, which speaks to the power of entertaining video on social media platforms.

Engagement has basically remained steady across all Twitter accounts, although four of our nine accounts posted their best rates yet in 2018. Industry standard for government Twitter engagement is 1%. We are outperforming that on almost all of our Twitter accounts.

Critical Measures

Facebook Engagement by Post Type on City Government Page



Engagement:
Page Likes + Comments + Shares

Post Reach:
Number of people who saw posts

Engagement Rate:
Total Post Engagement ÷ Total Post Reach

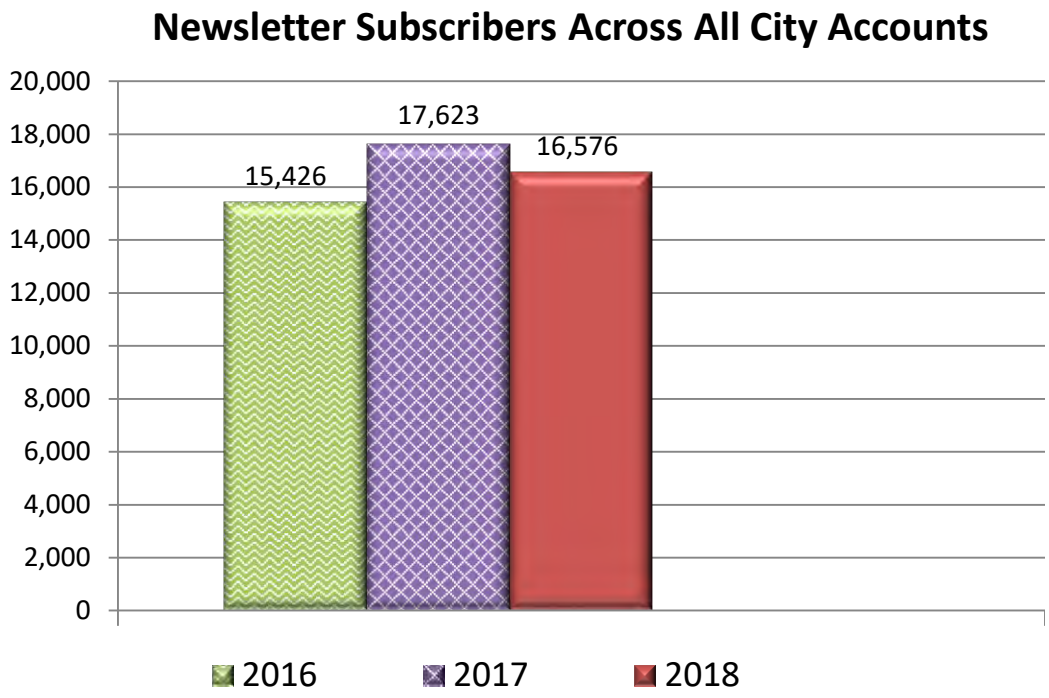
Analysis

While not evident directly in this chart, reach and impression numbers for the City's Facebook page declined in 2018. Facebook reworked their algorithm last year to serve up more personal posts in people's newsfeeds. Facebook also corrected a metric error they made that incorrectly inflated numbers in the fall of 2017. While we made about half of the posts in 2018 as we did in 2017, the quality has improved overall, as shown in our doubled engagement rate. Video engagement is commensurate with our overall average, but is being served more frequently to our followers due to Facebook's emphasis on video content.

The shared video number is an anomaly at 11 of 578 posts, and is heavily skewed by two already-popular live video posts re-shared from Kentlands Mansion and Arts on the Green.

Sixteen *in*Depth articles (Facebook notes) garnered a total of 2,255 reads, with top stories focusing on Kentlands Haunted Mansion, Gaithersburg Step Class, and Gaithersburg in the Civil War. We are continuing to explore best ways to share our stories to increase readership and engagement.

Critical Measures



Analysis

This chart demonstrates number of newsletter subscribers for all City accounts. We saw a 6% decrease in the total number of subscribers across 17 different newsletters, mostly due to an audit we conducted to remove all suspended email accounts in an effort to reduce bounces and ensure a more accurate open rate. Also, several recreation newsletters are based on class or program participant numbers, and thus tend to fluctuate.

The City's weekly newsletter (currently 2,415 subscribers) generated 35,037 unique opens with 5,573 unique clicks throughout the year. Most engaged content included stories about the City's 140th Birthday, Summer Movies, Holiday Festivities, development of the Fishman Property and Kentlands Market Square, as well as the link to the City Projects webpage. A concerted effort was made to include more development-related news stories in 2018.

Website users continue to seek recreation class, program and special event, and job information most frequently, with social media users maintaining engagement in timely news, updates and "trending" subjects.

Users continue to access City information using multiple channels of communication that work in conjunction with each other. As we continue to engage users on multiple platforms it is important that all communication methods be used in tandem to fully engage and reach residents, and that our outreach strategies consider the most effective ways of delivering that information.

Community Services

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

Key Strategies

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

Potential Strategy Conflicts-

Objectives

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

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

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

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

Objectives

Provide access to safety net services

- Provide case coordination services for City residents to ensure complete, appropriate and quality access to community resources, social services and affordable housing programs
- Help to prevent eviction and address emergency needs by providing oversight for a nonprofit Housing Counselor contract and federally-funded emergency assistance funds
- Administer and monitor the Housing Preservation, Transportation and Food and Nutrition Assistance nonprofit contracts
- Assist in eviction prevention and the promotion of safe, healthy living through the City's Hoarding Task Force with Gaithersburg's Neighborhood Services Division
- Assist in the reduction of child hunger by participating in a school lunch subsidy program
- Provide community education, training and resources to combat substance abuse and the opioid epidemic

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

- Administer and monitor the Homeless Services nonprofit contracts and ensure outcomes are met
- Monitor the homeless population, address local and regional needs, and raise awareness by collaborating and partnering with other agencies and organizations and participating in local and regional initiatives, committees and events
- Provide supervised service coordination for City residents who participate in permanent supportive housing programs
- Utilize the Homeless Information System to link homeless individuals and families to supportive services and track outcomes

Objectives

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

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

Provide youth with educational enrichment support and opportunities for positive social development

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

Objectives

Promote and support the ethnic and cultural diversity reflected in the City's population

- Explore opportunities to further raise diversity awareness amongst City staff, committee members, volunteers and other stakeholders
- Incorporate diversity elements into civic events
- Strive to ensure that the City's advisory committees reflect the diversity of the community
- Work with the Public Information Office to provide inclusive communication

Support homeless City residents with substance use disorders, mental illness and economic challenges by providing outreach services and operating and pursuing funding for Wells/Robertson and DeSellum Houses

- Empower residents to break the cycle of addiction and homelessness and attain permanent or permanent-supportive housing through the programs and services of the Wells/Robertson House (transitional program) and DeSellum House (extended supportive housing program for Wells graduates)
- Utilize the ROSC (Recovery Oriented Systems of Care) model to partner with community and service providers for addiction prevention, advocacy and collaboration for homeless people in recovery from substance use disorder
- Utilize a Wellness Recovery Action Plan model to engage residents of Wells/Robertson and DeSellum Houses in a total well-being program
- Improve graduation and success rates for Wells/Robertson House and DeSellum program participants
- Maximize existing grants and explore additional funding opportunities from the Friends of Wells Robertson House, Inc., Maryland, Montgomery County and other sources

Action Items

FY 2019 Key Action Items

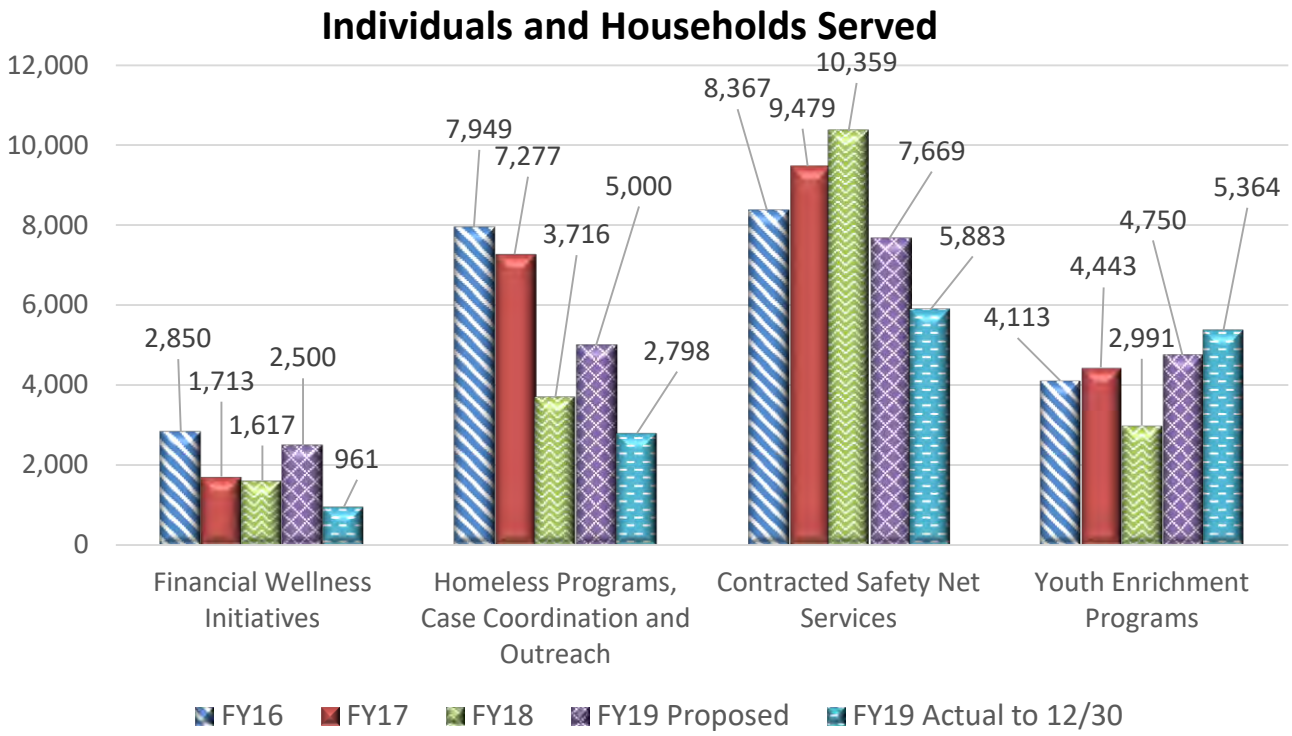
- ✓ Develop a program to spotlight City nonprofits and schools and promote best practices
- ✓ Conduct procedural training for Educational Enrichment and Community Advisory Committees
- ✓ Evaluate guidelines for program acceptance and determine best measurements of program effectiveness for Wells/Robertson House and DeSellum program participants
- ❑ Complete a two year work plan for Bank On Gaithersburg
- ✓ Implement approved guidelines for program acceptance and report measurements of program effectiveness for Wells/Robertson House and DeSellum program participants
- ✓ Benchmark and increase enrollment in Workforce Development programs at Montgomery College and entry into the workforce for Wells/Robertson House residents

Action Items

FY 2020 Key Action Items

- Develop multi year outcome reports for City grant programs, including GIS mapping
- With Montgomery County, conduct education and outreach to promote participation in the 2020 Census, especially amongst historically undercounted populations
- Fully implement an equity tool into grant and program planning and evaluations
- Develop new events and/or educational materials regarding substance abuse and addiction treatment resources
- Conduct a Bank On Gaithersburg Youth Account Connect financial education program for City youth, dependent on grant award
- Increase attention and support for Wells/Robertson House through the celebration of the program's 30th anniversary during Recovery Month
- Explore options for cross collaboration between the Community Advisory and Educational Enrichment Committees

Critical Measures



Analysis

Financial Wellness - Financial Wellness is integrated into all service contracts and Community Service programming. Numbers reflect those served with specific financial services, coaching, classes, and outreach events. Free tax preparation and financial education community events are scheduled for spring 2019.

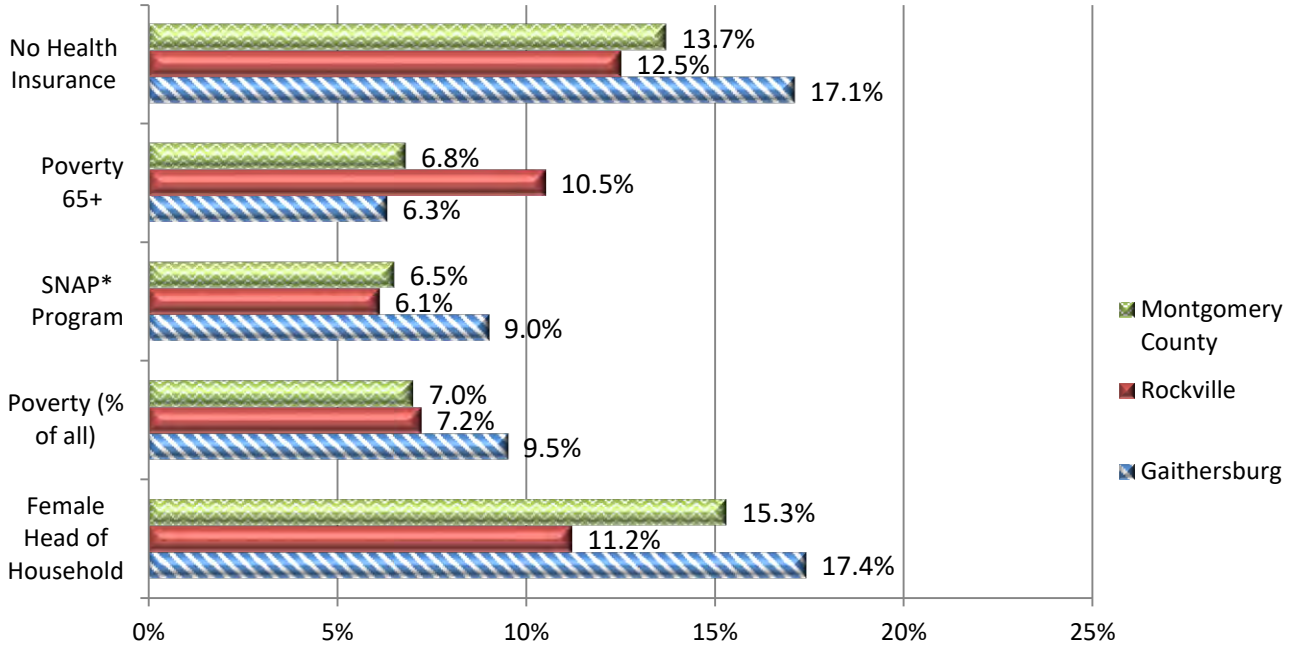
Homeless Programs/Outreach – Homeless Services, Community Services, Housing & Community Development, and Neighborhood Services continue to coordinate on Housing Assistance cases, including those through the Gaithersburg Hoarding Task Force.

Safety Net Services - Challenges remain for affordable rent options for the working poor, seniors and the disabled. Affordable housing needs and employment continue to rank high in grant reports, Community Service Needs Surveys and direct assistance requests. Community Service staff continue to work with area housing counselors to coordinate and integrate housing counseling and financial wellness services. Services in the areas of Health & Mental Health and Food & Nutrition remain steady.

Youth Enrichment - Contracted programs are currently at or exceeding FY18 service delivery. We experienced high youth participation numbers with new CHARACTER COUNTS! assembly programs in schools. Providers of contracted services for youth mental health continue to report a positive partnership at Gaithersburg High School and a more impactful and coordinated delivery of trauma based and psychiatric services.

Critical Measures

Poverty and Income Demographics
American Community Survey 2013 – 2017 Income



** Supplemental Nutrition Assistance Program*

Federal Poverty Threshold (2019)

HH Size	Maximum Income	HH Size	Maximum Income
1	$12,140	5	$29,420
2	$16,460	6	$33,470
3	$20,780	7	$38,070
4	$25,100	8	$42,380

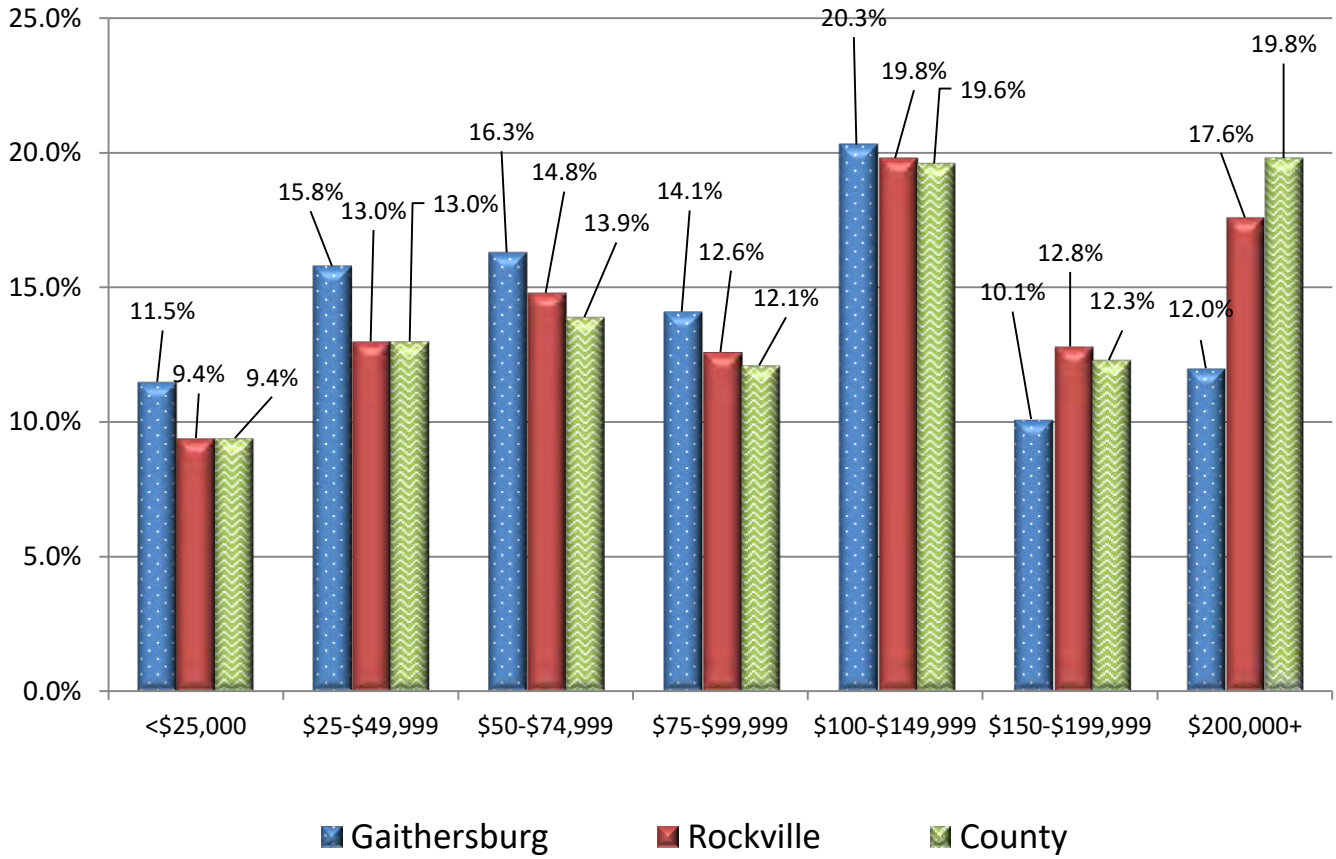
Analysis

These charts demonstrate poverty and related metrics from the 2013-2017 American Community Survey for Gaithersburg, Rockville and Montgomery County. Except for residents 65+, by every measure Gaithersburg has higher rates of poverty than either the County or the City of Rockville. Among female headed households with children, 17.4% live at or below the federal poverty level. Approximately 5,000 City households earn incomes below the "Self Sufficiency Standard" for Montgomery County. The Standard reflects annual income needed to meet basic expenses without any outside support

Another indicator of poverty is the rate of Free and Reduced Meals (FARMS) in Montgomery County Public Schools, particularly at the elementary level. To qualify for free meals, the annual income for a family of four must not exceed $32,629 (130% of the federal poverty rate). MCPS "Schools at a Glance (2018-2019)" reports that five elementary schools serving Gaithersburg have FARMS rates between 53% and 84.5% and they are all part of the Gaithersburg Cluster. As a comparison, the FARMS rate at Diamond Elementary School, on the west side of the City is 7.1%.

Critical Measures

American Community Survey 2013 – 2017* Income



* All data from ACS DP03 (2013-2017)

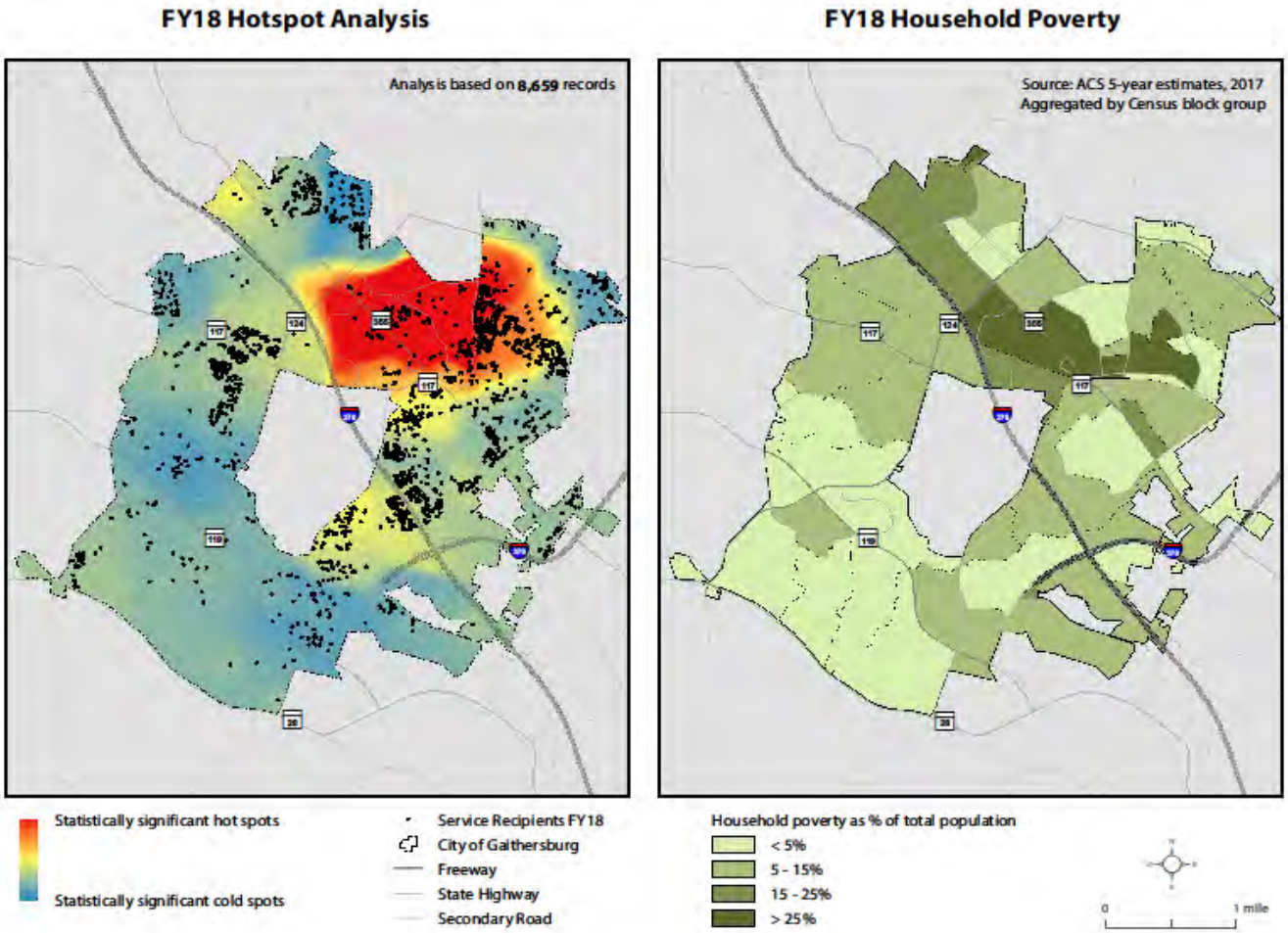
Analysis

Just over 42% of Gaithersburg households have incomes above $100,000, and 12% have incomes greater than $200,000/year. By comparison, nearly 20% of County households have incomes at $200,000+. As Crown develops, incomes at the higher levels will likely increase. That is unlikely to affect household incomes at the lowest income bands, however.

ACS Income Analysis:

This chart represents income distribution from the 2013 – 2017 for Gaithersburg, Rockville and Montgomery County. Gaithersburg's median household income remains about 20% below Montgomery County. This chart demonstrates that 57.7% of City households have incomes below $100,000. Nearly 27.3% of households have incomes below $50,000.

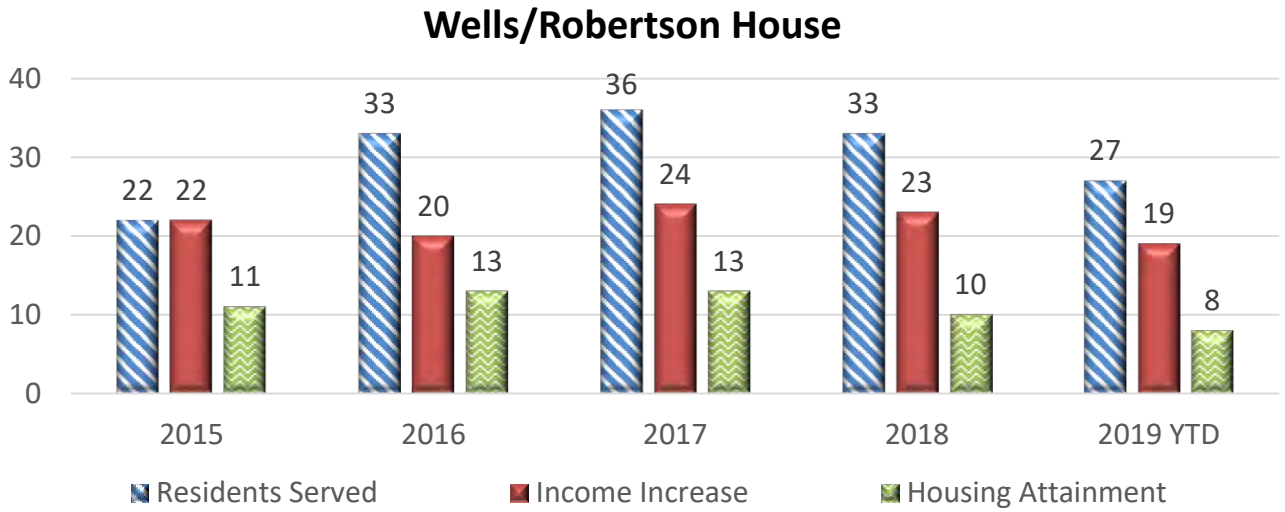
Critical Measures

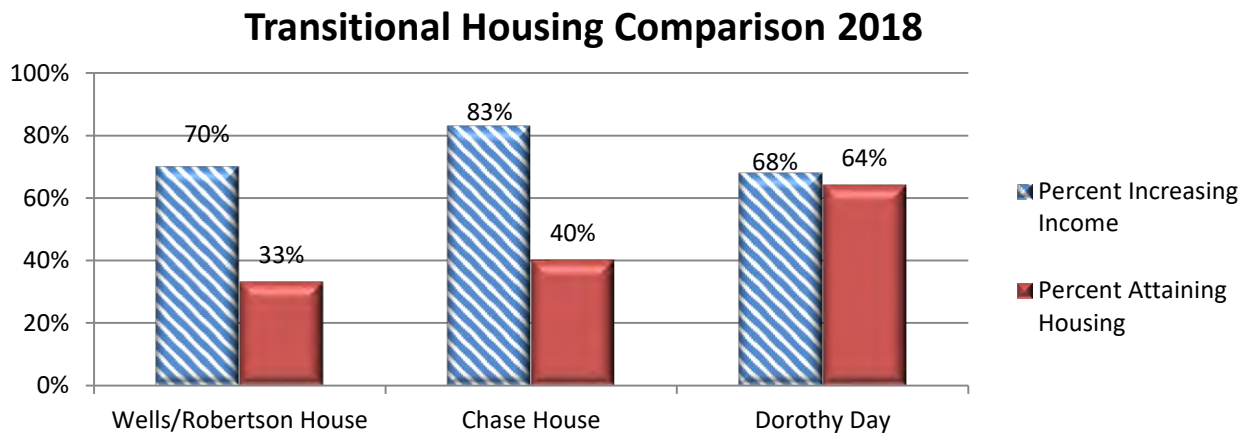


Analysis

These maps compare pockets of poverty to client access of contracted services supported by City funding for emergency assistance, financial wellness, housing stabilization, food and nutrition, health and mental health, youth empowerment, and vocational coaching in FY18. City contracted services continue to appear to be reaching high poverty areas and beyond.

Critical Measures

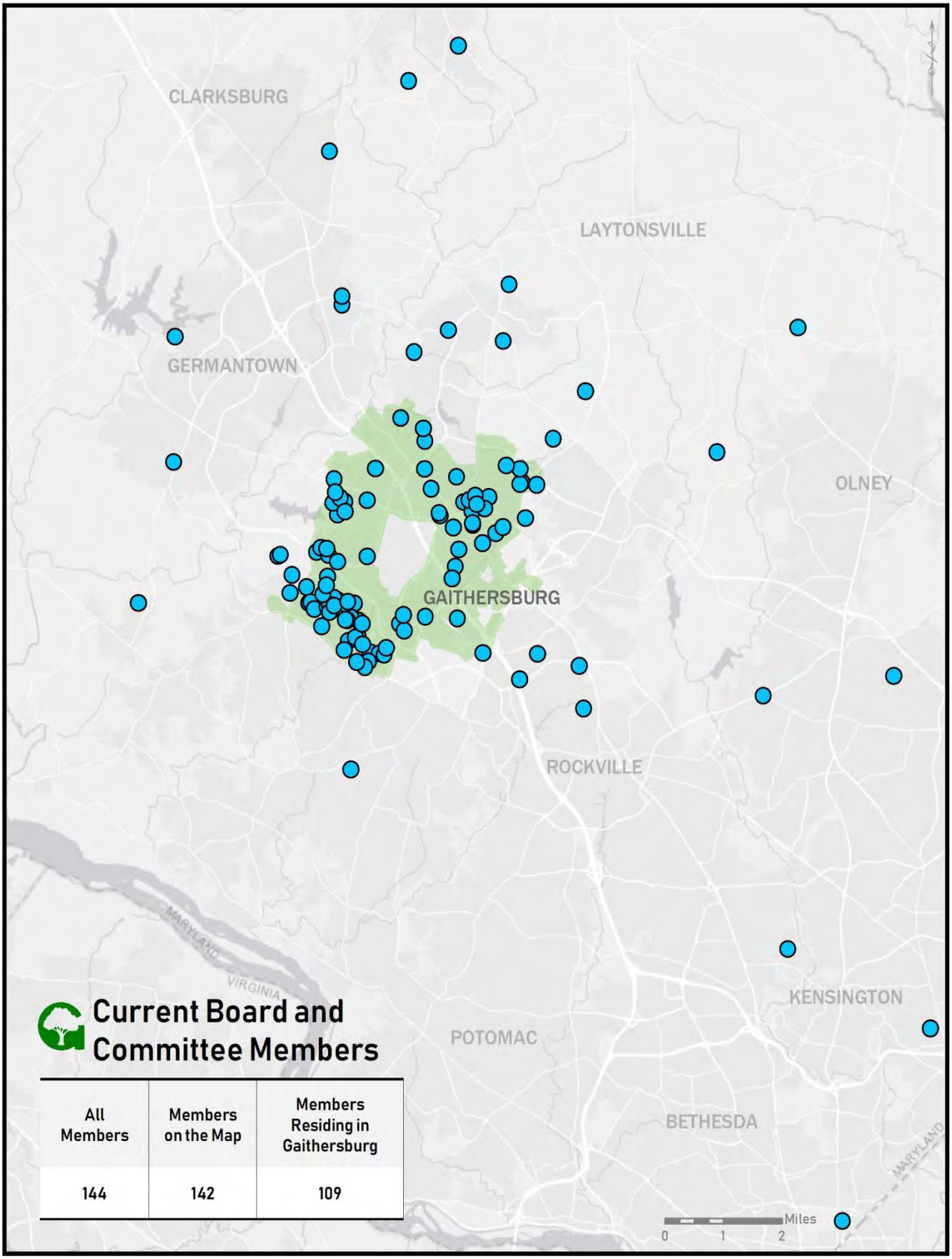




Analysis

Graphs indicate client achievement and its relationship to vocational success, specifically increasing income and moving to permanent housing. The goal of transitional housing is to move individuals from homelessness to permanent housing. Wells/Robertson House allows residents to stay up to two years and offers continuing care through an aftercare program. However, as a result of the Housing First model (advocated by numerous experts and funding agencies), many residents are encouraged to take advantage of permanent supportive housing opportunities with shorter stays in our program. This includes residents on fixed incomes who can be referred to Rapid Re-Housing programs. A portion of the Wells population attains income though Social Security, which may be less than $500; others come into the program with Social Security and Social Security Disability income and do not increase their income during their residency. The number of those who are able to increase their monthly income will vary depending on the clientele.

FY19 proposed outcome measures for our Montgomery County grant include 70% of residents maintaining or increasing their monthly income and 85% who remain in the program for at least one year exiting to permanent housing.



Current Board and Committee Members

All Members	Members on the Map	Members Residing in Gaithersburg
144	142	109

Economic Development

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

Key Strategies

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

Potential Strategy Conflicts-

- Affordable Housing
- Historic Preservation
- Transportation
- Non-commercial Development

Objectives

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

- Use a new Economic Development website to highlight successes, identify City and other state/county/federal incentives and initiatives, provide an online resource for baseline information on the local economy, and provide an effective point of contact to business and development prospects
- Conduct business outreach and ombudsman initiatives to build stronger relationships with businesses
- Participate in Maryland Department of Commerce, Technology Council of Maryland, Montgomery County Economic Development Corporation, International Council of Shopping Centers, Chamber of Commerce events and initiatives, and other target industry initiatives
- Continue to establish a distinct Economic Development brand and message distinguishing the City's pro-business programs and processes relative to neighboring communities
- Emphasize exposure in local and national business media and at trade shows/events of targeted industries
- Maintain and strengthen ongoing relationships with local commercial real estate professionals and developers via roundtables/focus groups, speaking engagements, individual meetings, and other targeted events
- Use e-newsletter and other digital media outlets to establish frequent communication with business community

Objectives

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

- Administer and promote the benefits of the City's Enterprise Zone as it relates to incentivizing new development and business relocation
- Work with site and/or industry specific local business groups on cooperative efforts
- Use Economic Development program funding, in addition to county and/or state business support programs, to incentivize and leverage extraordinary opportunities that present major job relocation, retention and/or development prospects
- Utilize the Economic & Business Development and Olde Towne Advisory Committees to act as ombudsmen for their respective business communities
- Seek new funding sources for Economic Development efforts
- Direct Economic Development Toolbox funding to businesses that exhibit growth potential, provide stable, well-paying jobs and help to diversify the City's economy
- Track office space vacancy rates, commercial real property assessments and other indicators of economic trends
- Support business assistance programs at the state and county levels as appropriate
- Focus on retaining existing businesses and attracting new businesses from desired industries and diversifying the local economy
- Work proactively with commercial property owners/ representatives who may be interested in converting obsolete office/flex space into lab and other marketable uses

Objectives

Support implementation of the Gaithersburg Master Plan and Frederick Avenue Corridor and Vicinity Capacity Study

- Support large-scale assemblages and infill development to accelerate implementation of the City Master Plan and the Frederick Avenue Corridor and Vicinity Capacity Study
- Facilitate anticipated sale and future redevelopment of Lakeforest Mall
- Facilitate strategic acquisition of sites within larger, potential redevelopment assemblages to leverage partnerships with the development community
- Explore the use of alternative funding methods to enhance infrastructure throughout the City
- Promote rezoning of parcels that exhibit strong development and redevelopment potential in accordance with the Master Plan
- Consider and explore implementation strategies for recommendations in the Frederick Avenue Corridor and Vicinity Capacity Study
- Facilitate appropriate private and public investment in existing and new affordable housing

Objectives

Stimulate revitalization of Olde Towne

- Promote Olde Towne as a distinct commercial hub with a unique identity by adding/upgrading public areas and cultural amenities
- Support cost-effective allocation of limited public resources to promote change
- Retain existing and attract new employers
- Enhance market driven opportunities for new businesses and private investment in real estate
- Facilitate development of City-owned parcels to assist in bringing new residents and marketable commercial/office space
- Explore partnership opportunities to expand cultural events in Olde Towne
- Market changes to the Toolbox program, which expand support for Olde Towne
- Identify opportunities and support reinvestment in existing multifamily properties within Olde Towne
- Seek opportunities for increased public parking facilities, whether through agreements with existing property owners or acquisition
- Monitor and protect existing legislative and regulatory advantages that support new investment in real property, including exemption from a variety of county-levied fees

Action Items

FY 2019 Key Action Items

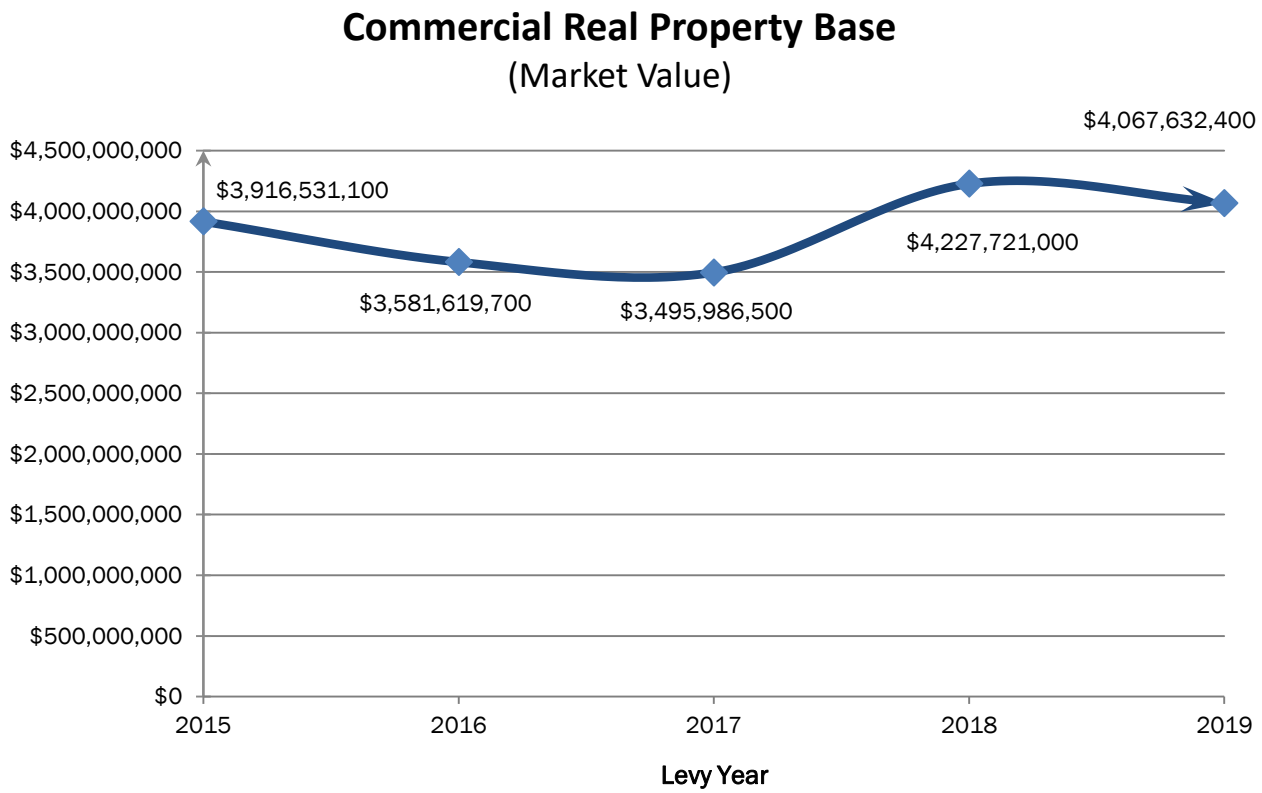
- ❑ Finalize designs for strategic investments in lighting and aesthetic enhancements along East Diamond Avenue in Olde Towne
- ❑ Support repositioning and/or redevelopment of Lakeforest Mall property
- ✓ Finalize development opportunity for the vacant site at 315 East Diamond Avenue in Olde Towne ("Fishman" site)
- ❑ Develop a program with county and state partners to support new investment incentives to expand lab and biotechnology space
- ✓ Create a business retention strategy specific to the City's biotechnology companies
- ✓ Migrate the existing Economic Development website to the new content management system and, if necessary, explore reformatting the website
- ❑ Create a strategy to increase the City's inventory of space suitable for biotechnology companies
- ✓ Increase outreach to women and minority-owned businesses via partnerships with established programs
- ❑ Develop process for enhancing commercial real estate data available on CoStar and LoopNet databases to assist commercial real estate professionals in tenant recruitment, particularly within the Frederick Avenue Corridor
- ❑ Renegotiate the three party garage operating agreement to meet future City needs
- ❑ Develop a parking garage revenue plan

Action Items

FY 2020 Key Action Items

- Finalize designs for strategic investments in lighting and aesthetic enhancements along East Diamond Avenue in Olde Towne
- Support repositioning and/or redevelopment of Lakeforest Mall property
- Develop a program with county and state partners to support new investment incentives to expand lab and biotechnology space
- Create a strategy to increase the City's inventory of space suitable for biotechnology companies
- Develop process for enhancing commercial real estate data available on CoStar and LoopNet databases to assist commercial real estate professionals in tenant recruitment, particularly within the Frederick Avenue Corridor
- Develop list of potential uses for South Frederick Avenue property assemblage area
- Examine OTAC's structure and mission; Recommend enhancements to improve committee's effectiveness
- Review areas within the City's Maximum Expansion Limits (MEL) to determine which parcels may have near-term potential for growth in housing, population and jobs
- Implement and monitor proposed changes to parking plan and fee schedule at the Olde Towne garage. Execute new joint use agreement with current partners
- Program new business support seminar(s) in partnership with Maryland Women's Business Center
- Generate additional data visualization maps, such as the Story Map of Olde Towne
- Educate stakeholders/promote benefits of new Opportunity Zone program as it relates to new investment within City's designated census tracts

Critical Measures



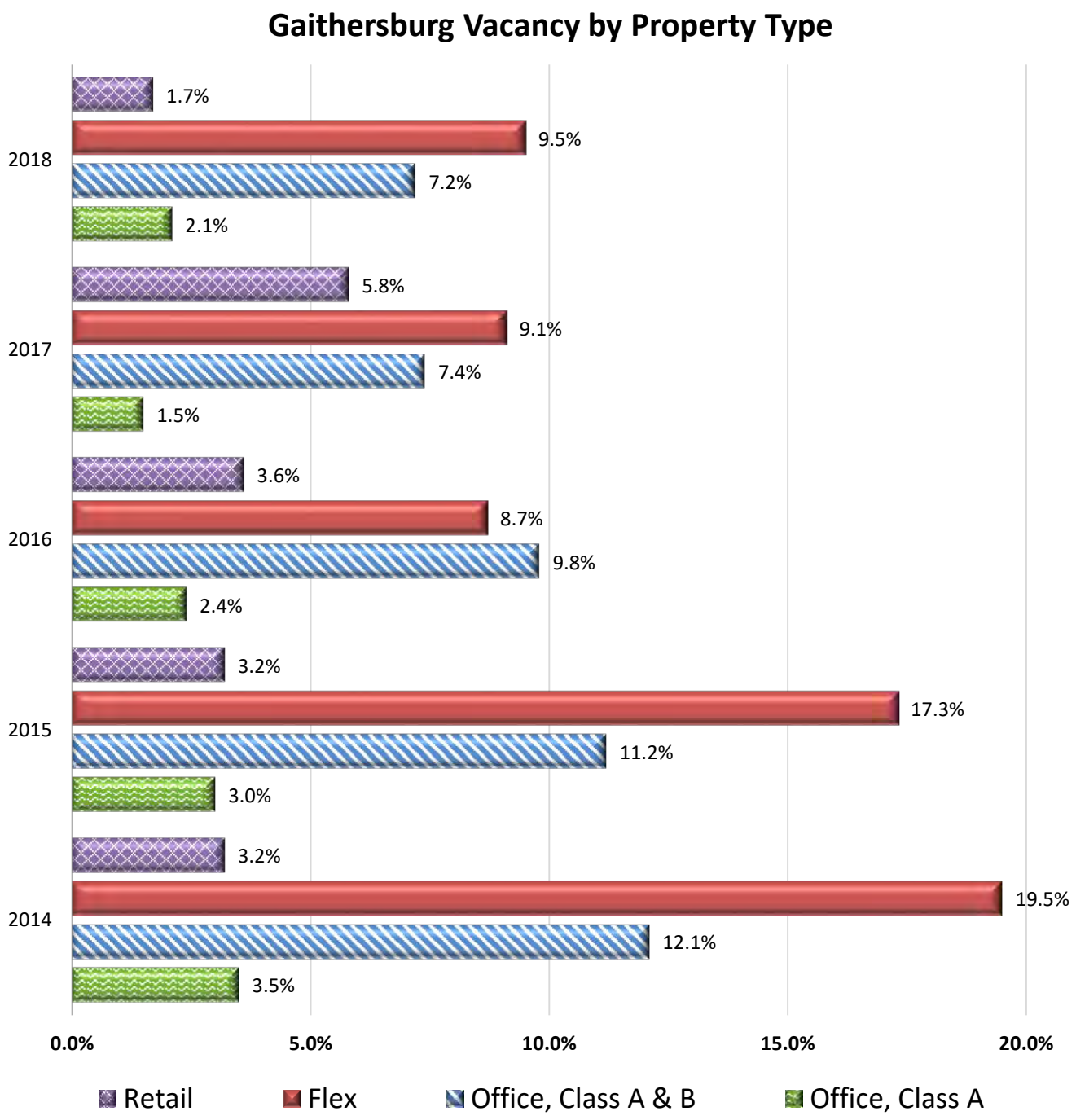
Analysis

Property types included in the total for the "Commercial Real Property Base" are *Commercial, Commercial Condo*, and *Industrial* classifications. The total for these categories in Levy Year 2019 decreased slightly (3.79%) from the previous year.

Levy Year 2019 reflected the impact of appeals by commercial property owners, where values were adjusted downward. The previous year, Levy Year 2018, began a new triennial assessment cycle, with an increase of more than 20% over the 2017 values.

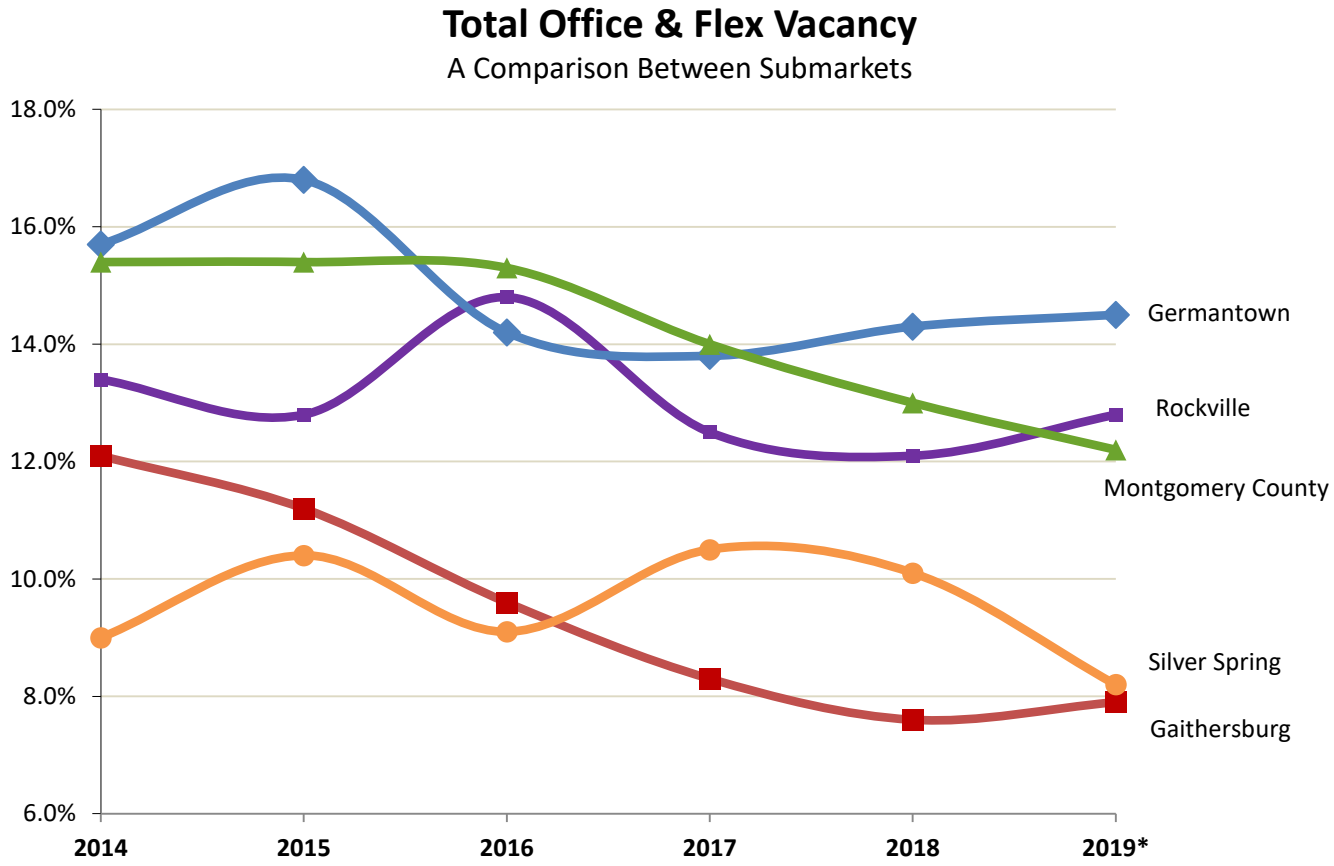
The next levy year, 2020, will likely show another decrease, as owners continue to seek adjustments to assessed values.

Critical Measures



SOURCE: www.costar.com

Critical Measures



SOURCE:
www.costar.com

*projected

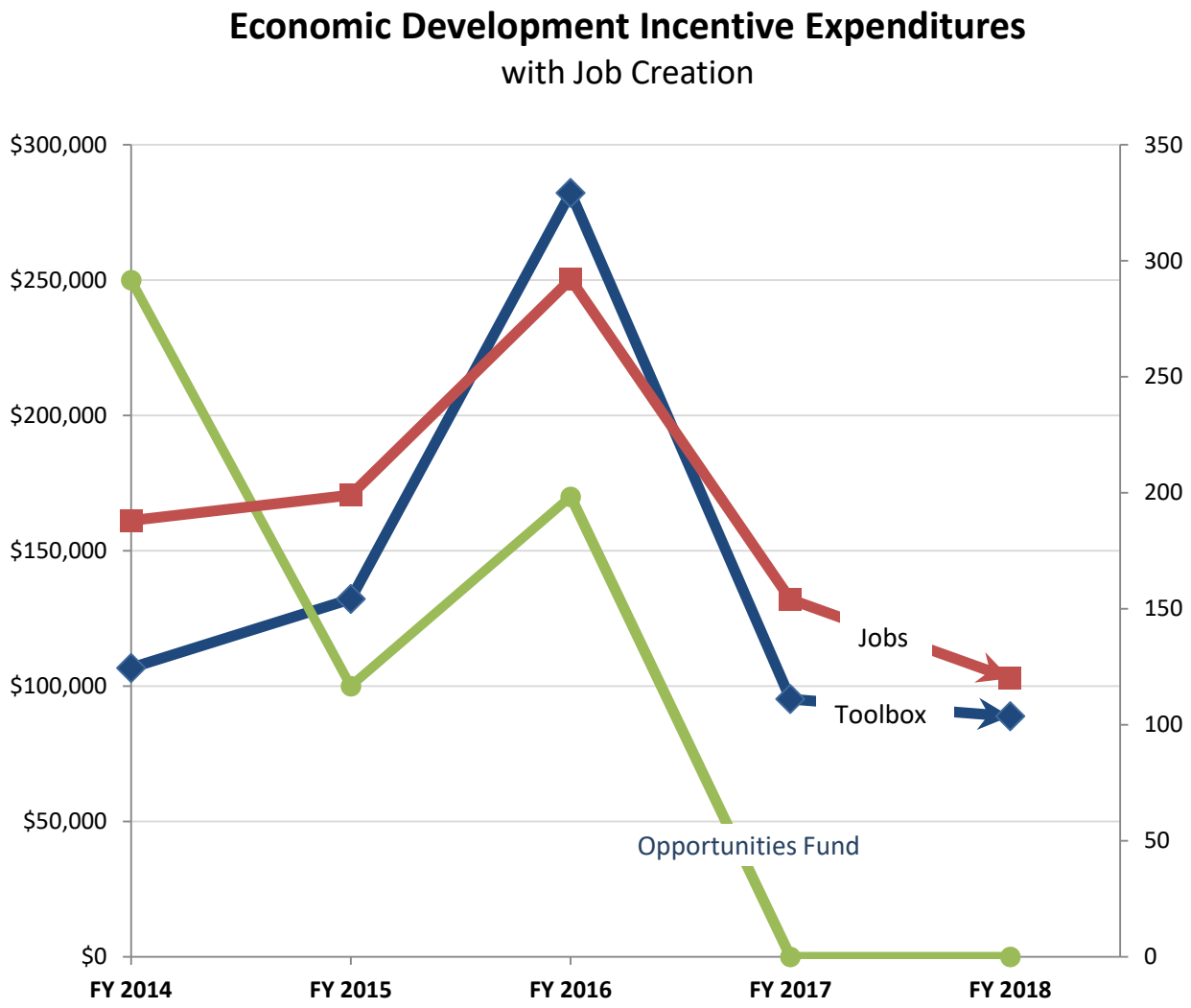
Analysis

When compared with adjacent submarkets in 2018, the City's strong Office and Flex categories once again outperformed Silver Spring, Rockville and Germantown.

Continued demand by the biotechnology sector in 2018 has caused some owners of aging low-rise Class B office buildings to invest in building improvements to capture life sciences tenants.

Statistically, the Retail segment recorded the lowest vacancy rate of all Gaithersburg commercial types in 2018. However, instability of tenants at Lakeforest Mall will likely have a measurable impact upon this sector's vacancy in 2019.

Critical Measures

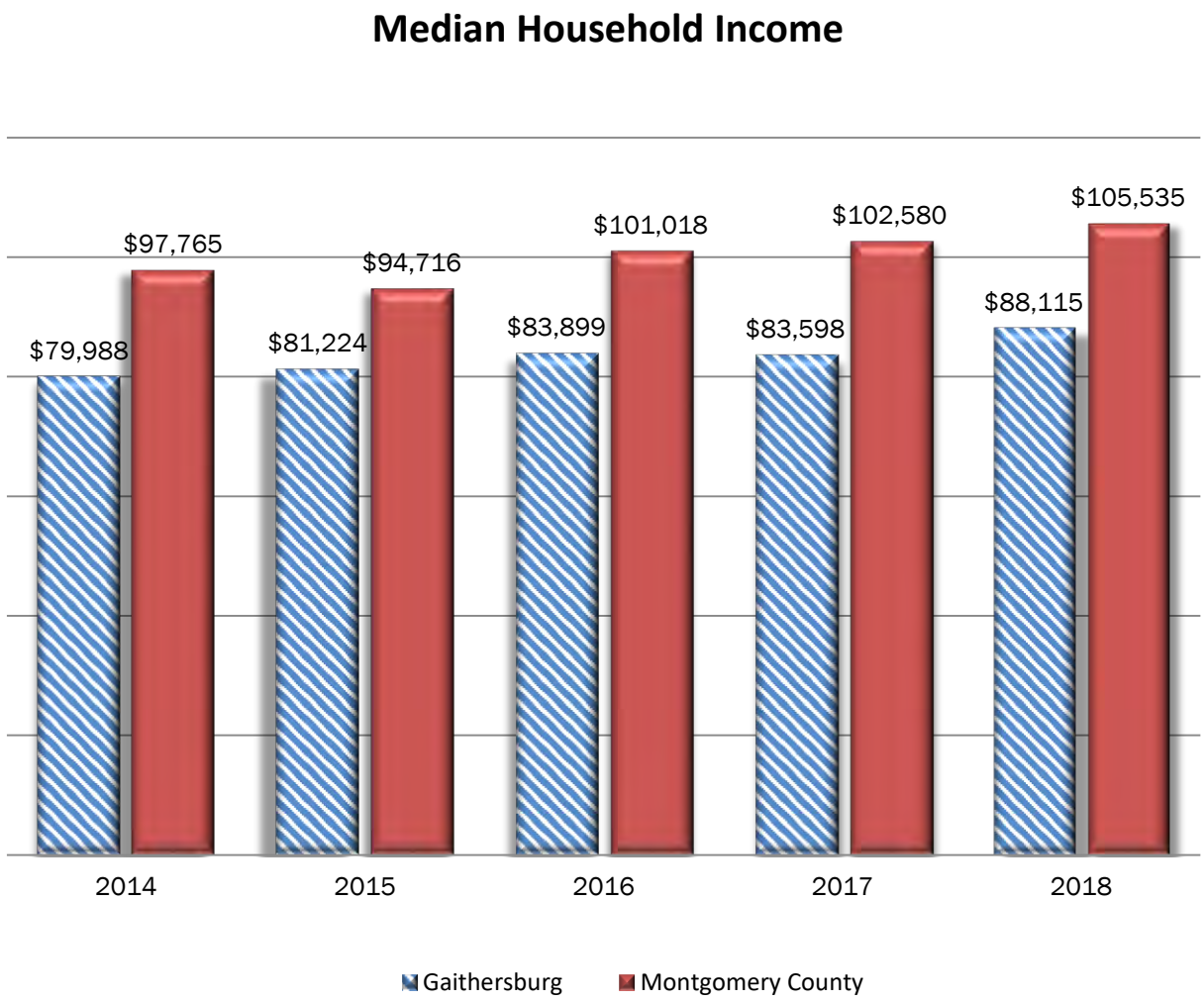


Analysis

The Economic Development Opportunities Fund and the Economic Development Toolbox provide direct assistance to companies investing in upgrades to real property. Expenditures from these funds depend upon whether financial incentives are necessary to attract and retain employers. No transactions from the Opportunities Fund were completed in FY18.

In FY18, grants awarded from the Toolbox program totaled slightly less ($6,372) than the previous year. Job generation was slightly lower, with 120 in FY18 versus 154 in FY17. Renovation of existing buildings contributed to improvements in the Frederick Avenue Corridor and Clopper Road commercial areas.

Critical Measures



Source:
Esri Business Analyst

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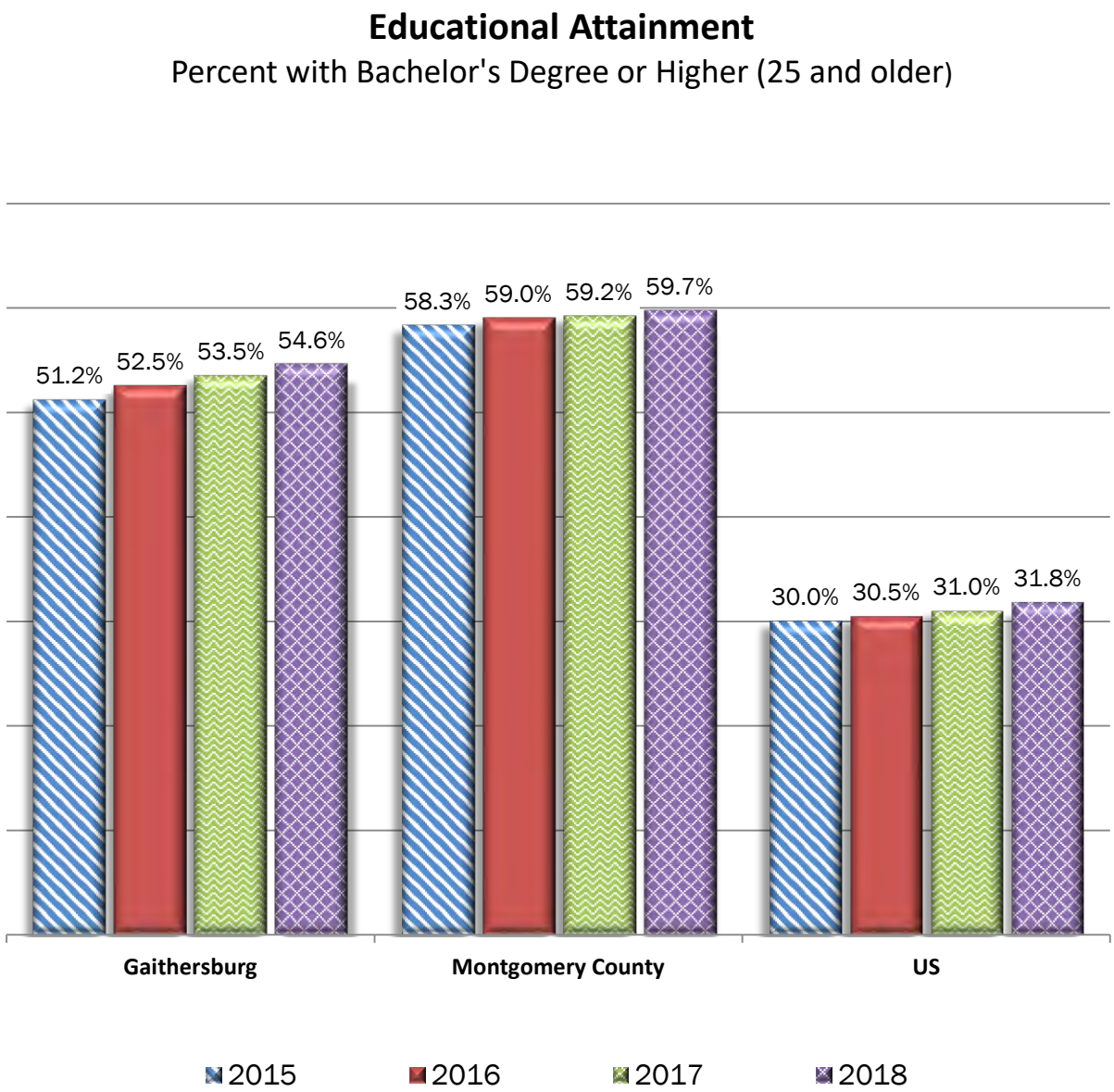
Analysis

Gaithersburg Median Household Incomes increased between 2017 and 2018. The City monthly unemployment rate ranged from 3.0 to 3.9% in 2018, among the lowest in the state.

Critical Measures

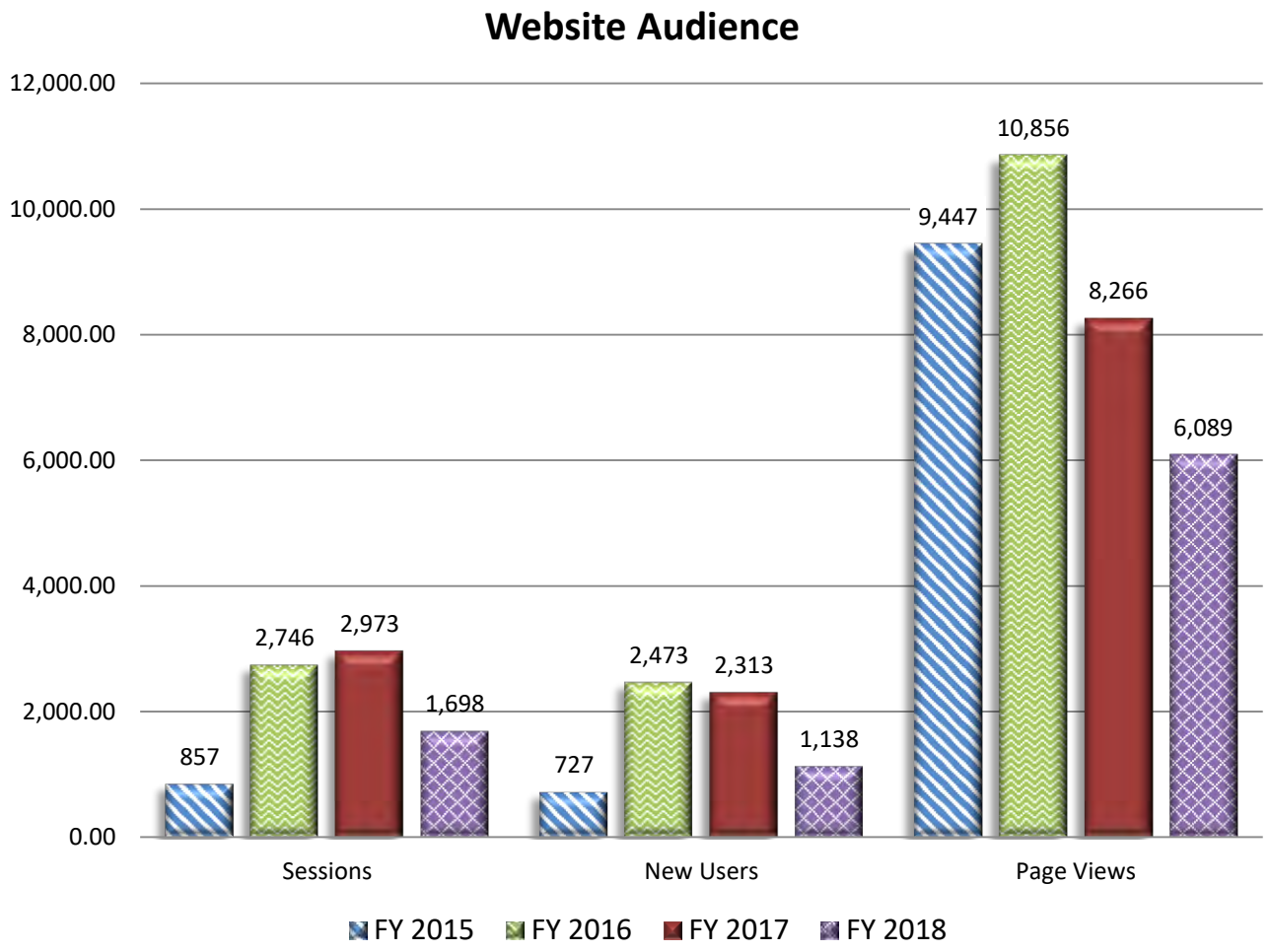


SOURCE:
Esri Business Analyst

Analysis

The percentage of residents with Bachelor's Degrees or higher increased slightly across tracked jurisdictions. This is a trend across City, county and national categories.

Critical Measures



Analysis

Visitors to the City's Economic Development website, www.growgaithersburg.com, declined when compared with the previous fiscal year. In late 2017, the City began a redesign and migration of the website to a new platform, a process complete in the fourth quarter of calendar year 2018. The new format allows users to access the most frequently used content in a more expeditious manner.

Environment

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

Key Strategies

- Maintain a leadership role in supporting initiatives that promote local and regional livable and sustainable communities
- Ensure the City is implementing long-term strategies that embrace the interconnectivity of economics, equity, and the environment
- Preserve, enhance, and maintain an interconnected network of natural resources, open spaces, and environmental infrastructure
- Maintain a Stormwater Management program that strives to balance the goals of the City's Watershed Implementation Plan (WIP), Chesapeake Bay Total Maximum Daily Load (TMDL) targets, existing infrastructure maintenance, and has a fair and equitable fee structure
- Support efforts to increase public participation in recycling, pollution prevention and other sustainability initiatives

Potential Strategy Conflicts-

- Transportation

Objectives

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

- Utilize City, state and federal grant programs to assist homeowners associations and residents in enhancing their communities via environmental initiatives
- Remain an active participant with Metropolitan Washington Council of Government's (MWCOG's) Region Forward initiative and implementation programs, and continue to partner with state, county and other local governments to address regional environmental concerns
- Continue to implement elements of the Green Team Action Plan
- Involve Environmental Affairs Committee in regional sustainability initiatives and promoting environmental education
- Implement strategies contained in the Environmental & Sustainability Master Plan that are focused on both the urban and natural environment
- Coordinate with Montgomery County Public Schools relative to environmental education requirements for local students

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

- Maintain a healthy, diverse urban forest to provide optimal environmental, social and economic benefits
- Strive to improve local and regional air quality, resource efficiency, and transportation alternatives
- Encourage energy conservation and pursue the use of alternative and renewable energy sources
- Continue to consider equity in both the development of policies and programs and access to resources and amenities
- Maintain and enhance the City's Geographic Information System to provide mapping and statistical data as tools for reporting and evaluating environmental and economic impacts
- Promote public and private energy efficiency audits and improvements

Objectives

Preserve, enhance and maintain an interconnected network of natural resources, open spaces and environmental infrastructure

- Promote environmental initiatives that exceed minimum standards in the areas of green building, recycling and energy resources and efficiency
- Protect and improve water resources by implementing watershed management plans that incorporate healthy stream protection, an improved and maintained stormwater management system, and implementation of stream restoration projects
- Engage citizens in the City's volunteer planting, stream monitoring, and clean-up programs to increase community involvement in environmental protection
- Encourage resource stewardship through outreach and education programs at schools and in the community
- Explore opportunities to expand the Urban Forest

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

- Work with Maryland Department of the Environment and Montgomery County in supporting the Chesapeake Bay Watershed Implementation Plan (WIP) and ensuring that it is reasonable and affordable
- Maintain a rate fee model that is based on impervious coverage and assessed to all property types
- Sustain focus on stormwater facility inspections and provide adequate funding for stormwater infrastructure maintenance and replacement
- Continue Green Street retrofits on existing streets
- Analyze and implement watershed management plans by prioritizing opportunities for stream restoration, stormwater management (SWM) facility retrofits, and new SWM facilities to reduce nitrogen and phosphorous in order to meet EPA Chesapeake Bay TMDL targets
- Implement new programs and measures identified in the watershed management plans
- Provide transparency and education on the use of the Stormwater Program Fee

Objectives

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

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

Action Items

FY 2019 Key Action Items

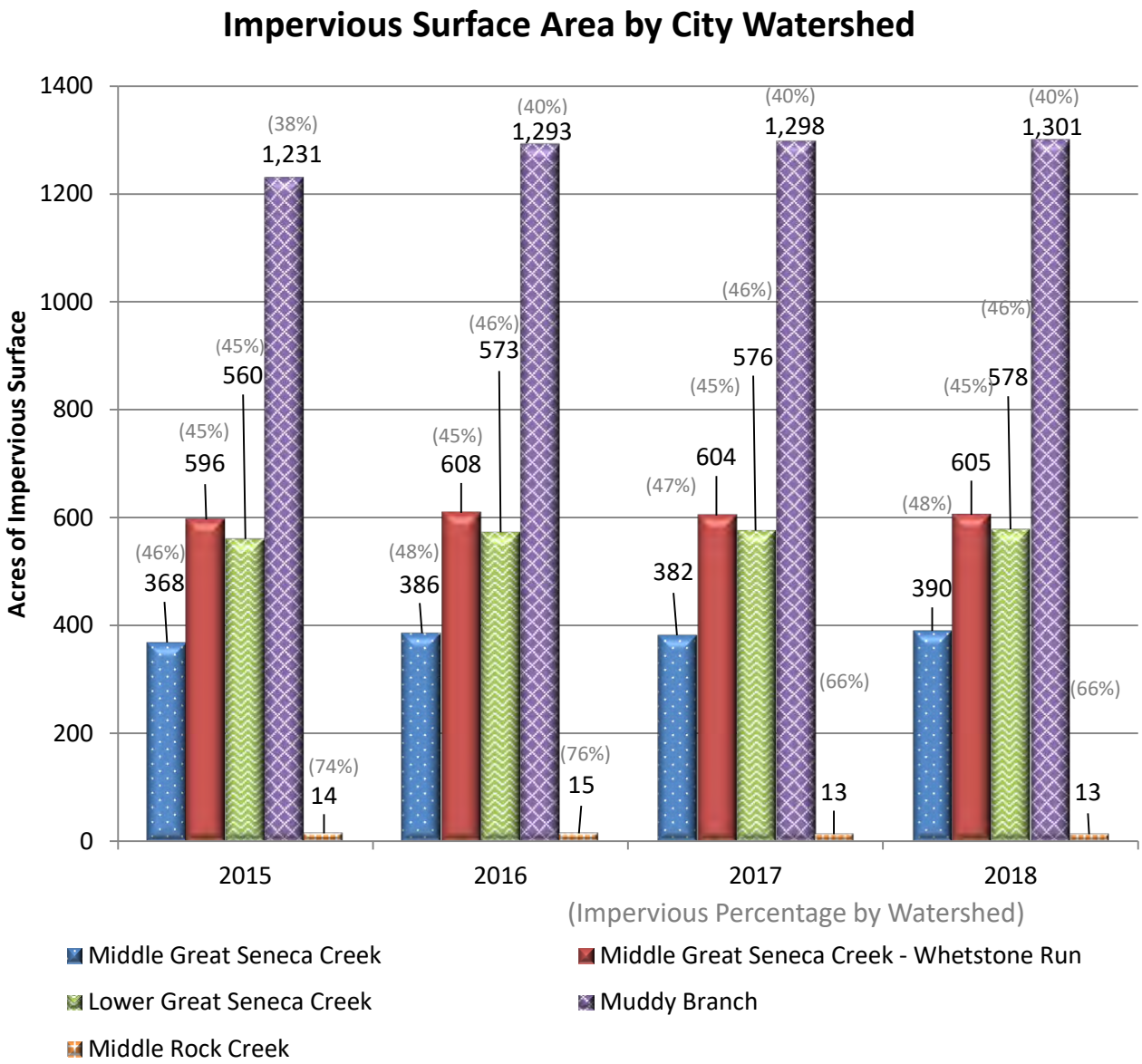
- ✓ Work with the Maryland Department of the Environment to renew Gaithersburg's Phase II MS4 permit
- ✓ Develop policies, an energy action plan and energy-related projects to fulfill the requirements for inclusion in the Maryland Energy Administration (MEA) Smart Energy Communities program
- ❑ Revise Chapter 8 of the City Code to reflect necessary changes to the Stormwater Management ordinance and adopt final version
- ❑ Develop petroleum consumption reduction projects in coordination with the Maryland Energy Administration (MEA) Smart Energy Communities program
- ❑ Revise and amend the City Tree Manual
- ✓ Evaluate a food composting pilot program
- ❑ Select and implement a tracking system for comprehensive management of the City's stormwater facilities
- ❑ Complete construction of the Lakelands Drive and Orchard Ridge Drive stream restoration projects
- ❑ Complete feasibility study and concept design for Brighton Weir stormwater retrofit

Action Items

FY 2020 Key Action Items

- Develop petroleum consumption reduction projects in coordination with the Maryland Energy Administration (MEA) Smart Energy Communities program
- Implement a tracking system for comprehensive management of the City's stormwater facilities and storm drain assets
- Complete construction of the Lakelands Drive and Orchard Ridge Drive stream restoration projects
- Complete feasibility study and concept design for Brighton Weir stormwater retrofit
- Develop the City's impervious baseline assessment to determine the final restoration requirement under the new MS4 permit
- Develop and present new rate model for Stormwater Program Fee

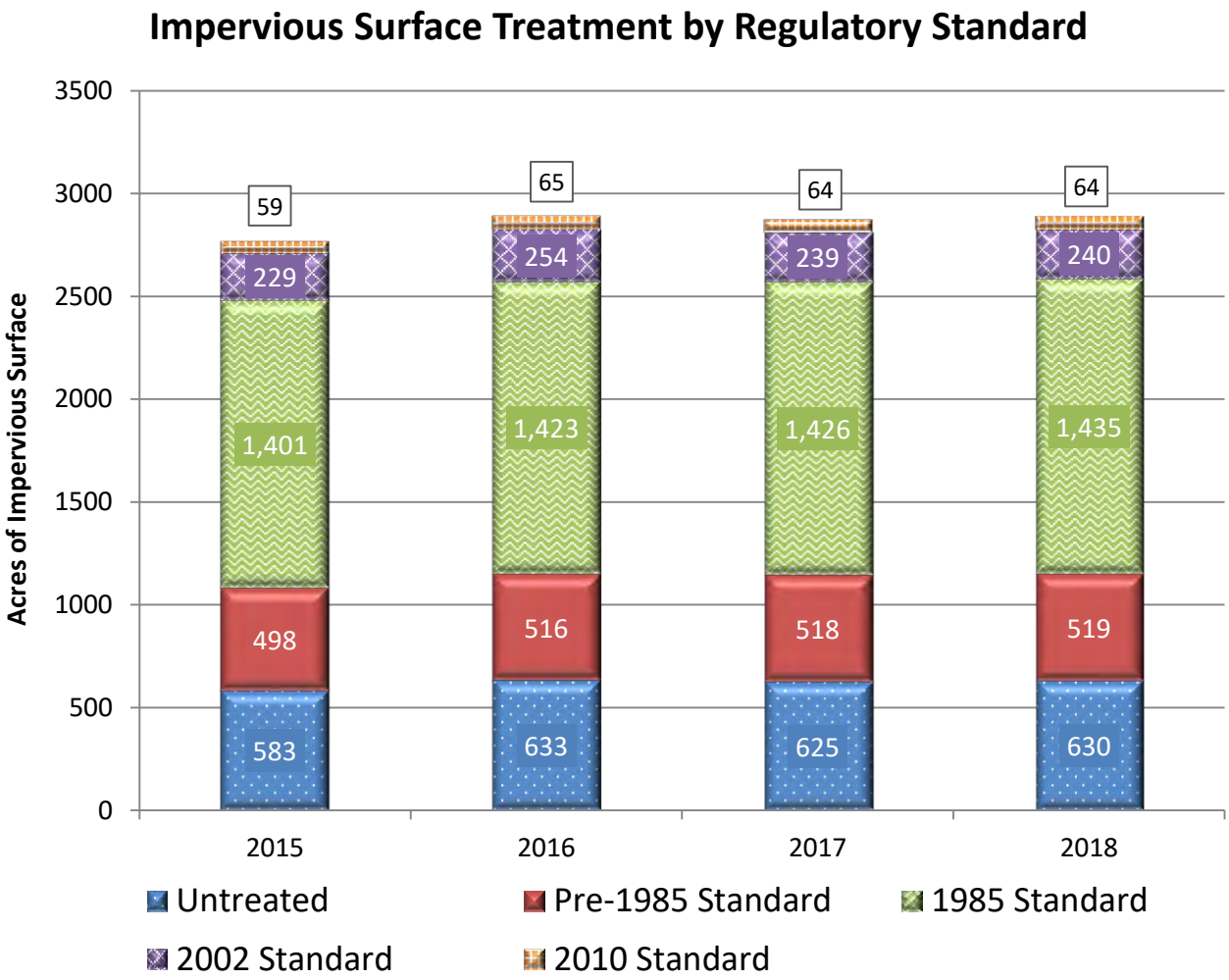
Critical Measures



Analysis

Gaithersburg is an urbanized area with a high concentration of impervious surfaces, which cover approximately 43.4% of the City's landscape. Between 2017 and 2018, impervious surface increased slightly in all sub-watersheds excluding Middle Rock Creek. Annual occurrences such as redevelopment, annexations, and municipally driven stormwater restoration affect the total impervious surface cover for each sub-watershed within the City of Gaithersburg. Additionally, continued refinement of the City's Geographic Information System (GIS) is a contributing factor in the recorded impervious surface cover fluctuations.

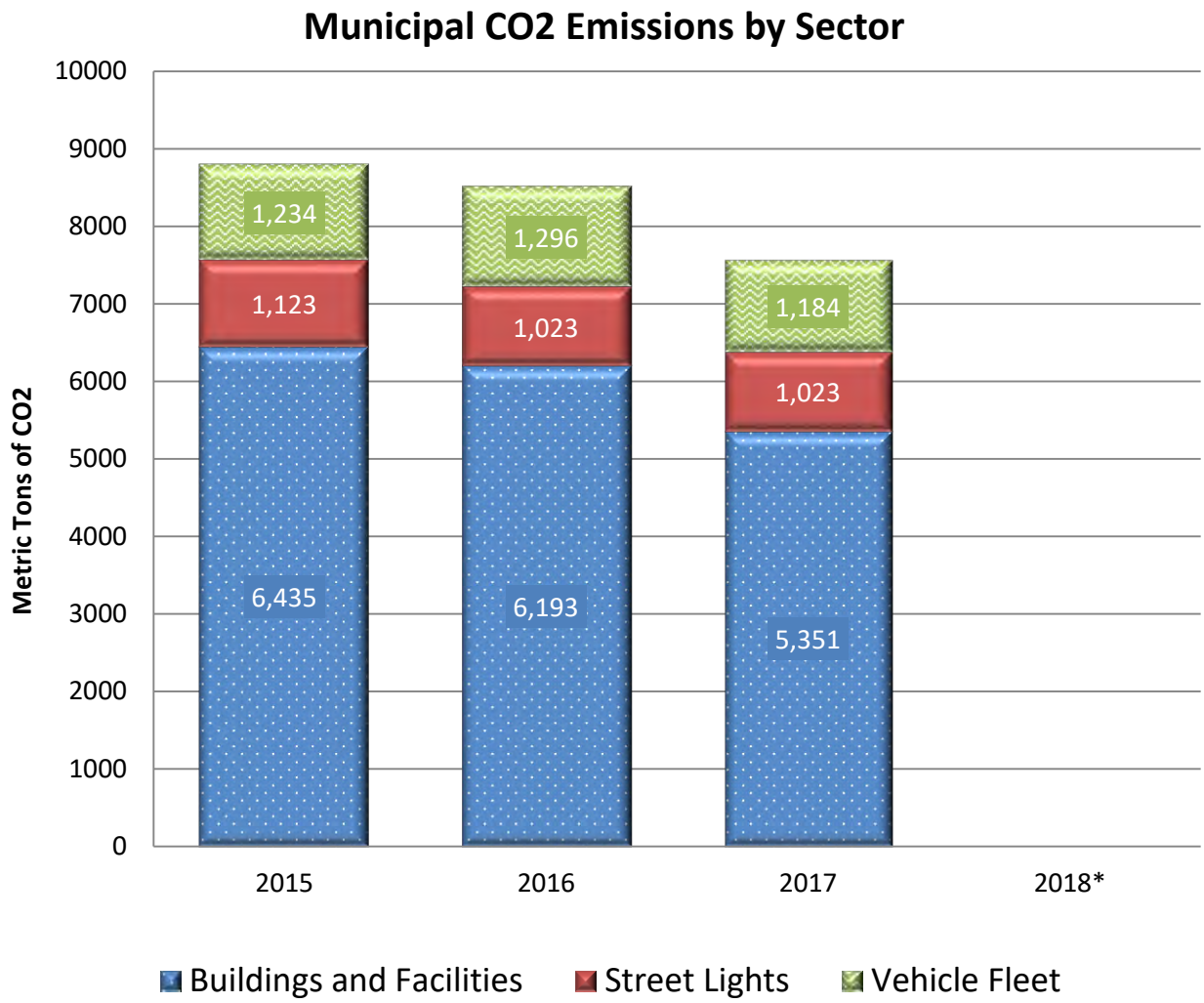
Critical Measures



Analysis

Gaithersburg's total impervious surface coverage increased by ~30 acres from 2017 to 2018. The chart above represents the City's total impervious acreage broken down by regulatory standard based on existing stormwater controls. Impervious segments with no stormwater treatment experienced a slight increase from 2017 to 2018. Treatment of impervious areas to the 2010, 2002, and pre-1985 standards remained comparable to 2017 levels. The 1985 treatment standard registered a minor increase at 9 acres of impervious cover between 2017 and 2018. Annual fluctuations of the treatment acres can be attributed to further refinement of the City's Stormwater database. It is expected that stormwater compliance for future new development and redevelopment projects will ultimately reduce untreated acres while simultaneously encouraging the implementation of 2002 and 2010 treatment standards.

Critical Measures



Analysis

Municipal emissions shown include three major City emitting sectors: Buildings and Facilities; Vehicle Fleet; and Street Lights. During calendar year 2017, emissions from Buildings and Facilities decreased by 13.6% from 2016. Vehicle Fleet emissions decreased by 8.6% compared to 2016. Emissions from Street Lights remained the same from 2016 to 2017. The decline in emissions specifically for Buildings and Facilities, meet the predictions made in Strategic Plan FY 2019 and can be credited to the efficiency measures taken by the City. In line with previous predictions, the emissions should continue to decline in future years as well.

**Data for this chart is provided on a calendar year basis. As such, 2018 data and analysis will not be available until June 2019.*

Housing

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

Key Strategies

- Utilize Housing Initiative Fund (HIF) to make strategic investments in priority projects that support increased affordable housing
- Encourage and support homeownership in the City
- Identify and address barriers to fair housing and educate housing consumers and providers
- Support initiatives that improve the rental housing stock in the City
- Meet the current and future housing needs for a wide range of populations

Potential Strategy Conflicts-

- Economic Development

Objectives

Utilize Housing Initiative Fund (HIF) to make strategic investments in priority projects that support increased affordable housing

- Increase the stock of affordable units throughout the City, particularly for households at or below 100% of Area Median Income (AMI)
- Examine ways to provide long-term affordability to households with incomes too low for Moderately Priced Dwelling Units (MPDUs)
- Assist common ownership communities seeking FHA approval
- Prioritize preservation of existing affordable rental units in redevelopment projects in relation to City funding
- Partner with peer institutions, other government agencies, nonprofit housing organizations, and/or for-profit developers to optimize City investment
- Provide opportunities to redevelop, purchase or improve underutilized and functionally obsolete properties

Encourage and support homeownership in the City

- Offer homeownership assistance loans to eligible first-time homebuyers, including displaced tenants and MPDU applicants
- Identify potential barriers to homeownership presented by changing regulations and lending guidelines and adapt programs accordingly
- Structure the Gaithersburg Homeownership Assistance Loan Program (GHALP) to encourage eligible homebuyers to purchase in areas of the City outside of traditional low moderate income areas
- Leverage other financial resources to increase number of GHALP loans to meet demand
- Encourage a diversity of dwelling types and home prices in new developments

Objectives

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

- Utilize the most current data on area demographics, housing prices and inventory, and incidence of cost-burdened households
- Monitor rental properties with MPDU and Work Force Housing Units (WFHUs) to ensure compliance with the affordable housing and applicable City and county requirements
- Provide Fair Housing training to residents, landlords, homeowner associations, nonprofits, and other interested groups
- Work with Montgomery County on the use of “paired testing” (the process of sending two individuals with similar characteristics, with one being from a protected class) to ensure property representatives are not acting in a discriminatory manner
- Ensure that the current and future housing stock allows residents to remain in the City as their financial, employment and familial situations change
- Support development community to ensure that affordable housing requirements are fully met

Support initiatives that improve the rental housing stock in the City

- Encourage an adequate mix of rental and homeownership units
- Strengthen the existing residential, commercial and rental housing property maintenance inspection program with appropriate attention to single-family dwellings
- Offer financial assistance to owners of established properties to provide improvements that reduce utility costs incurred by tenants along with other interior and exterior improvements
- Preserve the number of existing affordable rental units in redevelopment projects where possible

Objectives

Meet the current and future housing needs for a wide range of populations

- Ensure the City's rental and ownership housing stock is appropriate for current residents and for those wishing to remain in the City as their housing needs change
- Expand outreach efforts to residents who want to age in place with HIF-funded accessibility loans
- Explore opportunities to increase the housing supply near transit
- Encourage developers of multifamily properties to offer more three bedroom units to meet the needs of larger families
- Encourage retirement home communities to include independent living, assisted living and memory care units
- Encourage landlords and property managers to retain otherwise good tenants experiencing a short-term housing crisis

Action Items

FY 2019 Key Action Items

- ✓ Propose amendments to the Affordable Housing Ordinance and regulations for adoption by Mayor & City Council
- ❑ Coordinate with the Council of Governments, Montgomery County, the Housing Opportunities Commission and other regional partners on the new Assessment of Fair Housing, required by HUD for entitlement grantees
- ❑ With Community Services and Neighborhood Services, develop a survey to assess the rental housing and homeownership needs of current residents and evaluate possible fair housing violations
- ❑ Partner with a multifamily rental property seeking to make appropriate upgrades to its units utilizing the City HIF loan funds

FY 2020 Key Action Items

- ❑ Partner with multifamily rental property seeking to make appropriate upgrades to its units utilizing the City HIF loan funds
- ❑ Conduct survey of owners of naturally occurring affordable housing developments to inquire about plans for property (e.g., short or long term plans to hold or sell)
- ❑ Develop program to offer financial incentives to developers of market-rate projects to incorporate more than the 15% MPDU minimum
- ❑ Participate in forums and/or existing conferences to market/highlight City housing programs to service providers, lenders, developers, etc.
- ❑ Complete work with HOAs to become compliant with current FHA eligibility requirements
- ❑ Determine potential infill sites for affordable housing in conjunction with Economic Development

Critical Measures

Housing Programs/Services

Fiscal Year	Closing Cost Loans	Rental MPDUs		Rental WFHUs		Emergency Assistance Grants
		Added	Total	Added	Total Units	
2016	30	0	280	46	62*	27
2017	35	0	280	0	108*	25
2018	35	0	280	0	108*	28*
2019	27	76	356	-	108	14

Fiscal Year	Homeownership MPDUs		Homeownership WFHUs	
	Added	Total	Added	Total
2016	5	25	5	5
2017	5	30	1*	6
2018	2	32	0	6
2019	0	32	0	6

2019 data as of Dec. 31, 2018.

*FY19 data was incorrect.

Analysis

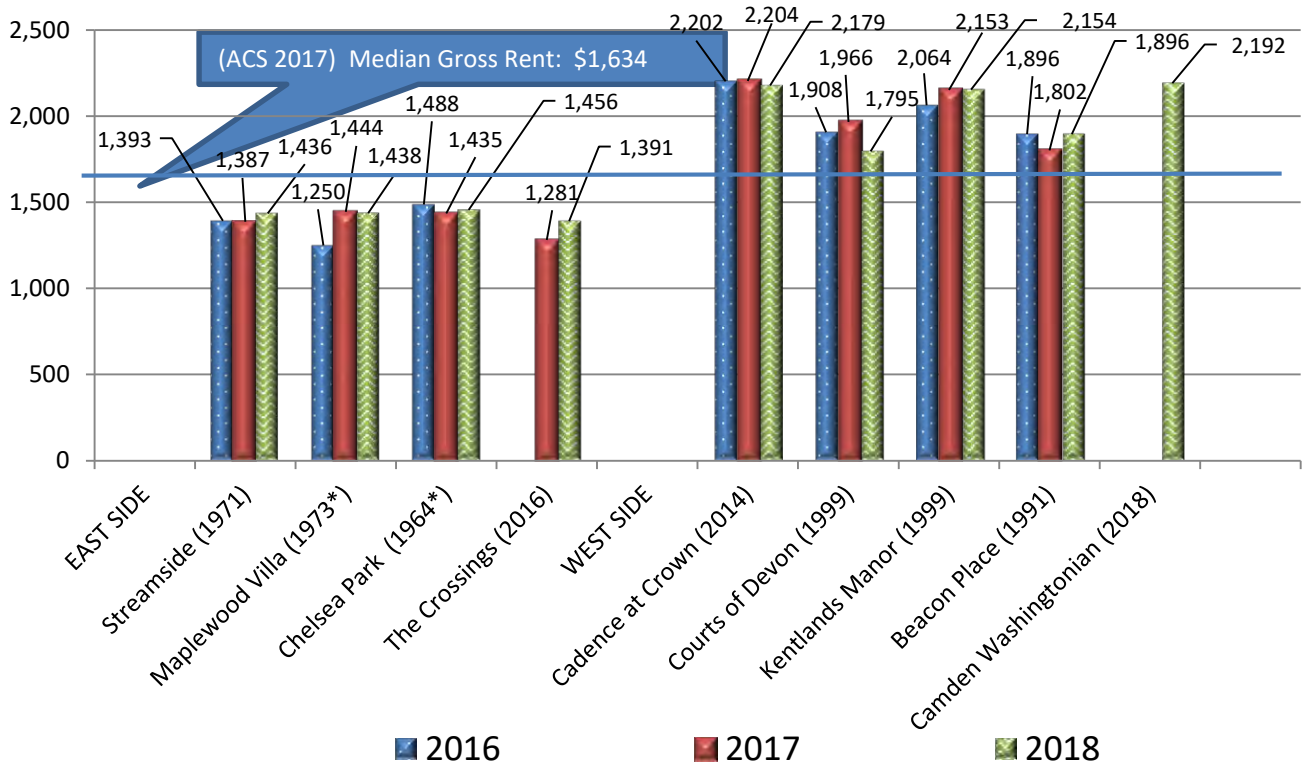
To date, the City has issued more than 200 GHALP loans to first-time homebuyers with incomes up to 100% of Area Median ($107,200), and received $244,000 in loan repayments through December 2018. For the first time since the loan program began in 2008, one unit was sold in foreclosure this year.

Compared to the 2016 median home value of $371,900 (ACS 2012-2016), the median purchase price for all GHALP buyers was $298,650 in FY18.

The sole programmatic change this year was a reduction in the loan amounts available to non-city residents. Although City residents (i.e., buyers who live in the City at the time of purchase) remain eligible for $12,000 or $25,000, non-City residents are eligible for $10,000 or $15,000 in traditional and opportunity areas, respectively.

Critical Measures

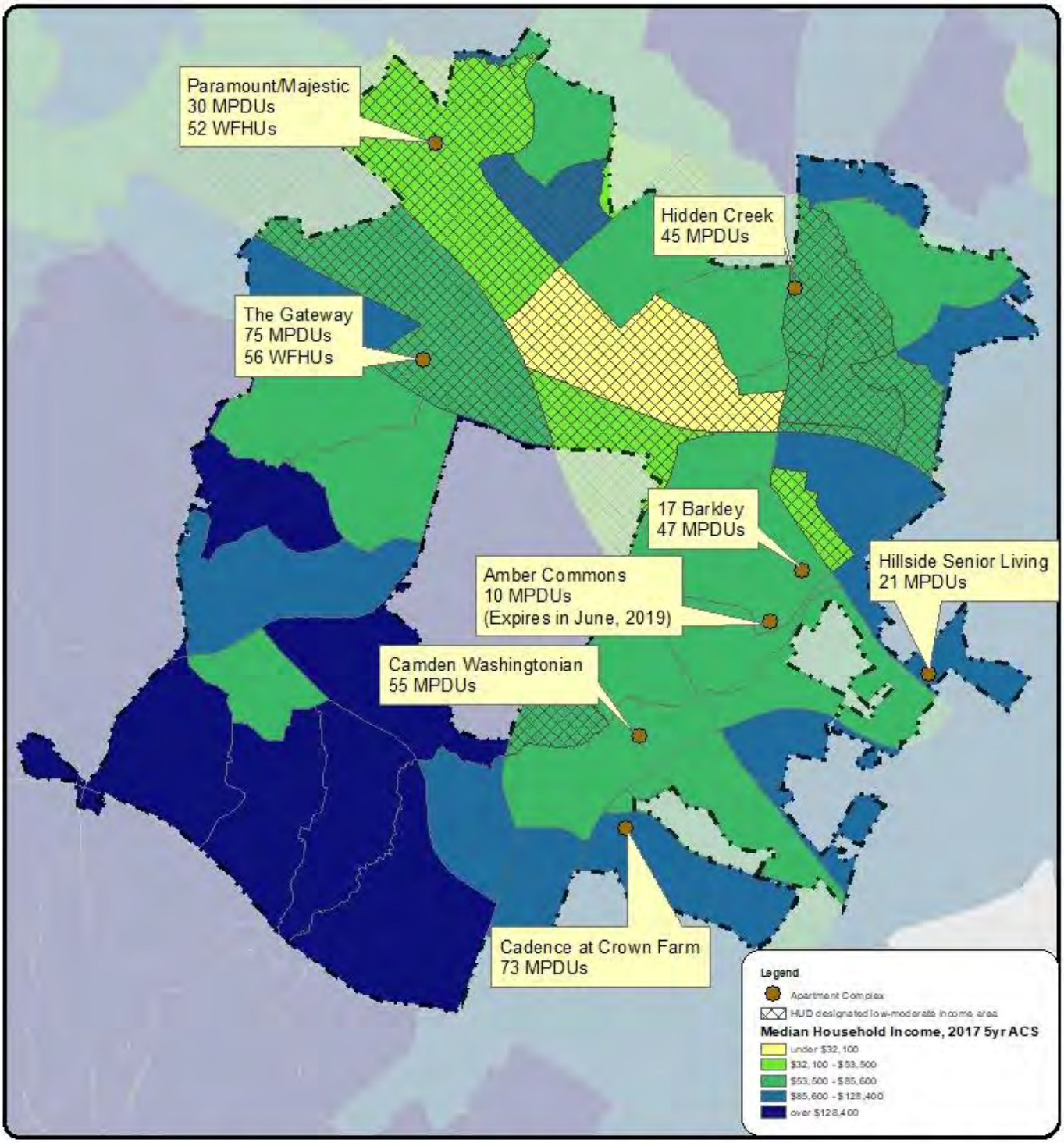
Advertised Two Bedroom Market Rent



Analysis

Since 2009, median rent has increased by 23% and median income has increased by 3.8%. An analysis of advertised market rents (CoStar) continues to reflect the disparity in costs based on geography and age of construction. Two-bedroom units west of I-270 have significantly higher rents than those on the east side of the City, and considerably more than the 2017 median rent of $1,634. Even east side properties that have had significant renovations (Maplewood Villa and Chelsea Park*) report asking rents about 13% below the median rent. The Crossings (new construction in Olde Towne) offers lower rents to households at 60% of AMI through the federal Low-Income Housing Tax Credit (LIHTC) program. Two-bedroom rentals under the City's MPDU program are currently $1,245/month, lower than any comparable market rent units. Including MPDUs and other regulated multifamily rental properties, the City estimates that less than 10% of the City's housing stock is affordable to households up to 80% of AMI. 49% of City households, considered cost burdened, pay more than 30% of their income to rent, with 25% extremely cost burdened, paying more than 50% of their income in housing costs.

The County's Office of Legislative Oversight study found that Gaithersburg had the largest number of annual writs and evictions of all municipalities. Annual evictions for the period FY14 – FY17 averaged 119, more than twice the number of evictions in Rockville. This number is significantly higher than previous estimates provided by the Sheriff's office of about 40 per year. With this more accurate data in hand, staff of the City's Housing Division, Community Services and Homeless Services will evaluate how best to prioritize limited HUD funds currently used for housing stabilization.



Location of Rental Complexes Containing MPDU's or WFHU's and Median Household Income (ACS)

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1/7/2019 • lsukal

GHALP Purchase

HUD FY17 low-moderate income ar

Median Home Value, 2017 5yr AC

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

Location of GHALP-funded home purchases (July 2017 - December 2018)

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Analysis

Affordability remains the greatest housing challenge for our low income residents. According to the most recent ACS Survey (2013– 2017), households at the lowest income bands (up to $50,000/year) have the most acute housing need, and are the most vulnerable to eviction or displacement. Although multifamily rental properties built before 1980 have the most affordable rents – generally at or below $1,500/month –those properties often have high energy costs. The City has set aside Housing Initiatives Funds in the form of zero percent loans for multifamily property owners seeking to upgrade their properties in exchange for holding rent increases to the County Executives Recommended Guidelines. The Council also approved funding to assist income-eligible homeowners and tenant-occupied units (with approval from the owner) with adding accessibility modifications to their properties. Similar to the GHALP program, the funds are available in a zero percent deferred loan, requiring repayment when the property is sold.

In FY18, the Mayor and Council approved amendments to the affordable housing ordinance including extending the control period for MPDU rental units to life of the property as residential. The amendment also expanded the requirement so that any property converting to residential fulfill the 15% set aside.

The City continues to promote the Gaithersburg Homebuyer Assistance Loan Program (GHALP) as an affordable option for low and moderate income renters and first-time homebuyers. In FY18, 72% of buyers had incomes below 80% of AMI and 11 buyers (18%) had incomes at or below 50% of AMI. Lenders report that the City's program is preferable by far to those offered by either the Housing Opportunities Commission (HOC), Montgomery County or the State of Maryland. Of the more than 150 loans issued since July 2016, exactly half were made to borrowers purchasing in higher opportunity areas of the City, fulfilling the Strategic Direction Objective to disperse affordable housing options Citywide.

Infrastructure and Facilities

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

Key Strategies

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

Potential Strategy Conflicts-

Objectives

Plan and execute projects to preserve, maintain, improve, and grow City infrastructure to continue to provide necessary City programs and services

- Frequently assess and evaluate existing City building assets for functionality, code compliance, energy efficiency, deferred maintenance, space management, and compliance with the Americans with Disabilities Act (ADA)
- Provide adequate funding for maintenance, improvements and enhancements to the City's infrastructure
- Increase emphasis on managing operating costs by evaluating cost-effective solutions and green technologies to increase building efficiency
- Fund and support capital projects that are in progress and continue to plan for future capital improvement projects
- Manage projects to provide space and services efficiently and effectively
- Support the preservation of City-owned historic resources and designated sites
- Maintain a Planned Life-Cycle Asset Replacement program for major equipment and building component replacement through the development of individual building maintenance plans
- Foster community interaction by offering unique, non-duplicative amenities and facilities in locations that draw residents throughout the City

Construct new City buildings in an environmentally sustainable manner and achieve LEED Silver certification or equivalent

- Ensure that all buildings, system improvements and capital projects meet or surpass environmental and regulatory requirements and incorporate sustainable practices as embodied in Leadership in Energy and Environmental Design (LEED) or equivalent benchmarks where appropriate
- Optimize site potential to minimize non-renewable energy consumption
- Use environmentally preferable products
- Protect and conserve water
- Enhance indoor environmental quality
- Optimize operational and maintenance practices that result in reduction of our "carbon footprint"

Action Items

FY 2019 Key Action Items

- ❑ Develop a maintenance strategy for incremental implementation at all City facilities
- ❑ Procure and implement new Utility Management Software System
- ✓ Procure and implement new Computerized Maintenance Management Software System
- ✓ Complete the design and construction for the replacement of the waterslides at the Water Park
- ❑ Complete park design at the former CPSC site
- ✓ Complete design of the new Police Station and Mayor & City Council Chambers
- ✓ Complete the design of the replacement of the fuel tanks at Public Works as part of the Maryland Smart Energy Initiative
- ❑ Begin the construction of the new Police Station and Mayor & City Council Chambers
- ❑ Begin construction of the park at the former CPSC site
- ❑ Begin construction of Discovery Park
- ❑ Replace the boiler, cooling tower and controls system at the Arts Barn
- ❑ Replace the City Hall/Concert Pavilion marquee with an electronic sign

Action Items

FY 2020 Key Action Items

- Complete park design at the former CPSC site
- Complete the replacement of the fuel tanks at Public Works
- Begin the construction of the new Police Station and Mayor & City Council Chambers
- Begin construction of the park at the former CPSC site
- Complete construction of Discovery Park
- Replace the boiler, cooling tower and controls system at the Arts Barn
- Replace the City Hall/Concert Pavilion marquee with an electronic sign
- Begin/complete design on Olde Towne fiber duct bank project
- Complete replacement of the Arts Barn roof
- Complete the Activity Center Facility Assessment

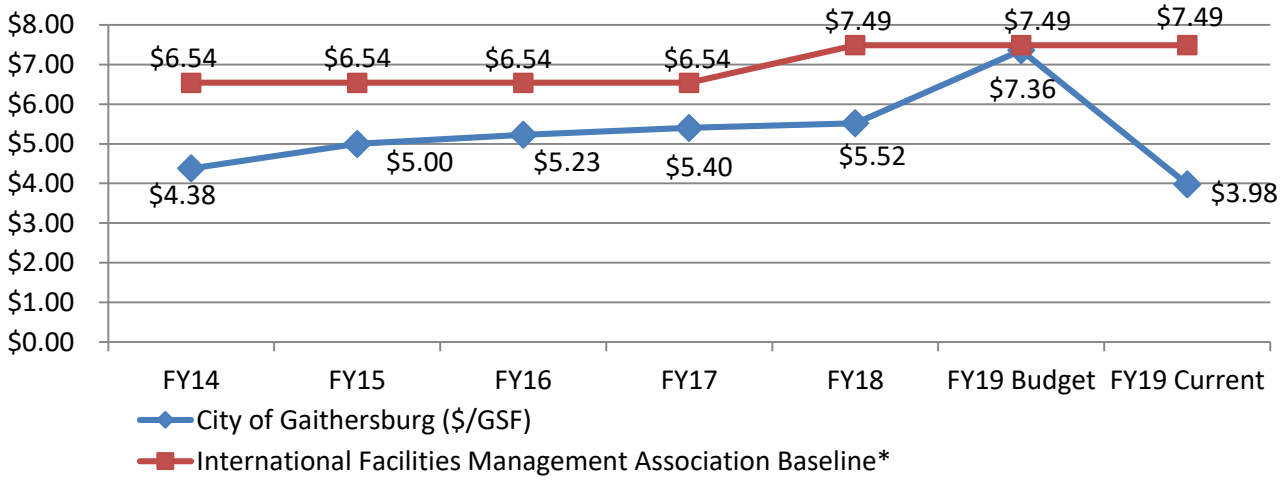
Critical Measures

Facilities Management						
Facilities Management	**FY 2014**	**FY 2015**	**FY2016**	****FY2017**	**FY2018**	**FY2019 (Thru Dec. 2018)**
Square Feet Maintained	472,378	452,830	452,830	494,849	494,849	494,849
Work Orders Performed	1,616	1,816	2,373	2,870	2,736	1,967
Facility Operating Cost per Square Foot (2017 IFMA Benchmark $7.49/GSF)	$4.38	$5.00	$5.23	$5.40	$5.52	$7.36 (Budget) $3.56 (Actual YTD)
Total Energy Per Facilities (Mbtu)	21,871 (+40.79%)	26,724 (+22.52%)	21,722 (-18.77%)	16,825 (-22.63%)	16,918 (+.56%)	7,068
Electrical Usage Per kWHs	4,906,327	5,967,440	4,733,983	3,573,872	3,197,231	1,544,129
Natural Gas Usage per Thms	51,127	62,098	54,416	45,042	59,107	17,135
* Heating Oil usage per Gallons	0	1,444	1095	907	695	609
* Water Usage per Gallons	6,340,447	6,804,885	4,814,874	5,794,590	5,870,394	2,932,000

** Utility data changed from what was reported in FY16 due to corrections in billing from utilities from estimated values to actual, and misapplication of usage of utilities.*

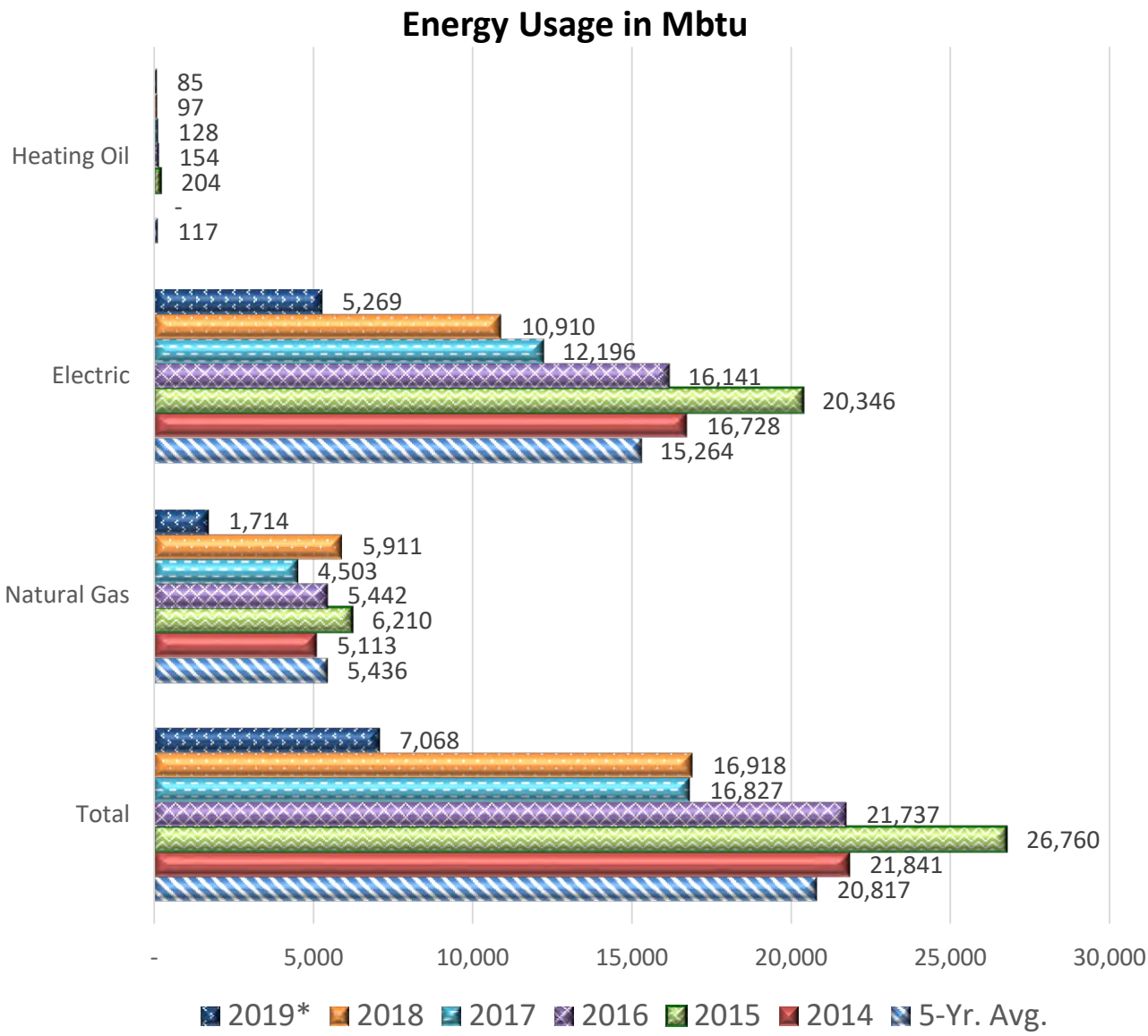
***The FY17 square footage increased to 494,849 due to the additional square footage resulting from the acquisition of 16 South Summit Avenue.*

Facility Operating Cost per Gross Square Foot



**The International Facilities Management Association Baseline was updated in 2017. Their previously published baseline was from 2013. The Facility Operating Baseline Cost increased from $6.54 to $7.49 per gross square foot.*

Critical Measures



Analysis

Facilities operating costs per gross square foot (GSF) (see chart on previous page) continue to increase each year due to factors such as the overall age of facilities and cost of utilities, services and repair/replacement of failing or failed equipment. FY18 saw an increase over FY17 in natural gas due to weather conditions. Water usage (see table on previous page) also continues to increase. Decreases in electrical usage in FY17 and FY18 resulted from the transition to LED lights at most of our facilities.

Public Works, Environment, and Information Technology continue to work together on the procurement and implementation of a new Utility Management System. This system will allow for future analyses of utility bill and consumption data to help identify trends and assist with prioritizing the allocation of resources.

* Partial year data

Parks, Recreation and Culture

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

Key Strategies

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

Potential Strategy Conflicts-

Objectives

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

- Provide fitness classes, health and wellness programs, preventive screenings, and other resources that promote a healthy lifestyle
- Provide out-of-school activities for City students that promote enriching experiences
- Utilize various survey platforms as a means of measuring recreational trends and ensuring programs are relevant to the audience
- Utilize national standards to evaluate City recreation amenities relative to the Parks, Recreation and Open Space Plan
- Utilize Science, Technology, Engineering, Arts, and Math (STEAM) educational tools and outdoor educational offerings in youth activities at all age levels
- Provide resources to older adults who would benefit from programs and services that help them to stay healthy, engaged in their community, feel valued, and age in place
- Utilize standing committees, ad hoc committees, and focus groups for specific projects, programs and initiatives
- Provide excellent resources through personnel, equipment and supplies, fields and facilities, and services, instilling good sportsmanship and teamwork and increasing the physical and psychological well-being of participants

Objectives

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

- Continually evaluate recreational amenities relative to needs within existing communities
- Balance existing fields, parks and amenities to meet current demand
- Meet and confer with City Planning and Code Administration staff to ensure optimal utility of recreation space provided within new developments
- Work to ensure that shared-use trails, bike lanes and bike infrastructure are considered in the planning of road and infrastructure projects
- Work with federal, state and county government agencies as well as the private sector to fund new recreational facilities
- Ensure resident proximity to parks with a goal of less than .25 miles
- Coordinate with local agencies and organizations to publicize and encourage participation in free or reduced-fee programs
- Work with Montgomery County Public Schools (MCPS) to continue the joint operation of the Gaithersburg Aquatic Center
- Identify under represented groups and promote participation, engagement and connectivity
- Reduce barriers for accessing information, recreational facilities and amenities
- Provide financial assistance for eligible City residents

Objectives

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

- Utilize the Art in Public Places program to support a sense of place and pride for Gaithersburg by integrating public works of art into the community
- Support the arts and special events through an active alliance of artists, arts committees and other partners
- Implement the goals and objectives of the Cultural Arts Chapter of the Parks and Recreation Element of the City's Master Plan
- Support cultural events that bring visitors to the City
- Identify and foster unique local artists and crafts persons, music and theater groups, and food vendors for participation in City events and venues
- Utilize benefits of Arts & Entertainment designation and/or self-branding of areas with a concentration of cultural assets
- Use marketing strategies including social media to increase awareness of the City's cultural offerings

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

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

Objectives

Utilize revenue offsets to enhance department offerings

- Utilize the Gaithersburg Parks, Arts and Recreation Corporation (G-PARC) to raise funds to support City recreation programs and facilities
- Raise revenue through the creation of areas accessible with the purchase of a special ticket
- Create a fee schedule that reflects national trends and appropriate market pricing for participation in programs and services
- Develop vested, working volunteers to support and promote large events
- Develop active partners and in-kind support sponsors to share resources and to provide services and enhancements to City programs and events
- Utilize technology such as mobile applications to reduce waste and increase sponsorship opportunities
- Leverage partnerships with foundations, agencies, and for-profit and nonprofit organizations to provide resources for the benefit of the community's recreational needs

Action Items

FY 2019 Key Action Items

- ❑ Finalize Community Museum complex with exhibits in the Budd Car and Caboose and additional plaza enhancements
- ✓ Update the Parks and Recreation Element of the City's Master Plan
- ❑ Design ballfield lighting at Walker Field at Morris Park
- ✓ Pursue study to determine if traditional programs (such as summer camps and youth sports) need to be modified to address changing consumer demands, facility needs and demographics, and present findings to the Mayor & City Council
- ✓ Replace slide tower and slides at Water Park
- ❑ Construct CPSC park; determine park name
- ❑ Begin construction of Discovery Park
- ❑ Design the synthetic turf field at Robertson Park Field #3

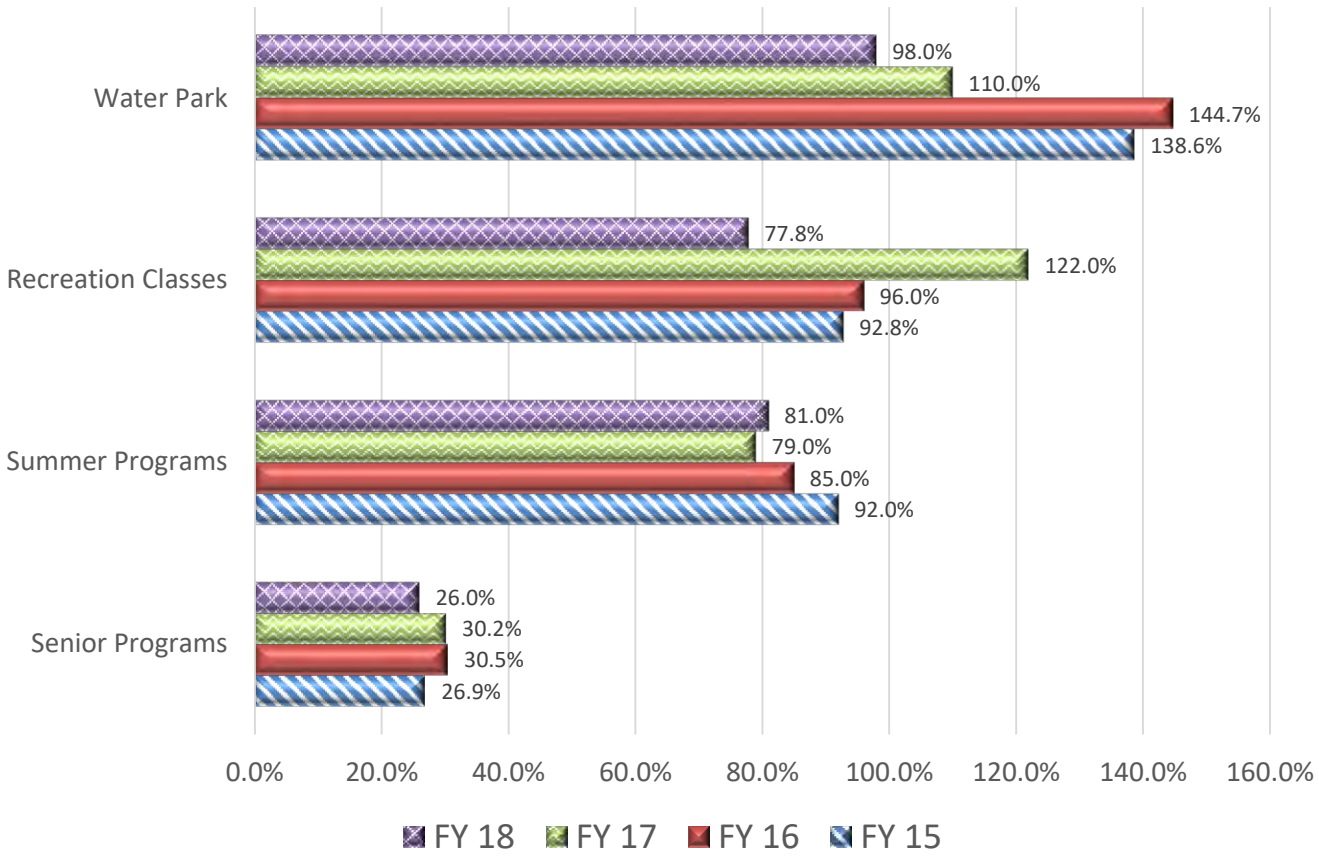
Action Items

FY 2020 Key Action Items

- Construction of Discovery Park (formerly MedImmune)
- Construction of park at CPSC
- Launch G-PARC efforts
- Complete public process for the Master Plan Element of the City Master Plan
- Introduce and implement baseball youth initiative
- Design replacement of the Pump & Filter Room
- Identify plan for repurposing of the Skate Park
- Complete concept design for Benjamin Gaither Center Courtyard access
- Replace tot playground equipment at Griffith Park (Where Angels Play Foundation)
- Design and construct the synthetic turf field at Robertson Park Field #3
- Develop Arts Enterprise Tool Kit and workshops

Critical Measures

Recreation Programs Revenue Offset – Net of Facility Costs



Analysis

This chart represents Revenue Offset of Recreation programs. There was a slight decrease in the Benjamin Gaither Center (BGC) revenue offset for FY18 due to the closure of the facility for repairs in January and February of 2018. BGC staff continues to strive to increase revenue while maintaining affordability.

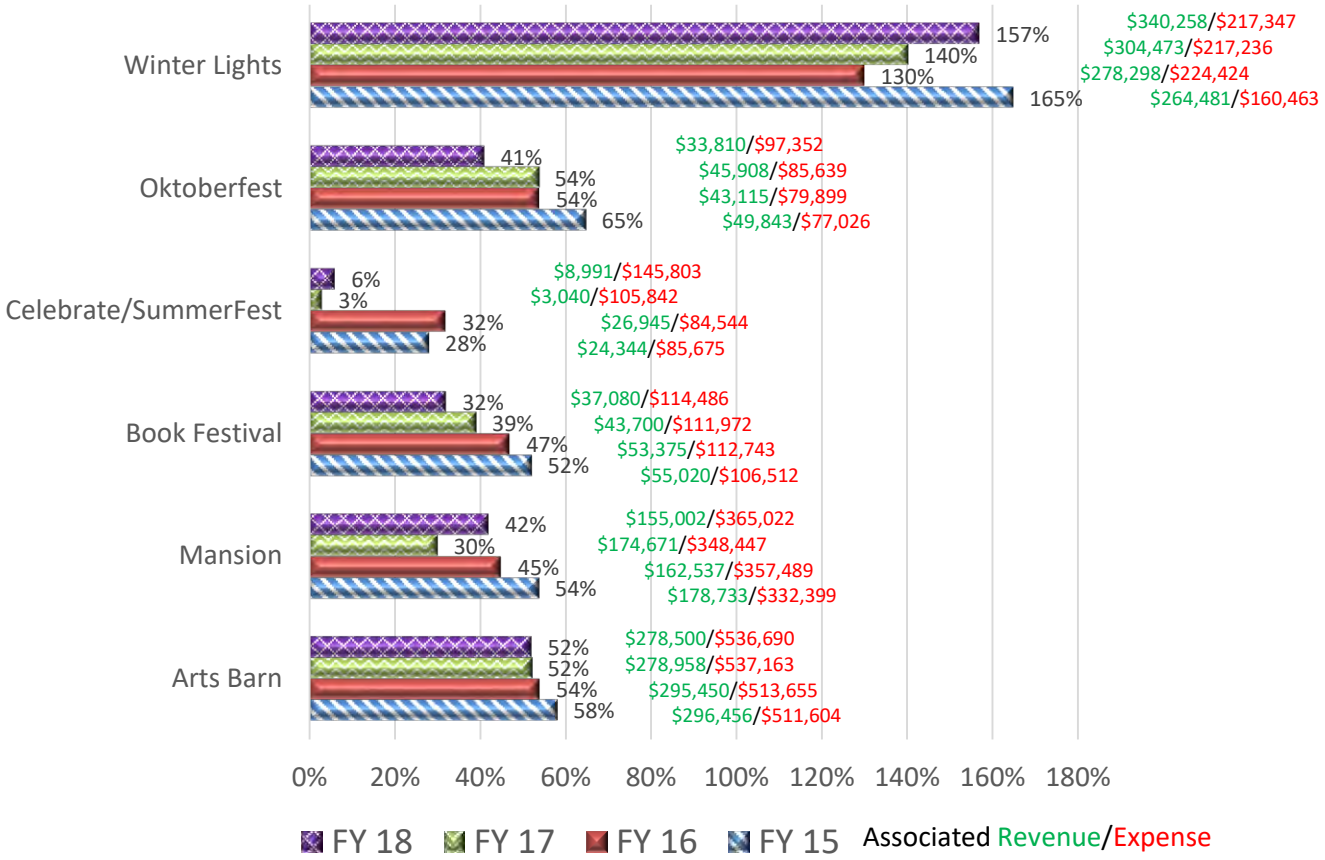
After several years of growth, FY18 was a program rebuilding year for Recreation Classes. With the addition of several free programs 'In the Park' a wider audience was reached. Staff continually research trends and new recreation programs to implement.

Summer Programs saw a slight increase in revenue offset despite minimum wage impacts. This trend is anticipated to continue over the next few years. The challenge of creating affordable, fun and enriching programs is a principal goal of these activities.

Minimum wage increases and weather conditions impacted the FY18 revenue offset at the Water Park. Construction has begun on new water slides and a new water slide tower, which are expected to have a positive impact in future years.

Critical Measures

Cultural Programs Revenue Offset – Net of Facility Costs



Analysis

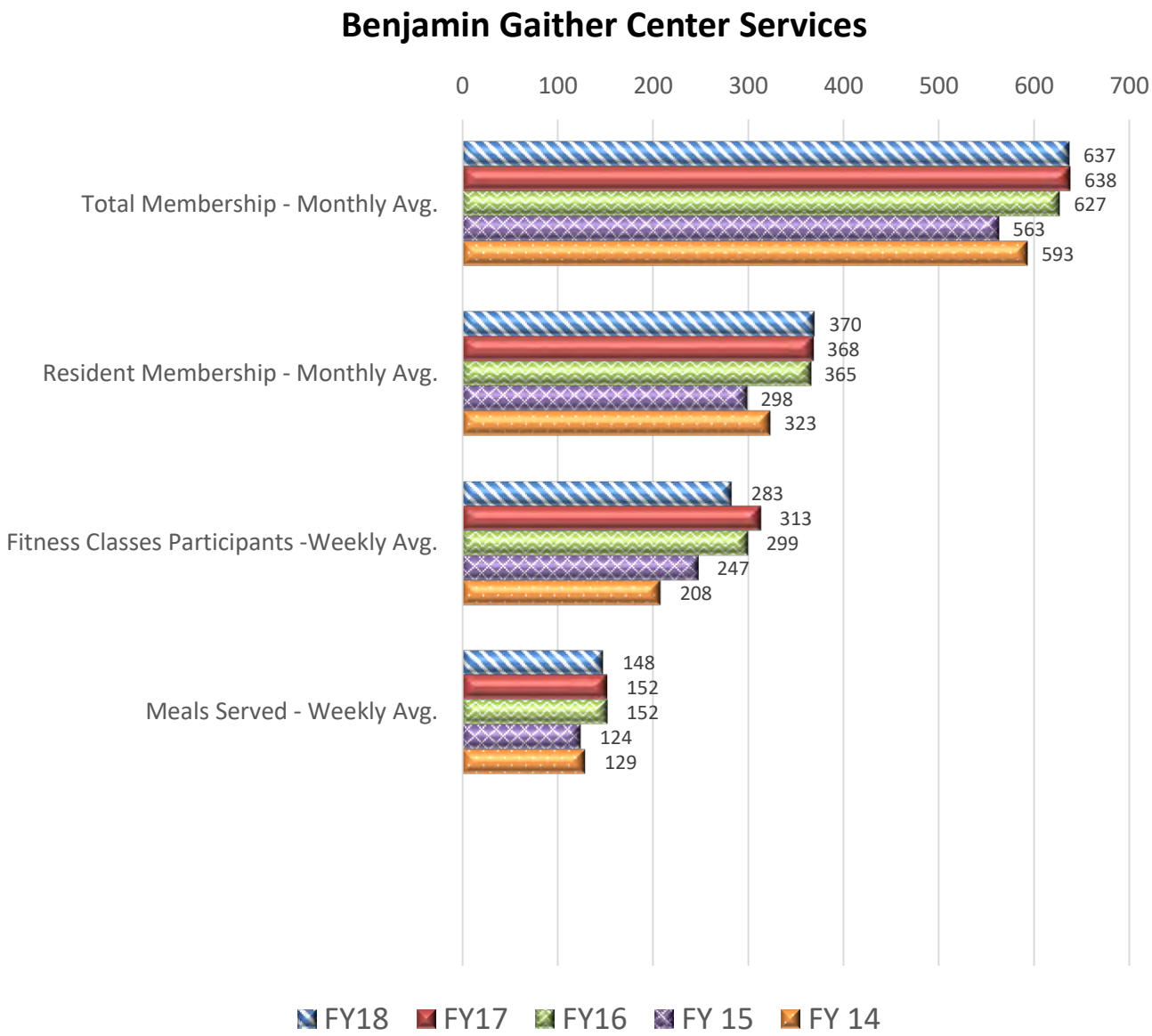
This chart demonstrates the percentage of operational expenses offset by revenue for the Arts Barn, Kentlands Mansion and Regional Events. Oktoberfest continues to offer new, on-trend activities and entertainment. The inaugural SummerFest was held at the beginning of FY18 and offers dynamic, artistic and exciting activities. The Gaithersburg Book Festival is moving into its 10th year and maintains its reputation as a premier literary event offering a top-notch line-up of authors.

The Mansion hosted 161 events, including business meetings, City events, recitals, and weddings. This facility's attendance in FY18 was 22,768. The Arts Barn hosted 329 events, including theatre, concerts, classes, camps, and rentals. Attendance rose by 10% to a record 59,098. The Mansion's revenue decreased by 8% and the Arts Barn's decreased by 7.5% primarily due to changing the recognition of revenue to the day of an event rather than on the day of payment.

Winter Lights finished its 23rd year with added light displays and sold-out special events, nearly matching last year's record vehicle count and revenue total.

Regional Events continue to attract thousands of residents and visitors to Gaithersburg. In addition to these large events, staff also planned 120 intimate to mid-size community events.

Critical Measures



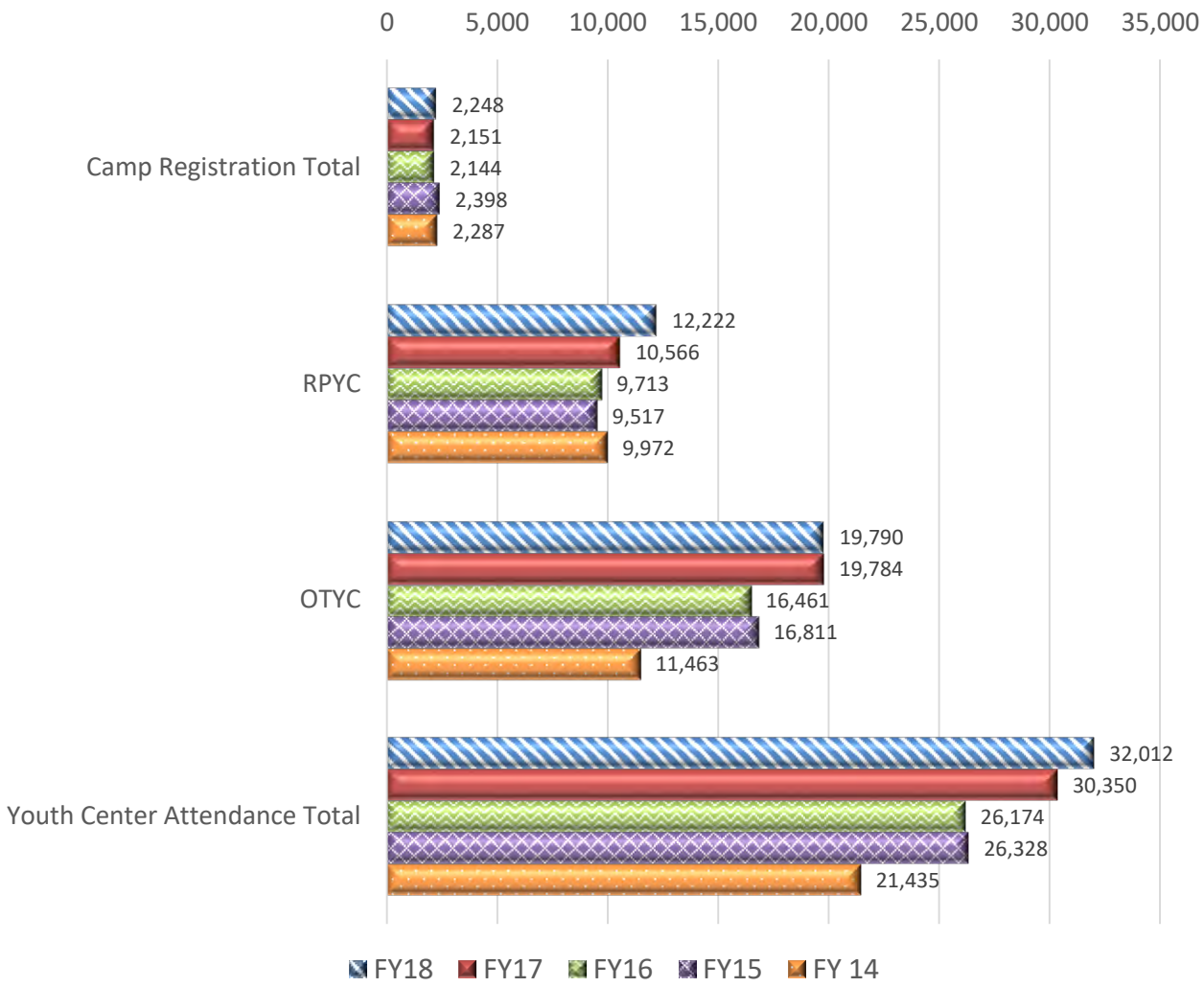
Analysis

This chart represents the average number of weekly meals served at the Center through the federally funded nutrition program and the average number of weekly fitness class participants. The number of meals served has remained relatively steady for the past several years. Weekly fitness classes and the use of the Fitness Center continue to be popular amenities for members.

This chart also reflects average monthly resident memberships as well as total memberships. There was a slight increase in resident memberships from FY17 to FY18, while overall memberships remained consistent. The overall trend in memberships continues to increase as a result of continued marketing efforts by Center staff.

Critical Measures

Camp Registrations and Youth Center Attendance



Analysis

This chart illustrates the number of summer camp registrations that are processed each camp season and the total number of youth participants who visit the City's two Youth Centers each year. The Gaithersburg Youth Centers continue to grow steadily in attendance due to increased outreach efforts at feeder schools.

The number of camp registrations increased by 4.7% between the 2016 and 2018 camp seasons. Over this three-year period, the Summer Camp program was challenged by inclement weather, alterations to the school year calendar, and competition for facility space associated with Montgomery County Public School construction and renovation schedules.

Planning and Development

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

Key Strategies

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

Potential Strategy Conflicts-

- Economic Development
- Housing
- Environment
- Transportation

Objectives

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

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

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

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

Objectives

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

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

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

- Ensure that the City's planning and economic priorities are reflected in a balanced review of school and traffic facilities
- Designate Gaithersburg Enterprise Zone, Frederick Avenue Corridor and Lakeforest Mall as priority areas for redevelopment
- Ensure compatible development patterns that are phased and constructed in a manner that creates the least amount of disruption as part of the entitlements process
- Maintain and enhance the City's Geographic Information System and its layers in conjunction with the Information Technology Department to provide mapping and statistical data as tools for reporting and evaluating existing and proposed development
- Continually review and revise Planning & Development Ordinances and Codes to ensure best management practices
- Work with partner agencies and jurisdictions concerning adequate public facilities; analyze results and recommend potential changes

Objectives

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

- Continually monitor and address deteriorating, blighted and/or overcrowded residential and non-residential structures through targeted code enforcement
- Utilize limited, strategic investments of City property acquisition funds to expedite improvements to areas of slum and blight
- Provide assistance to households at risk of foreclosure, eviction or utility shut-off
- Provide visible and active presence in neighborhoods and communities
- Preserve healthy, vibrant, diverse, and safe neighborhoods that enhance the quality of life through education and code compliance
- Utilize Code Enforcement Abatement Fund to resolve outstanding property maintenance violations
- Determine possible needs of underserved neighborhoods and reflect in the Comprehensive Plan
- Maintain a proactive license and inspection program for rental housing stock
- Actively track and ensure code compliance on foreclosed properties within the City
- Provide matching grants to neighborhood associations to address community improvements, beautification efforts and blight issues
- Maintain a proactive license program to encourage the registration of pets

Action Items

FY 2019 Key Action Items

- ✓ Conduct citizen and stakeholder outreach related to the possible changes to the CD Zone and present options to the Planning Commission and Mayor & City Council for possible adoption
- ✓ Adopt Historic Preservation Master Plan
- ✓ Draft Road Code Chapter 19 of the City Code and present for adoption
- ❑ Develop and implement pilot bikeshare stations at Crown and Washingtonian/Rio
- ❑ Evaluate and present for adoption the City's Sign Ordinance
- ❑ Evaluate and update CD Zone
- ✓ Finalize and present Road Code (Chapter 19) for adoption
- ❑ Present 2015 IBC Property Maintenance Code (Chapter 17AA of the City Code) for adoption
- ✓ Complete comprehensive housing study
- ❑ Update and present Tree Manual for adoption
- ❑ Evaluate the City's Fence Ordinance (Chapter 24, Zoning)
- ✓ Review automotive-related uses in the Central Business District (CBD) Zone

Action Items

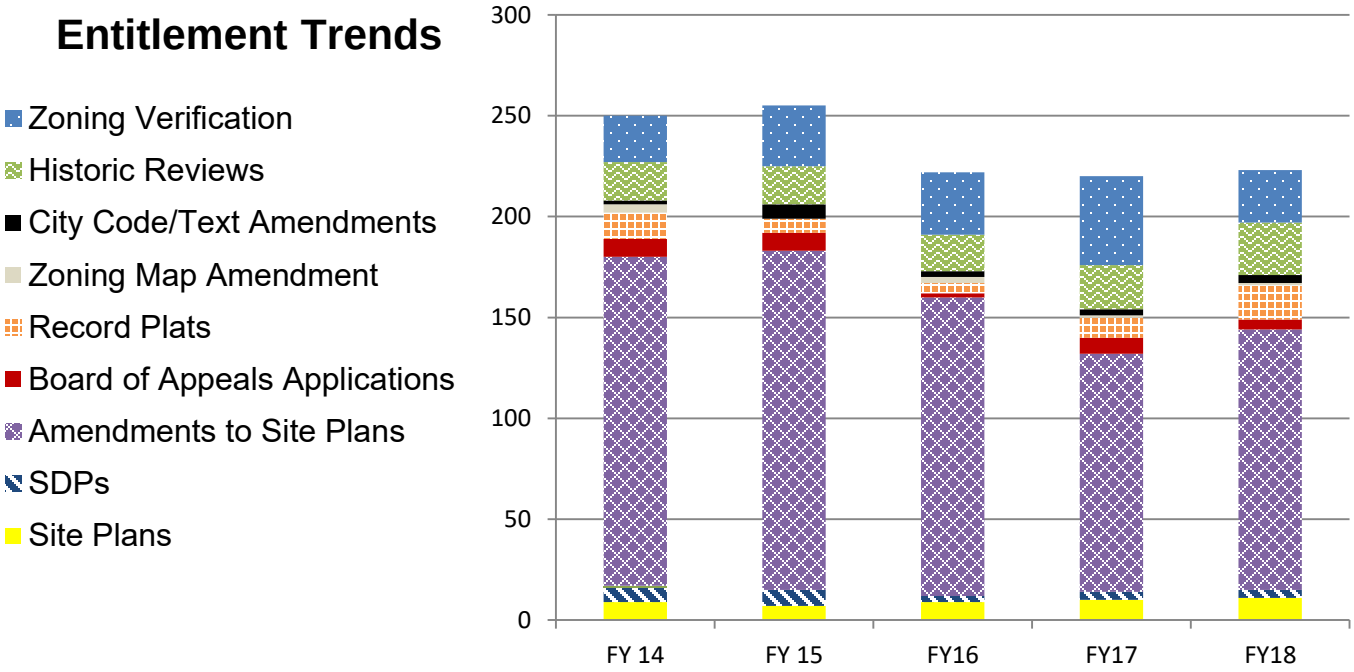
FY 2020 Key Action Items

- ❑ Evaluate and present for adoption the City's Sign Ordinance
- ❑ Evaluate and update CD Zone
- ❑ Present 2015 IBC Property Maintenance Code (Chapter 17AA of the City Code) for adoption
- ❑ Update and present Tree Manual for adoption
- ❑ Evaluate the City's Fence Ordinance (Chapter 24, Zoning)
- ❑ Finalize and present CD Zone (Chapter 24) for adoption
- ❑ Transition from Energov's (City's permitting software) Citizen's Access Port (CAP) to Customer Self-Service (CSS) account
- ❑ Finalize and present Short Term Rental ordinance for adoption
- ❑ Finalize and present Parking Permit Program ordinance (Chapter 14) for adoption

Critical Measures

Entitlements for Development							
Case Type	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019***	**FY 2020 Projections**
Site Plans	9	7	9	10	11	2	9
Schematic Development Plans & Amendments	7	8	3	4	4	6	5
Amendments to Site Plans	163	168	148	118	129	64	145
Record Plats	13	7	5	10	17	9	10
Zoning Map Amendment (Rezoning)	4	0	3	1	1	0	2
Zoning Verification	23	30	31	44	26	11	31
Board of Appeals Applications	9	9	2	8	5	1	7
Historic Reviews	19	19	18	22	26	7	21
City Code/Text Amendments	2	7	3	3	4	0	4
TOTAL	**249**	**255**	**222**	**220**	**223**	**100**	**234**
** FY 2019 figures as of December 26, 2018*							

Entitlement Trends

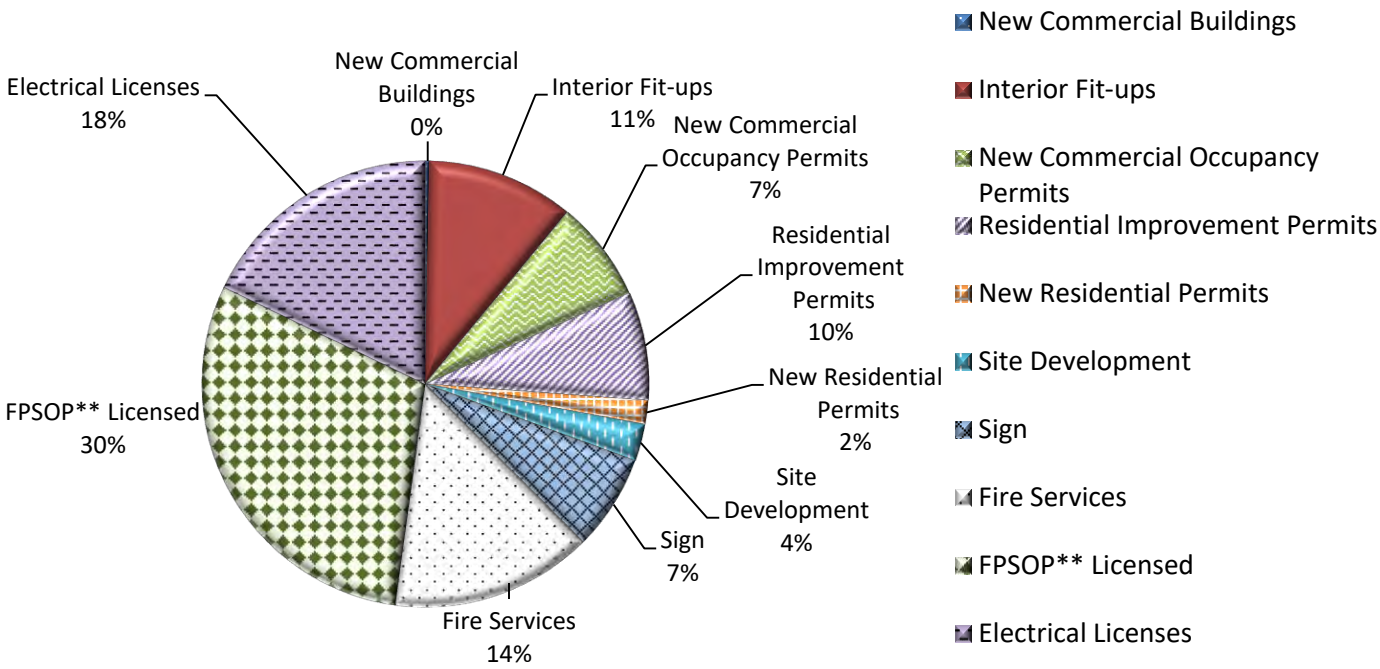


Analysis

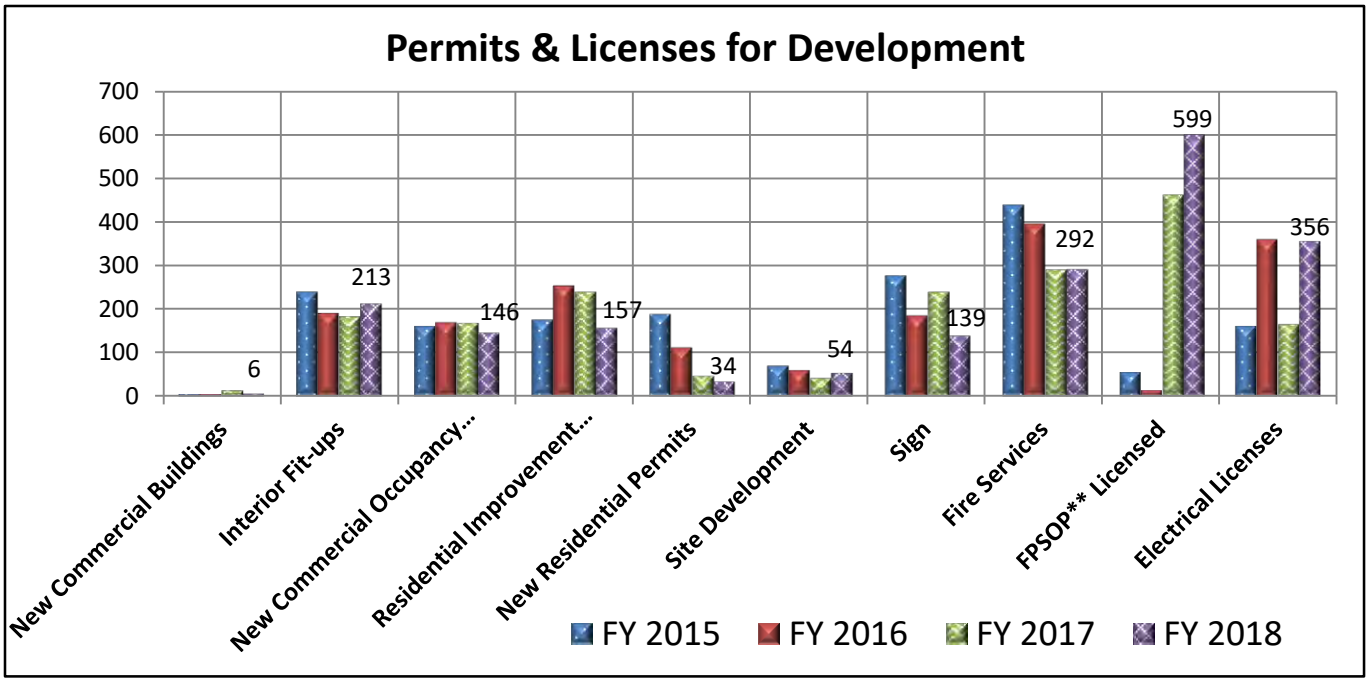
FY18 development trends were similar to both FY16 and FY 17. The number of applications for Amendments to Site Plans for FY18 was 25% lower than expected. Expectations for applications in FY20 are in line with those seen in the past three years.

Critical Measures

FY18 Permits and Licenses



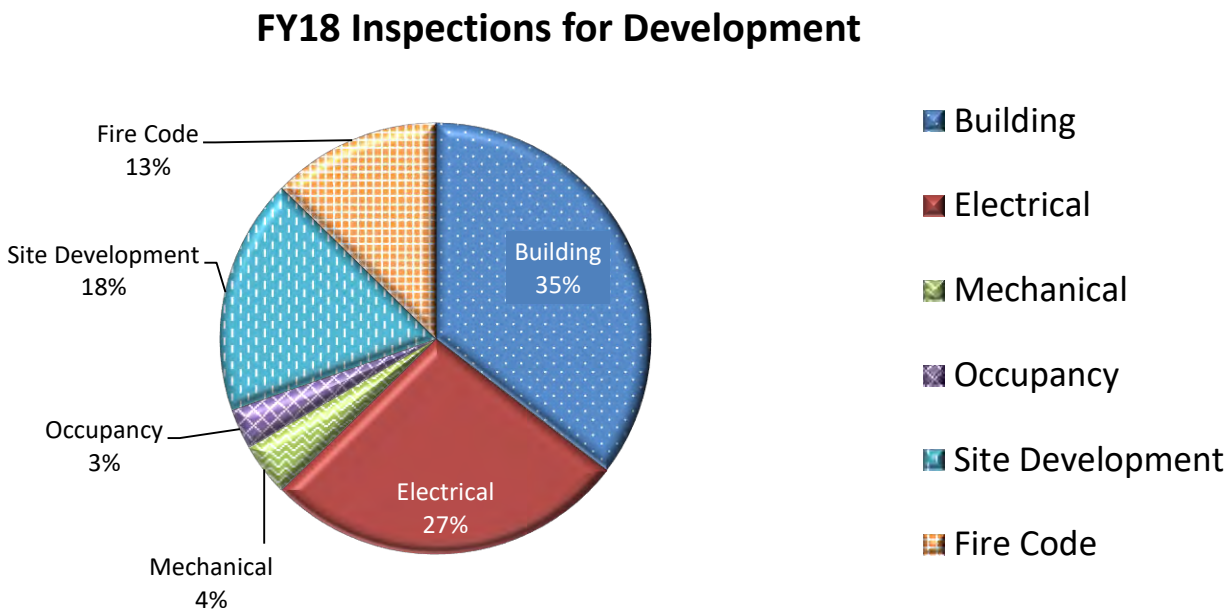
**Fire Protection System Operation Permits

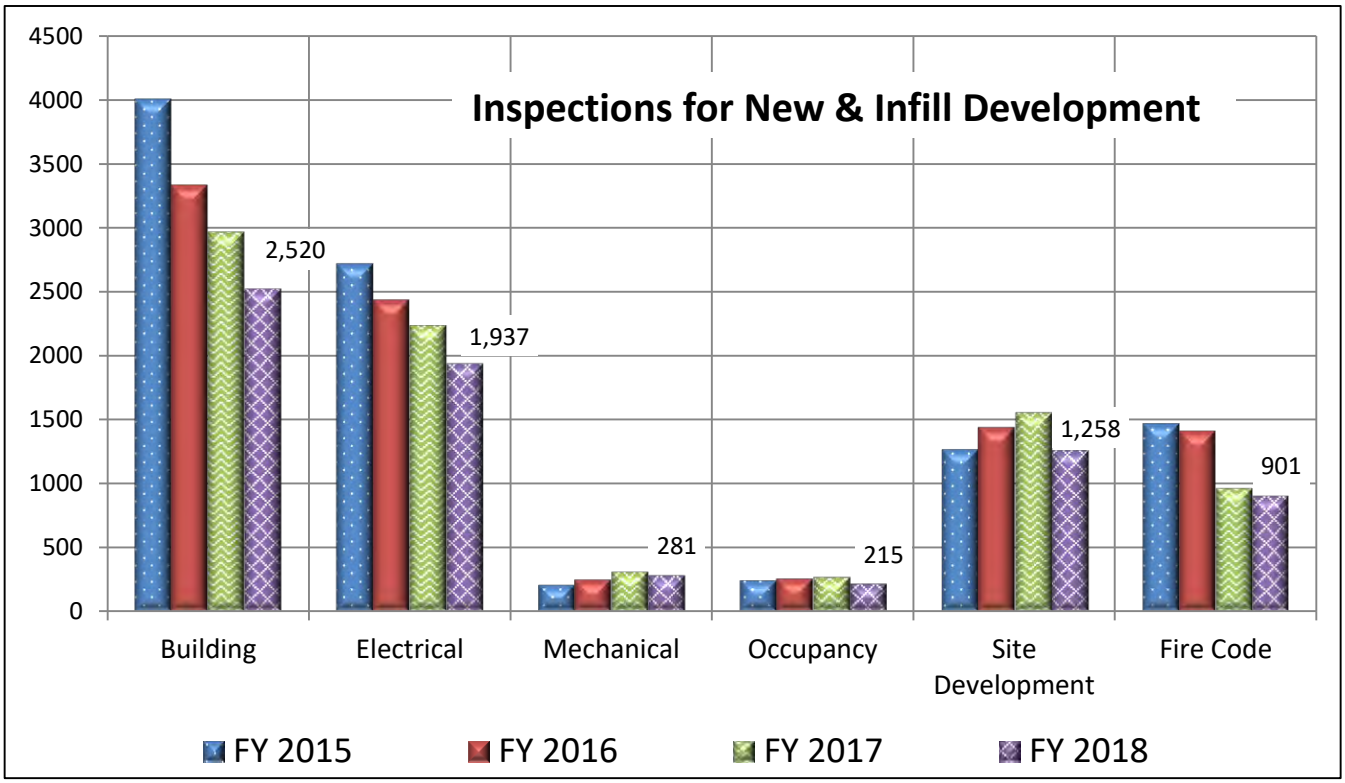


Analysis

Residential improvements continued to decline in FY18. The FY18 figures for Fire Protection System Operations Permits (FPSOP) have continued to rise. This is due to the success of the reporting system for FPSOP, implemented in 2017. Note that Electrical Licenses are on a two-year renewal cycle, which leads to the variation in numbers every other year.

Critical Measures



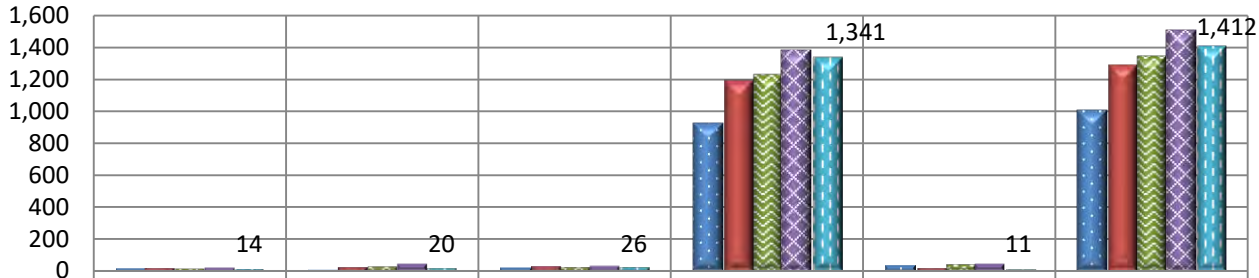


Analysis

Overall building and fire inspections were again down in FY18. Site Development permits have decreased, suggesting greater inspection activity in the future based on development in the pipeline. Inspection times continue to be longer due to the complexity of multifamily apartment development.

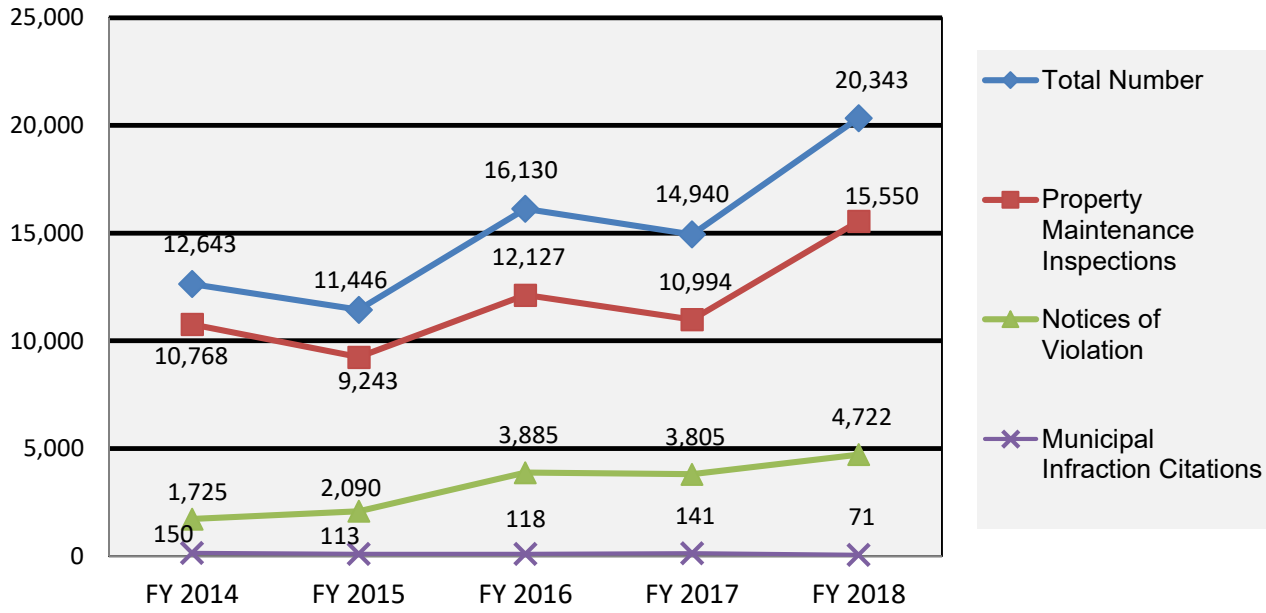
Critical Measures

Neighborhood Services Licenses



	Amusement	Vendors	Rental - Multi-Family (2 Year Cycle)	Rental - Single-Family	Home Based Business	Total Number of Licenses
FY 2014	18	8	21	926	35	1,008
FY 2015	19	26	31	1,194	19	1,289
FY 2016	16	29	25	1,232	43	1,345
FY 2017	19	42	30	1,380	41	1,512
FY 2018	14	20	26	1,341	11	1,412

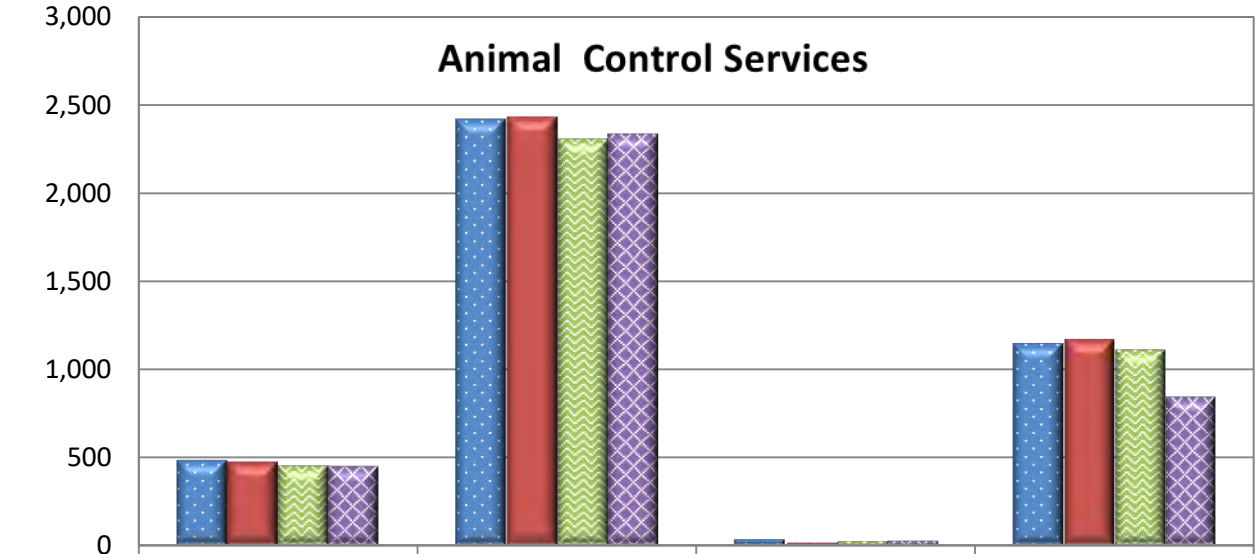
Neighborhood Services Activity



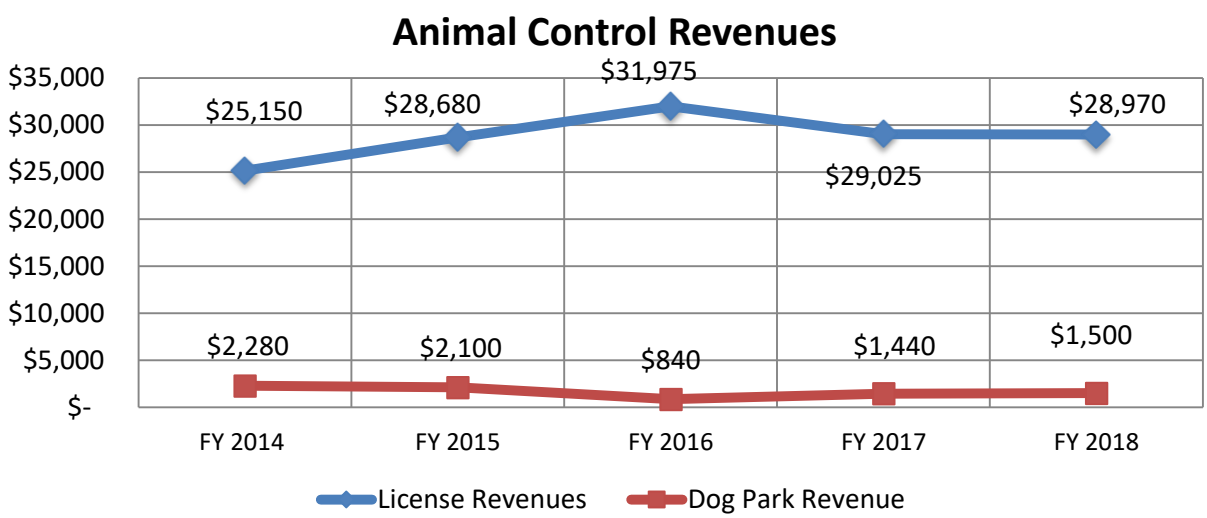
Analysis

FY18 Neighborhood Services Licenses remained relatively steady compared to FY17. Property Maintenance Inspections in FY18 increased by 29% from the previous year. FY18 Notice of Violations (NOVs) increased by 19% from the previous year. There was a 98% compliance rate on NOVs issued.

Critical Measures



	Pet License - Cat	Pet License - Dog	Dog Park Non Resident Membership	Requests for Service
FY 2015	484	2,420	35	1,147
FY 2016	476	2,431	15	1,172
FY 2017	452	2,305	24	1,111
FY 2018	451	2,338	25	845



Analysis

These metrics track annual animal licenses, nonresident dog park memberships sold, and requests for service. FY18 numbers for animal licenses remained steady, while requests for service decreased by 24%. Dog Park nonresident Membership remains steady from FY17 numbers.

Police Department

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

Key Strategies

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

Objectives

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

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

Objectives

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

- Focus on the development of professional staff and ensure that their accomplishments are recognized both internally and externally
- Enhance recruiting efforts by utilizing social media sites and job fairs to select suitable candidates for vacant positions. Our goal is to attract, select, and retain the best qualified person(s) regardless of race, color, sex, national origin, or religion
- Continue professional development of internal leadership, enhancement of management and decision making skills, and improved communication in the face of the increasing complexity of the law enforcement profession
- Utilize performance evaluation and tracking systems that provide employees with timely feedback and career guidance
- Continually evaluate specialized units and personnel to adapt to changing demands
- Provide a mentoring program to all newly promoted supervisors
- Provide every officer with a variety of scenario-based training that covers a diverse range of incidents and training objectives, such as use of force, de-escalation techniques and mental health training
- Expand recruitment and retention initiatives to secure adequate pool of candidates and officers

Objectives

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

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

Objectives

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

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

Continually build community trust in the Police Department

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

Action Items

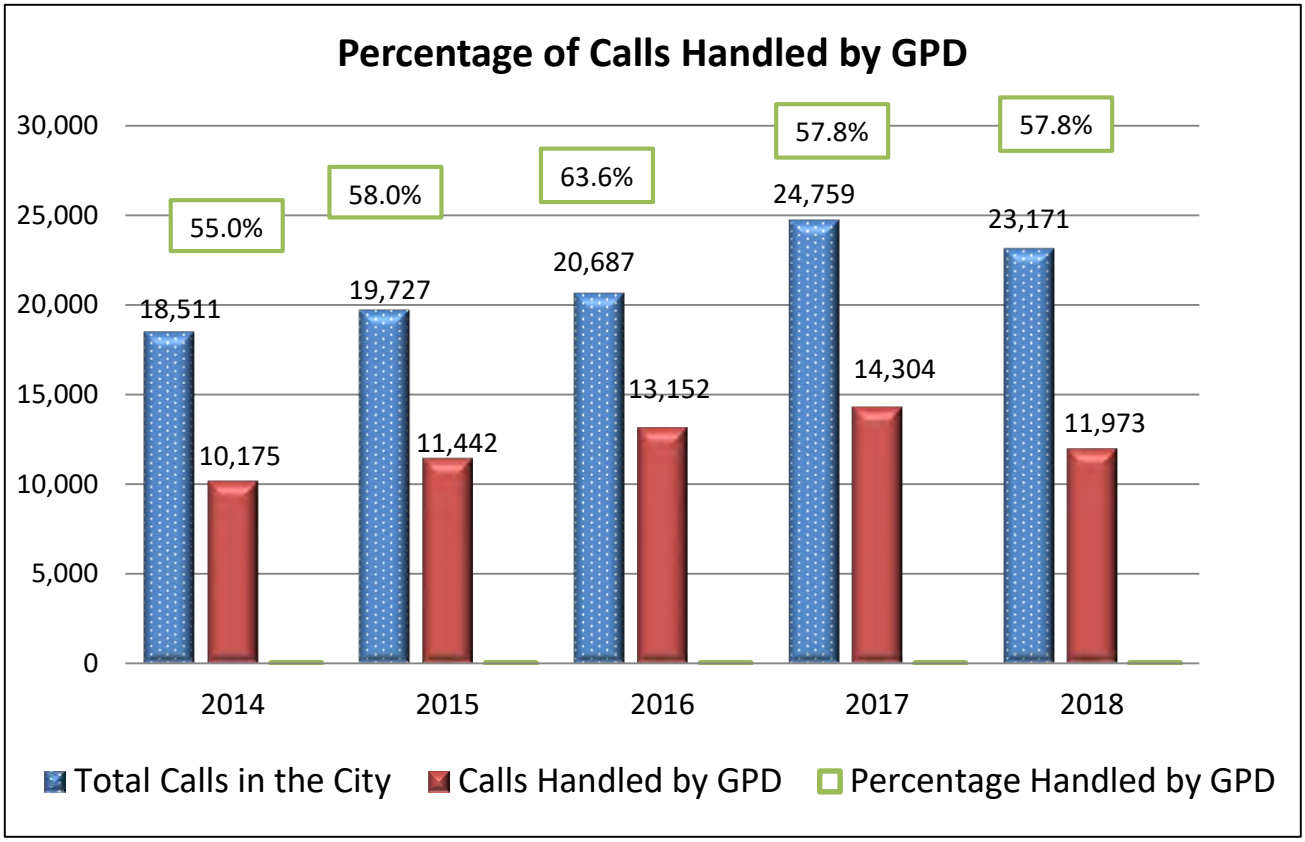
FY 2019 Key Action Items

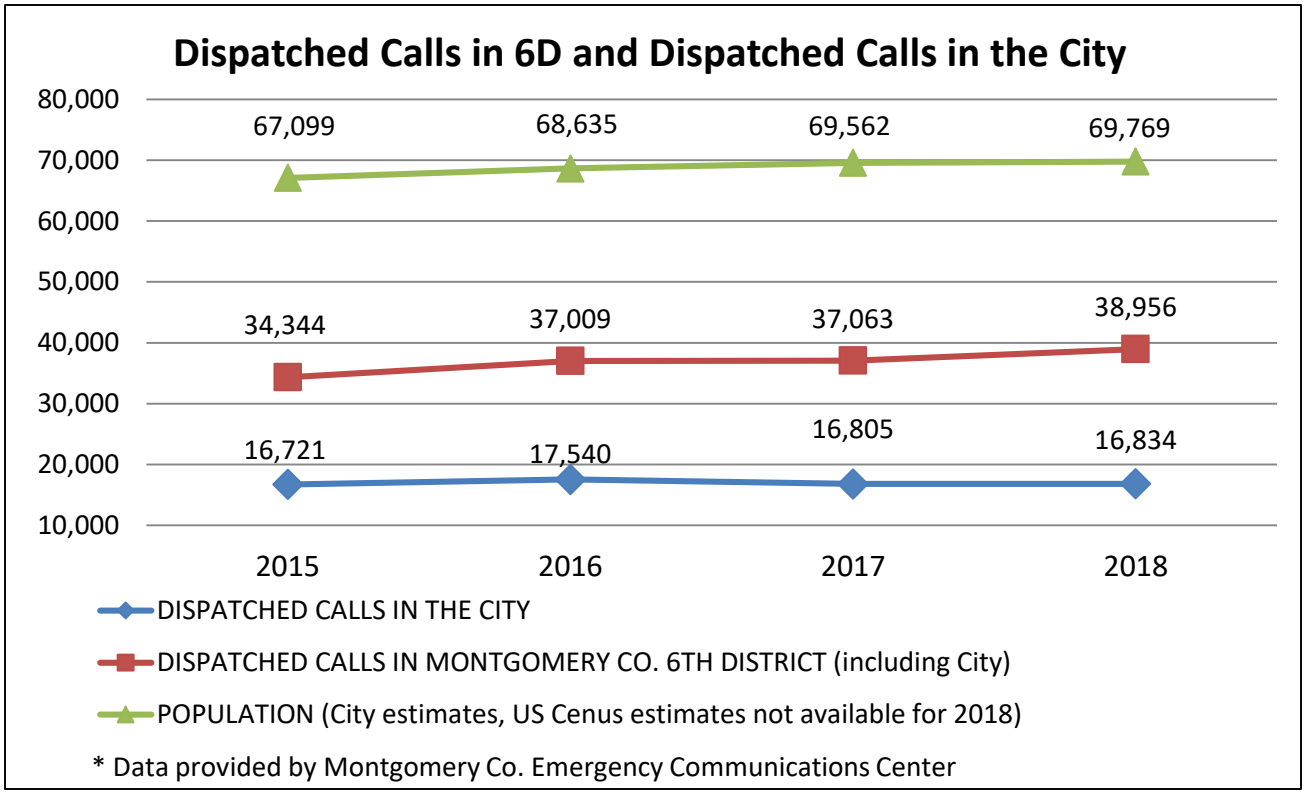
- ✓ Conduct a comprehensive review and analysis of citizen complaints along with a citizen survey to maintain a strong focus on community-oriented policing. Results will be published annually
- ✓ Implement a Police Cadet program to increase efforts to recruit local youth for potential future officer positions
- ✓ Have Bureau Commanders identify process deficiencies and make improvements that benefit personnel and the community
- ✓ Develop a scenario-based training schedule that covers a diverse range of incidents and training objectives. Trainings would include decision making scenarios using conducted electrical weapons, firearms and defense tactics
- ✓ Identify issues affecting officer retention and attrition rates and determine viable solutions for future implementation

FY 2020 Key Action Items

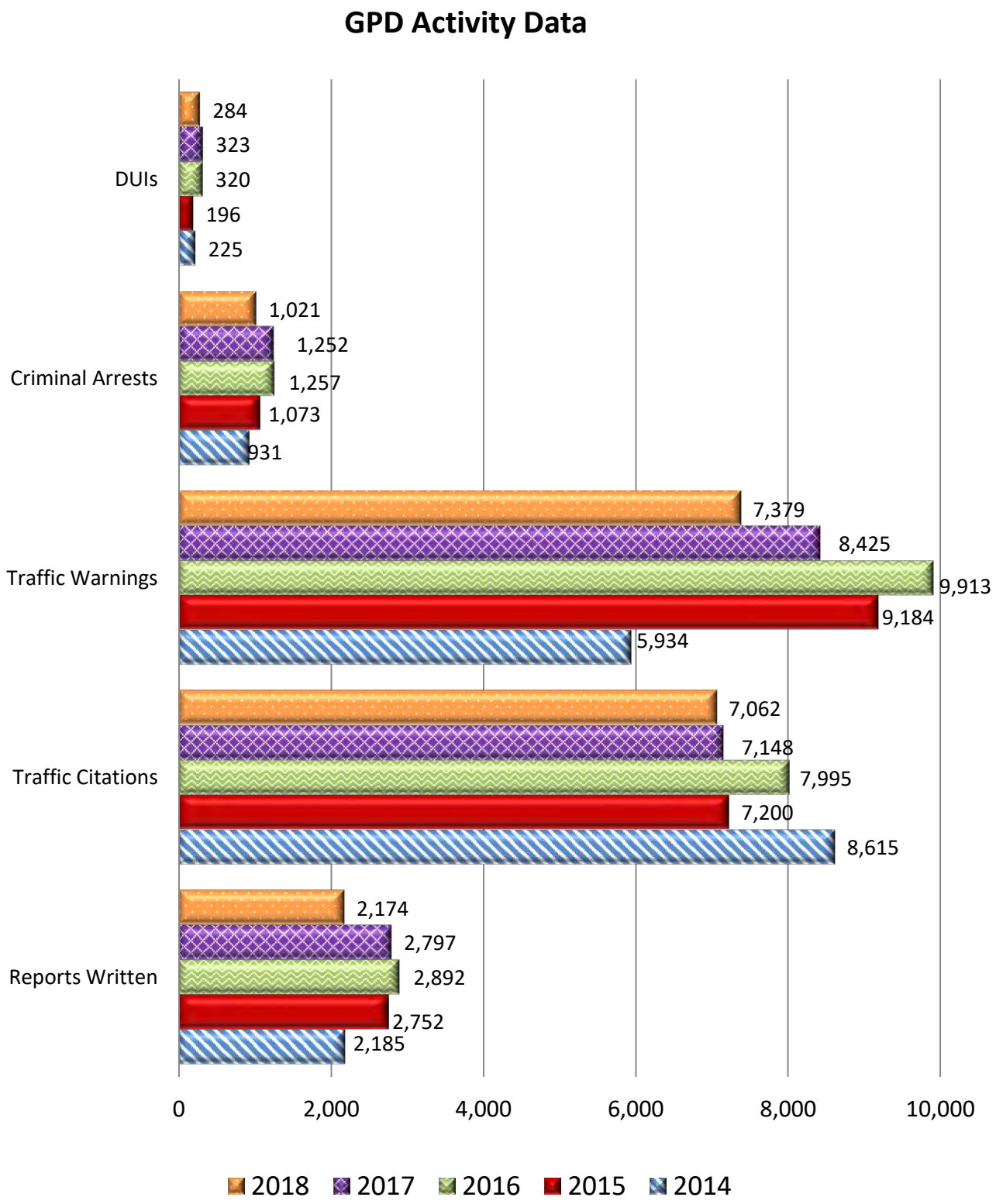
- ❑ In preparation for the planned occupancy of the new station, develop the applicable policies and procedures to ensue CALEA compliance to enable reaccreditation in 2020
- ❑ Identify highly motivated candidates between the ages of 18 and 20 years old who are interested in a future career as a Gaithersburg Police Officer for the position of Police Cadet
- ❑ In response to neighborhood crime and quality of life concerns, officers will patrol on bicycle a minimum of 200 hours to increase presence
- ❑ Hire three police officers to reach the authorized staffing level of 59 officers

Critical Measures

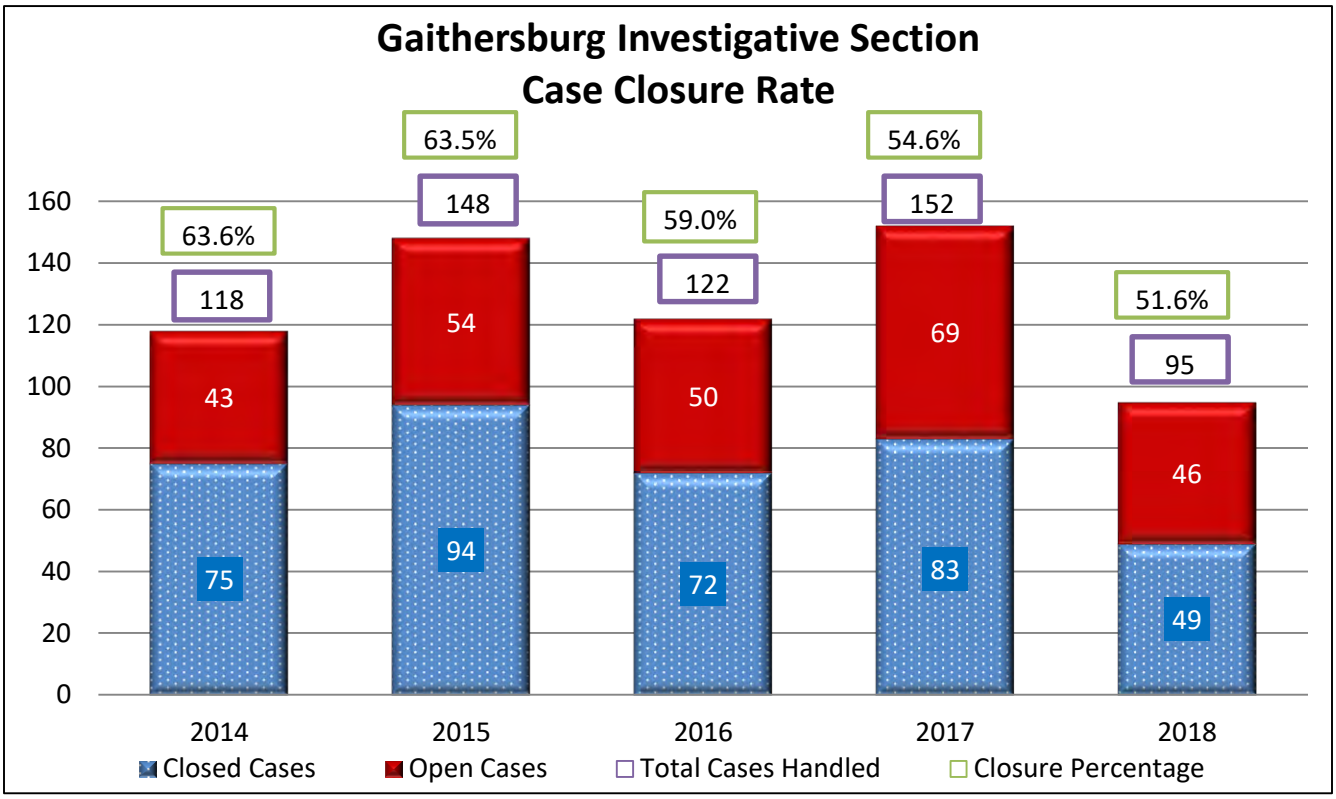


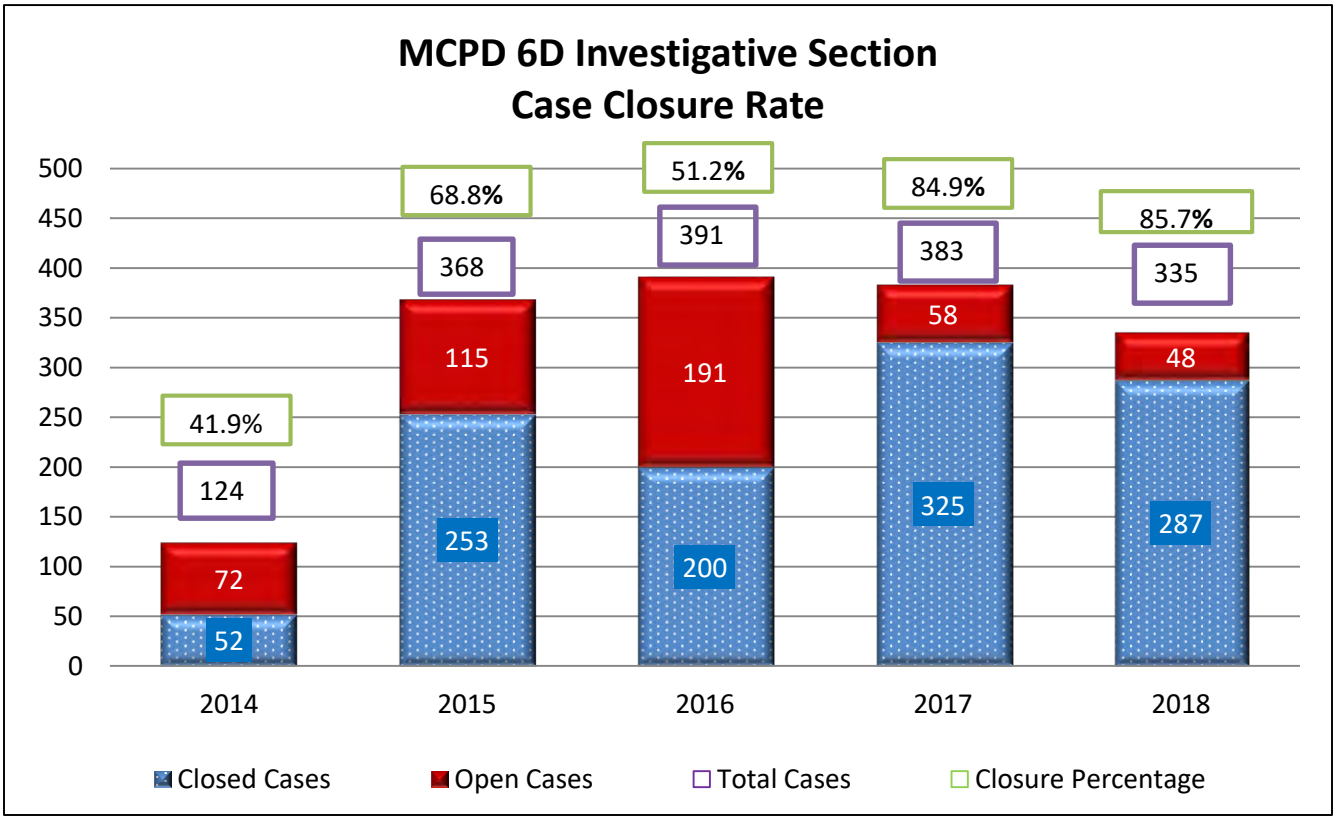


Critical Measures



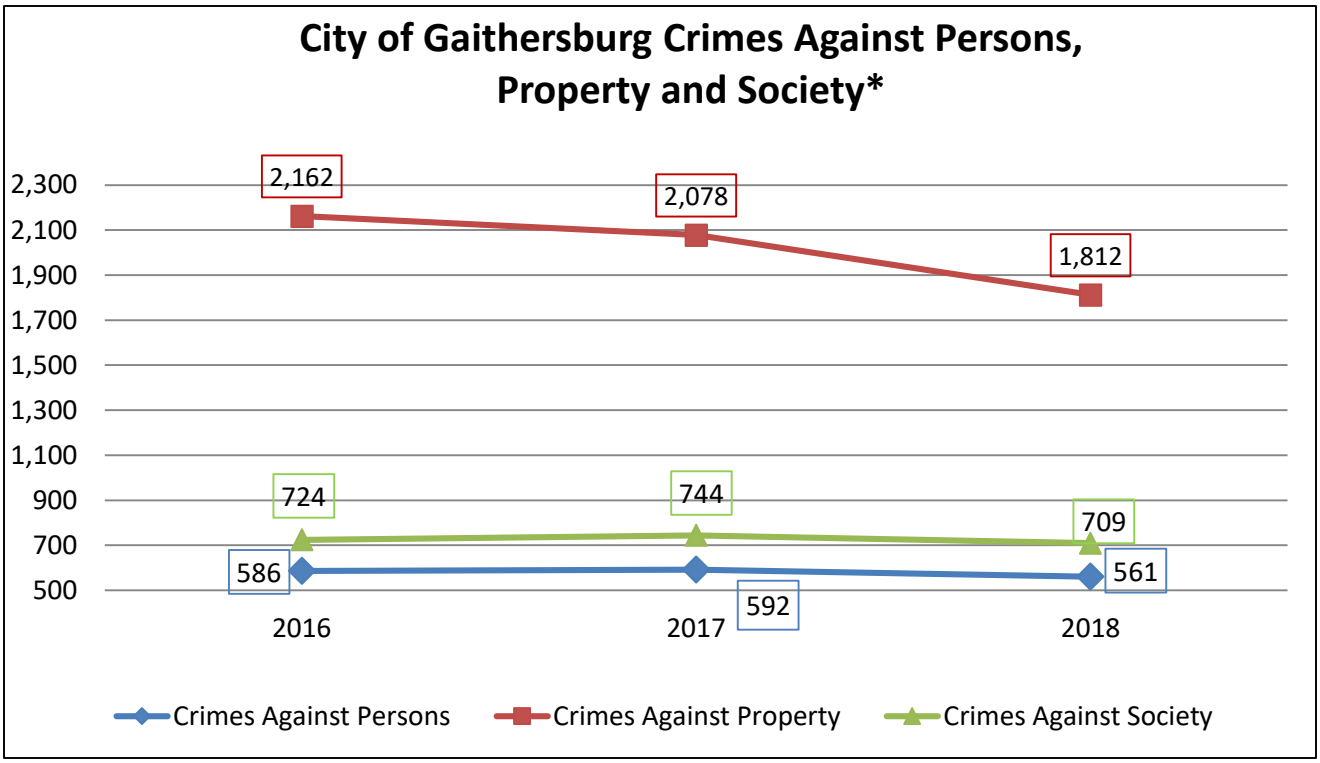
Critical Measures

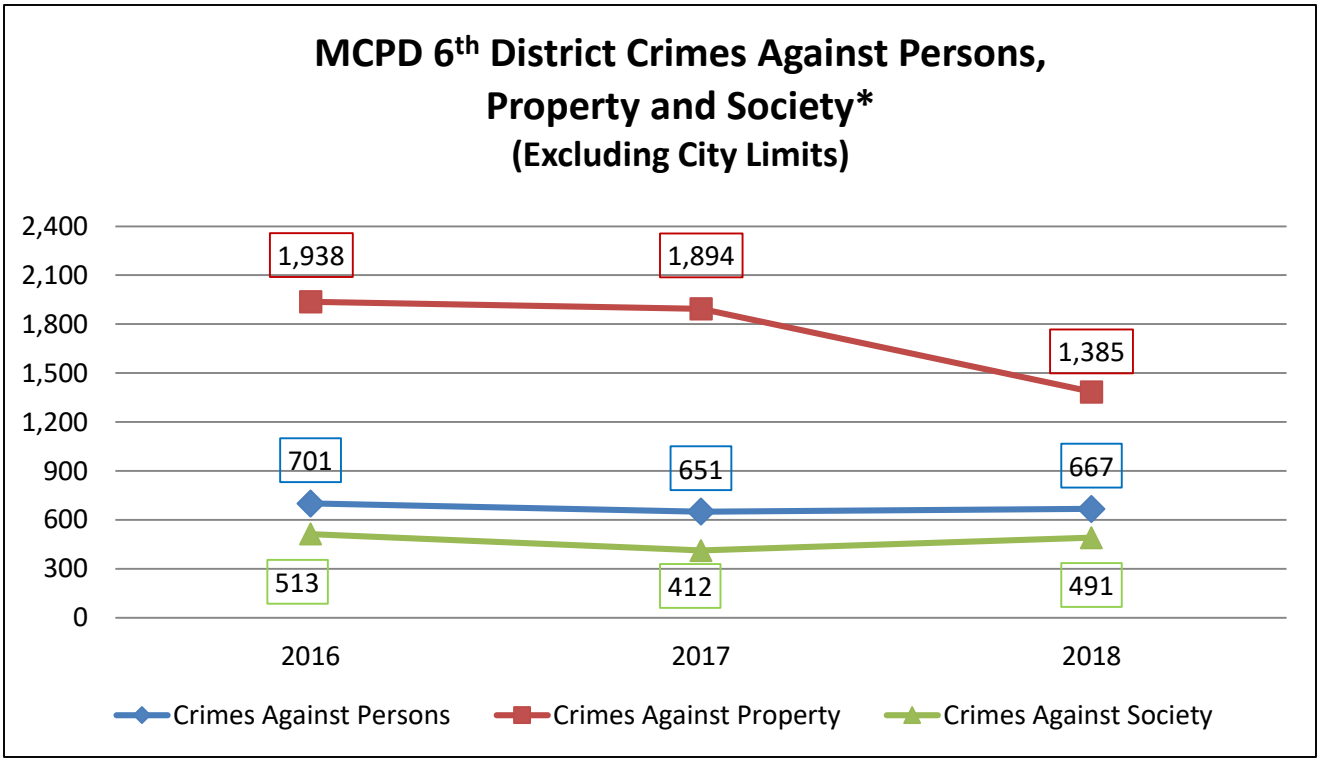




* Note: GPD and MCP have different reporting definitions for a “closed case”

Critical Measures





* Data prior to 2016 is not available due to a change in reporting standards.

Analysis

The crime data for this report was pulled on January 22, 2019 from the Montgomery County Records Management System, which is now reporting using the National Incident-Based Reporting System (NIBRS). Due to the change from the Uniform Crime Reporting (UCR) Summary to NIBRS in July 2016, data is only available for 2016 going forward. Under NIBRS, there are 52 Group A offenses that are further categorized as crimes against persons, crimes against property and crimes against society.

Crimes against persons that includes offenses such as homicide, assaults and sex offenses decreased 5.4% from 596 incidents in 2017 to 564 incidents in 2018. Crimes against property that includes offenses such as burglary, robbery, thefts and vandalisms decreased 12.8% from 2,089 incidents in 2017 to 1,821 incidents in 2018. Crimes against society that includes offenses such as drugs and weapons decreased 5.5% from 750 incidents in 2017 to 709 incidents in 2018. There was an overall decrease of 9.9% in Group A offenses from 3,435 incidents in 2017 to 3,094 incidents in 2018.

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

Transportation

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

Key Strategies

- Preserve and maintain local transportation infrastructure to enhance safety and contain capital costs
- Reduce automobile dependence by facilitating multimodal transportation options
- Take a leading role in advancing transportation goals both in Gaithersburg and regionally
- Ensure safety on neighborhood roads through the use of appropriate engineering, enforcement, education, and evaluation practices
- Ensure attractiveness and viability of streetscape and associated amenities

Potential Strategy Conflicts-

- Economic Development
- Sustainability

Objectives

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

Objectives

Take a leading role in advancing transportation goals both in Gaithersburg and regionally

- Coordinate with other agencies on regional transportation issues within or affecting the City
- Advocate for transportation improvements at the local, state and federal level
- Coordinate with other agencies regarding local traffic issues affecting the City
- Work with CSX and MARC to improve safety in and around railroad crossings in the City
- Work with Transportation Committee members to advise the Mayor & City Council on important transportation issues within or affecting the City
- Support Bus Rapid Transit initiatives that have the potential to reduce vehicular traffic on major arteries such as MD 355
- Remain an active participant on Metropolitan Washington Council of Government's (MWCOG's) Transportation Planning Board, Region Forward initiative, Cooperative Forecast, and implementation programs

Ensure safety on neighborhood roads through the use of appropriate engineering, enforcement, education, and evaluation practices

- Use engineering, education and enforcement initiatives to ensure vehicular, bicycle and pedestrian safety in City neighborhoods
- Implement traffic calming measures in existing communities where appropriate and consider in new developments through the review process
- Utilize speed and traffic studies to assist in determining where speed enforcement would be effective
- Aggressively enforce parking ordinances and traffic laws to address hazardous situations and community concerns
- Work closely with the Police Department to emphasize traffic safety and enforcement in residential neighborhoods
- Effectively balance the public's right to park on City streets with neighborhood impacts

Objectives

Ensure attractiveness and viability of streetscape and associated amenities

- Enhance the attractiveness of the City through landscaping of City facilities, street medians and rights-of-way
- Ensure health and safety of City trees
- Provide ongoing landscape maintenance to ensure the health and aesthetic appearance of City-maintained properties
- Provide pedestrian amenities such as benches and shelters at bus stops on City streets
- Provide attractive public rights-of-way through regular mowing and litter pickup

Action Items

FY 2019 Key Action Items

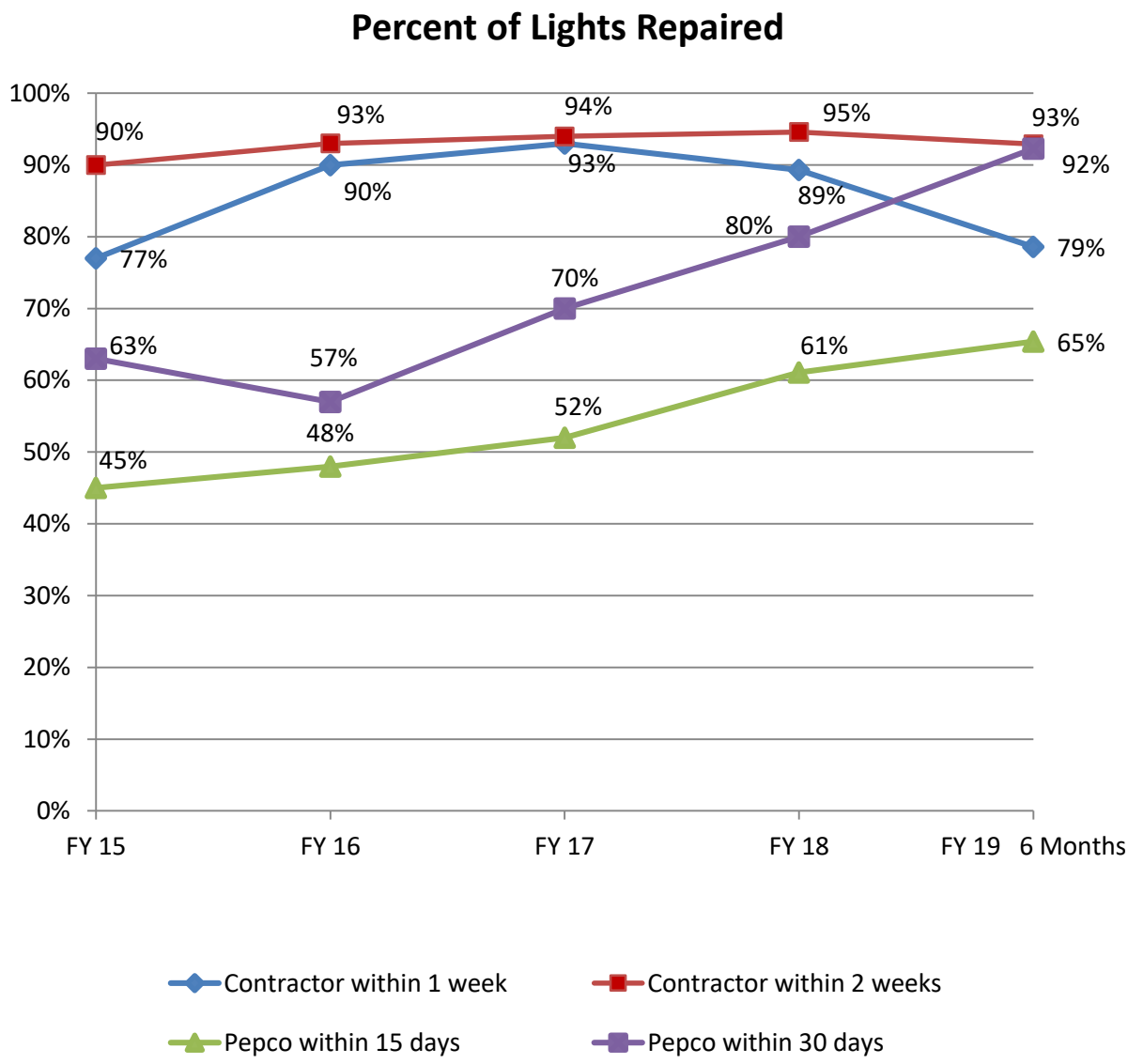
- ❑ Complete the installation of 30 additional benches at City bus stops
- ❑ Evaluate and implement process changes based on new ADA guidelines
- ✓ Conduct a needs and missing links feasibility survey for existing City pathways
- ✓ Draft Road Code Chapter 19 of the City Code and present for adoption
- ❑ Reconstruct City-owned but county-maintained traffic signal at N. Summit and Brookes Avenues
- ❑ Design service installation and construction of lights in Woodland Hills and Olde Carriage Hill
- ❑ Reconstruct Quince Orchard Boulevard from MD 117 to MD 124
- ✓ Finalize and present Road Code for adoption
- ❑ Conduct second round of data collection and analysis of existing City streets based on the new pavement management system

Action Items

FY 2020 Key Action Items

- Complete the installation of 30 additional benches at City bus stops
- Evaluate and implement process changes based on new ADA guidelines
- Reconstruct Quince Orchard Boulevard from MD 117 to MD 124
- Complete design for pedestrian bridge over Great Seneca Highway
- Complete second cycle of structural condition inspections for City bridges culverts and special structures
- Complete feasibility and design of Olde Towne bicycle connection
- Complete feasibility study for I-370 bicycle connection
- Complete feasibility study for Lakelands-Washingtonian Woods bicycle connection
- Complete study for East Diamond Avenue and Chestnut Street – traffic signal reconstruction
- Complete reconstruction of North Summit Avenue and Brookes Avenue traffic signal
- Complete LED street light replacement on South And North Summit Avenue
- Replace trash cans at 30 City bus stops

Critical Measures



Analysis

The goal for the contractor's turnaround time for repairs is to have at least 90% of City-maintained lights repaired within a week. In FY19 there was a period of time in which no repairs were undertaken, due to a change in contractors which resulted in repair time decreasing to 79%.

Several years ago, Pepco dropped its estimated time to repair the underground wiring to our poles from 30 to 15 days. Their turnaround time, while slightly improved, remains lower than we would like. While Pepco's response time for less than 15 days has increased, response time within 30 days has decreased.

Critical Measures

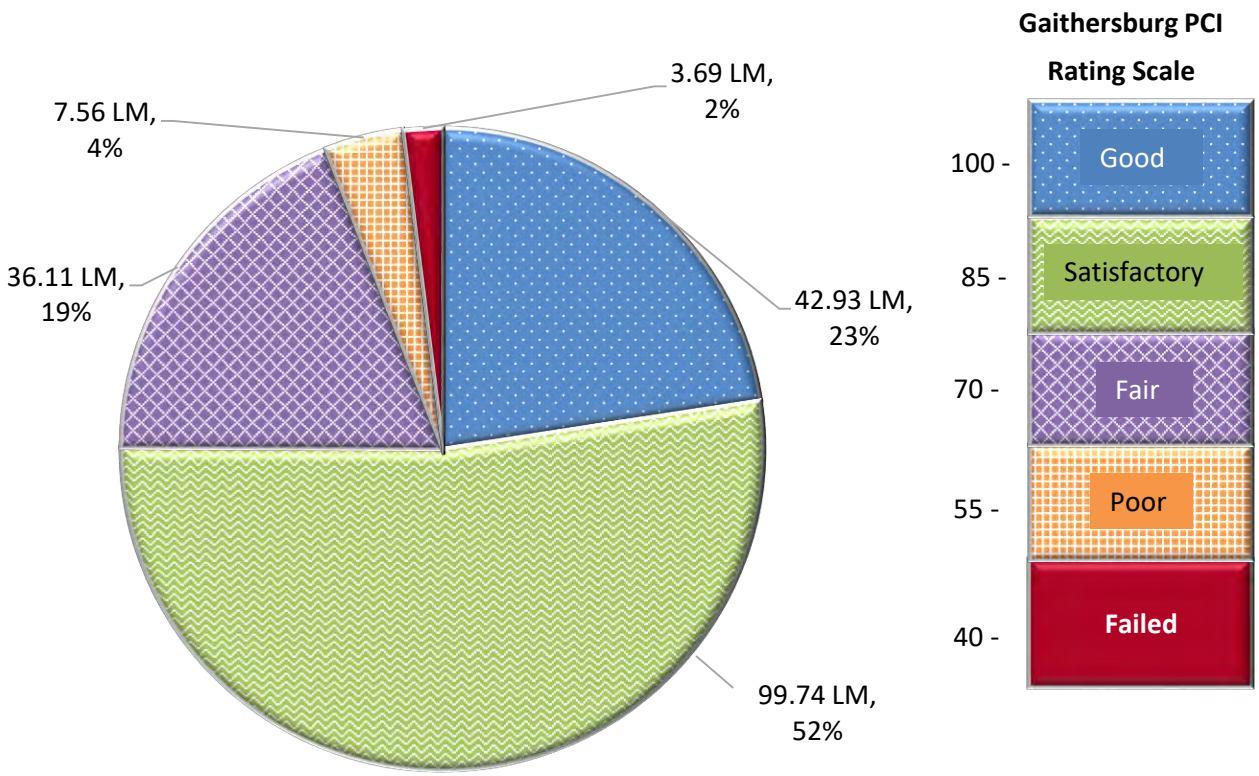
Winter Events			
Snow Totals	**0” – 3”**	**4” – 8”**	**9” to 12”**
Lane-Miles of City Streets Plowed	223	223	223
Time to Clear Pavement	6 to 7 hours	8 to 10 hours	11 to 15 hours
Number of Contractors	6	6	6

Analysis

The winter of 2015-2016 was an anomaly (heavy snows) as was the winter of 2016-2017 (lighter snow amounts). The winter of 2017-2018 produced totals that were 7” below average. The winter of 2018-2019 was 7” above average at 29.2”.

Critical Measures

Citywide Lane Mile Breakdown by Gaithersburg Pavement Condition Index Scale

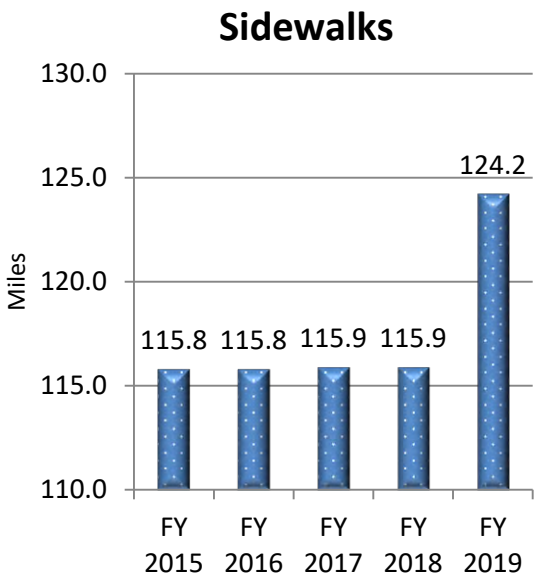


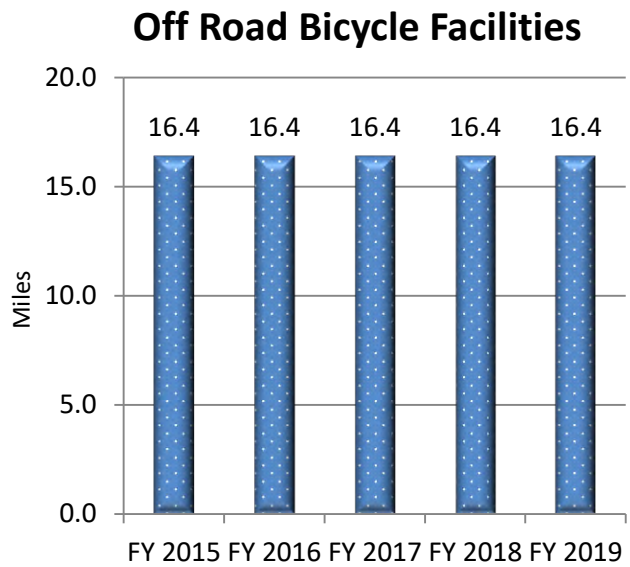
Citywide Lane Miles Evaluated in 2017 = 190 LM

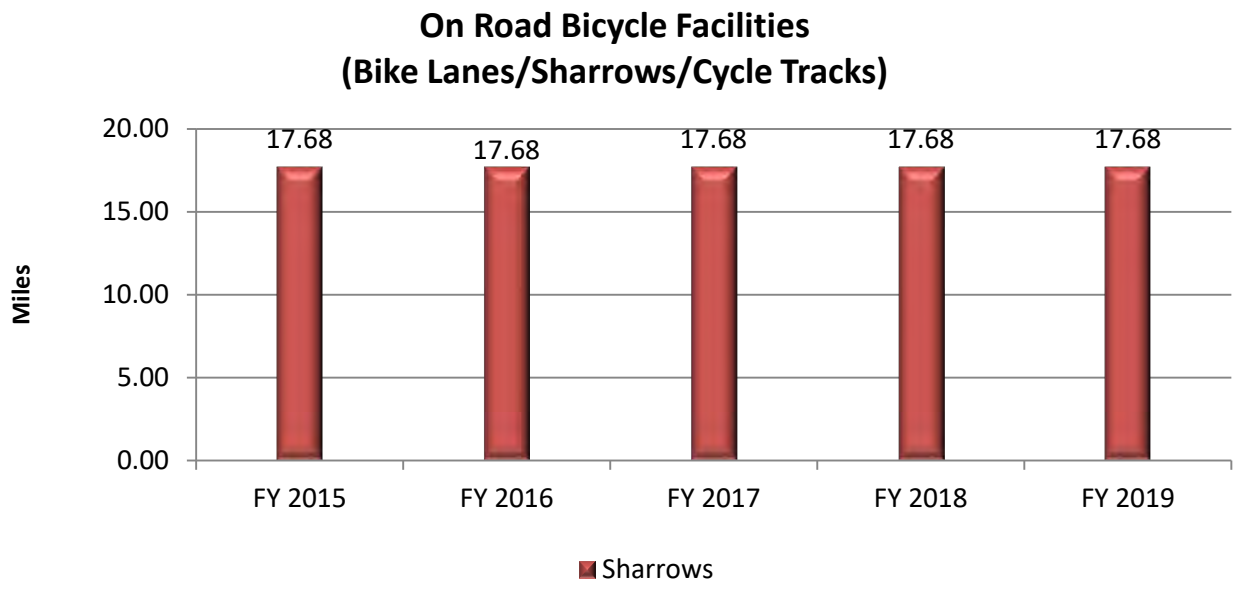
Analysis

The City conducts pavement condition assessments on a biennial cycle. Based on our analysis of City streets using our new pavement management system, 75% of the streets in the City are rated at a Pavement Condition Index (PCI) above 70. The next PCI is scheduled to be performed in Spring of 2019 (FY19).

Critical Measures







Analysis

We will use these measurements to track increases in our bicycle/pedestrian system. In FY15, 17.68 miles of sharrows were placed on 14 City streets. Moving forward as projects are constructed, we can track the addition of new bicycle facilities to connect missing links in our bike network. Future construction projects are planned for FY19 and beyond, including the construction of the NIST pathway planned to be completed in late summer 2019 (FY20).

Critical Measures

Work commute Time				
	2014	2015	2016	2017
Average Travel Time Minutes	34.4	31.5	31.8	34.2
Mode				
Car, Truck,Van Alone	63.60%	70.20%	61.40%	72.65%
Car, Truck,Van Pooled	11.60%	9.10%	13.50%	9.85%
Public Transportation Including Bus and Rail	17.10%	14.00%	14.70%	11.14%
Walked	1.20%	0.60%	2.40%	1.11%
Bicycled	0.20%	0.20%	0.00%	0.25%
Other Means	1.50%	0.30%	1.40%	1.32%
Worked at Home	4.80%	5.70%	6.70%	3.69%

Analysis

Using the one year American Community Survey (ACS) for 2017, data shows a significant increase in single occupancy vehicle use, which directly correlates with declines in carpooling, walking, working at home, and other means (which may include Uber etc.). Increases in single occupancy vehicles may reflect low unemployment rates and/or an increase of job opportunities being located at greater distances requiring a car. Average travel time increases may also reflect the increase in these users and/or distances to jobs. Decreased public transportation use may reflect declines in service, particularly in Metrorail, which may limit the viability of public transportation use as a consistent commute option. Bicycling continues to be less than 1% of all work commute trips, although 2017 reflects an increase in users from 2016.

Appendix

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

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

Human Resources
- Workers compensation claims
- New hires/terminations

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

Information Technology
- In-house/commercial applications supported
- GIS web mapping applications

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

Community Services
- Counseling & mentoring
- School enrichment grants
- Workforce development services
- Attendance at community educational events
- Bank on Gaithersburg accounts & workshops
- Volunteer Income Tax Assistance (VITA)
- Emergency assistance
- Homeless support programs
- Wells/Robertson, DeSellum House
- Foreclosure prevention

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

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

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

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

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

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

Police
- Criminal arrests
- Citations issued
- Investigation closure rates
- Crimes against persons, property and society

Transportation
- Light outages/repairs
- New infill lighting
- Sidewalk/pavement maintenance
- Snow plowing clearing rates
- Pavement Condition Index (PCI) for streets, sidewalks and paths

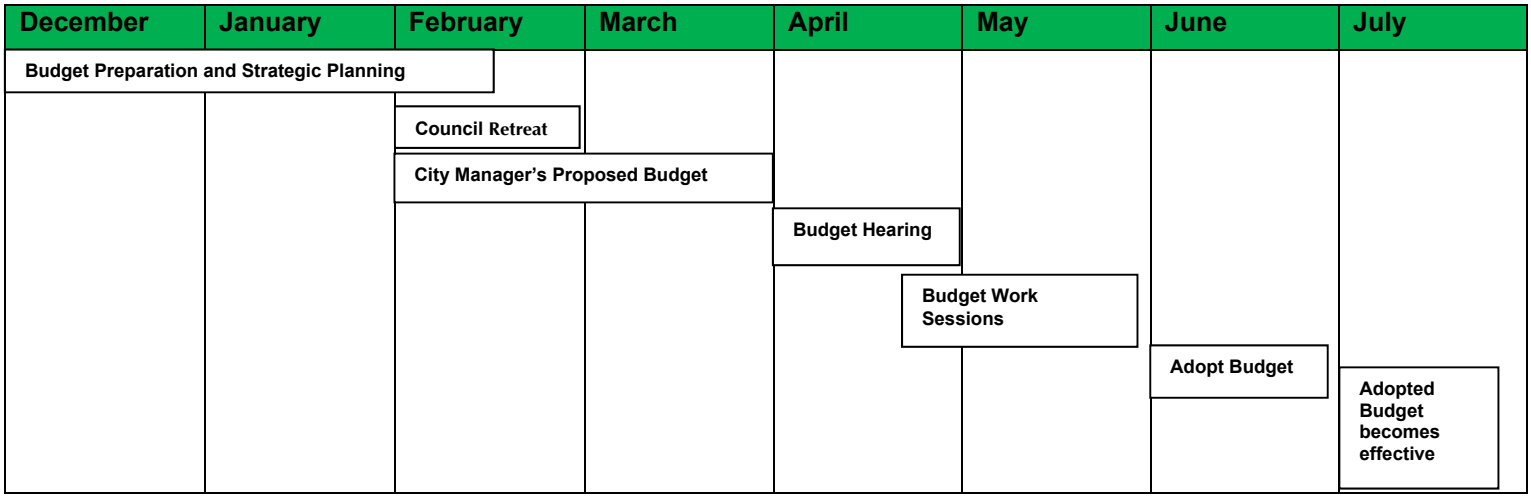
About the Budget

Budget Timeline and Process

FY20 Budget

Budget Timeline and Process

Preparation of the budget occurs over an eight-month period after collaboration between Finance & Administration staff, Department Heads, Division Managers, City Council and the City Manager. The budget process is composed of six steps. Following adoption, the budget is submitted to the Government Finance Officers Association (GFOA) for consideration under the Distinguished Budget Award program.



Step #1: Departments Budget Preparation and Strategic Planning (December-February)
Beginning in December, Finance & Administration staff prepare the budget package and distribute it to Department Directors for the upcoming budget process. This package is comprised of the timeline, forms for departmental services, personnel and capital requests, and current year revenue projections. The Capital Improvement Plan (CIP) and budget software become available for departmental data entry.

The initial work on departmental proposed requests and budget software entries should be completed by early February. The departments will return the Fee Schedule with any requests for updates or changes.

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

Step #3: City Manager's Proposed Budget (February – March)
The Senior Leadership Team begins to discuss the City Manager's Proposed Budget. The team consists of the City Manager, Deputy City Manager, Director of Finance and Department Directors. The team reviews departmental proposed personnel and operating requests, the Fee Schedule, and proposed City Rules and Regulations. Departments submit new initiatives, prioritize action plans, and modify approaches if the proposed enhancements will add value to the existing services. By the end of March, the Budget Ordinance is prepared and the Proposed Budget is sent to the Mayor and City Council. The complete Proposed Budget is also available on the City's website.

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

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

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

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

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

DETAILED BUDGET TIMELINE

NOVEMBER 30, 2018
- Go Live - all parts of the budget software are open for departments to start preparing requests and submissions

JANUARY 2, 2019
- CIP forms and personnel requests due from Department Heads

JANUARY 28, 2019
- Asset replacement purchase requests due from Department Heads
- Revenue budgets and fee schedule changes due from Department Heads
- IT allocations and Gasoline Expense forms due

FEBRUARY 6, 2019
- Operating budgets and significant change forms due from Department Heads
- Special fund budgets due

FEBRUARY 23, 2019
- Mayor & City Council Visioning Retreat

FEBRUARY 15 – MARCH 1, 2019
- City Manager, Deputy City Manager, and Director of Finance and Administration begin review and meetings with Department Heads

MARCH 1, 2019
- Budget Ordinance materials submitted to Mayor & City Council package for March 18th meeting

MARCH 18, 2019
- Introduce Budget Ordinance for Public Hearing at Mayor & City Council meeting

MARCH 28, 2019
- Advertise Constant Yield Tax Rate Public Hearing (Public Hearing after seven days' notice)

APRIL 1, 2019
- Send proposed budget to Mayor and City Council

APRIL 5, 2019
- Proposed budget available to public

APRIL 11, 2019
- Advertise Budget Public Hearing (Public Hearing after seven days' notice)

APRIL 22 (APRIL 23, if necessary), 2019
- Conduct Public Hearing on Constant Yield Tax Rate
- Conduct Public Hearing on Budget
- Conduct Budget Work Session(s)

MAY 15, 2019
- Close record on Budget Public Hearing (Wednesday at 5pm)
- Budget Ordinance changed and prepared for adoption

MAY 17, 2019

- Submit Materials for Mayor & City Council package for June 3 meeting

JUNE 3, 2019

- Present budget, fee schedule and rules and regulations for adoption at Mayor & City Council meeting

JUNE 6, 2019

- Budget adoption ad runs in Washington Post
- Budget adoption ad posted on web

JULY 1, 2019

- Adopted Budget becomes effective

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Gaithersburg

Maryland

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

Executive Director

The City's 2019 Budget received the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award. In order to receive this award the City had to satisfy nationally recognized guidelines for effective budget presentation.

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

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

The instrument of adoption is included on the following pages.

ORDINANCE NO. O-5-19

ORDINANCE ADOPTING THE CITY BUDGET FOR THE FISCAL YEAR JULY 1, 2019, THROUGH JUNE 30, 2020, AND LEVYING AN AD VALOREM TAX ON ALL ASSESSABLE PROPERTY WITHIN THE CITY OF GAITHERSBURG, MARYLAND

WHEREAS, the proposed budget for the 2019-20 Fiscal Year was submitted by the City Manager to the Mayor and City Council as required by the City Charter, as amended; and

WHEREAS, the 2019-20 budget provides a complete financial plan, including anticipated revenues and proposed expenditures, for the fiscal year:

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Gaithersburg, in public meeting assembled, that the budget for the City of Gaithersburg for the Fiscal Year July 1, 2019, through June 30, 2020, be and is hereby proposed as follows:

ANTICIPATED REVENUES

Local Taxes	$ 31,605,200	
Licenses & Permits	4,299,970	
Intergovernmental Revenue	19,135,659	
Charges for Services	5,461,230	
Fines & Forfeitures	2,492,000	
Miscellaneous Revenue	3,191,830	
Anticipated Revenue		66,185,889
Reappropriation		2,123,290
Total Anticipated Revenue		$68,309,179

PROPOSED EXPENDITURES		
Office of the City Manager	$ 2,269,866	
Office of the City Attorney	849,109	
Human Resources	1,206,908	
Community and Public Relations	3,507,772	
Finance and Administration	5,276,042	
Information Technology	2,137,558	
Parks, Recreation and Culture	9,575,817	
Planning and Code Administration	5,451,952	
Gaithersburg Police Department	9,628,798	
Public Works	14,994,992	
OPERATING TOTAL		54,898,814

PROPOSED TRANSFERS	
Asset Replacement Fund	2,488,000
Capital Improvements Fund	6,350,000
Housing Program Fund	240,000
Other Post Employment Benefit Trust	3,100,000
Stormwater Fund	1,232,365
TRANSFERS TOTAL	13,410,365
Total Proposed Expenditures	$68,309,179

OTHER REVENUES APPROPRIATED FOR	
Stormwater Fund	$ 5,892,000
Housing Fund	$ 1,082,628

AND BE IT FURTHER ORDAINED that all of the sums set forth herein under the headings "PROPOSED EXPENDITURES", "PROPOSED TRANSFERS" and "OTHER REVENUES APPROPRIATED FOR" be and hereby are appropriated.

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

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

ADOPTED by the City Council this 3rd day of June, 2019.

JUD ASHMAN, MAYOR and
President of the Council

DELIVERED to the Mayor of the City of Gaithersburg this 3rd day of June, 2019. APPROVED by the Mayor of the City of Gaithersburg this 3rd day of June, 2019.

JUD ASHMAN, MAYOR

THIS IS TO CERTIFY, that the foregoing Ordinance was adopted by the City Council of the City of Gaithersburg, in public meeting assembled on the 3rd day of June, 2019; and that the same was APPROVED by the Mayor of the City of Gaithersburg on the 3rd day of June, 2019. This Ordinance will become effective on the 1st day of July, 2019.

Tony Tomasello, City Manager

About the Budget

Accounting Structure

FY20 Budget

Fund Structure

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

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

Stormwater Management Fund – a Special Revenue Fund, which accounts for payments received under the City's expanded stormwater program fee. This revenue can only be used for capital or operating costs associated with cleaning and treating water runoff. This fund was established in FY16 and is managed by the Stormwater Management division of the Department of Public Works for their primary operations and capital projects.

Forest Conservation Fund – a Special Revenue Fund, which accounts for payments received under the City's in-lieu fee for forestation. This revenue can only be used for afforestation or reforestation within the City and to further the City's urban forestry goals. This Special Revenue Fund is managed by staff from the Department of Planning and Code Administration.

Housing Program Fund – a Special Revenue Fund, which accounts for funding that is dedicated or restricted for Housing Initiatives and the Gaithersburg Homebuyer Assistance Loan Program (GHALP). These programs are developed to aid in affordable housing efforts within the City. This fund was established in FY18 and is managed by the Housing and Community Development staff in the Office of the City Manager.

Capital Improvements Plan (CIP) – is a group of capital projects funds, which account for resources that have been assigned for new capital purchases and large capital projects. These funds are comprised of: General capital projects; infrastructure; facilities; parks; technology; and art in public places. The City's five-year CIP is used to account for financial resources to be used for the acquisition or construction of capital facilities. The CIP accounts for all current construction projects including improvements to roads and various other projects, while providing a blueprint for the next five fiscal years. Support for the CIP is made up of an operating transfer from the General Fund. The General Fund funds the entire CIP with an expectation that reimbursable State, County and Federal grant funds will be received in the fiscal year. The CIP Funds are managed by the Department of Public Works.

Asset Replacement Fund – a Capital Projects Fund; this fund accounts for money set aside for the replacement of existing City equipment, vehicles and other assets. Revenues for this fund consist of a transfer from the General Fund. Expenditures include budgeted purchases for replacement assets. This fund was established in FY17 and is composed of five categories, each managed by different departments:

- Gaithersburg Television, managed by the Department of Community and Public Relations Department;
- Information Technology and Security, managed by the Department of Information Technology;
- Parks, Recreation and Culture, managed by the Department of Parks, Recreation & Culture;
- Police Equipment, managed by the Department of Police;
- And City Vehicles and Public Works Equipment, managed by the Department of Public Works.

The City also has a fund which is not included in the budget:

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

Basis of Budgeting

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

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

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

The City follows Generally Accepted Accounting Principles (GAAP) for budgeting with one exception. Open encumbrances at the end of the year are added to the subsequent years' budgetary authority. Actual amounts are charged based on generally accepted accounting principles.

The Mayor and City Council adopt an annual operating budget within the General Fund. Through the budget ordinance, money is appropriated to the Stormwater Management, Housing Program, Capital Improvements Plan, and Asset Replacement Funds. Revenues are appropriated to the Forest Conservation Fund through the City Code which established the Fund. Annual expenditure budgets are not adopted for these funds via the ordinance.

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

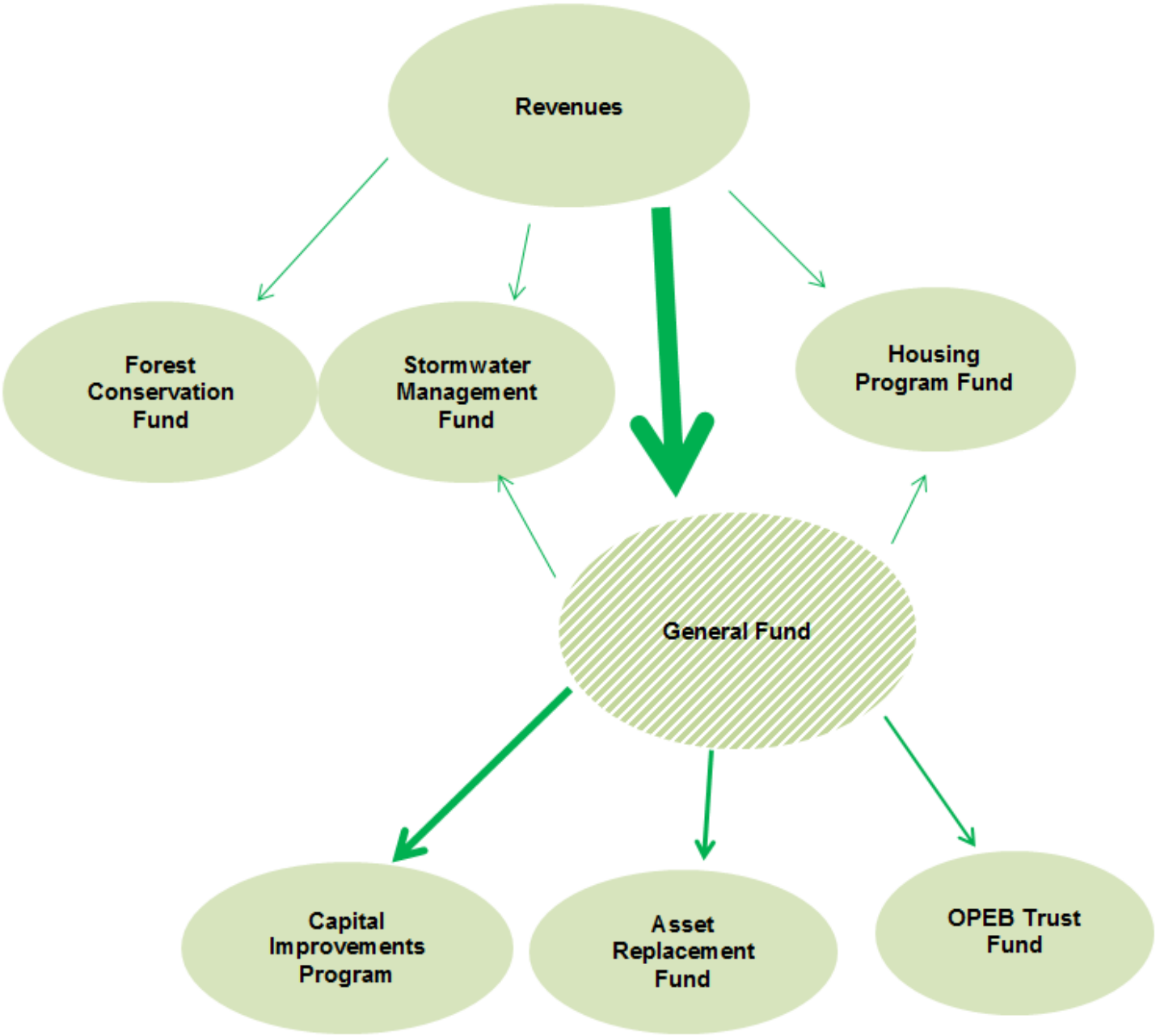
About the Budget

Citywide Funds Summary

FY20 Budget

	General	Stormwater	Housing Program	Forest Conservation	CIP	Asset Replacement	Total
Revenues and Sources of Funds							
Local Taxes	31,605,200	-	-	-	-	-	31,605,200
Licenses & Permits	4,299,970	-	-	-	-	-	4,299,970
Grants	19,135,659	-	262,632	-	1,560,000	-	20,958,291
Charges for Services	5,461,230	5,658,000	-	-	-	-	11,119,230
Fines & Forfeitures	2,492,000	-	-	-	-	-	2,492,000
Miscellaneous Revenues	3,191,830	234,000	819,996	13,000	430,000	-	4,688,826
Total	66,185,889	5,892,000	1,082,628	13,000	1,990,000	-	75,163,517
Transfer-In		1,232,365	240,000	-	6,974,000	2,488,000	10,934,365
Reappropriation	2,123,290	-	-	-	-	-	2,123,290
Total Revenues and Sources of Funds	68,309,179	7,124,365	1,322,628	13,000	8,964,000	2,488,000	88,221,172
Expenditures and Uses of Funds							
Personnel Services	39,544,077	665,053	-	-	-	-	40,209,131
Operating	14,796,886	2,444,354	1,458,631	22,230	1,673,648	-	20,395,749
Contingency	500,000	-	-	-	-	-	500,000
Capital	57,850	3,042,908	-	-	23,591,673	2,497,704	29,190,136
Sub-Total	54,898,814	6,152,315	1,458,631	22,230	25,265,322	2,497,704	90,295,016
Transfers							
Transfer to Asset Replacement	2,488,000	-	-	-	-	-	2,488,000
Transfer to Capital Funds	6,350,000	-	-	-	1,984,000	630,000	8,964,000
Transfer to Housing	240,000	-	-	-	-	-	240,000
Transfer to OPEB	3,100,000	-	-	-	-	-	3,100,000
Transfer to Other Funds	-	-	-	-	300,000	-	300,000
Transfer to Stormwater	1,232,365	-	-	-	-	-	1,232,365
Total Transfers	13,410,365	-	-	-	2,284,000	630,000	16,324,365
Total Expenditures and Uses of Funds	68,309,179	6,152,315	1,458,631	22,230	27,549,322	3,127,704	106,619,381
Net Change in Fund Balance	(2,123,290)	972,050	(136,003)	(9,230)	(18,585,322)	(639,704)	(20,521,499)
Estimated Beginning Fund Balance	45,759,733	18,435,486	6,682,981	708,361	56,075,761	9,652,050	137,314,371
Projected Fund Balance	43,636,443	19,407,536	6,546,978	699,131	37,490,440	9,012,346	116,792,872

The All Funds Summary highlights the fact that many of the City's funds are funded through transfers from the General Fund. However, the City's Special Revenue Funds (Forest Conservation, Stormwater and Housing Funds) also receive funds directly. The following graphic represents the relationship between the City's funds. The arrows represent how money flows into the City and whether money flows directly into the fund or comes from the General Fund. Most revenues are considered to be general revenues and are recorded in the General Fund. Distributions are made to the other funds in accordance with the budget.



About the Budget

Accounting Structure

FY20 Budget

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

Office of the City Manager

Funds:
- General Fund
- Housing Program Fund
- CIP

Human Resources

Funds:
- General Fund

Community and Public Relations

Funds:
- General Fund
- Asset Replacement

Finance and Administration

Funds:
- General Fund
- CIP

Information Technology

Funds:
- General Fund
- CIP
- Asset Replacement

Department of Parks, Recreation and Culture

Funds:
- General Fund
- CIP
- Asset Replacement

Department of Planning and Code Administration

Funds:
- General Fund
- CIP
- Forest Conservation

Gaithersburg Police Department

Funds:
- General Fund
- Asset Replacement

Public Works

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

Accounting Policies

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

Balanced Budget Requirements

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

Budget Transfers

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

Investment Policy

The State of Maryland allows municipalities to invest surplus funds in financial institutions within the State if the financial institution provides collateral with a market value that equals or exceeds the amount by which a deposit exceeds the deposit insurance. By resolution, the City Council has adopted an investment policy.

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

Capital Asset Policy

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

Annual Audit

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

Accounting Practices

The following are accounting practices that are typically used for budgetary decision making for both the operating budget and Capital Improvements Plan, but have not been formally adopted into a policy document. The policies are reviewed periodically as changes occur that require updating.

Capital Projects Fund Policy

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

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

Debt Policy

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

Fund Balance

While the City has not adopted an official fund balance policy, its stated goal is not to allow unassigned fund balance in the current fiscal year to drop below twenty five (25) percent of the three year average of General Fund expenditures. Fund balance represents the excess of assets minus liabilities. Fund balance is also often called the City's reserves and can also be thought of as the cumulative balance of revenues exceeding expenditures. Unassigned fund balance is the remaining fund balance within the General Fund that does not have any claims or internal allocations on it.

Community Museum - Budd Car

Financial Overview

General Fund Summary

FY20 Budget

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

Since the City has adopted a pay-as-you-go philosophy for capital projects, it is expected that the City will accumulate fund balance in some years in order to draw down those funds in years when there are substantial capital needs. The FY20 Adopted Budget has reduced contributions to capital projects, relative to the FY19 Adopted Budget, placing it more in line with the City budget of the prior five years.

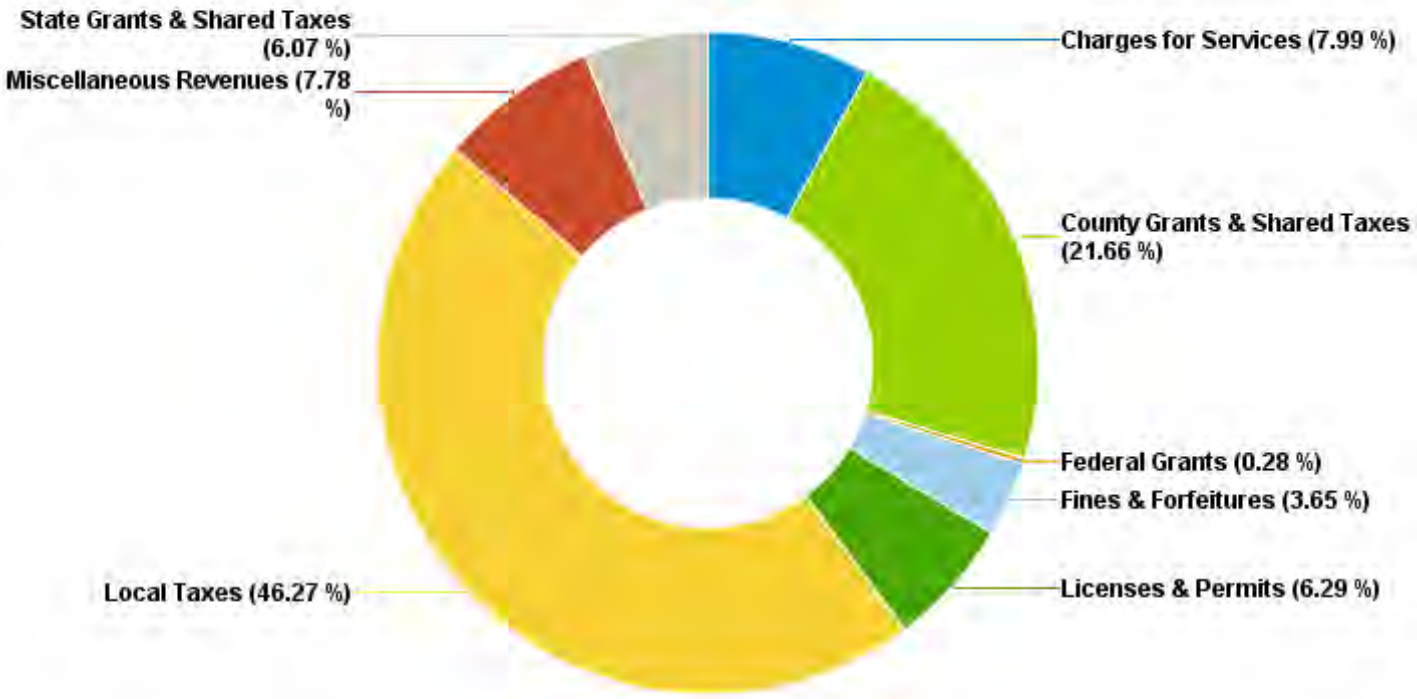
The City has chosen to utilize some of the available unassigned fund balance to subsidize the operating budget. This use of fund balance will create a structural imbalance, meaning that operating revenues will not be sufficient to cover operating expenditures on an on-going basis, unless this reliance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

Financial Overview
General Fund Summary
FY20 Budget

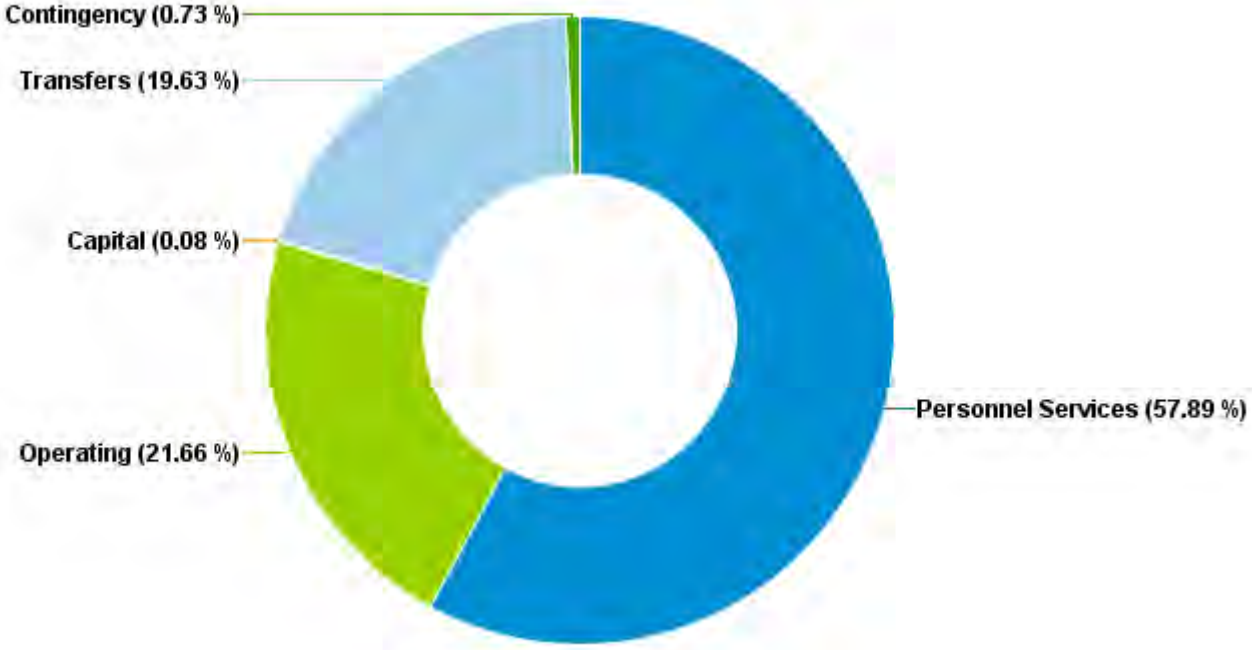
	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
Revenues and Sources of Funds						
Local Taxes	30,585,620	31,132,200	31,185,200	31,605,200	420,000	1.3%
Licenses & Permits	3,812,595	4,608,335	4,024,910	4,299,970	275,060	6.8%
Federal Grants	150,650	181,986	177,605	190,404	12,799	7.2%
State Grants & Shared Taxes	2,472,641	3,289,928	5,306,853	4,146,355	(1,160,498)	(21.9%)
County Grants & Shared Taxes	13,179,127	16,028,798	13,041,567	14,798,900	1,757,333	13.5%
Charges for Services	4,661,909	4,745,155	5,388,062	5,461,230	73,168	1.4%
Fines & Forfeitures	2,471,113	2,367,000	2,649,000	2,492,000	(157,000)	(5.9%)
Miscellaneous Revenues	1,989,614	2,794,473	1,514,570	3,191,830	1,677,260	110.7%
Total	59,323,269	65,147,875	63,287,767	66,185,889	2,898,122	4.6%
Reappropriation	-	-	7,457,749	2,123,290	(5,334,459)	(71.5%)
Total Revenues and Sources of Funds	59,323,269	65,147,875	70,745,516	68,309,179	(2,436,337)	(3.4%)
Expenditures and Uses of Funds						
Personnel Services	36,831,185	36,926,358	38,409,596	39,544,077	1,134,482	3.0%
Operating	12,407,725	13,351,069	14,070,702	14,796,886	726,184	5.2%
Capital	508,477	426,211	360,200	57,850	(302,350)	(83.9%)
Contingency	27,085	282,565	500,000	500,000	-	0.0%
Total	49,774,472	50,986,203	53,340,497	54,898,814	1,558,316	2.9%
Transfers						
Transfer to Asset Replacement	1,993,215	2,174,000	2,174,000	2,488,000	314,000	14.4%
Transfer to Capital Funds	11,267,000	10,875,800	10,875,800	6,350,000	(4,525,800)	(41.6%)
Transfer to Housing	5,163,961	240,000	240,000	240,000	-	0.0%
Transfer to OPEB	2,200,000	2,900,000	2,900,000	3,100,000	200,000	6.9%
Transfer to Stormwater	1,207,886	1,215,977	1,215,218	1,232,365	17,147	1.4%
Total	21,832,062	17,405,777	17,405,018	13,410,365	(3,994,653)	(23.0%)
Total Expenditures and Uses of Funds	71,606,534	68,391,980	70,745,515	68,309,179	(2,436,337)	(3.4%)
Revenues Over/(Under) Expenditures	(12,283,265)	(3,244,105)	-	-		
Beginning Fund Balance	61,287,103	49,003,838	49,003,838	45,759,733		
Reappropriation	-	-	(7,457,749)	(2,123,290)		
Projected Fund Balance	49,003,838	45,759,733	41,546,089	43,636,443		

FY20 Budget

Where the Money Comes From (Total Budgeted Revenues and Sources of Funds)



Where the Money Goes (Total Budgeted Expenditures and Uses of Funds)



Financial Overview

General Fund Revenues

FY20 Budget

Revenue Descriptions

Real and Personal Property Taxes

The State of Maryland completes property assessment of all property within the State on a three year basis. The City of Gaithersburg underwent a full assessment in FY18. The revised assessed values will be used for the FY20 property tax bills. Although the properties are assessed every three years, any increase in property value is spread over a three year period, e.g. property value with a full cash value going from $300,000 to $312,000 would be assessed at $304,000 in the first year, $308,000 the second year and $312,000 in the third year. Additionally, Montgomery County has approved a 10% cap on the total property value increase for any given year. As a result property assessments lag the full cash, or market value significantly. Property value decreases however, are reflected immediately when the assessment is changed.

Real and Personal Property taxes are stated at 100% of the full assessed value. The City's Real Property tax rate is $.262 per $100 of assessed value. The City's Personal Property is $.53 per $100 of assessed value.

In order to develop the FY20 budget for property taxes, the City obtained the updated assessed values for all City properties and applied the 1/3 increase and the 10% cap to any properties with increased assessed values. We further assumed that properties with significant value increases would contest the increase and only applied a 2% increase to those with a greater than 10% value increase. Using these revised assessed values, the City applied the property tax rates identified above to develop the FY20 revenue budget.

Real and Personal Property Taxes plus penalties and interest ($29,182,200) make up approximately 44.1% of the budgeted City revenue, or 42.7% of all revenue and other sources (includes re-appropriations).

Income Tax

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

During FY20, the City will receive income tax distributions that represent adjustments to: tax returns related to calendar year 2018, tax collections related to income earned in calendar year 2019, and estimated tax payments made in calendar year 2020. The City receives payments from the State during ten months of the year.

In determining the FY20 budget for income tax, the City used the year-to-date collections for calendar years 2015 – 2017 to understand tax payment patterns and estimate the percentage of the total collections that are received during each payment. Based on these historical collection percentages, the City estimates remaining collections for the current year. The FY20 budget was developed by adding 2.2% to the FY19 estimate.

Income taxes ($13,400,000) make up approximately 20.2% of the budgeted City revenue, excluding re-appropriations, or 19.6% of all revenues and other sources. Income tax is included within the Intergovernmental Revenues category.

Hotel / Motel Tax

Hotel / motel taxes have been established by the Mayor and City Council on the gross receipts of room rentals. Owners of the businesses are required to file a return and pay the tax on a monthly basis. The tax of 2% is based solely on overnight room rentals. The City has twelve (12) hotels/motels within the City limits that collect these taxes and remit the funds monthly. The budget for this revenue was developed based on the current year projected revenues. The projected revenues were calculated using individual hotel/motel receipts through November times the five year average amount collected through November divided by the total revenue for each hotel.

Hotel / motel taxes ($1,123,000) make up approximately 1.7% of the budgeted City revenue, or 1.6% of all revenues and other sources.

Admissions and Amusements Tax

Admissions and amusement taxes are State administered local taxes on the gross receipts of various categories of amusement, recreation and sports activities. Businesses are required to file a return and pay the tax monthly, while the City receives quarterly distributions of the receipts from the State. Admissions and Amusement rates on the majority of categories are 10%. Those categories subject to State sales and use tax remain at 5%. The budget for this revenue was based on the current year projected revenue plus an estimate for a new movie theater which is expected to open in early FY20.

Admissions and amusements taxes ($1,300,000) make up approximately 2.0% of the budgeted City revenue, or 1.9% of all revenues and other sources.

Licenses & Permits

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

Cable TV franchise revenue is based on a negotiated percent (5%) of the cable provider's annual subscription revenue generated by households within the City. The City's share of this revenue is proposed to generate ($1,084,000); permits issued for building construction is ($1,300,000); rental housing licenses (fees paid by landlords for each rental housing unit) is ($790,870); revenue from fire protection permits is ($175,000). The budget for these accounts was developed based on review of prior years' collections. The building permit and related permit revenues were increased slightly from the FY19 budget based on the FY19 revenue estimates.

Total of licenses & permits ($4,299,970) make up approximately 6.5% of the budgeted City revenue, or 6.3% of all revenues and other sources.

Intergovernmental Revenue

Intergovernmental revenue consists of receipts from the Federal, State or County governments. The majority of these receipts come from the State based on particular formulas set in law. The total estimate for intergovernmental revenue is ($5.7 million), with the largest sources being:

- State Highway User Tax ($1,918,609), which is derived from the State Motor Fuels Tax and disbursed to the City based on street miles and number of registered vehicles within the City;
- Recurring Montgomery County Revenue Sharing ($1,206,567), which is designed to share some of the savings the County has because the City has a Police Department;
- State Police Aid ($667,746), which is based on the total number of sworn officers employed by the City; and
- State of Maryland Open Space Grant ($500,000), which is related to a large one-time capital project.

Intergovernmental revenue ($5,735,659) makes up approximately 8.7% of the budgeted City revenue, or 8.4% of all revenues and other sources.

Service Charges

Service charges come primarily from fees imposed on the recipients of certain City services. The City's largest fees include recycling ($1,419,924), recreation programs, classes, youth services and summer camps ($1,173,950), and water park revenues ($700,000).

Service charges within the General Fund ($5,461,230) make up approximately 8.3% of the budgeted City revenue, or 8.0% of total General Fund revenues and sources of funds.

Fines and Forfeitures

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

In FY08, the City implemented the state law allowing for speed radar set up within the municipal boundaries. FY20 revenue is budgeted for $2,230,000, which is a decrease from the prior year budget. This revenue budget was developed based on declines in the FY19 revenue compared to the historical first quarter collections.

All fines and forfeitures ($2,492,000) make up approximately 3.8% of the budgeted City revenue, or 3.6% of all revenue and other sources.

Other Miscellaneous

The City receives miscellaneous revenue from other non-recurring sources, the single largest of which is interest earnings. The budget for interest earnings is based on an estimated investment portfolio with both a managed component and utilizing the State investment pool. Budgeted returns range from 40 basis points (0.4%) for fully liquid cash funds to 2.4% for the longer term portfolio. Ninety percent of the return is budgeted to be allocated to the General Fund as the rest goes to the Stormwater Fund or Forest Conservation Fund. Unrealized loss is unlikely this year, as the City is expecting the Federal Reserve to leave interest rates unchanged due to slower global economic growth. Accounting regulations require that all investments be reported at market value during the year.

Other miscellaneous ($3,186,830) makes up approximately 4.8% of the budgeted City revenue, or 4.7% of all revenue and other sources.

Reappropriation of Fund Balance

The FY20 budget includes $2.1 million of re-appropriated funds from fund balance accumulated in previous years. This is a decrease of $5.4 million from the previous year. The FY20 budget for re-appropriation supports the following items:

- $212,000 in one-time expenditures within the CIP which were not supported by one-time grants;
- $58,000 in new equipment and vehicles funded within the General Fund budget;
- $800,000 in additional transfer to the Asset Replacement Fund as part of a multi-year catch-up provision;
- $500,000 for contingency; and
- $198,000 to subsidize current year operating expenditures. This subsidy represents approximately 0.3% of recurring General Fund expenditures. The FY19 budget for recurring expenditures was subsidized by approximately 7.2% or $4.6 million.

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

General Fund Revenues
Revenues by Object
FY20 Budget

Account	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
Local Taxes						
410000 - Real Estate Taxes - Current	26,530,219	27,300,000	27,092,000	27,580,000	488,000	1.8%
410100 - Real Estate Taxes - Prior Years	(62,890)	(160,000)	(270,900)	(200,000)	70,900	(26.2%)
411000 - Corporate Personal Property Tax - Current	1,223,522	1,250,000	1,275,000	1,275,000	-	0.0%
411100 - Corporate Personal Property Tax - Prior Years	32,523	32,000	100,000	32,000	(68,000)	(68.0%)
412000 - Personal Property Tax - Current	20,498	20,000	20,000	20,000	-	0.0%
412100 - Personal Property Tax - Prior Years	270	200	100	200	100	100.0%
413000 - Public Utilities PPT - Current	422,017	434,000	410,000	434,000	24,000	5.9%
413100 - Public Utilities PPT - Prior Years	2,969	2,000	2,000	2,000	-	0.0%
414000 - Hotel & Motel Tax	1,197,383	1,090,000	1,200,000	1,123,000	(77,000)	(6.4%)
418300 - Admissions & Amusements Tax	1,180,053	1,125,000	1,300,000	1,300,000	-	0.0%
419000 - Local Tax - Penalties & Interest	27,953	28,000	40,000	28,000	(12,000)	(30.0%)
419100 - Penalties & Interest - Prior Years	11,103	11,000	17,000	11,000	(6,000)	(35.3%)
Total Local Taxes	30,585,620	31,132,200	31,185,200	31,605,200	420,000	1.3%
Licenses & Permits						
420070 - Public Improvement Street Permits	52,783	263,000	70,000	30,000	(40,000)	(57.1%)
420090 - Amusements Licenses	21,150	19,150	22,200	34,150	11,950	53.8%
420100 - Traders Licenses	126,784	130,000	138,500	127,000	(11,500)	(8.3%)
420130 - Hawkers/Peddlers Licenses	6,250	4,250	5,000	5,000	-	0.0%
420150 - Electricians Licenses	62,650	30,000	40,000	52,000	12,000	30.0%
420170 - Rental Housing Licenses	693,010	825,000	821,310	790,870	(30,440)	(3.7%)
420185 - Bus Shelter Franchise Fees	12,383	12,500	20,000	18,000	(2,000)	(10.0%)
420190 - Cable TV Franchise Fees	894,418	990,000	930,000	1,084,000	154,000	16.6%
420210 - Animal Licenses	28,985	29,285	29,000	30,000	1,000	3.4%
420220 - Pet Shop Commercial Kennel	750	750	1,000	750	(250)	(25.0%)
420230 - Building Permits	1,120,936	1,300,000	1,100,000	1,300,000	200,000	18.2%
420231 - Deck Permits	6,995	6,000	9,000	9,000	-	0.0%
420232 - Fence Permits	3,669	2,500	2,000	2,500	500	25.0%
420233 - Fuel Tank Permits	1,900	1,500	1,000	1,200	200	20.0%
420234 - Swimming Pool Permits	6,143	6,500	2,000	6,100	4,100	205.0%

General Fund Revenues
Revenues by Object
FY20 Budget

Account	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
420235 - Tent Permits	4,373	4,000	5,500	4,200	(1,300)	(23.6%)
420236 - Trailers Permits	2,300	1,900	2,200	2,000	(200)	(9.1%)
420250 - Electrical Permits	165,932	165,000	140,000	160,000	20,000	14.3%
420270 - Utility Permits	19,558	12,000	24,000	12,000	(12,000)	(50.0%)
420290 - Occupancy Permits	80,150	75,000	75,000	75,000	-	0.0%
420300 - Home Occupation Licenses	200	200	200	200	-	0.0%
420310 - Sign Permits	21,259	24,000	24,000	21,000	(3,000)	(12.5%)
420320 - Fire Protection Permits	171,416	175,000	175,000	175,000	-	0.0%
420330 - Mechanical Permits	122,638	135,000	125,000	140,000	15,000	12.0%
420340 - Special Events Permits	9,830	11,000	15,000	11,000	(4,000)	(26.7%)
420350 - Grading Permits	5,641	185,000	22,000	25,000	3,000	13.6%
420360 - Fire Protection Systems Permits	28,426	32,000	32,000	34,000	2,000	6.3%
420370 - On-Site Improvements	79,711	95,000	120,000	80,000	(40,000)	(33.3%)
420380 - Stormwater Management Permits	11,056	23,000	22,000	20,000	(2,000)	(9.1%)
464250 - CATV - Capital Equipment & PEG	51,299	49,800	52,000	50,000	(2,000)	(3.8%)
Total Licenses & Permits	3,812,595	4,608,335	4,024,910	4,299,970	275,060	6.8%
Federal Grants						
431100 - Federal Grant - Miscellaneous	23,074	31,600	27,000	33,600	6,600	24.4%
431500 - Federal Grant - FEMA	-	-	-	-	-	0.0%
432100 - Federal Grant - Police Equipment	6,821	9,386	7,500	9,386	1,886	25.1%
432400 - Federal Grant - DHS	-	6,000	6,000	6,000	-	0.0%
433100 - Federal Grant - CDBG	120,755	135,000	137,105	141,418	4,313	3.1%
Total Federal Grants	150,650	181,986	177,605	190,404	12,799	7.2%
State Grants & Shared Taxes						
434000 - State Grant - Open Space	-	540,000	2,475,000	500,000	(1,975,000)	(79.8%)
434050 - State Grant - Olde Towne Revitalization	104,651	200,000	200,000	-	(200,000)	(100.0%)
434100 - State Grant - Miscellaneous	31,000	70,000	70,000	1,000,000	930,000	1,328.6%
434110 - State Grant - Homeless Program	-	36,333	36,117	-	(36,117)	(100.0%)
434200 - State Grant - Police	651,450	661,095	701,936	667,746	(34,190)	(4.9%)
434300 - State Grant - Arts	54,676	60,000	55,000	60,000	5,000	9.1%

General Fund Revenues
Revenues by Object
FY20 Budget

Account	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
434310 - State Grant - Arts New Initiative	1,100	-	-	-	-	0.0%
434940 - State Grant - Bond Bill(s)	249,136	200,000	250,000	-	(250,000)	(100.0%)
435900 - State Revenue Sharing - Highway User	1,380,629	1,522,500	1,518,800	1,918,609	399,809	26.3%
Total State Grants & Shared Taxes	2,472,641	3,289,928	5,306,853	4,146,355	(1,160,498)	(21.9%)
County Grants & Shared Taxes						
437110 - County Grant - Homeless Programs	99,305	36,333	-	36,333	36,333	100.0%
437130 - County Grant - Nutrition Program	56,706	57,000	57,000	60,000	3,000	5.3%
437150 - County Grant - Miscellaneous	-	1,593,898	250,000	60,000	(190,000)	(76.0%)
437165 - County Grant - Supportive Housing Asst.	29,025	35,000	28,000	36,000	8,000	28.6%
437970 - County Grant - Financial Corporation	2,645	-	-	-	-	0.0%
438100 - County Rev. Sharing - Income Tax	11,784,879	13,100,000	11,500,000	13,400,000	1,900,000	16.5%
438700 - County Rev. Sharing - Duplicate Services	1,206,567	1,206,567	1,206,567	1,206,567	-	0.0%
Total County Grants & Shared Taxes	13,179,127	16,028,798	13,041,567	14,798,900	1,757,333	13.5%
Charges for Services						
441100 - Automation Fees	179,083	222,800	186,570	180,000	(6,570)	(3.5%)
441300 - Zoning/Subdivision Fees	147,906	120,000	120,000	127,000	7,000	5.8%
447150 - Recreation Programs - Sports	441,310	345,100	480,691	431,400	(49,291)	(10.3%)
447160 - Recreation Programs - Recreation Classes	207,514	195,000	200,000	214,950	14,950	7.5%
447170 - Recreation Programs - Youth Services	51,137	29,700	47,644	37,700	(9,944)	(20.9%)
447180 - Recreation Programs - Summer Camps	144,705	358,400	500,000	489,900	(10,100)	(2.0%)
447200 - Casey Community Center Rentals	191,696	222,000	252,000	230,000	(22,000)	(8.7%)
447210 - Casey Community Center Programs	28,392	-	-	-	-	0.0%
447220 - Water Park	516,986	476,700	735,000	700,000	(35,000)	(4.8%)
447240 - Kentlands	155,002	130,000	190,000	163,000	(27,000)	(14.2%)
447260 - Special Events	84,226	85,990	105,200	107,325	2,125	2.0%
447270 - Aquatic Facility - Indoor	156,187	157,700	155,000	160,000	5,000	3.2%

General Fund Revenues
Revenues by Object
FY20 Budget

Account	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
447280 - Skate Park	11,188	10,000	13,660	9,300	(4,360)	(31.9%)
447290 - Group Picnics	61,089	51,000	62,000	62,000	-	0.0%
447300 - Winter Lights	331,651	344,000	300,000	330,000	30,000	10.0%
447320 - Miniature Golf Revenue	94,530	90,000	114,000	100,000	(14,000)	(12.3%)
447330 - G'burg Youth Center in Olde Towne	7,854	16,100	16,670	21,800	5,130	30.8%
447340 - Activity Center	210,077	223,000	231,000	226,000	(5,000)	(2.2%)
447360 - Activity Center - Programs	14,931	-	-	-	-	0.0%
447370 - Arts Barn - Rental	9,665	-	-	-	-	0.0%
447380 - Arts Barn Programs	73,515	125,000	150,300	125,200	(25,100)	(16.7%)
447390 - Arts Barn Admissions	121,007	125,000	128,000	127,800	(200)	(0.2%)
447400 - Arts Barn Art Sales	1,956	-	-	-	-	0.0%
447410 - Gaithersburg Youth Center at Robertson Park	3,110	6,600	3,500	8,400	4,900	140.0%
447422 - Aquatic Outdoor Taxable	2,593	-	-	-	-	0.0%
447423 - Arts Barn Taxable	2,521	-	-	-	-	0.0%
447430 - Winter Lights Taxable	5,347	-	-	-	-	0.0%
447432 - Miniature Golf Taxable	2,441	-	-	-	-	0.0%
447470 - Aquatic Indoor Taxable	17	-	-	-	-	0.0%
447493 - Kentlands Taxable	1,215	-	-	-	-	0.0%
447550 - Community Museum Revenue	8,288	7,500	6,500	9,000	2,500	38.5%
447800 - Membership Fee - Dog Exercise	1,500	1,800	1,440	1,800	360	25.0%
448250 - Benjamin Gaither Ctr Programs	130,226	160,000	169,000	165,000	(4,000)	(2.4%)
448300 - Benjamin Gaither Ctr Rentals	15,696	-	-	-	-	0.0%
449150 - Environmental Fees	4,780	2,126	4,812	3,761	(1,051)	(21.8%)
449200 - Stormwater MGMT Plan Review Fees	66,190	-	-	-	-	0.0%
449240 - Recycling Collections	1,166,013	1,229,769	1,205,000	1,419,924	214,924	17.8%
449600 - Bike Locker Rental	35	35	35	35	-	0.0%
449700 - Fingerprinting Services	4,545	4,100	5,000	4,200	(800)	(16.0%)
449800 - Parking Garage Fees	35	35	40	35	(5)	(12.5%)
449810 - Charging Station Fees	772	1,200	500	1,200	700	140.0%
451320 - Returned Check Fees	980	500	1,000	500	(500)	(50.0%)
463200 - Processing Fees (PR&C)	4,001	4,000	3,500	4,000	500	14.3%
Total Charges for Services	4,661,909	4,745,155	5,388,062	5,461,230	73,168	1.4%

General Fund Revenues
Revenues by Object
FY20 Budget

Account	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
Fines & Forfeitures						
451300 - Ordinance Fines	12,145	22,000	25,000	22,000	(3,000)	(12.0%)
451310 - Police Tickets & Fines	248,632	230,000	231,000	230,000	(1,000)	(0.4%)
451350 - Photo Radar	2,174,823	2,100,000	2,390,000	2,230,000	(160,000)	(6.7%)
451420 - Police Seizure	35,513	15,000	3,000	10,000	7,000	233.3%
Total Fines & Forfeitures	2,471,113	2,367,000	2,649,000	2,492,000	(157,000)	(5.9%)
Miscellaneous Revenues						
460110 - Sale of Recyclable Materials	6,481	3,500	2,500	2,500	-	0.0%
460210 - Sales - Publications	44	-	-	-	-	0.0%
461100 - Interest Earnings	1,565,393	1,650,000	550,000	2,070,000	1,520,000	276.4%
461101 - Change In Unrealized Gain/ Loss	(968,437)	-	-	-	-	0.0%
462010 - Property Rent - Residential	13,000	13,000	13,000	13,000	-	0.0%
462030 - Property Rent - Telecommunications	76,556	81,100	81,100	83,500	2,400	3.0%
462040 - Property Rent - Commercial	15,489	17,150	17,150	17,900	750	4.4%
462110 - Rent - Wells/Robertson	17,150	19,000	22,000	19,000	(3,000)	(13.6%)
462120 - Rent - 50 DeSellum	17,460	18,960	19,920	18,960	(960)	(4.8%)
463210 - Naming Rights	15,000	15,000	15,000	15,000	-	0.0%
464100 - Contributions	40,181	35,000	100,500	37,500	(63,000)	(62.7%)
464150 - Contributions - CS	100	23,000	-	5,000	5,000	100.0%
464170 - Contributions - CC Scholarship	3,845	2,000	2,000	2,000	-	0.0%
464190 - Contributions - PR&C	22,121	25,000	25,000	27,600	2,600	10.4%
464230 - Contributions - Gertrude Ager	2,361	-	-	-	-	0.0%
464240 - Holiday Giving	29,122	26,483	25,000	26,500	1,500	6.0%
464300 - Annexation Agreement	-	-	-	-	-	0.0%
464500 - Administrative SVC Agreement	25,000	25,000	25,000	25,000	-	0.0%
465100 - Expenditure Reimbursement	4,896	5,000	13,000	5,000	(8,000)	(61.5%)
465200 - Prior Year Expenditure Reimbursement	19,850	5,000	5,000	5,000	-	0.0%
467200 - Miscellaneous	479,439	405,880	131,000	418,970	287,970	219.8%
467210 - Cash Over/Short	(33)	-	-	-	-	0.0%
467230 - Miscellaneous - Vending Machines	14,304	14,400	14,400	14,400	-	0.0%
467250 - Passports	57,050	45,000	70,000	60,000	(10,000)	(14.3%)

General Fund Revenues
Revenues by Object
FY20 Budget

Account	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
467350 - Self Insurance Reimbursement	44,039	35,000	35,000	35,000	-	0.0%
467360 - ICMA Miscellaneous	148,549	180,000	148,000	140,000	(8,000)	(5.4%)
481100 - Sale of General Fixed Assets	340,652	150,000	200,000	150,000	(50,000)	(25.0%)
Total Miscellaneous Revenues	1,989,614	2,794,473	1,514,570	3,191,830	1,677,260	110.7%
Total Revenue	59,323,269	65,147,875	63,287,767	66,185,889	2,898,122	4.6%
481200 - Reappropriation	-	-	7,457,749	2,123,290	(5,334,459)	(71.5%)
Total	59,323,269	65,147,875	70,745,516	68,309,179	(2,436,337)	(3.4%)

Financial Overview

General Fund Expenditures

FY20 Budget

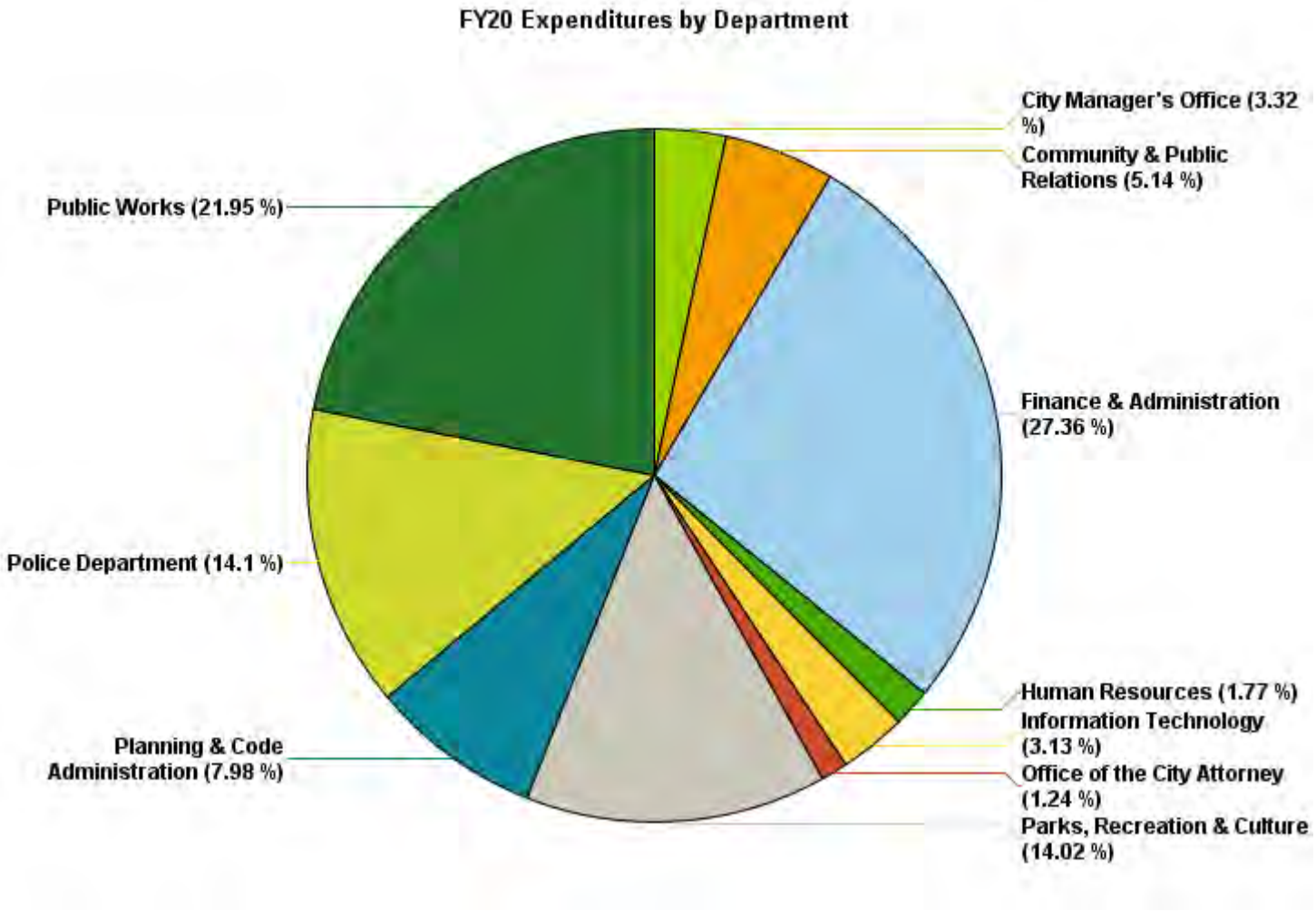
The preceding pages focused on the General Fund's revenue streams and categorized revenues by their source, or where they came from. The City's expenditures are often viewed in many different categories to help understand the overall operations. Some of the ways this budget categorizes expenditures are:

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

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

General Fund Expenditures
Expenditures by Department
FY20 Budget

Department	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
City Manager's Office	2,167,415	2,212,549	2,256,542	2,269,866	13,324	0.6%
Community & Public Relations	3,369,314	3,353,824	3,350,992	3,507,772	156,780	4.7%
Finance & Administration	25,733,656	21,979,824	22,731,062	18,686,407	(4,044,655)	-17.8%
Human Resources	1,105,697	1,189,274	1,128,549	1,206,908	78,359	6.9%
Information Technology	1,958,961	2,111,820	2,052,878	2,137,558	84,680	4.1%
Office of the City Attorney	663,311	740,988	723,556	849,109	125,553	17.4%
Parks, Recreation & Culture	8,992,819	9,242,426	9,220,224	9,575,817	355,593	3.9%
Planning & Code Administration	5,251,711	5,275,777	5,327,753	5,451,952	124,199	2.3%
Police Department	9,245,272	9,098,052	9,432,952	9,628,798	195,846	2.1%
Public Works	13,118,380	13,187,447	14,521,007	14,994,992	473,984	3.3%
Total	71,606,534	68,391,980	70,745,515	68,309,179	(2,436,337)	-3.4%



Financial Overview

General Fund Expenditures - By Function and Activity

FY20 Budget

Function/Activity	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	%Chg
General Government						
Mayor & City Council	352,397	410,147	399,235	415,837	16,602	4.2%
Legal Services	610,941	738,988	721,556	787,359	65,803	9.1%
Registration & Elections	52,369	2,000	2,000	61,750	59,750	2,987.5%
Office of the City Manager	822,909	909,606	853,186	894,221	41,035	4.8%
Economic & Business Development	439,013	531,136	517,659	498,357	(19,301)	(3.7%)
Environmental Services	164,023	23,636	152,807	122,739	(30,068)	(19.7%)
Human Resources	1,105,697	1,189,274	1,128,549	1,206,908	78,359	6.9%
Finance & Administration	1,424,238	1,378,655	1,540,770	1,590,485	49,716	3.2%
Housing & Community Development	389,073	338,024	333,655	338,712	5,057	1.5%
Information Technology	1,676,883	1,811,358	1,751,202	1,809,484	58,282	3.3%
Geographic Information Systems	282,078	300,462	301,676	328,073	26,397	8.8%
General Services	63,129	52,550	52,848	54,176	1,329	2.5%
Facilities Management	1,229,675	1,720,871	1,932,446	1,905,893	(26,553)	(1.4%)
Building & Grounds - City Hall	111,029	162,145	177,330	160,910	(16,420)	(9.3%)
Building & Grounds - Police Station	63,245	51,863	65,392	94,522	29,130	44.5%
Building & Grounds - Public Service Facility	141,684	128,612	171,195	242,176	70,981	41.5%
Building & Grounds - Train Station/ Freight House	21,199	25,426	27,746	29,290	1,544	5.6%
Building & Grounds - Kentlands Mansion	69,421	45,492	63,524	90,738	27,213	42.8%
Building & Grounds - Benjamin Gaither Center	82,923	82,467	93,025	90,261	(2,764)	(3.0%)
Building & Grounds - Casey Community Center	140,378	144,346	156,525	157,744	1,219	0.8%
Building & Grounds - Olde Towne Pavilion	6,043	5,187	6,487	6,023	(464)	(7.2%)
Building & Grounds - Public Safety	63,436	51,589	59,068	38,423	(20,645)	(35.0%)
Building & Grounds - Gaithersburg Aquatic Center	19,311	23,711	28,653	15,074	(13,579)	(47.4%)
Building & Grounds - Activity Center	287,343	260,617	283,381	274,736	(8,644)	(3.1%)
Building & Grounds - Gaithersburg Arts Barn	72,723	72,640	86,587	86,350	(237)	(0.3%)
Building & Grounds - Water Park	125,293	119,204	152,837	126,618	(26,219)	(17.2%)
Building & Grounds - Miniature Golf	14,455	12,798	15,313	16,058	745	4.9%
Building & Grounds - Skate Park	6,537	7,457	10,093	9,117	(976)	(9.7%)

Financial Overview

General Fund Expenditures - By Function and Activity

FY20 Budget

Function/Activity	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	%Chg
General Government						
Building & Grounds - Olde Towne Youth Center	38,901	22,754	41,819	56,347	14,528	34.7%
Building & Grounds - Robertson Park Youth Center	53,554	104,875	63,872	67,220	3,347	5.2%
Building & Grounds - Gaithersburg CPSC Park Site	23,464	23,409	32,206	29,293	(2,913)	(9.0%)
Building & Grounds - Parking Facility	162,583	90,902	112,165	126,855	14,689	13.1%
Building & Grounds - Homeless Services	-	-	-	43,062	43,062	100.0%
Planning & Code Administration	905,389	856,645	909,020	906,286	(2,734)	(0.3%)
Planning	1,171,309	1,238,057	1,170,359	1,240,842	70,483	6.0%
Neighborhood Services	963,620	1,095,397	1,076,030	1,155,652	79,622	7.4%
Public Information	1,039,590	960,986	953,616	1,056,155	102,539	10.8%
Gaithersburg Television	290,748	305,118	296,916	302,180	5,264	1.8%
Total	14,486,603	15,298,402	15,740,747	16,435,926	695,179	4.4%
Public Safety						
Permits & Inspections	1,788,387	1,696,220	1,740,063	1,725,106	(14,957)	(0.9%)
Animal Control	423,005	389,458	432,281	424,066	(8,215)	(1.9%)
Police Department	9,245,272	9,098,052	9,432,952	9,628,798	195,846	2.1%
Traffic Control	274,516	345,850	304,815	320,462	15,647	5.1%
Total	11,731,180	11,529,580	11,910,111	12,098,432	188,321	1.6%
Public Works						
Public Works Administration	891,629	780,561	790,998	785,003	(5,995)	(0.8%)
Streets & Special Projects	759,676	869,834	1,011,934	1,057,180	45,246	4.5%
Fleet Maintenance	590,947	649,134	633,062	663,254	30,192	4.8%
Landscaping & Forestry	1,066,155	1,147,278	1,350,535	1,264,585	(85,950)	(6.4%)
City Stormwater	-	9,000	9,450	10,450	1,000	10.6%
Municipal Parks Maintenance	1,988,332	1,855,927	2,025,762	2,104,092	78,330	3.9%
Mowing & Bulk Pick-Up	2,519,653	2,166,362	2,333,333	2,220,438	(112,894)	(4.8%)
Recycling	997,414	1,025,660	1,038,220	1,246,166	207,946	20.0%
Engineering Services	670,725	549,477	756,234	951,653	195,419	25.8%
Street Lighting	626,137	632,000	687,000	705,000	18,000	2.6%
Total	10,110,667	9,685,232	10,636,528	11,007,821	371,293	3.5%

Financial Overview

General Fund Expenditures - By Function and Activity

FY20 Budget

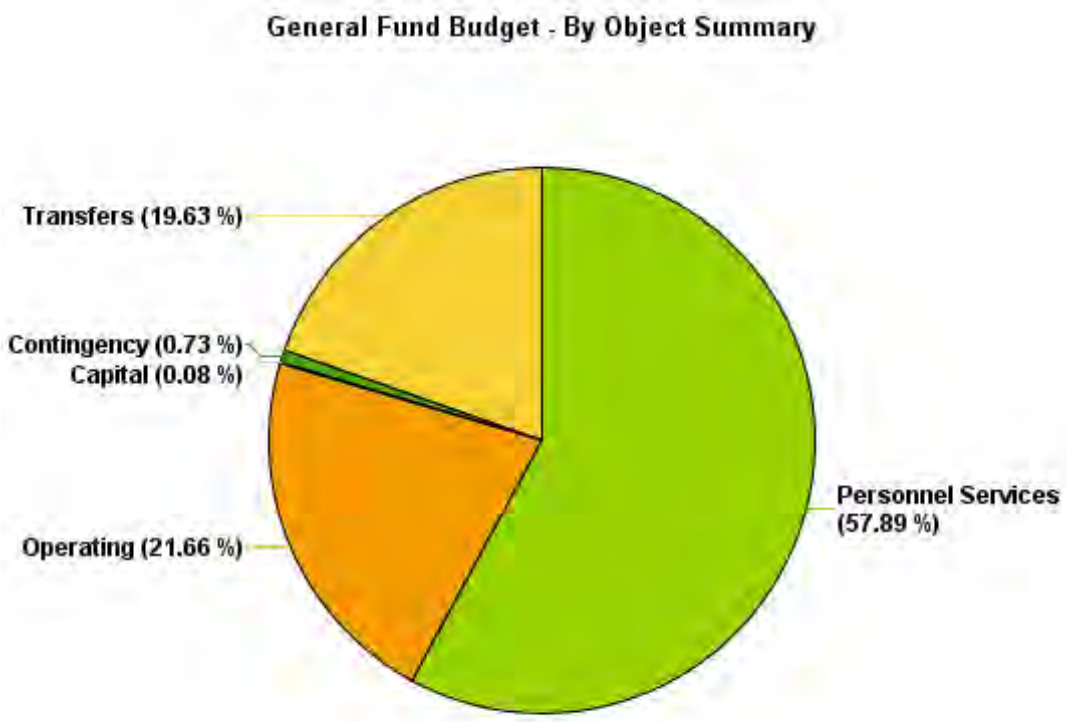
Function/Activity	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	%Chg
Parks, Recreation & Culture						
Parks, Recreation & Culture Administration	761,804	836,184	862,944	896,859	33,915	3.9%
Recreation Programs and Sports	1,060,083	938,477	942,107	939,038	(3,069)	(0.3%)
Recreation Classes	266,665	271,209	301,324	303,841	2,517	0.8%
Youth Services	347,547	382,268	487,400	397,048	(90,352)	(18.5%)
Summer Programs	591,684	615,424	615,013	666,244	51,231	8.3%
Gaithersburg Youth Center at Robertson Park	243,264	235,526	248,836	273,538	24,702	9.9%
Skate Park	39,984	40,912	41,294	41,941	647	1.6%
Casey Community Center	425,483	447,234	415,715	438,694	22,979	5.5%
Water Park	530,099	756,733	682,287	872,961	190,674	27.9%
Gaithersburg Arts Barn	536,690	528,691	519,250	519,987	737	0.1%
Gaithersburg Youth Center at Olde Towne	340,283	320,688	317,231	340,605	23,374	7.4%
Activity Center	492,060	517,801	505,568	534,766	29,197	5.8%
Gaithersburg Aquatic Center	273,263	290,500	281,723	315,030	33,306	11.8%
Miniature Golf Course	107,321	74,379	96,882	99,764	2,882	3.0%
Picnic Pavilions	24,007	23,707	22,293	25,011	2,718	12.2%
Winter Lights	209,524	267,447	237,660	236,754	(906)	(0.4%)
Special Events	1,386,150	1,309,209	1,292,591	1,228,478	(64,113)	(5.0%)
Museums	213,330	231,961	209,079	227,460	18,381	8.8%
Kentlands Mansion	365,581	362,038	378,579	403,466	24,887	6.6%
Total	8,214,823	8,450,387	8,457,776	8,761,484	303,708	3.6%
Other Governmental						
Non-Departmental	2,414,228	3,142,842	3,732,427	3,631,381	(101,046)	(2.7%)
Total	2,414,228	3,142,842	3,732,427	3,631,381	(101,046)	(2.7%)
Community Services & Development						
Community Services	1,503,053	1,548,751	1,554,101	1,635,789	81,688	5.3%
Homeless Services	535,923	538,969	546,359	513,648	(32,711)	(6.0%)
Benjamin Gaither Center (Seniors Program)	777,995	792,039	762,448	814,333	51,885	6.8%
Total	2,816,971	2,879,760	2,862,908	2,963,770	100,861	3.5%
Total General Fund	49,774,472	50,986,203	53,340,497	54,898,814	1,558,316	2.9%

Transfers

Transfer to Asset Replacement	1,993,215	2,174,000	2,174,000	2,488,000	314,000	14.4%
Transfer to Capital Funds	11,267,000	10,875,800	10,875,800	6,350,000	(4,525,800)	(41.6%)
Transfer to Housing	5,163,961	240,000	240,000	240,000	-	0.0%
Transfer to OPEB	2,200,000	2,900,000	2,900,000	3,100,000	200,000	6.9%
Transfer to Other Funds	-	-	-	-	-	0.0%
Transfer to Stormwater	1,207,886	1,215,977	1,215,218	1,232,365	17,147	1.4%
Total Transfers	21,832,062	17,405,777	17,405,018	13,410,365	(3,994,653)	(23.0%)
Total Expenditures	71,606,534	68,391,980	70,745,515	68,309,179	(2,436,337)	(3.4%)

Financial Overview
General Fund Expenditures - by Object
FY20 Budget

	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	36,831,185	36,926,358	38,409,596	39,544,077	1,134,482	3.0%
Operating	12,407,725	13,351,069	14,070,702	14,796,886	726,184	5.2%
Capital	508,477	426,211	360,200	57,850	(302,350)	(83.9%)
Contingency	27,085	282,565	500,000	500,000	-	0.0%
Transfers	21,832,062	17,405,777	17,405,018	13,410,365	(3,994,653)	(23.0%)
Total	71,606,534	68,391,980	70,745,515	68,309,179	(2,436,337)	(3.4%)



Financial Overview
General Fund Expenditures - by Object
FY20 Budget

Object - Name	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
Personnel Services						
501000 - Full-Time Wages	22,269,534	22,263,587	22,911,353	23,589,533	678,180	3.0%
505000 - Other Taxable Compensation	10,800	10,800	10,800	10,800	-	0.0%
505100 - Other Taxable Comp.- Multilingual	55,467	54,080	49,920	54,080	4,160	8.3%
505200 - Other Taxable Comp.- GFIT	30,790	35,364	73,980	42,672	(31,308)	(42.3%)
505300 - Other Taxable Comp.- Housing Stipend	100,000	97,300	96,000	95,400	(600)	(0.6%)
506000 - Retirement Buyout	744,425	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	360,126	343,519	336,000	354,000	18,000	5.4%
508000 - Overtime Wages	743,007	774,046	784,808	820,252	35,443	4.5%
509000 - Part-Time Wages	3,119,258	3,088,570	3,245,300	3,443,221	197,920	6.1%
510000 - FICA Taxes	2,015,676	2,017,314	2,118,573	2,176,444	57,871	2.7%
512000 - State Unemployment Tax	9,403	10,000	15,240	15,240	(0)	(0.0%)
513000 - Workers' Comp.	289,279	602,820	602,820	407,721	(195,099)	(32.4%)
513100 - Employee Advance/ Worker's Comp.	(3,536)	-	-	-	-	0.0%
514000 - Group Health/Life Insurance	1,168	-	360,000	-	(360,000)	(100.0%)
514100 - Group Insurance/ Retirees	(589)	-	-	-	-	0.0%
514200 - Vision Benefit	8,729	20,687	20,865	22,655	1,790	8.6%
514210 - Health Insurance	3,393,470	3,751,523	3,722,564	4,258,993	536,429	14.4%
514220 - Dental Benefit	226,109	245,735	262,940	263,681	741	0.3%
514230 - Long-Term Care Benefit	30,064	40,020	37,704	45,317	7,613	20.2%
514240 - Life Ins and Disability Benefit	227,850	225,631	220,549	235,461	14,912	6.8%
514300 - Retiree Share/Insurance	(6)	-	-	-	-	0.0%
514500 - M&CC Benefits	24,153	27,000	27,000	26,080	(920)	(3.4%)
514600 - Cobra Coverage	(3,041)	-	-	-	-	0.0%
514700 - Out of Pocket Deductible Reimbursement	152,028	145,000	145,000	153,000	8,000	5.5%
515000 - Retirement (401A)	1,752,748	1,781,098	1,890,776	1,946,249	55,473	2.9%
515050 - Supplemental Retirement (401A)	395,381	419,238	438,392	462,093	23,701	5.4%

Financial Overview
General Fund Expenditures - by Object
FY20 Budget

Object - Name	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
Personnel Services						
515100 - Retirement Health Savings (RHS)	227,555	235,745	306,175	248,728	(57,447)	(18.8%)
515200 - Medicare Retirement Health Savings (RHS)	-	37,166	-	88,582	88,582	0.0%
516000 - Savings Plan (401K)	607,030	636,282	654,288	695,987	41,699	6.4%
516500 - Deferred Compensation (457)	18,021	28,433	19,548	20,389	841	4.3%
519000 - Tuition Reimbursement	26,288	35,400	59,000	67,500	8,500	14.4%
Total	36,831,185	36,926,358	38,409,596	39,544,077	1,134,482	3.0%
Operating						
521000 - Office Supplies	60,111	71,393	70,625	69,025	(1,600)	(2.3%)
522000 - General Operating Supplies	708,502	817,723	819,243	845,116	25,873	3.2%
522200 - Photo/Audio/Video Supplies	471	3,850	4,075	3,050	(1,025)	(25.2%)
522500 - Program Activities	165,957	142,848	173,078	199,950	26,873	15.5%
523300 - Police Outreach	8,500	9,800	9,800	11,300	1,500	15.3%
523400 - Police Weapons	32,372	28,700	28,700	56,934	28,234	98.4%
524000 - Supplies/Resale	30,271	33,864	33,875	34,750	875	2.6%
525000 - Furniture/Fixture	33,235	31,785	33,050	34,868	1,818	5.5%
526000 - Machinery/Equipment	124,661	112,751	132,050	155,790	23,740	18.0%
529000 - Building & Construction Supplies	39,276	58,000	60,000	57,000	(3,000)	(5.0%)
530000 - Accounting & Audit	195,677	212,399	227,800	186,800	(41,000)	(18.0%)
531000 - IT (Non-Consultant) Services	411,857	469,530	479,904	624,582	144,678	30.1%
531500 - Software Licenses	63,986	33,966	35,084	32,199	(2,885)	(8.2%)
531600 - Software Maintenance Agreements	393,192	370,086	369,982	411,227	41,245	11.1%
532000 - Engineering & Architecture	162,500	115,000	152,000	231,500	79,500	52.3%
533000 - Legal	33,391	46,420	65,400	66,610	1,210	1.9%
534500 - Wellness Programs	24,300	34,285	34,825	31,525	(3,300)	(9.5%)
535000 - Medical/Hospital (Screenings)	24,599	26,300	26,300	22,550	(3,750)	(14.3%)

Financial Overview
General Fund Expenditures - by Object
FY20 Budget

Object - Name	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
Operating						
536000 - Miscellaneous Professional Services	1,366,384	1,438,421	1,399,912	1,317,973	(81,939)	(5.9%)
536100 - Temporary Employment Agency	7,600	-	800	8,000	7,200	900.0%
536200 - Americans W/Disabilities Act (ADA)	1,920	2,500	5,000	2,000	(3,000)	(60.0%)
536300 - Contract Cleaning	343,937	357,407	377,842	379,442	1,600	0.4%
536400 - Contract Maintenance Services	451,003	714,415	772,059	823,210	51,151	6.6%
536500 - Investigations	12,516	15,633	15,780	13,995	(1,785)	(11.3%)
536700 - Abatement Services	-	-	15,000	10,000	(5,000)	(33.3%)
536800 - Security Services	23,813	23,195	23,038	16,600	(6,438)	(27.9%)
537000 - Instructor Services	82,512	91,615	89,600	99,120	9,520	10.6%
538000 - Performances & Entertainment	268,969	244,700	251,125	207,000	(44,125)	(17.6%)
541000 - Advertising	119,558	140,866	141,425	135,406	(6,020)	(4.3%)
542000 - Awards & Presentations	68,406	76,792	77,825	77,971	146	0.2%
543000 - Contributions	1,160,476	1,211,860	1,221,760	1,254,708	32,948	2.7%
544000 - Dues/Memberships/ Certification	175,485	188,517	193,539	247,541	54,002	27.9%
545000 - Publications/ Resource Material	22,812	22,752	24,310	25,544	1,234	5.1%
546000 - Conf./Seminar/Class Registration	122,819	158,794	197,131	188,525	(8,606)	(4.4%)
546300 - In-Service Training	14,633	38,118	38,230	42,240	4,010	10.5%
547000 - Travel Expense	92,554	110,568	117,755	138,340	20,585	17.5%
547100 - Local Travel Mileage	9,986	4,350	9,290	6,000	(3,290)	(35.4%)
548000 - Economic Development Activities	83,036	155,000	155,000	129,000	(26,000)	(16.8%)
548100 - Sponsorships	4,920	7,000	8,500	8,000	(500)	(5.9%)
549000 - Scholarship Management	3,801	28,771	27,150	33,515	6,365	23.4%
550000 - Electric	1,072,073	1,016,929	1,147,049	1,121,800	(25,249)	(2.2%)
550100 - Gas (Natural)	67,965	53,900	75,600	71,500	(4,100)	(5.4%)
550200 - Water	129,989	163,383	131,705	126,650	(5,055)	(3.8%)
550700 - Solid Waste/Recycling	50,261	61,114	62,594	60,971	(1,623)	(2.6%)

Financial Overview
General Fund Expenditures - by Object
FY20 Budget

Object - Name	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
Operating						
550900 - Other Utilities	2,841	4,000	3,000	3,120	120	4.0%
551000 - Telephone (Landline)	78,089	67,331	73,472	67,970	(5,502)	(7.5%)
551100 - Cellular Phone	127,888	123,384	132,763	146,027	13,264	10.0%
552500 - Gasoline Expense	287,334	270,927	286,855	321,150	34,295	12.0%
553000 - Printing & Binding	105,748	105,121	107,394	127,067	19,673	18.3%
554000 - Signage	33,862	48,449	51,277	54,097	2,820	5.5%
556000 - Postage	96,897	75,758	80,300	104,664	24,364	30.3%
556500 - Messenger Services	597	1,495	1,275	1,350	75	5.9%
557000 - Uniforms/ Laundry	121,648	159,472	160,101	158,082	(2,019)	(1.3%)
560000 - Miscellaneous	234,606	303,389	308,959	318,650	9,691	3.1%
561000 - Local - In-Service Meals	6,505	6,250	6,150	6,600	450	7.3%
563000 - Insurance - Not Payroll	389,043	396,000	436,550	396,000	(40,550)	(9.3%)
564000 - Tax Abatement	227,358	266,485	243,771	284,292	40,521	16.6%
567000 - Rental & Use	1,398,441	1,376,120	1,403,635	1,589,632	185,997	13.3%
567100 - Rental of Facilities	103,628	109,734	115,409	112,544	(2,865)	(2.5%)
568300 - Police Forfeiture Expenditures	8,939	16,900	10,000	10,000	-	0.0%
568400 - Holiday Giving Expenditures	30,824	28,974	25,000	25,000	-	0.0%
572000 - R&M - Buildings & Facilities	442,764	516,782	712,500	869,283	156,783	22.0%
573000 - R&M - Machinery & Equipment	164,253	243,300	280,712	279,733	(979)	(0.3%)
574000 - R&M - Vehicles	276,089	278,300	289,315	300,000	10,685	3.7%
575000 - R&M - Furniture & Equipment	83	7,600	7,455	1,800	(5,655)	(75.9%)
Total	12,407,725	13,351,069	14,070,702	14,796,886	726,184	5.2%
Capital						
592000 - Software	-	600	-	-	-	0.0%
595000 - Furniture & Equipment	-	26,900	27,200	650	(26,550)	(97.6%)
595060 - Machinery & Equipment	-	8,000	15,000	-	(15,000)	(100.0%)
595100 - Furniture & Equipment (Replacement)	-	-	-	2,200	2,200	0.0%
596000 - Vehicles/Motor Equipment	508,477	390,711	318,000	55,000	(263,000)	(82.7%)

Financial Overview
General Fund Expenditures - by Object
FY20 Budget

Object - Name	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
Capital						
Total	508,477	426,211	360,200	57,850	(302,350)	(83.9%)
Contingency						
580000 - Contingency	27,085	282,565	500,000	500,000	-	0.0%
Total	27,085	282,565	500,000	500,000	-	0.0%
Total Operating	49,774,472	50,986,203	53,340,497	54,898,814	1,558,316	2.9%
Transfers						
589201 - Transfer to Stormwater	1,207,886	1,215,977	1,215,218	1,232,365	17,147	1.4%
589202 - Transfer to Housing	5,163,961	240,000	240,000	240,000	-	0.0%
589300 - Transfer to Capital Funds	11,267,000	10,875,800	10,875,800	6,350,000	(4,525,800)	(41.6%)
589350 - Transfer to Asset Replacem	1,993,215	2,174,000	2,174,000	2,488,000	314,000	14.4%
589853 - Transfer to OPEB	2,200,000	2,900,000	2,900,000	3,100,000	200,000	6.9%
Total	21,832,062	17,405,777	17,405,018	13,410,365	(3,994,653)	(23.0%)
Total Expenditures & Other Uses	71,606,534	68,391,980	70,745,515	68,309,179	(2,436,337)	(3.4%)

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

- Human Resources – Upgraded part-time Administrative Aide position to full-time Human Resources Technician position to assist with a variety of department functions, including particular focus on employee recruitment, retention and engagement.

- Parks, Recreation and Culture – In the Cultural Events & Services Division, upgraded part-time Sponsorship Coordinator position to full-time Sponsorship Program Administrator position to expand efforts to identity sponsorship opportunities, further program outreach, and build relationships with current and potential sponsors.

- Planning and Code Administration – Upgraded two part-time Facility Greeter positions into a single full-time Administrative Assistant I position to provide additional administrative support to the department and reduce turnover.

- Public Works Department – added a new Project Manager position to the Stormwater Management Division to perform plan review and implementation for additional projects required for the City's new Municipal Separate Storm Sewer System (MS4) stormwater permit issued by the State of Maryland.

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

Financial Overview
Full-Time Equivalent Positions
FY20 Budget

Dept Name	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
City Manager's Office	10.45	11.45	11.45	11.70	11.20	12.52	12.83	14.20	15.20	11.20
Community & Public Relations	17.25	19.45	20.19	21.95	20.63	20.01	20.69	21.15	21.13	20.82
Finance & Administration	8.50	8.50	9.20	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Human Resources	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.95	6.09	6.52
Information Technology	8.50	9.50	10.70	12.00	12.00	12.50	14.60	13.77	14.87	15.04
Office of the City Attorney										4.00
Parks, Recreation & Culture	116.73	117.73	119.53	121.42	120.84	120.99	120.77	123.80	124.94	126.10
Planning & Code Administration	39.53	41.03	42.38	45.38	47.53	48.64	49.78	48.49	49.75	48.83
Police Department	63.13	63.13	67.36	67.26	67.55	67.53	70.53	71.56	72.60	72.57
Public Works	89.50	89.50	89.50	89.44	92.07	92.57	99.42	100.77	102.42	103.07
Total	**358.59**	**365.29**	**375.31**	**385.15**	**387.82**	**390.76**	**404.62**	**410.69**	**417.99**	**419.14**
% Change		1.87%	2.74%	2.62%	0.69%	0.76%	3.55%	1.50%	1.78%	0.27%
Culmulative % Change										9.25%

Population	61,172	62,848	63,842	65,690	67,099	68,635	69,562	69,769
% Chg in Population		2.74%	1.58%	2.89%	2.14%	2.29%	1.35%	0.30%
Culmulative % Change								14.05%
Household Income	71,681	73,140	72,749	74,597	77,745	78,553	82,209	85,948
% Chg in Household Income		2.04%	(0.53%)	2.54%	4.22%	1.04%	4.65%	4.55%
Culmulative % Change								19.90%

Note: Community & Housing Development was moved to Planning & Code Administration in FY17 and to the Office of the City Manager in FY18. The Office of the City Attorney will be established for FY20, moving Legal Services and Registrations and Elections under the City Attorney. Each years' full-time equivalent employees, shown above, are presented as they were shown in the adopted budget for that year.
Sources: Previous years' City budgets and Comprehensive Annual Financial Reports

Financial Overview

Five Year Financial Plan

FY20 Budget

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

Revenue Assumptions

- Local taxes are increased 2% based on estimated property value appreciation.
- Licenses & Permits, Federal and State Grants are held flat.
- County Grants & Shared Taxes were increased by 2% based on expected income tax increases.
- Charges for services are increased by 1%.
- Due to expected decreases in photo radar revenue, Fines & Forfeitures are shown decreasing 2% annually.
- Miscellaneous revenue is shown increasing by 1% annually, due to expected increases in interest rates and sale of capital assets.

Expenditure Assumptions

- Personnel related expenditures are increased by 5%, excluding health insurance which is increased by 11% annually. Of these increases 3% represents increases in wage levels and cost of benefits (8% for health insurance). The remaining 2% represents an estimate for expected growth in the number of positions needed to maintain and enhance service levels.
- All Operating Expenditures and Capital Outlay are shown with a 2% annual increase.
- The Contingency line is held flat.
- The Transfer to the OPEB Trust is increased by $200,000 per year, which follows a long-term plan to bring funding up to the expected minimum required level needed to fund this obligation.
- The Transfer for the Asset Replacement Fund increases by 2% annually.
- The Transfers to Capital Funds and Stormwater are consistent with the long-term plan within those sections of this budget document.

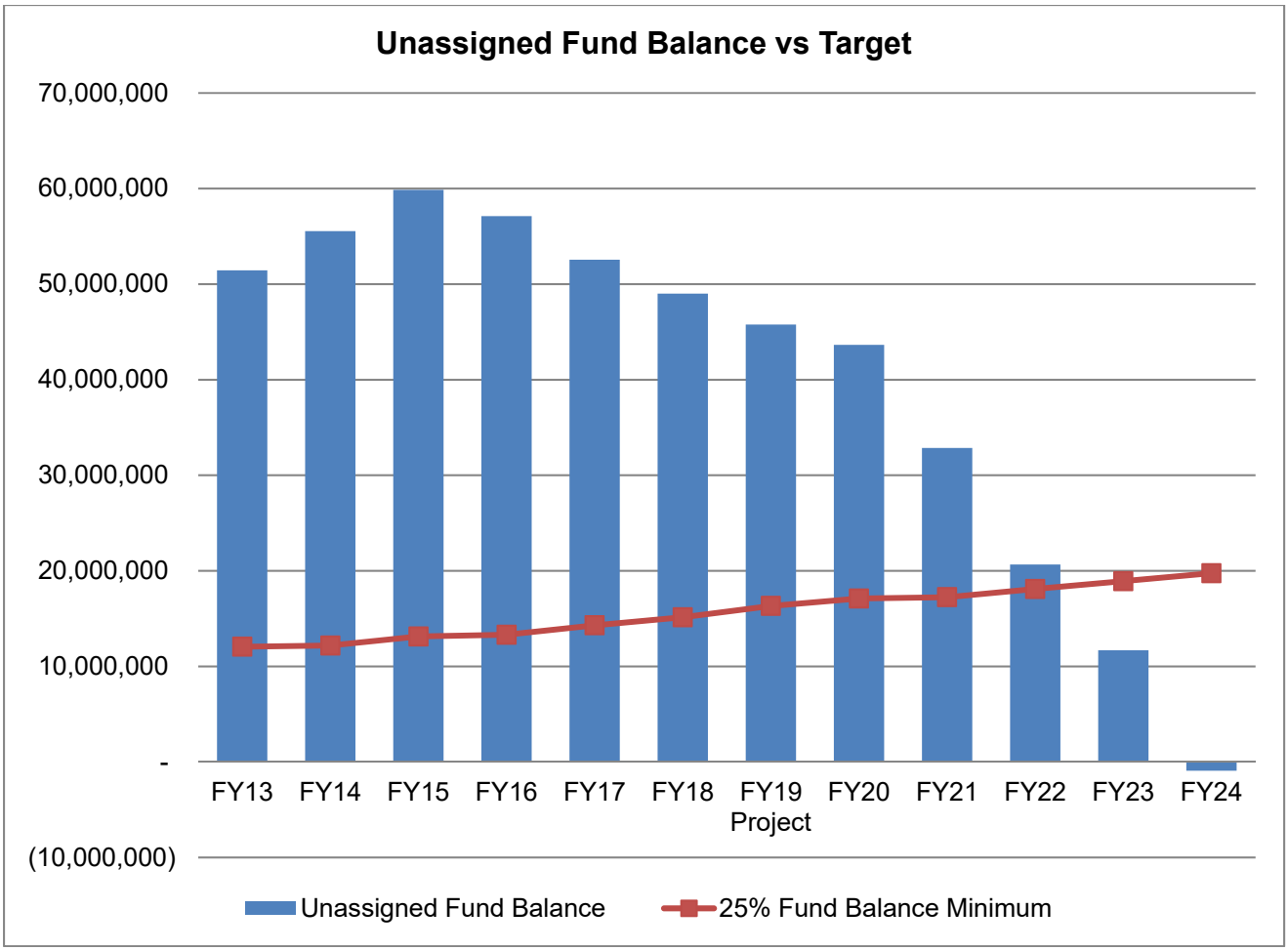
Beginning unassigned fund balance is calculated using FY18 actual ending less the projected change in fund balance for FY19.

Financial Overview
5 Year Plan
FY20 Budget

	FY20 Adopted Budget	FY21	FY22	FY23	FY24
Revenues and Sources of Funds					
Local Taxes	31,605,200	32,237,304	32,882,050	33,539,691	34,210,485
Licenses & Permits	4,299,970	4,299,970	4,299,970	4,299,970	4,299,970
Federal Grants	190,404	186,986	186,986	186,986	186,986
State Grants & Shared Taxes	4,146,355	4,376,355	4,376,355	4,376,355	4,376,355
County Grants & Shared Taxes	14,798,900	15,094,878	15,396,776	15,704,711	16,018,805
Charges for Services	5,461,230	5,515,828	5,570,971	5,626,666	5,682,919
Fines & Forfeitures	2,492,000	2,442,160	2,393,317	2,345,450	2,298,541
Miscellaneous Revenues	3,191,830	3,218,698	3,250,885	3,283,394	3,316,228
Total	66,185,889	67,372,179	68,357,310	69,363,225	70,390,290
Reappropriation	2,123,290	10,787,350	12,197,301	8,979,678	12,597,929
Total Revenues and Sources of Funds	68,309,179	78,159,529	80,554,611	78,342,903	82,988,219
Expenditures and Uses of Funds					
Personnel Services	39,544,077	41,945,352	44,312,697	46,828,118	49,502,287
Operating	14,796,886	14,995,245	15,295,150	15,601,053	15,913,074
Capital	57,850	59,007	60,187	61,391	62,619
Contingency	500,000	500,000	500,000	500,000	500,000
Total	54,898,814	57,499,604	60,168,035	62,990,562	65,977,979
Transfers					
Transfer to Asset Replacement	2,488,000	2,537,760	2,588,515	2,640,286	2,693,091
Transfer to Capital Funds	6,350,000	13,345,000	12,816,000	7,525,000	8,925,000
Transfer to Housing	240,000	244,800	249,696	254,690	259,784
Transfer to OPEB	3,100,000	3,300,000	3,500,000	3,700,000	3,900,000
Transfer to Stormwater	1,232,365	1,232,365	1,232,365	1,232,365	1,232,365
Total	13,410,365	20,659,925	20,386,576	15,352,340	17,010,240
Total Expenditures and Uses of Funds	68,309,179	78,159,529	80,554,611	78,342,903	82,988,219
Net Change in Fund Balance	-	-	-	-	-
Beginning Unassigned Fund Balance	45,759,733	43,636,443	32,849,093	20,651,792	11,672,114
Reappropriation	(2,123,290)	(10,787,350)	(12,197,301)	(8,979,678)	(12,597,929)
Projected Unassigned Fund Balance	43,636,443	32,849,093	20,651,792	11,672,114	(925,815)

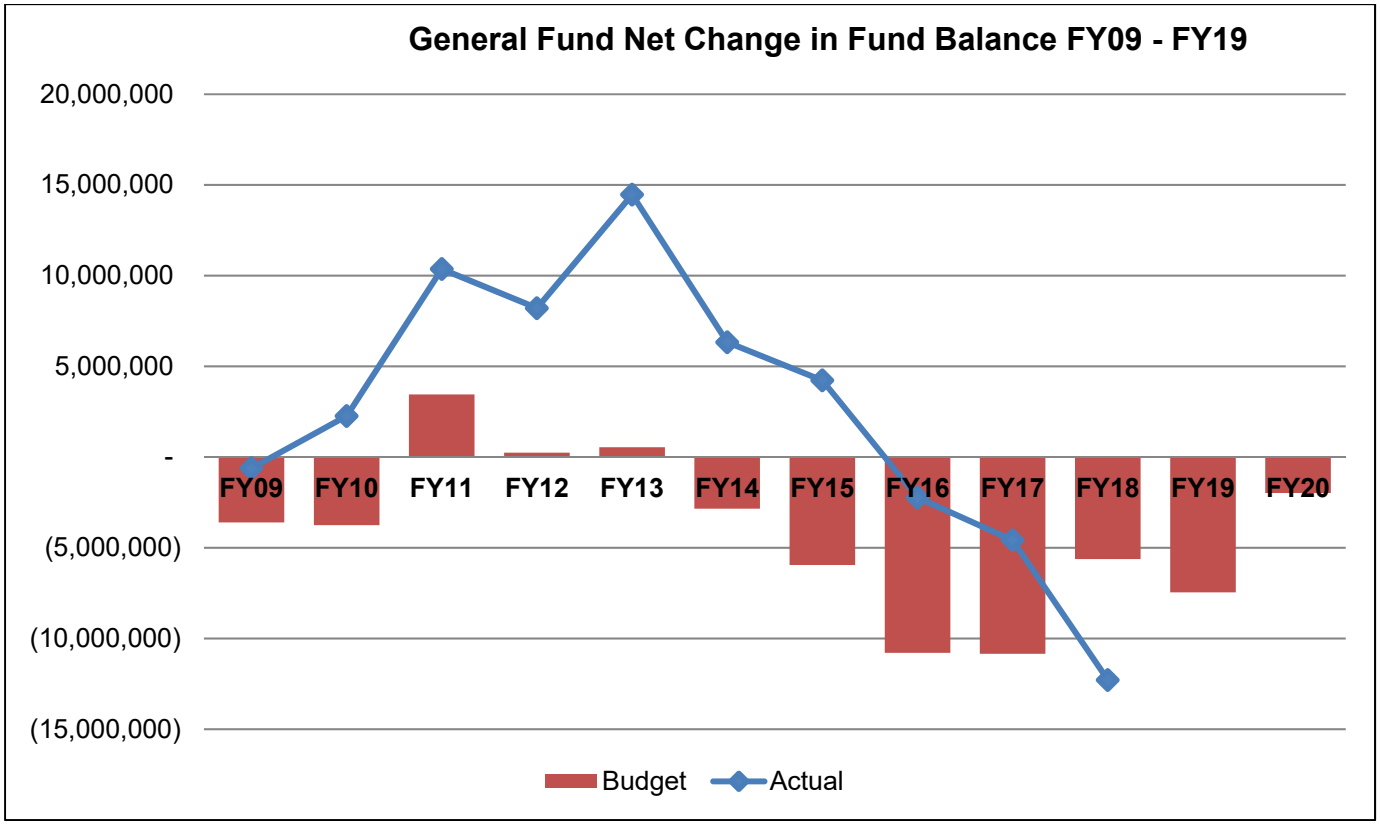
Analysis

The table above uses unassigned fund balance, rather than total fund balance. Unassigned fund balance represents funds on hand (or reserves) that do not have any restrictions or other commitments on it. Unassigned fund balance compared to the City's target of 25% of the three year average of expenditures for the last five years and the future looking five year plan is depicted on the following chart.



The financial plan shows that the City intends to use fund balance annually, and that the fund balance target will not be met in future years unless changes are made to future spending plans. As discussed earlier within the Re-appropriation of Fund Balance section of this document, some of this use of fund balance is attributed to one time capital projects and funding of the CIP; however, re-appropriation is currently needed to subsidize some portion of current expenditures. The percentage of the recurring expenditure budget which is subsidized by fund balance has increased over the past several years, though for FY20 it will see a significant decrease. It is staff's intention to continue the strategy of reducing reliance on re-appropriation for operating expenses.

The City has continued on this path in part due to variances between what is budgeted for and the City's actual financial results, and in part because the unassigned fund balance currently exceeds the target. The chart below summarizes the budgeted use of fund balance compared to the actual use of fund balance for the last ten years.



This chart shows that for many years the City budgeted to spend down reserves or break even; but actual results were significantly better. Due to this mismatch in past years, there is a perception that even if the City budgets to use fund balance, this use of reserves will not actually occur. Recent results indicate that situation is changing, however.

Budgetary Changes

In order to address these variances, the City made several significant changes to how it budgets beginning in FY17. These changes include:

- Budgeting for position vacancies – Prior to the FY17 budget, all positions (including new positions) were budgeted to be filled for the entire year. In practice, the City experiences turnover in full-time and part-time positions, which can be significant. Beginning in FY17 the City began using a vacancy percentage to reflect turnover savings. The FY20 budget uses a 4% vacancy on full-time wages, excluding the Gaithersburg Police Department, and a 15% vacancy for part-time wages, excluding Parks, Recreation and Culture.

- Budgeting for asset replacement – The City previously budgeted amounts being saved for asset replacement as expenditures. These amounts were not intended to be spent in the current budget and were not spent. Since they were not spent, the actual spending appeared less than budgeted spending. This system worked well for saving up funds, but when looking at the overall change to fund balance it appeared that the City was underspending in this area. Beginning in FY17, the City created an Asset Replacement Fund so that the annual savings amount is transferred out of the General Fund. As a result the amount saved for asset replacement is reflected both in the budget and in actual results. This change also allowed for more transparent budgeting of purchases from this fund and total amounts saved for future years.

- Final revenue adjustment – Beginning with the FY18 budget, the City adjusted the proposed revenue budget in May, based on re-projected current year revenues. The original revenue budget is developed the first week of February using 6 month results. Although many revenues are based on multi-year historical reviews, the projection is most informed by the most recent activity. Updating the revenue budget based on the most current projected revenues may improve the accuracy of the revenue budget.

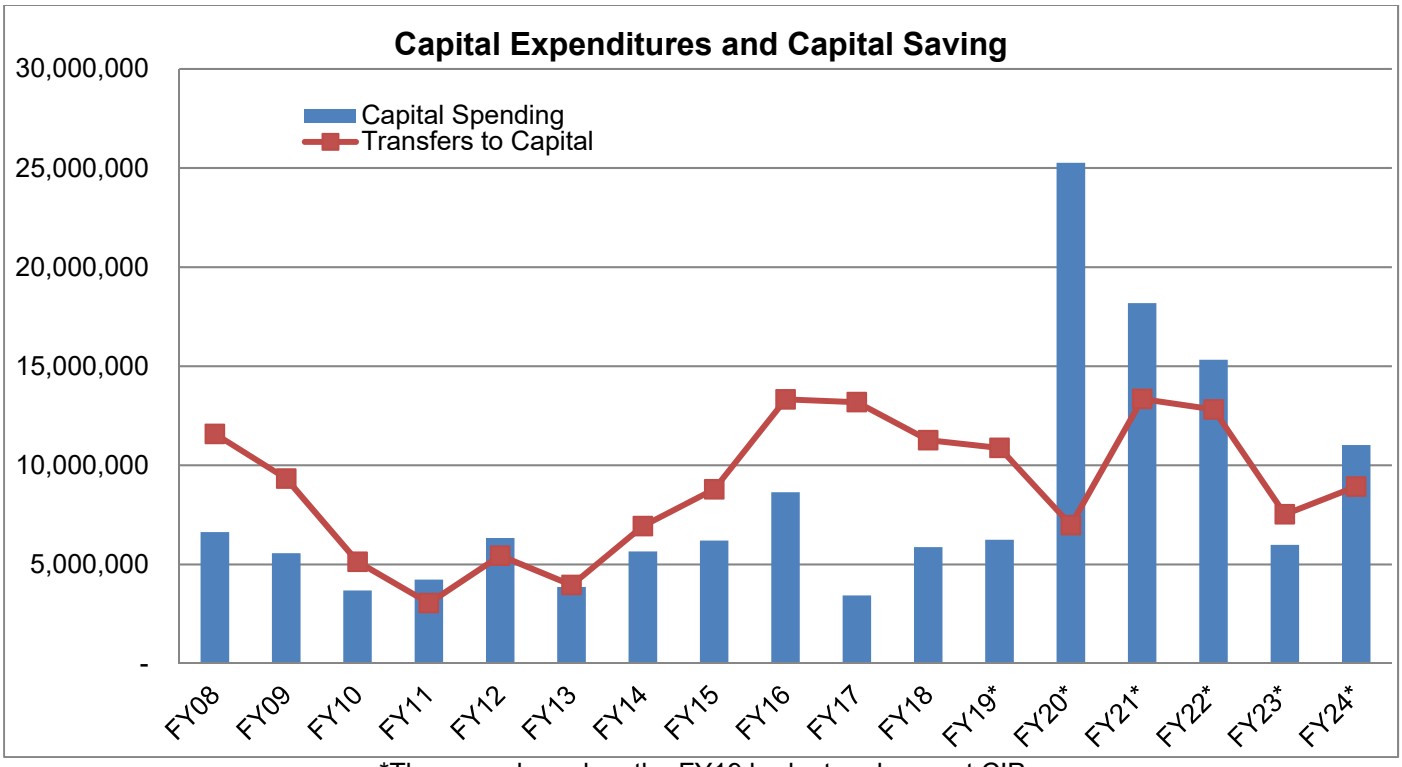
- Other budgetary changes:
    - The City began using blended premium rates for vacant positions rather than budgeting for family coverage. This change reduced the budget by between $50,000 and $180,000 depending on the number of vacant positions when the budget was developed. This is approximately $7,000 per open position.
    - Continued focus and monitoring that budget requests are in-line with actual spending needs, rather than only considering year-over-year budgetary changes, if the prior year spending was not used.

The City anticipates that these changes to the budgeting process will result in closer budget-to-actual results. Indeed, we have seen that budget-to-actual variances in both revenues and expenditures were under 10% in FY16 through FY18.

Other Financial Changes

Over the last several years, the City experienced significant development which provided revenue growth from permits first, followed by property value appreciation and income tax revenue increases. Beginning in FY19 and likely to continue in FY20, the City's growth expectations are tempered as there are few significant developments on the horizon.

The City prides itself on remaining debt free. The presence of fund balance reserves allows the City to maintain this status. The City's capital budgets are at historically high levels; however, there are still some capital needs which have not been programmed into the current CIP. The City has begun the process of conducting several needs assessments on various City facilities in order to more scientifically identify, quantify and prioritize maintenance and renovation needs. It is expected that these efforts will result in the need to add other projects to the CIP within the five year time horizon. The following chart illustrates the capital spending over the last ten years in comparison to capital savings.

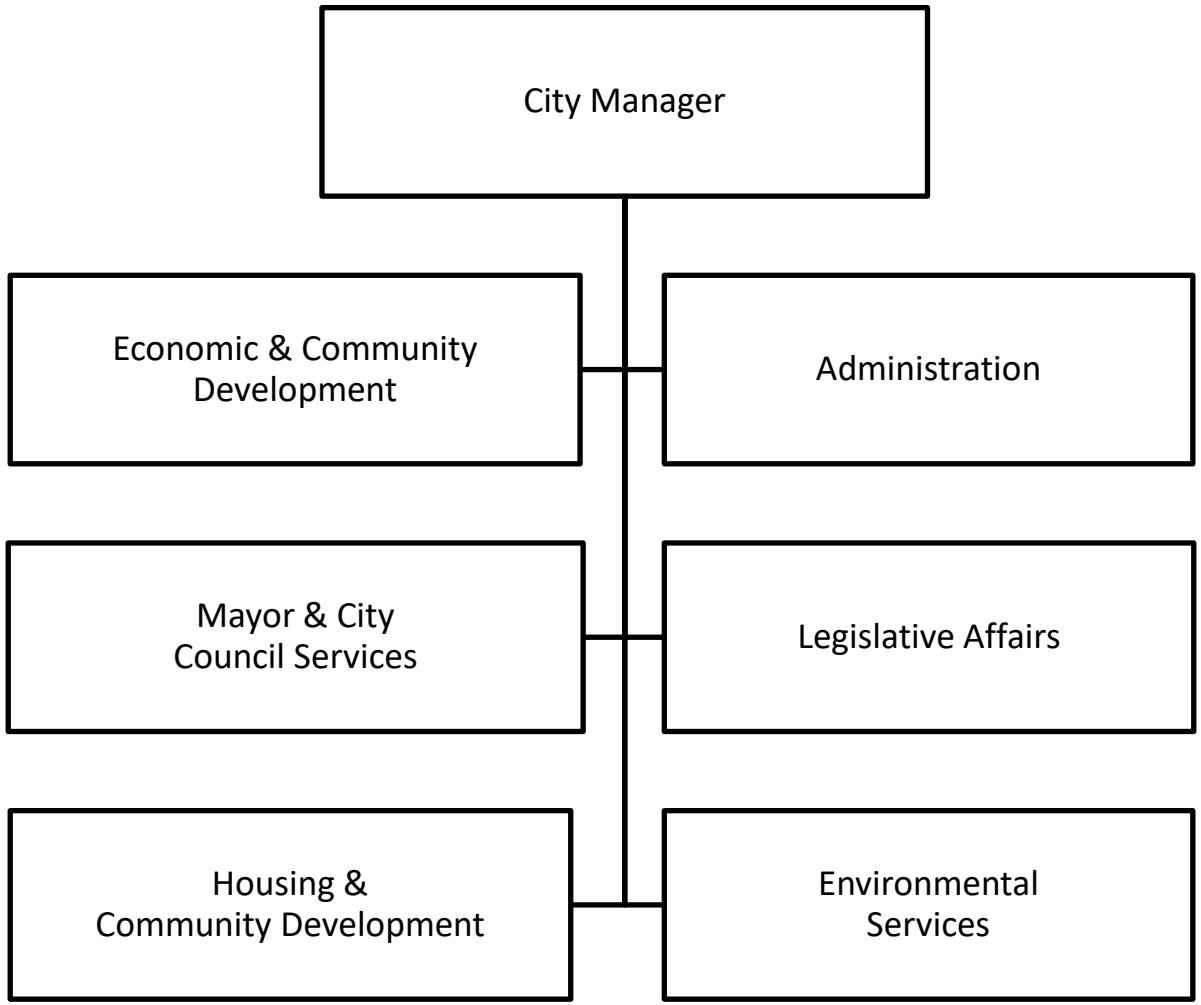


*These are based on the FY19 budget and current CIP

Conclusion

The trend of conservative budgeting that historically resulted in unplanned fund balance growth has likely ended given the changes to the budgeting process previously discussed. Meanwhile, the City is expecting slower growth and capital needs will continue at historically high levels over the five year time horizon. When developing the five year plan, staff does not attempt to balance the plan for the five year term. It is anticipated that adjustments will be made to revenues and expenditures on an annual basis to avoid the reduction of fund balance levels beyond the target level. The goal of the five year plan is not to balance the full five years, but to demonstrate the impact of a structural imbalance over the long term. Based on the current five year plan and known financial challenges, the City anticipates the need to make some changes to the five year plan in future years. The City will not be able to subsidize ongoing expenditures with fund balance over the long term.

OFFICE OF THE CITY MANAGER



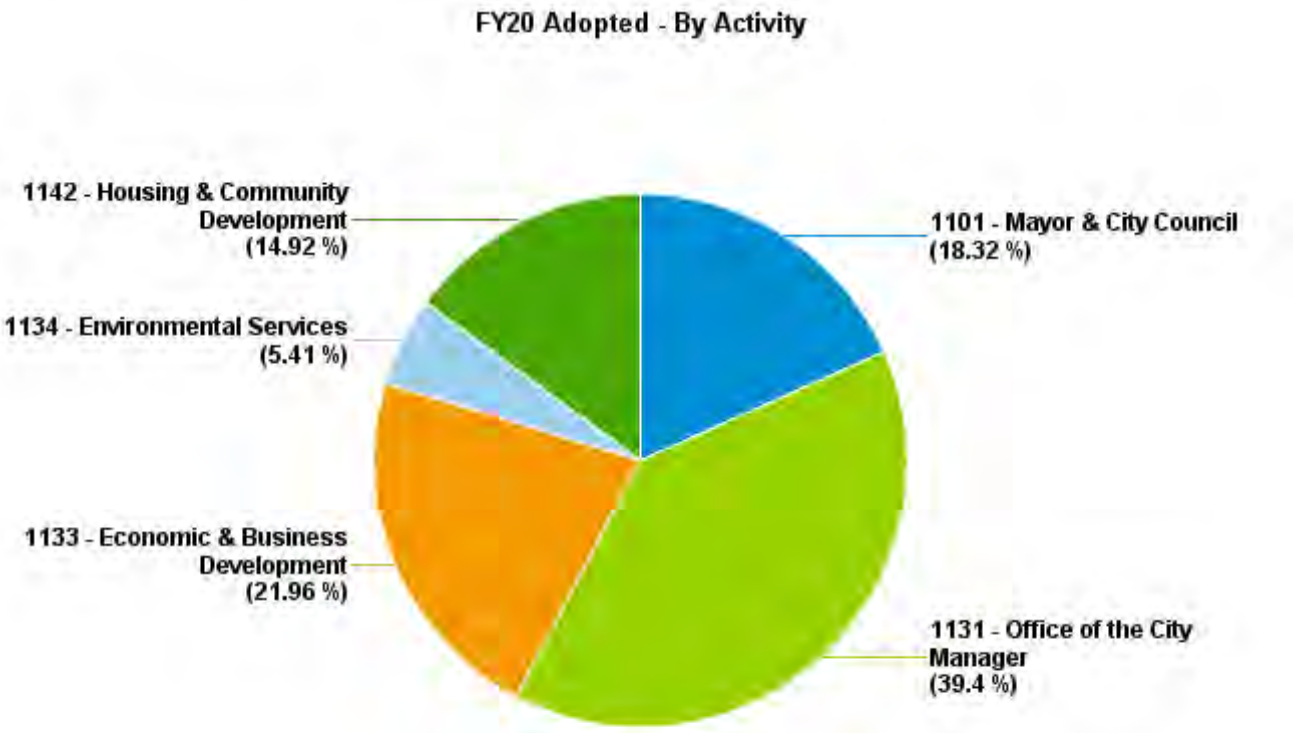
General Fund Departmental Budget
Department Overview - City Manager's Office
FY20 Budget

Services Provided

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

The Office of the City Manager provides management and administrative support for operating departments as well as programs and initiatives established by the Mayor and Council. The City Manager's Office also includes Legislative Affairs, Economic Development, Environmental Services, and Housing and Community Development.

City Manager's Office Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Activity						
1101 - Mayor & City Council	352,397	410,147	399,235	415,837	16,602	4.2%
1131 - Office of the City Manager	822,909	909,606	853,186	894,221	41,035	4.8%
1133 - Economic & Business Development	439,013	531,136	517,659	498,357	(19,301)	(3.7%)
1134 - Environmental Services	164,023	23,636	152,807	122,739	(30,068)	(19.7%)
1142 - Housing & Community Development	389,073	338,024	333,655	338,712	5,057	1.5%
Total	2,167,415	2,212,549	2,256,542	2,269,866	13,324	0.6%



General Fund Departmental Budget
Department Overview - City Manager's Office
FY20 Budget

City Manager's Office Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Category						
Personnel Services	1,721,779	1,688,498	1,708,002	1,736,353	28,351	1.7%
Operating	445,636	524,051	548,540	533,513	(15,027)	(2.7%)
Capital	-	-	-	-	-	0.0%
Total	2,167,415	2,212,549	2,256,542	2,269,866	13,324	0.6%

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1101 - Mayor & City Council			
Municipal Clerk	1	1	1
Part-Time Personnel	0.2	0.2	0.2
Subtotal	**1.2**	**1.2**	**1.2**
1131 - Office of the City Manager			
Administrative Assistant III	0	0	1
Administrative Assistant II/CMO	1	1	0
Legislative Affairs Manager	1	1	1
Assistant to the City Manager	1	1	1
Deputy City Manager	1	1	1
City Manager	1	1	1
Subtotal	**5**	**5**	**5**
1133 - Economic & Business Development			
Economic Development Director	1	1	0
Business Services Coordinator	1	1	1
Assistant City Manager	0	0	1
Subtotal	**2**	**2**	**2**
1134 - Environmental Services			
Sustainability Coordinator	1	1	1
Subtotal	**1**	**1**	**1**
1142 - Housing & Community Development			
Housing & Community Development Chief	1	1	1
Grants Administrator	1	1	1
Subtotal	**2**	**2**	**2**

Full-Time Personnel	11	11	11
Part-Time Personnel	0.2	0.2	0.2
Total	**11.2**	**11.2**	**11.2**

1101 - Mayor & City Council

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	83,098	90,001	81,861	90,116	8,255	10.1%
505200 - Other Taxable Comp.-GFIT	118	336	540	336	(204)	(37.8%)
507000 - Vacation & Sick Payouts	5,643	5,100	-	-	-	0.0%
508000 - Overtime Wages	7,493	-	3,000	-	(3,000)	(100.0%)
509000 - Part-Time Wages	110,745	150,000	150,000	151,950	1,950	1.3%
510000 - FICA Taxes	16,670	20,451	20,335	20,826	492	2.4%
514200 - Vision Benefit	(87)	92	96	92	(4)	(4.2%)
514210 - Health Insurance	10,202	10,904	10,914	11,463	549	5.0%
514220 - Dental Benefit	1,968	891	954	891	(63)	(6.6%)
514230 - Long-Term Care Benefit	815	138	138	145	7	5.1%
514240 - Life Ins and Disability Benefit	939	1,176	983	1,123	140	14.2%
514500 - M&CC Benefits	24,153	27,000	27,000	26,080	(920)	(3.4%)
515000 - Retirement (401A)	6,582	7,200	6,822	7,510	688	10.1%
516000 - Savings Plan (401K)	2,468	2,700	2,558	2,816	258	10.1%
519000 - Tuition Reimbursement	1,779	2,900	3,500	3,500	-	0.0%
521000 - Office Supplies	(57)	200	200	200	-	0.0%
526000 - Machinery/Equipment	24	250	250	250	-	0.0%
531000 - IT (Non-Consultant) Services	17,697	27,694	27,694	27,624	(70)	(0.3%)
531600 - Software Maintenance Agreements	6,469	3,420	3,420	3,420	-	0.0%
536000 - Miscellaneous Professional Services	1,056	1,000	1,000	1,200	200	20.0%
541000 - Advertising	1,099	1,716	1,000	1,000	-	0.0%
542000 - Awards & Presentations	1,400	800	800	600	(200)	(25.0%)
543000 - Contributions	250	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	1,655	550	700	775	75	10.7%
545000 - Publications/ Resource Material	5,752	4,000	4,000	5,000	1,000	25.0%
546000 - Conf./Seminar/Class Registration	10,245	8,000	10,170	10,170	-	0.0%
546300 - In-Service Training	-	9,360	10,000	8,000	(2,000)	(20.0%)
547000 - Travel Expense	15,416	16,800	15,550	20,100	4,550	29.3%
547100 - Local Travel Mileage	3,616	4,000	1,500	6,000	4,500	300.0%
551000 - Telephone (Landline)	15	-	-	-	-	0.0%

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
551100 - Cellular Phone	6,227	6,400	6,400	6,400	-	0.0%
553000 - Printing & Binding	231	50	100	200	100	100.0%
556000 - Postage	64	118	50	50	-	0.0%
557000 - Uniforms/ Laundry	647	200	200	500	300	150.0%
560000 - Miscellaneous	8,004	6,700	7,500	7,500	-	0.0%
Total	352,397	410,147	399,235	415,837	16,602	4.2%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	272,586	318,889	308,701	316,848	8,147	2.6%
Operating	79,812	91,258	90,534	98,989	8,455	9.3%
Total	352,397	410,147	399,235	415,837	16,602	4.2%

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
FY20 Budget

1101 - Mayor & City Council Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Office supplies	200
Total	200
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	250
Total	250
531000 - IT (Non-Consultant) Services	
Service - software (IQM2 Legislative Management)	27,400
Service - software (Adobe Acrobat Pro DC) (2)	224
Total	27,624
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (18)	3,420
Total	3,420
536000 - Miscellaneous Professional Services	
Strategic Planning Retreat	1,000
Miscellaneous	200
Total	1,200
541000 - Advertising	
Legal ads	1,000
Total	1,000
542000 - Awards & Presentations	
Wooden certificate holders / gold city seals	600
Total	600
544000 - Dues/Memberships/Certification	
Maryland Mayors Association	100
Maryland Municipal League Montgomery County Chapter Dues	225
MMCA and IIMC	450
Total	775
545000 - Publications/ Resource Material	
MuniCode - Municipal Code Corporation	5,000
Total	5,000

1101 - Mayor & City Council Non-Personnel Expenditures	FY20 Adopted Budget
546000 - Conf./Seminar/Class Registration	
IIMC Region II Conference	500
Maryland Mayors Association	170
Maryland Municipal League Conferences	6,000
National League of Cities Conferences	2,500
National League of Cities Steering Committee Meetings	1,000
Total	10,170
546300 - In-Service Training	
M&CC discretionary training	8,000
Total	8,000
547000 - Travel Expense	
IIMC Region II Conference	600
Maryland Municipal League Conferences	6,500
National League of Cities Conferences	6,500
National League of Cities Steering Committee Meetings	3,500
Mayor & City Council discretionary training	3,000
Total	20,100
547100 - Local Travel Mileage	
Local travel expense	6,000
Total	6,000
551100 - Cellular Phone	
Mayor, City Council and City Clerk	6,000
Replacement phones	400
Total	6,400
553000 - Printing & Binding	
Name plates / business cards	200
Total	200
556000 - Postage	
Postage	50
Total	50
557000 - Uniforms/ Laundry	
Mayor & City Council apparel	500
Total	500

1101 - Mayor & City Council Non-Personnel Expenditures	FY20 Adopted Budget
560000 - Miscellaneous	
Intergovernmental relations	5,000
Legislative dinners	1,000
Maryland Municipal League chapter functions	500
Miscellaneous	1,000
Total	7,500
Total Non-Personnel Expenditures	**98,989**

1131 - Office of the City Manager

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	550,848	579,993	549,773	580,736	30,963	5.6%
505000 - Other Taxable Compensation	10,800	10,800	10,800	10,800	-	0.0%
505200 - Other Taxable Comp.-GFIT	853	1,008	1,620	1,008	(612)	(37.8%)
507000 - Vacation & Sick Payouts	15,937	14,300	-	-	-	0.0%
508000 - Overtime Wages	3,235	51	-	-	-	0.0%
509000 - Part-Time Wages	5,925	2,400	-	-	-	0.0%
510000 - FICA Taxes	36,475	45,461	36,821	38,816	1,995	5.4%
514200 - Vision Benefit	59	460	480	460	(20)	(4.2%)
514210 - Health Insurance	51,816	57,476	57,516	60,426	2,910	5.1%
514220 - Dental Benefit	9,954	4,455	4,770	4,455	(315)	(6.6%)
514230 - Long-Term Care Benefit	540	690	690	725	35	5.1%
514240 - Life Ins and Disability Benefit	4,563	5,932	4,721	4,481	(240)	(5.1%)
515000 - Retirement (401A)	43,104	46,399	45,814	48,394	2,580	5.6%
515100 - Retirement Health Savings (RHS)	3,667	4,065	4,070	4,273	203	5.0%
516000 - Savings Plan (401K)	13,961	14,966	14,858	15,610	752	5.1%
516500 - Deferred Compensation (457)	9,094	9,864	9,864	10,288	424	4.3%
519000 - Tuition Reimbursement	3,500	3,500	3,500	3,500	-	0.0%
521000 - Office Supplies	1,184	700	700	700	-	0.0%
522000 - General Operating Supplies	2,051	2,100	1,000	2,100	1,100	110.0%
526000 - Machinery/Equipment	133	497	250	500	250	100.0%
531000 - IT (Non-Consultant) Services	25,547	1,375	1,375	1,324	(51)	(3.7%)
531600 - Software Maintenance Agreements	760	760	760	760	-	0.0%
536000 - Miscellaneous Professional Services	445	200	200	200	-	0.0%
541000 - Advertising	414	750	750	500	(250)	(33.3%)
542000 - Awards & Presentations	50	50	-	100	100	100.0%
543000 - Contributions	1,500	65,500	65,500	65,500	-	0.0%
544000 - Dues/Memberships/Certification	5,789	6,490	6,490	6,625	135	2.1%
545000 - Publications/ Resource Material	-	100	100	100	-	0.0%
546000 - Conf./Seminar/Class Registration	6,781	4,700	4,700	5,700	1,000	21.3%

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
546300 - In-Service Training	-	4,680	4,680	5,200	520	11.1%
547000 - Travel Expense	4,817	5,800	5,100	6,000	900	17.6%
547100 - Local Travel Mileage	438	-	700	-	(700)	(100.0%)
548100 - Sponsorships	-	500	2,000	1,500	(500)	(25.0%)
551100 - Cellular Phone	2,536	3,180	3,180	2,740	(440)	(13.8%)
552500 - Gasoline Expense	751	900	900	1,900	1,000	111.1%
553000 - Printing & Binding	23	300	300	100	(200)	(66.7%)
556000 - Postage	843	1,500	1,500	1,000	(500)	(33.3%)
557000 - Uniforms/ Laundry	-	200	200	200	-	0.0%
560000 - Miscellaneous	3,670	6,504	6,504	6,500	(4)	(0.1%)
561000 - Local - In-Service Meals	48	-	-	-	-	0.0%
574000 - R&M - Vehicles	798	1,000	1,000	1,000	-	0.0%
Total	822,909	909,606	853,186	894,221	41,035	4.8%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	764,331	801,820	745,297	783,972	38,675	5.2%
Operating	58,578	107,786	107,889	110,249	2,360	2.2%
Total	822,909	909,606	853,186	894,221	41,035	4.8%

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1131 - Office of the City Manager Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
General office supplies	700
Total	700
522000 - General Operating Supplies	
Drinkmore Delivery Inc., - water and cooler rental	2,000
General operating supplies	100
Total	2,100
526000 - Machinery/Equipment	
Machinery/equipment	250
Miscellaneous computer devices & supplies	250
Total	500
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (2)	224
Service - software (Adobe Creative Cloud for Teams) (1)	740
Service - software (Survey Monkey)	360
Total	1,324
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (4)	760
Total	760
536000 - Miscellaneous Professional Services	
Miscellaneous professional	200
Total	200
541000 - Advertising	
Classified ads	500
Total	500
542000 - Awards & Presentations	
Awards & presentations	100
Total	100

1131 - Office of the City Manager Non-Personnel Expenditures	FY20 Adopted Budget
543000 - Contributions	
Events	3,000
Montgomery County Youth Council - NAACP	1,500
Other contributions	1,000
Neighborhood Amenities Program	60,000
Total	65,500
544000 - Dues/Memberships/Certification	
American Planning Association (APA)	800
International City/County Management Association (ICMA) (2)	3,075
International Parking Institute	600
Maryland City/County Management Association (MCCMA)	400
National Association of Telecommunications Officers and Advisors (NATOA)	1,130
Other	500
National Trust for Historic Preservation	20
International Council of Shopping Centers	100
Total	6,625
545000 - Publications/ Resource Material	
Publications/resource materials	100
Total	100
546000 - Conf./Seminar/Class Registration	
American Planning Association (APA) Conference	750
International City/County Management Association (ICMA)	800
Maryland Municipal League Convention	1,000
Maryland Municipal League Legislative Conference	500
National League of Cities & other conferences	2,000
Virginia Municipal Clerks Association Annual Institutes and Academy	525
Other	125
Total	5,700
546300 - In-Service Training	
Leadership Montgomery - Core Program	5,200
Total	5,200

1131 - Office of the City Manager Non-Personnel Expenditures	FY20 Adopted Budget
547000 - Travel Expense	
American Planning Association (APA)	1,500
International City/County Management Association (ICMA)	1,500
Maryland Municipal League Convention	1,000
Other	500
Virginia Municipal Clerks Association Annual Institutes and Academy	800
Mileage and parking	700
Total	6,000
548100 - Sponsorships	
Maryland Municipal League	1,000
Other	500
Total	1,500
551100 - Cellular Phone	
Cell phone service (3)	2,160
Replacement phones	100
Service - mobile device data plan (1)	480
Total	2,740
552500 - Gasoline Expense	
	900
87 Octane gasoline	1,000
Total	1,900
553000 - Printing & Binding	
Printing & binding	100
Total	100
556000 - Postage	
Postage	1,000
Total	1,000
557000 - Uniforms/ Laundry	
Staff apparel	200
Total	200

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1131 - Office of the City Manager Non-Personnel Expenditures	FY20 Adopted Budget
560000 - Miscellaneous	
CMO - miscellaneous	3,000
Intergovernmental relations	3,500
Total	6,500
574000 - R&M - Vehicles	
Vehicle maintenance (2 units)	800
Additional parts outside of PO	200
Total	1,000
Total Non-Personnel Expenditures	**110,249**

1133 - Economic & Business Development

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
548000 - Economic Development Activities	155,000	129,000	(26,000)

Lower than average requests for Toolbox grants and sufficient fund balance make the new level of funding adequate for anticipated activity.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	215,925	221,653	212,786	218,197	5,411	2.5%
507000 - Vacation & Sick Payouts	6,403	5,800	-	-	-	0.0%
509000 - Part-Time Wages	-	-	1	-	(1)	(100.0%)
510000 - FICA Taxes	16,556	16,956	16,867	17,387	520	3.1%
514200 - Vision Benefit	130	184	192	184	(8)	(4.2%)
514210 - Health Insurance	32,752	36,322	36,355	38,186	1,831	5.0%
514220 - Dental Benefit	837	1,321	1,414	1,321	(93)	(6.6%)
514230 - Long-Term Care Benefit	298	276	276	290	14	5.1%
514240 - Life Ins and Disability Benefit	2,173	2,222	2,066	2,099	33	1.6%
515000 - Retirement (401A)	17,141	17,732	17,732	18,183	451	2.5%
516000 - Savings Plan (401K)	6,428	6,649	6,649	6,819	170	2.6%
521000 - Office Supplies	32	50	100	100	-	0.0%
525000 - Furniture/Fixture	42	400	500	500	-	0.0%
526000 - Machinery/Equipment	-	-	250	500	250	100.0%
531000 - IT (Non-Consultant) Services	19,760	20,151	19,771	19,736	(35)	(0.2%)
531600 - Software Maintenance Agreements	380	380	380	380	-	0.0%
536000 - Miscellaneous Professional Services	-	900	1,000	500	(500)	(50.0%)
538000 - Performances & Entertainment	10,800	10,000	10,000	10,000	-	0.0%
541000 - Advertising	2,077	6,000	6,000	6,000	-	0.0%
543000 - Contributions	-	500	1,000	2,500	1,500	150.0%
544000 - Dues/Memberships/Certification	1,945	1,800	1,630	2,535	905	55.5%
545000 - Publications/ Resource Material	248	250	500	250	(250)	(50.0%)
546000 - Conf./Seminar/Class Registration	5,622	6,250	6,250	4,500	(1,750)	(28.0%)

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
547000 - Travel Expense	3,984	6,250	5,750	4,500	(1,250)	(21.7%)
547100 - Local Travel Mileage	604	-	1,000	-	(1,000)	(100.0%)
548000 - Economic Development Activities	83,036	155,000	155,000	129,000	(26,000)	(16.8%)
548100 - Sponsorships	4,920	6,500	6,500	6,500	-	0.0%
551100 - Cellular Phone	1,238	840	840	1,440	600	71.4%
553000 - Printing & Binding	2,030	1,500	1,500	1,500	-	0.0%
556000 - Postage	1	200	250	150	(100)	(40.0%)
556500 - Messenger Services	-	50	100	100	-	0.0%
560000 - Miscellaneous	3,652	5,000	5,000	5,000	-	0.0%
Total	439,013	531,136	517,659	498,357	(19,301)	(3.7%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	298,643	309,115	294,338	302,666	8,329	2.8%
Operating	140,371	222,021	223,321	195,691	(27,630)	(12.4%)
Total	439,013	531,136	517,659	498,357	(19,301)	(3.7%)

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1133 - Economic & Business Development Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
General office supplies	100
Total	100
525000 - Furniture/Fixture	
Furniture/fixtures	500
Total	500
526000 - Machinery/Equipment	
Machinery/equipment	250
Miscellaneous computer devices & supplies	250
Total	500
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (1)	112
Service - software (Cloud 9 Economic Development CRM)	3,240
Service - software (CoStar)	16,384
Total	19,736
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (2)	380
Total	380
536000 - Miscellaneous Professional Services	
Graphic design	500
Total	500
538000 - Performances & Entertainment	
Concerts in the park	10,000
Total	10,000
541000 - Advertising	
Economic development advertising	6,000
Total	6,000
543000 - Contributions	
Education and community partnerships	2,000
Regional economic development organizations	500
Total	2,500

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1133 - Economic & Business Development Non-Personnel Expenditures	FY20 Adopted Budget
544000 - Dues/Memberships/Certification	
Chamber of Commerce	575
International Council of Shopping Centers (ICSC)	100
International Economic Development Corporation (IEDC)	610
Maryland Economic Development Association (MEDA)	350
Montgomery County Chamber	900
Total	2,535
545000 - Publications/ Resource Material	
Publications/resource materials	250
Total	250
546000 - Conf./Seminar/Class Registration	
Industry trade events	1,000
International Council of Shopping Centers (ICSC)	1,000
International Economic Development Corporation (IEDC)	750
Maryland Economic Development Association (MEDA)	1,750
Total	4,500
547000 - Travel Expense	
Maryland Economic Development Association (MEDA)	1,750
ICSC CenterBuild	1,750
Local travel mileage	1,000
Total	4,500
548000 - Economic Development Activities	
Broker and client luncheons	3,000
Developer tours and luncheons	1,000
Economic development toolbox	125,000
Total	129,000
548100 - Sponsorships	
Gaithersburg-Germantown Chamber of Commerce / other	6,500
Total	6,500
551100 - Cellular Phone	
Cell phone service (2)	1,440
Total	1,440

1133 - Economic & Business Development Non-Personnel Expenditures	FY20 Adopted Budget
553000 - Printing & Binding	
Marketing/ promotional materials	1,500
Total	1,500
556000 - Postage	
Postage	150
Total	150
556500 - Messenger Services	
Courier services	100
Total	100
560000 - Miscellaneous	
Economic development other	5,000
Total	5,000
Total Non-Personnel Expenditures	**195,691**

1134 - Environmental Services

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	89,953	11,523	88,496	67,235	(21,261)	(24.0%)
505200 - Other Taxable Comp.-GFIT	450	84	540	336	(204)	(37.8%)
510000 - FICA Taxes	6,447	888	7,093	5,383	(1,710)	(24.1%)
514200 - Vision Benefit	(16)	14	96	87	(9)	(9.4%)
514210 - Health Insurance	41,766	2,040	20,821	12,868	(7,953)	(38.2%)
514220 - Dental Benefit	2,130	134	1,407	804	(603)	(42.9%)
514230 - Long-Term Care Benefit	79	17	138	145	7	5.1%
514240 - Life Ins and Disability Benefit	949	116	914	705	(209)	(22.9%)
515000 - Retirement (401A)	7,130	922	7,375	5,603	(1,772)	(24.0%)
515200 - Medicare Retirement Health Savings (RHS)	-	250	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	2,674	346	2,765	2,101	(664)	(24.0%)
522000 - General Operating Supplies	-	50	-	-	-	0.0%
522500 - Program Activities	4,149	3,389	5,700	9,000	3,300	57.9%
525000 - Furniture/Fixture	-	-	700	200	(500)	(71.4%)
526000 - Machinery/Equipment	55	-	250	250	-	0.0%
531000 - IT (Non-Consultant) Services	135	126	147	112	(35)	(23.8%)
531500 - Software Licenses	299	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	190	190	190	190	-	0.0%
536000 - Miscellaneous Professional Services	-	239	-	-	-	0.0%
541000 - Advertising	234	-	600	600	-	0.0%
542000 - Awards & Presentations	-	-	850	850	-	0.0%
544000 - Dues/Memberships/Certification	3,149	2,850	5,075	3,200	(1,875)	(36.9%)
545000 - Publications/ Resource Material	48	-	450	450	-	0.0%
546000 - Conf./Seminar/Class Registration	2,220	-	2,800	2,800	-	0.0%
547000 - Travel Expense	204	-	4,300	4,300	-	0.0%
547100 - Local Travel Mileage	56	-	300	-	(300)	(100.0%)
551100 - Cellular Phone	338	-	-	720	720	100.0%
552500 - Gasoline Expense	683	-	-	1,000	1,000	100.0%
553000 - Printing & Binding	-	-	500	500	-	0.0%

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
554000 - Signage	-	-	450	450	-	0.0%
560000 - Miscellaneous	702	354	850	850	-	0.0%
574000 - R&M - Vehicles	-	104	-	-	-	0.0%
Total	164,023	23,636	152,807	122,739	(30,068)	(19.7%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	151,561	16,334	129,645	97,267	(32,378)	(25.0%)
Operating	12,463	7,302	23,162	25,472	2,310	10.0%
Total	164,023	23,636	152,807	122,739	(30,068)	(19.7%)

1134 - Environmental Services Non-Personnel Expenditures	FY20 Adopted Budget
522500 - Program Activities	
Community shredding event	2,200
Education, service and outreach initiatives	3,300
Green week activities/film night	1,500
Pesticide outreach initiative	2,000
Total	9,000
525000 - Furniture/Fixture	
Office furniture	200
Total	200
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	250
Total	250
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (1)	112
Total	112
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (1)	190
Total	190
541000 - Advertising	
Community shredding event signage	600
Total	600
542000 - Awards & Presentations	
Environmental awards	850
Total	850
544000 - Dues/Memberships/Certification	
New memberships and certifications	3,200
Total	3,200
545000 - Publications/ Resource Material	
Environmental publications and certification reference materials	450
Total	450

1134 - Environmental Services Non-Personnel Expenditures	FY20 Adopted Budget
546000 - Conf./Seminar/Class Registration	
Conferences & seminars	2,000
National APA Conference	800
Total	2,800
547000 - Travel Expense	
Conferences & seminars	500
National APA Conference	3,500
Local travel mileage	300
Total	4,300
551100 - Cellular Phone	
Cell phone service (1)	720
Total	720
552500 - Gasoline Expense	
87 Octane fuel for the Environmental Service Division.	1,000
Total	1,000
553000 - Printing & Binding	
Pesticide outreach	500
Total	500
554000 - Signage	
Outreach initiative signs	450
Total	450
560000 - Miscellaneous	
Environmental Affairs Committee support	300
Miscellaneous workshops and public events	550
Total	850
Total Non-Personnel Expenditures	**25,472**

1142 - Housing & Community Development

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	182,615	187,354	179,860	184,035	4,175	2.3%
507000 - Vacation & Sick Payouts	4,609	4,800	-	-	-	0.0%
510000 - FICA Taxes	14,006	14,332	14,332	14,665	333	2.3%
514200 - Vision Benefit	(7)	37	39	37	(2)	(5.1%)
514210 - Health Insurance	7,334	8,129	8,141	8,546	405	5.0%
514220 - Dental Benefit	6	430	460	430	(30)	(6.5%)
514230 - Long-Term Care Benefit	226	276	276	290	14	5.1%
514240 - Life Ins and Disability Benefit	1,868	1,878	1,774	1,807	33	1.9%
515000 - Retirement (401A)	14,476	14,989	14,989	15,336	347	2.3%
515100 - Retirement Health Savings (RHS)	4,097	4,495	4,530	4,703	173	3.8%
516000 - Savings Plan (401K)	5,429	5,620	5,620	5,751	131	2.3%
521000 - Office Supplies	254	350	350	350	-	0.0%
522000 - General Operating Supplies	-	150	150	150	-	0.0%
526000 - Machinery/Equipment	25	250	250	400	150	60.0%
531000 - IT (Non-Consultant) Services	271	294	294	224	(70)	(23.8%)
531600 - Software Maintenance Agreements	380	380	380	380	-	0.0%
532000 - Engineering & Architecture	45	-	-	-	-	0.0%
536000 - Miscellaneous Professional Services	24,727	30,000	33,500	33,000	(500)	(1.5%)
541000 - Advertising	2,152	1,500	1,750	1,500	(250)	(14.3%)
543000 - Contributions	121,724	58,760	58,760	60,608	1,848	3.1%
544000 - Dues/Memberships/Certification	1,375	1,000	1,000	1,000	-	0.0%
545000 - Publications/ Resource Material	-	-	250	-	(250)	(100.0%)
546000 - Conf./Seminar/Class Registration	284	1,000	2,500	2,000	(500)	(20.0%)
547000 - Travel Expense	1,603	800	2,000	2,300	300	15.0%
547100 - Local Travel Mileage	27	-	300	-	(300)	(100.0%)
553000 - Printing & Binding	-	250	1,000	250	(750)	(75.0%)
556000 - Postage	272	250	250	250	-	0.0%
556500 - Messenger Services	17	200	400	200	(200)	(50.0%)
560000 - Miscellaneous	1,259	500	500	500	-	0.0%

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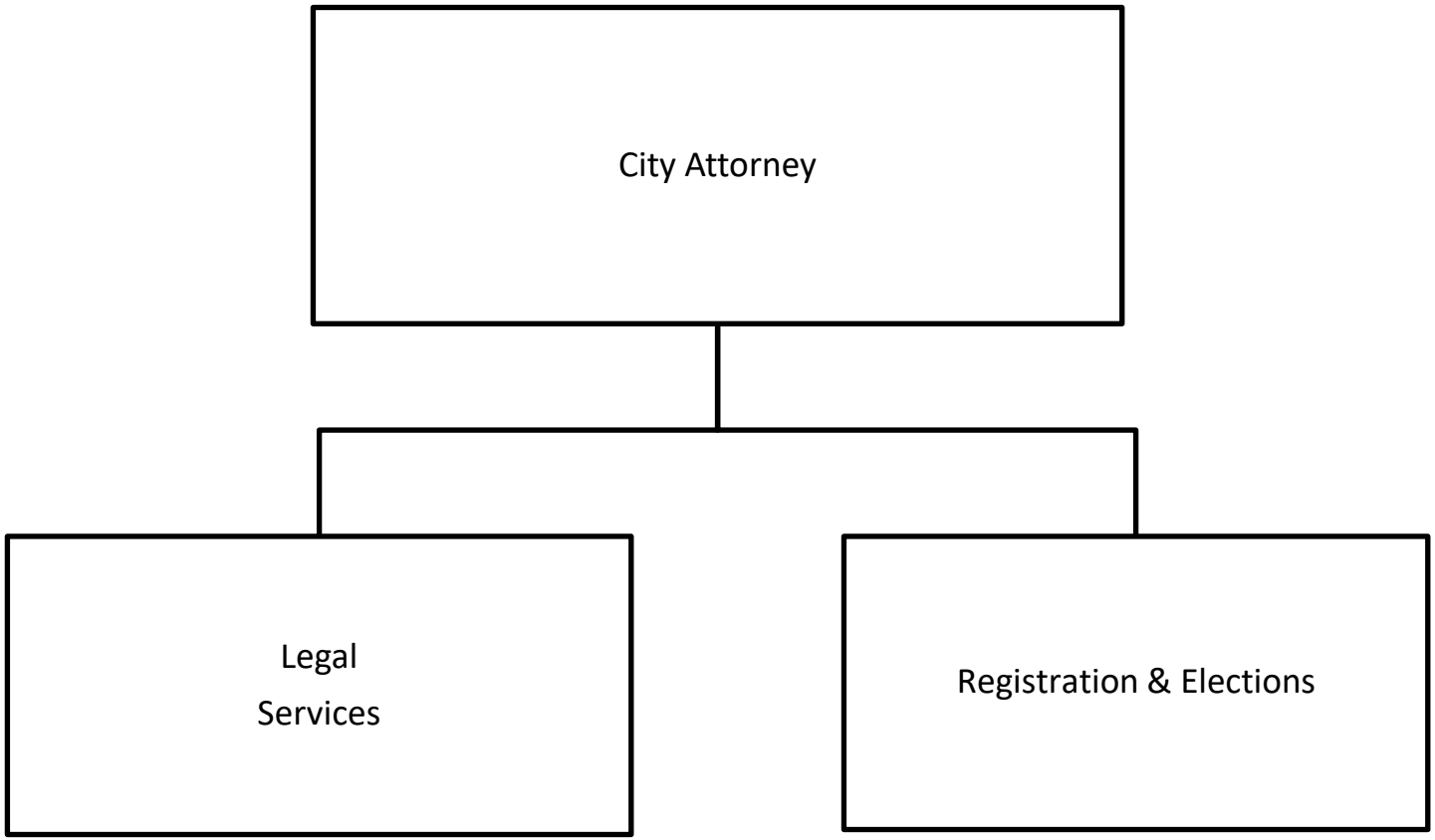
Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
Total	389,073	338,024	333,655	338,712	5,057	1.5%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	234,659	242,340	230,021	235,600	5,579	2.4%
Operating	154,413	95,684	103,634	103,112	(522)	(0.5%)
Total	389,073	338,024	333,655	338,712	5,057	1.5%

1142 - Housing & Community Development Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Office supplies	350
Total	350
522000 - General Operating Supplies	
Operating supplies	150
Total	150
526000 - Machinery/Equipment	
Miscellaneous computer supplies	150
Miscellaneous computer devices & supplies	250
Total	400
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (2)	224
Total	224
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (2)	380
Total	380
536000 - Miscellaneous Professional Services	
IDIS support	30,000
Translation services for meetings and documents	3,000
Total	33,000
541000 - Advertising	
CDBG - legal requirements	1,500
Total	1,500
543000 - Contributions	
CDBG - emergency rental assistance and other CDBG "public service" eligible activities	60,608
Total	60,608
544000 - Dues/Memberships/Certification	
Membership dues for National Fair Housing Association and other housing organizations	1,000
Total	1,000
546000 - Conf./Seminar/Class Registration	
Other conferences	2,000
Total	2,000

1142 - Housing & Community Development Non-Personnel Expenditures	FY20 Adopted Budget
547000 - Travel Expense	
Other conferences	2,000
Local travel expense	300
Total	2,300
553000 - Printing & Binding	
Printing of translated materials	250
Total	250
556000 - Postage	
Postage	250
Total	250
556500 - Messenger Services	
Courier services	200
Total	200
560000 - Miscellaneous	
Miscellaneous	500
Total	500
Total Non-Personnel Expenditures	**103,112**

OFFICE OF THE CITY ATTORNEY



General Fund Departmental Budget

Department Overview - Office of the City Attorney

FY20 Budget

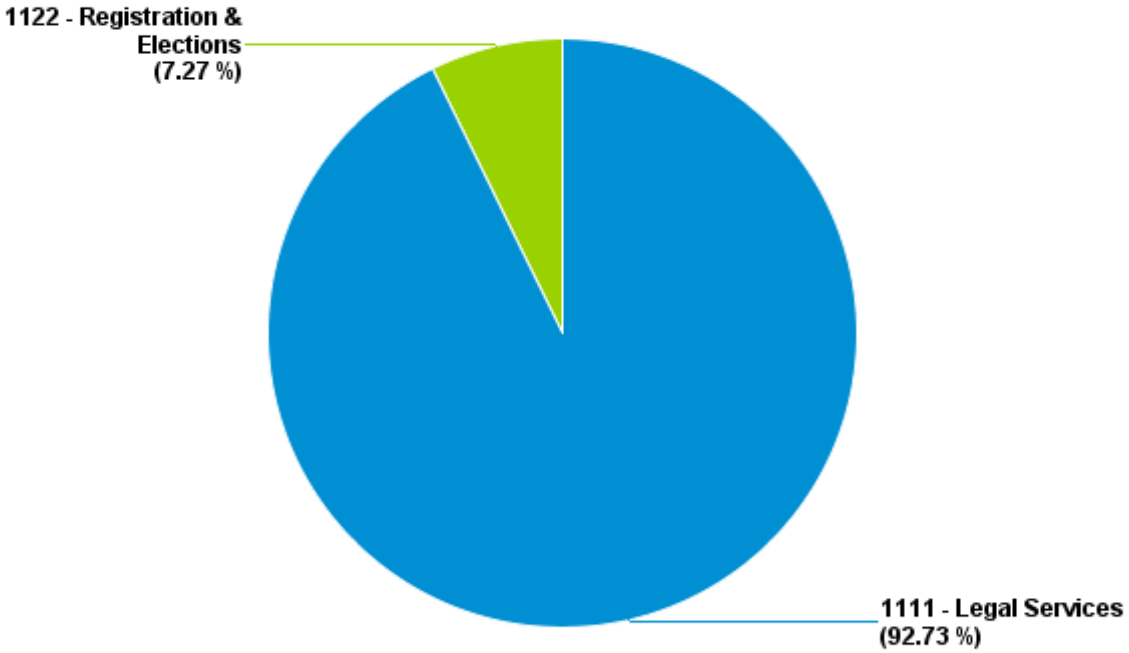
Services Provided

The City Attorney is the legal adviser to the City and, with the assistance of the Assistant City Attorney, directs all litigation and provides legal services to the City.

The Office of the City Attorney provides legal assistance to the Mayor and Council, City Boards, Commissions and Committees, and all operating departments. The City Attorney's Office also includes Registration & Elections.

Office of the City Attorney Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Activity						
1111 - Legal Services	610,941	738,988	721,556	787,359	65,803	9.1%
1122 - Registration & Elections	52,369	2,000	2,000	61,750	59,750	2,987.5%
Total	663,311	740,988	723,556	849,109	125,553	17.4%

FY20 Adopted - By Activity



General Fund Departmental Budget

Department Overview - Office of the City Attorney

FY20 Budget

Office of the City Attorney Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Category						
Personnel Services	560,003	666,112	628,680	692,651	63,971	10.2%
Operating	103,307	74,876	94,876	156,458	61,582	64.9%
Capital	-	-	-	-	-	0.0%
Total	663,311	740,988	723,556	849,109	125,553	17.4%

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1111 - Legal Services			
Paralegal	1	1	1
Legal Services Coordinator	0	1	1
City Attorney	1	1	1
Assistant City Attorney	1	1	1
Subtotal	**3**	**4**	**4**
Full-Time Personnel	3	4	4
Total	**3**	**4**	**4**

1111 - Legal Services

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	416,293	489,704	465,729	512,134	46,405	10.0%
505200 - Other Taxable Comp.-GFIT	373	336	1,080	336	(744)	(68.9%)
507000 - Vacation & Sick Payouts	16,218	14,600	-	-	-	0.0%
508000 - Overtime Wages	9,782	6,856	6,856	12,000	5,144	75.0%
510000 - FICA Taxes	27,425	38,012	32,043	35,777	3,734	11.7%
514200 - Vision Benefit	(1)	221	322	221	(101)	(31.4%)
514210 - Health Insurance	31,161	44,907	46,829	52,651	5,822	12.4%
514220 - Dental Benefit	1,468	2,212	3,228	2,212	(1,016)	(31.5%)
514230 - Long-Term Care Benefit	372	512	414	580	166	40.1%
514240 - Life Ins and Disability Benefit	3,281	4,912	3,785	4,028	243	6.4%
515000 - Retirement (401A)	32,512	39,176	38,810	42,677	3,867	10.0%
515100 - Retirement Health Savings (RHS)	-	287	1,846	430	(1,416)	(76.7%)
516000 - Savings Plan (401K)	12,192	14,692	14,554	16,004	1,450	10.0%
516500 - Deferred Compensation (457)	8,927	9,685	9,684	10,101	417	4.3%
519000 - Tuition Reimbursement	-	-	3,500	3,500	-	0.0%
521000 - Office Supplies	-	500	500	500	-	0.0%
522000 - General Operating Supplies	-	-	-	200	200	100.0%
525000 - Furniture/Fixture	-	300	300	500	200	66.7%
526000 - Machinery/Equipment	611	250	250	650	400	160.0%
531000 - IT (Non-Consultant) Services	4,171	9,221	9,221	9,098	(123)	(1.3%)
531600 - Software Maintenance Agreements	570	570	570	570	-	0.0%
533000 - Legal	28,049	40,000	60,000	60,000	-	0.0%
536000 - Miscellaneous Professional Services	-	2,745	2,745	2,000	(745)	(27.1%)
541000 - Advertising	-	1,500	1,500	1,000	(500)	(33.3%)
542000 - Awards & Presentations	100	-	-	100	100	100.0%
544000 - Dues/Memberships/Certification	4,547	2,685	2,685	2,750	65	2.4%
545000 - Publications/ Resource Material	5,624	6,500	6,500	6,500	-	0.0%
546000 - Conf./Seminar/Class Registration	2,045	2,875	2,875	3,500	625	21.7%
547000 - Travel Expense	2,819	3,250	3,000	3,500	500	16.7%

General Fund Departmental Budgets
Office of the City Attorney - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
547100 - Local Travel Mileage	346	-	250	-	(250)	(100.0%)
551000 - Telephone (Landline)	51	-	-	-	-	0.0%
551100 - Cellular Phone	749	1,080	1,080	1,440	360	33.3%
553000 - Printing & Binding	-	200	200	200	-	0.0%
556000 - Postage	4	-	-	500	500	100.0%
556500 - Messenger Services	61	200	200	200	-	0.0%
560000 - Miscellaneous	956	500	500	1,000	500	100.0%
561000 - Local - In-Service Meals	234	500	500	500	-	0.0%
Total	610,941	738,988	721,556	787,359	65,803	9.1%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	560,003	666,112	628,680	692,651	63,971	10.2%
Operating	50,938	72,876	92,876	94,708	1,832	2.0%
Total	610,941	738,988	721,556	787,359	65,803	9.1%

General Fund Departmental Budgets
Office of the City Attorney - Activity Analysis
FY20 Budget

1111 - Legal Services Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Office supplies	500
Total	500
522000 - General Operating Supplies	
General operating supplies	200
Total	200
525000 - Furniture/Fixture	
Chairs (2)	500
Total	500
526000 - Machinery/Equipment	
Miscellaneous computer supplies	400
Miscellaneous computer devices & supplies	250
Total	650
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (4)	448
Service - software (DocuSign)	4,600
Service - software (JustFOIA)	4,050
Total	9,098
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (3)	570
Total	570
533000 - Legal	
Board of Appeals Attorney (in contract)	10,000
LEOBR (Police)	5,000
Other boards and commissions when a conflict of interest arises	20,000
Telecommunications attorney	25,000
Total	60,000
536000 - Miscellaneous Professional Services	
Miscellaneous	300
Whistleblower hotline services	1,700
Total	2,000

General Fund Departmental Budgets
Office of the City Attorney - Activity Analysis
FY20 Budget

1111 - Legal Services Non-Personnel Expenditures	FY20 Adopted Budget
541000 - Advertising	
Meeting notices and legal ads	1,000
Total	1,000
542000 - Awards & Presentations	
Miscellaneous	100
Total	100
544000 - Dues/Memberships/Certification	
Bar associations	1,565
Client protection fund assessment	270
IMLA	865
U.S. District Court	50
Total	2,750
545000 - Publications/ Resource Material	
Publications and resource materials	2,500
Westlaw on-line research (in contract)	4,000
Total	6,500
546000 - Conf./Seminar/Class Registration	
IMLA Annual Conference	575
Maryland Municipal League Convention	800
Other professional conferences	2,125
Total	3,500
547000 - Travel Expense	
Travel expenses	3,500
Total	3,500
551100 - Cellular Phone	
Assistant City Attorney (1) cell phone	360
Cell phone service (1)	720
iPad (2)	360
Total	1,440
553000 - Printing & Binding	
Printing and binding of briefs	200
Total	200

1111 - Legal Services Non-Personnel Expenditures	FY20 Adopted Budget
556000 - Postage	
Postage	500
Total	500
556500 - Messenger Services	
Courier services and overnight mail	200
Total	200
560000 - Miscellaneous	
Miscellaneous expenses	1,000
Total	1,000
561000 - Local - In-Service Meals	
In-service meals	500
Total	500
Total Non-Personnel Expenditures	**94,708**

1122 - Registration & Elections

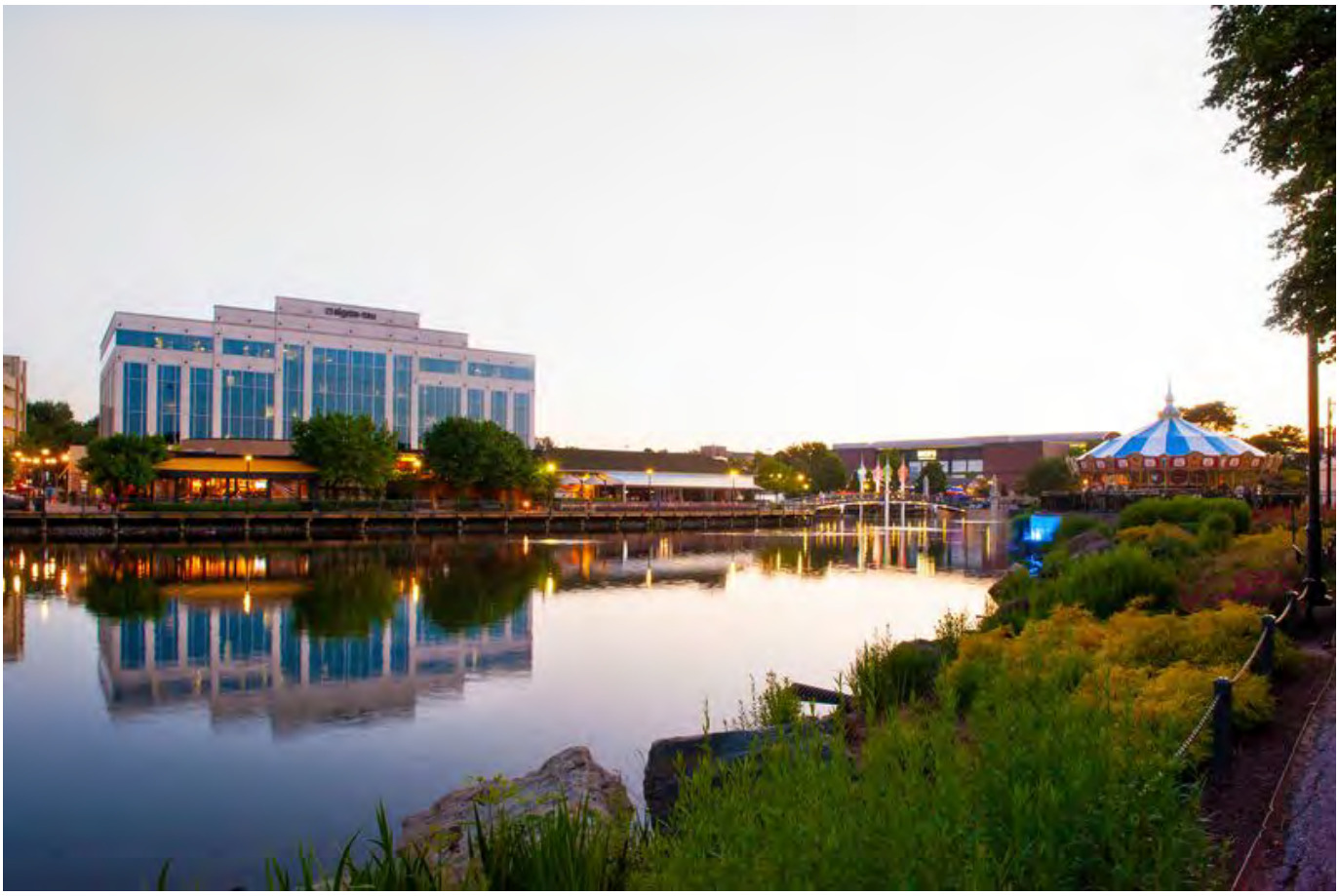
Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536100 - Temporary Employment Agency	-	8,000	8,000
Election judge costs for 2019 Election.			
553000 - Printing & Binding	-	6,000	6,000
Printing and binding for 2019 Election.			
556000 - Postage	-	16,000	16,000
Postage for election pamphlet for 2019 Election.			
567000 - Rental & Use	-	24,500	24,500
Rental of election equipment for 2019 Election.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
522000 - General Operating Supplies	1,724	-	-	1,000	1,000	100.0%
526000 - Machinery/Equipment	-	-	-	250	250	100.0%
531500 - Software Licenses	-	-	-	500	500	100.0%
536100 - Temporary Employment Agency	7,600	-	-	8,000	8,000	100.0%
541000 - Advertising	502	-	-	1,000	1,000	100.0%
553000 - Printing & Binding	4,495	-	-	6,000	6,000	100.0%
554000 - Signage	822	-	-	2,000	2,000	100.0%
556000 - Postage	14,548	-	-	16,000	16,000	100.0%
557000 - Uniforms/ Laundry	-	-	-	500	500	100.0%
560000 - Miscellaneous	-	2,000	2,000	500	(1,500)	(75.0%)
561000 - Local - In-Service Meals	942	-	-	1,500	1,500	100.0%
567000 - Rental & Use	21,736	-	-	24,500	24,500	100.0%
Total	52,369	2,000	2,000	61,750	59,750	2,987.5%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	52,369	2,000	2,000	61,750	59,750	2,987.5%
Total	52,369	2,000	2,000	61,750	59,750	2,987.5%

1122 - Registration & Elections Non-Personnel Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
Election supplies	1,000
Total	1,000
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	250
Total	250
531500 - Software Licenses	
Absentee ballot email notification	500
Total	500
536100 - Temporary Employment Agency	
Election judge payment	8,000
Total	8,000
541000 - Advertising	
Required election ads	1,000
Total	1,000
553000 - Printing & Binding	
Printing of polling place brochures and elections posters and flyers	6,000
Total	6,000
554000 - Signage	
Election banners and signs	2,000
Total	2,000
556000 - Postage	
Postage for election brochures and other mailings	16,000
Total	16,000
557000 - Uniforms/ Laundry	
Election shirts and cleaning of table cloths	500
Total	500
560000 - Miscellaneous	
Miscellaneous expenses for voter turnout and registration outreach	500
Total	500

1122 - Registration & Elections Non-Personnel Expenditures	FY20 Adopted Budget
561000 - Local - In-Service Meals	
Election judge meals	1,500
Total	1,500
567000 - Rental & Use	
Rental of election equipment and light towers	24,500
Total	24,500
Total Non-Personnel Expenditures	**61,750**



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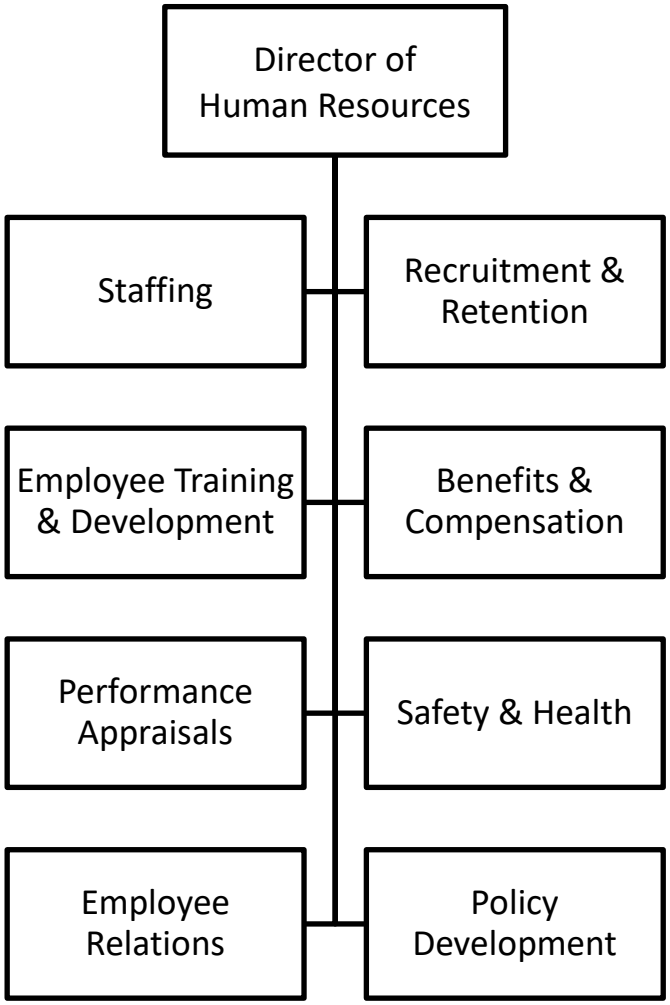
DEPARTMENT OF HUMAN RESOURCES



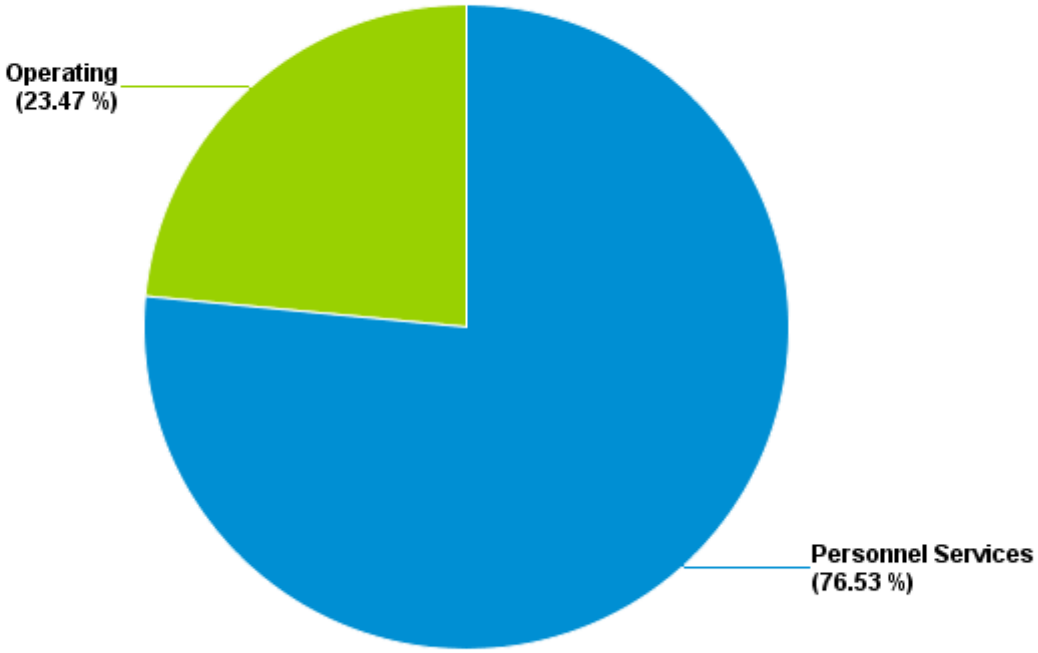
General Fund Departmental Budget
Department Overview - Human Resources
FY20 Budget

Services Provided

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

Human Resources Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Activity						
1135 - Human Resources	1,105,697	1,189,274	1,128,549	1,206,908	78,359	6.9%
Total	1,105,697	1,189,274	1,128,549	1,206,908	78,359	6.9%

FY20 Adopted - By Object Category



General Fund Departmental Budget
Department Overview - Human Resources
FY20 Budget

Human Resources Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Category						
Personnel Services	838,362	868,662	836,884	923,589	86,705	10.4%
Operating	267,335	320,612	291,665	283,319	(8,346)	(2.9%)
Capital	-	-	-	-	-	0.0%
Total	1,105,697	1,189,274	1,128,549	1,206,908	78,359	6.9%

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1135 - Human Resources			
Human Resources Generalist II	2	2	2
Human Resources Program Coordinator	2	2	2
Human Resources Technician	0	0	1
Director of Human Resources	1	1	1
Part-Time Personnel	0.95	1.09	0.52
Subtotal	**5.95**	**6.09**	**6.52**
Full-Time Personnel	5	5	6
Part-Time Personnel	0.95	1.09	0.52
Total	**5.95**	**6.09**	**6.52**

1135 - Human Resources

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
514700 - Out of Pocket Deductible Reimbursement	145,000	153,000	8,000

Anticipated increase based on current and prior year usage trends.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	481,257	497,240	474,804	542,516	67,712	14.3%
505100 - Other Taxable Comp.-Multilingual	2,080	2,080	2,080	2,080	-	0.0%
505200 - Other Taxable Comp.-GFIT	1,938	1,344	2,160	1,680	(480)	(22.2%)
507000 - Vacation & Sick Payouts	16,132	14,500	-	-	-	0.0%
509000 - Part-Time Wages	18,683	35,768	35,768	20,429	(15,339)	(42.9%)
510000 - FICA Taxes	37,861	41,037	39,875	43,795	3,920	9.8%
514200 - Vision Benefit	314	405	423	492	69	16.3%
514210 - Health Insurance	58,506	59,975	65,317	75,921	10,604	16.2%
514220 - Dental Benefit	7,995	4,842	5,635	5,646	11	0.2%
514230 - Long-Term Care Benefit	598	690	690	870	180	26.1%
514240 - Life Ins and Disability Benefit	4,821	5,019	4,657	5,224	567	12.2%
514700 - Out of Pocket Deductible Reimbursement	152,028	145,000	145,000	153,000	8,000	5.5%
515000 - Retirement (401A)	38,169	39,780	39,568	45,210	5,642	14.3%
515100 - Retirement Health Savings (RHS)	3,667	4,065	4,070	4,273	203	5.0%
515200 - Medicare Retirement Health Savings (RHS)	-	-	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	14,313	14,917	14,837	16,953	2,116	14.3%
519000 - Tuition Reimbursement	-	2,000	2,000	3,500	1,500	75.0%
521000 - Office Supplies	459	1,000	2,000	500	(1,500)	(75.0%)
522000 - General Operating Supplies	2,047	8,887	3,400	2,400	(1,000)	(29.4%)
526000 - Machinery/Equipment	1,919	1,700	1,700	500	(1,200)	(70.6%)
531000 - IT (Non-Consultant) Services	89,143	108,043	108,043	109,904	1,861	1.7%
531500 - Software Licenses	19,456	750	750	2,000	1,250	166.7%

General Fund Departmental Budgets
Human Resources - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
531600 - Software Maintenance Agreements	4,300	1,800	1,800	1,800	-	0.0%
534500 - Wellness Programs	24,300	34,285	34,825	31,525	(3,300)	(9.5%)
535000 - Medical/Hospital (Screenings)	24,599	26,300	26,300	22,550	(3,750)	(14.3%)
536000 - Miscellaneous Professional Services	17,530	43,890	18,890	17,600	(1,290)	(6.8%)
536500 - Investigations	4,796	5,500	5,500	4,000	(1,500)	(27.3%)
541000 - Advertising	18,813	20,000	20,000	20,000	-	0.0%
542000 - Awards & Presentations	32,414	40,500	40,500	38,900	(1,600)	(4.0%)
543000 - Contributions	4,919	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	4,168	2,547	2,547	2,442	(105)	(4.1%)
545000 - Publications/ Resource Material	249	1,000	1,000	400	(600)	(60.0%)
546000 - Conf./Seminar/Class Registration	2,694	1,100	1,100	3,300	2,200	200.0%
546300 - In-Service Training	11,548	19,000	19,000	19,000	-	0.0%
547000 - Travel Expense	205	1,250	1,250	3,950	2,700	216.0%
547100 - Local Travel Mileage	142	350	350	-	(350)	(100.0%)
553000 - Printing & Binding	46	-	-	-	-	0.0%
556000 - Postage	490	500	500	300	(200)	(40.0%)
560000 - Miscellaneous	2,430	2,000	2,000	2,000	-	0.0%
573000 - R&M - Machinery & Equipment	668	210	210	248	38	18.1%
Total	1,105,697	1,189,274	1,128,549	1,206,908	78,359	6.9%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	838,362	868,662	836,884	923,589	86,705	10.4%
Operating	267,335	320,612	291,665	283,319	(8,346)	(2.9%)
Total	1,105,697	1,189,274	1,128,549	1,206,908	78,359	6.9%

General Fund Departmental Budgets
Human Resources - Activity Analysis
FY20 Budget

1135 - Human Resources Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Miscellaneous office supplies	500
Total	500
522000 - General Operating Supplies	
Shredder services	400
First aid supplies	2,000
Total	2,400
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	500
Total	500
531000 - IT (Non-Consultant) Services	
Service - software (NeoGov/ADP integration)	4,500
Service - software (NeoGov SSO)	3,000
Service - software (Adobe Acrobat Pro DC) (3)	336
Service - software (Adobe Creative Cloud for Teams) (1)	740
Service - software (NeoGov Insight)	6,527
Service - software (NeoGov Onboard)	3,141
Service - software (NeoGov Perform)	13,000
Service - software (Survey Monkey)	360
Service - ADP Human Resources Processing	78,300
Total	109,904
531500 - Software Licenses	
Additional Kronos manager licenses (5)	2,000
Total	2,000
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (6)	1,140
Maintenance - software (ID Flow)	600
Maintenance - software (OrgPlus)	60
Total	1,800

General Fund Departmental Budgets
Human Resources - Activity Analysis
FY20 Budget

1135 - Human Resources Non-Personnel Expenditures	FY20 Adopted Budget
534500 - Wellness Programs	
AED batteries & pads	550
American Red Cross - first aid & CPR training	1,000
Employee assistance program	9,500
Fitness programs	1,000
Flu shots	4,000
Wellness day	10,475
Wellness programs	5,000
Total	31,525
535000 - Medical/Hospital (Screenings)	
Drug tests	7,000
Employee physicals (new hire, DOT & fit for duty)	12,500
HBV employee vaccinations	800
Police psychological evaluation	2,250
Total	22,550
536000 - Miscellaneous Professional Services	
Language testing	300
Miscellaneous recruitment expenses (i.e. candidate travel)	2,000
Payscale annual insight subscription	13,600
Presenting solutions	1,700
Total	17,600
536500 - Investigations	
Background checks	4,000
Total	4,000
541000 - Advertising	
Recruitment advertising	20,000
Total	20,000
542000 - Awards & Presentations	
Employee picnic	18,500
Employee recognition awards	2,900
Employee service awards	11,000
Employee appreciation/recognition luncheon	6,500
Total	38,900

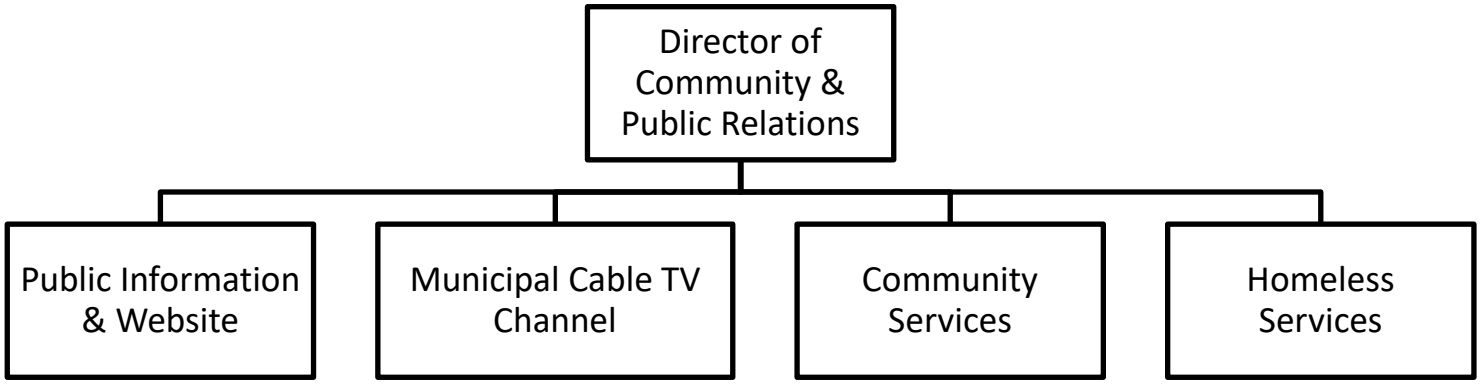
General Fund Departmental Budgets
Human Resources - Activity Analysis
FY20 Budget

1135 - Human Resources Non-Personnel Expenditures	FY20 Adopted Budget
544000 - Dues/Memberships/Certification	
International Personnel Management Association	397
Local Government Personnel Association	350
Maryland Municipal League benefit comparison	400
Society For Human Resource Managers (SHRM)	995
Montgomery County SHRM	300
Total	2,442
545000 - Publications/ Resource Material	
	400
Total	400
546000 - Conf./Seminar/Class Registration	
IPMA (Eastern Region)	500
Kronos	1,800
Neogov	1,000
Total	3,300
546300 - In-Service Training	
Employee training (supervisory, employee development)	18,000
HR staff training	1,000
Total	19,000
547000 - Travel Expense	
IPMA	500
Kronos	1,500
Society for Human Resources Maryland Chapter	300
Neogov	1,300
Miscellaneous mileage reimbursement	350
Total	3,950
556000 - Postage	
Miscellaneous correspondence	300
Total	300
560000 - Miscellaneous	
Miscellaneous	2,000
Total	2,000

1135 - Human Resources Non-Personnel Expenditures	FY20 Adopted Budget
573000 - R&M - Machinery & Equipment	
Maintenance & supplies - copier (Ricoh MP 2554SP)	248
Total	248
Total Non-Personnel Expenditures	**283,319**

DiverseCity Showcase

DEPARTMENT OF COMMUNITY & PUBLIC RELATIONS



General Fund Departmental Budget

Department Overview - Community & Public Relations

FY20 Budget

Services Provided

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

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

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

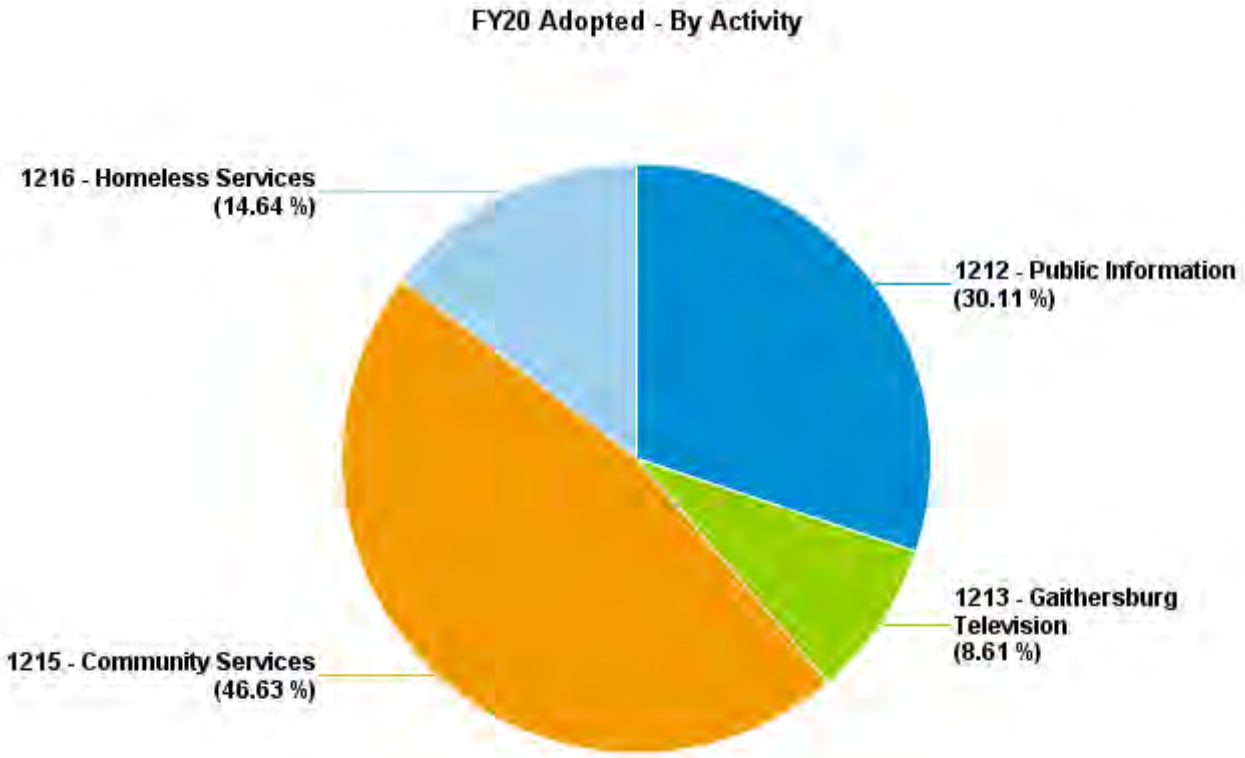
At the City's transitional housing program for homeless men and women in recovery from substance use disorder, residents receive a variety of direct services and supports to aid in recovery and position them for successful transition to permanent housing. A homeless advocacy and street outreach element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

Community & Public Relations Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Activity						
1212 - Public Information	1,039,590	960,986	953,616	1,056,155	102,539	10.8%
1213 - Gaithersburg Television	290,748	305,118	296,916	302,180	5,264	1.8%
1215 - Community Services	1,503,053	1,548,751	1,554,101	1,635,789	81,688	5.3%
1216 - Homeless Services	535,923	538,969	546,359	513,648	(32,711)	(6.0%)
Total	3,369,314	3,353,824	3,350,992	3,507,772	156,780	4.7%

General Fund Departmental Budget

Department Overview - Community & Public Relations

FY20 Budget



Community & Public Relations Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Category						
Personnel Services	2,028,831	1,980,529	1,934,311	2,024,544	90,233	4.7%
Operating	1,340,482	1,373,296	1,416,682	1,483,228	66,547	4.7%
Capital	-	-	-	-	-	0.0%
Total	3,369,314	3,353,824	3,350,992	3,507,772	156,780	4.7%

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1212 - Public Information			
Administrative Assistant III	0	0	1
Graphics Artist	1	1	0
Web Administrator	1	1	1
Assistant Web Administrator	1	1	1
Communication Specialist	1	1	1
Digital Content Specialist	0	1	1

General Fund Departmental Budget

Department Overview - Community & Public Relations

FY20 Budget

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
Director of Community & Public Relations	1	1	1
Graphics Specialist	1	1	1
Part-Time Personnel	1.39	0.88	0.82
Subtotal	**7.39**	**7.88**	**7.82**
1213 - Gaithersburg Television			
Television Production Specialist	1	1	1
Television Productions Manager	1	1	1
Part-Time Personnel	0.72	0.48	0.44
Subtotal	**2.72**	**2.48**	**2.44**
1215 - Community Services			
Community Services Division Manager	1	1	1
Community Services Program Coordinator	2	2	2
Community Services Case Coordinator	1	1	1
Part-Time Personnel	0	0.05	0.12
Subtotal	**4**	**4.05**	**4.12**
1216 - Homeless Services			
House Manager	1	1	1
Primary Counselor	1	1	1
Homeless Services Division Manager	1	1	1
Clinical Supervisor/Discharge Coordinator	1	1	1
Part-Time Personnel	3.04	2.71	2.43
Subtotal	**7.04**	**6.71**	**6.43**
Full-Time Personnel	16	17	17
Part-Time Personnel	5.15	4.13	3.82
Total	**21.15**	**21.13**	**20.82**

1212 - Public Information

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
522500 - Program Activities	-	13,200	13,200
$10,000 for State of the City moved from 560000. Also includes $3,000 for Census activities and $200 for Junior Mayor Program (previously in 1215)			
536000 - Miscellaneous Professional Services	11,500	36,000	24,500
Includes $20,000 for biennial Citizen Survey and $5,000 for media training			
553000 - Printing & Binding	16,000	21,500	5,500
Includes $1,000 increase to magazine printing allocation, $3,500 for Voter Guide and $1,000 for Census materials			
554000 - Signage	1,000	9,000	8,000
Includes $1,000 for elections materials and $7,000 for exterior graphics during construction of 16 S. Summit Ave.			
556000 - Postage	15,500	22,500	7,000
Voter Guide			
560000 - Miscellaneous	15,000	5,000	(10,000)
State of the City event moved to Program Activities - 522500			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	587,428	578,582	553,883	586,768	32,885	5.9%
505100 - Other Taxable Comp.-Multilingual	-	2,080	-	2,080	2,080	100.0%
505200 - Other Taxable Comp.-GFIT	1,247	1,008	2,160	1,008	(1,152)	(53.3%)
505300 - Other Taxable Comp.-Housing Stipend	5,000	6,600	3,600	7,200	3,600	100.0%
506000 - Retirement Buyout	78,858	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	7,922	7,100	-	-	-	0.0%
508000 - Overtime Wages	163	800	540	636	96	17.7%
509000 - Part-Time Wages	28,565	25,000	42,917	44,309	1,392	3.2%
510000 - FICA Taxes	52,136	46,977	47,105	49,276	2,171	4.6%
514200 - Vision Benefit	174	464	548	479	(69)	(12.6%)
514210 - Health Insurance	84,680	94,444	97,938	102,010	4,072	4.2%
514220 - Dental Benefit	2,139	5,554	6,408	5,703	(705)	(11.0%)

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
514230 - Long-Term Care Benefit	657	949	690	1,021	331	48.0%
514240 - Life Ins and Disability Benefit	5,903	5,897	5,090	5,723	633	12.4%
515000 - Retirement (401A)	46,596	46,287	46,279	48,897	2,618	5.7%
515100 - Retirement Health Savings (RHS)	788	-	3,692	-	(3,692)	(100.0%)
515200 - Medicare Retirement Health Savings (RHS)	-	1,750	-	2,083	2,083	100.0%
516000 - Savings Plan (401K)	15,573	17,358	14,315	18,336	4,021	28.1%
521000 - Office Supplies	203	350	350	350	-	0.0%
522000 - General Operating Supplies	125	125	-	-	-	0.0%
522200 - Photo/Audio/Video Supplies	-	1,050	1,050	250	(800)	(76.2%)
522500 - Program Activities	-	-	-	13,200	13,200	100.0%
524000 - Supplies/Resale	1,906	2,100	2,100	2,100	-	0.0%
525000 - Furniture/Fixture	-	800	200	2,900	2,700	1,350.0%
526000 - Machinery/Equipment	950	1,700	1,700	1,700	-	0.0%
531000 - IT (Non-Consultant) Services	33,517	42,321	43,321	41,571	(1,750)	(4.0%)
531500 - Software Licenses	1,305	700	700	-	(700)	(100.0%)
531600 - Software Maintenance Agreements	1,802	1,710	1,710	1,710	-	0.0%
536000 - Miscellaneous Professional Services	27,289	9,000	11,500	36,000	24,500	213.0%
536100 - Temporary Employment Agency	-	-	800	-	(800)	(100.0%)
541000 - Advertising	3,608	6,000	6,000	7,300	1,300	21.7%
542000 - Awards & Presentations	50	50	50	350	300	600.0%
544000 - Dues/Memberships/Certification	435	1,315	1,315	1,675	360	27.4%
545000 - Publications/ Resource Material	935	1,200	1,200	1,500	300	25.0%
546000 - Conf./Seminar/Class Registration	874	1,725	1,725	2,600	875	50.7%
547000 - Travel Expense	3,596	2,990	2,990	4,940	1,950	65.2%
551100 - Cellular Phone	3,678	3,000	4,240	4,480	240	5.7%
553000 - Printing & Binding	16,893	16,000	16,000	21,500	5,500	34.4%
554000 - Signage	1,651	1,000	1,000	9,000	8,000	800.0%
556000 - Postage	13,461	12,000	15,500	22,500	7,000	45.2%
560000 - Miscellaneous	9,484	15,000	15,000	5,000	(10,000)	(66.7%)
Total	1,039,590	960,986	953,616	1,056,155	102,539	10.8%

General Fund Departmental Budgets

Community & Public Relations - Activity Analysis

FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	917,830	840,850	825,165	875,529	50,364	6.1%
Operating	121,761	120,136	128,451	180,626	52,175	40.6%
Total	1,039,590	960,986	953,616	1,056,155	102,539	10.8%

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY20 Budget

1212 - Public Information Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Calendars, notepads, pens, general office supplies	350
Total	350
522200 - Photo/Audio/Video Supplies	
Camera media cards, batteries	250
Total	250
522500 - Program Activities	
State of the City	10,000
Census outreach events	3,000
Junior Mayor program	200
Total	13,200
524000 - Supplies/Resale	
Promotional items - Gaithersburg souvenirs available for sale	2,100
Total	2,100
525000 - Furniture/Fixture	
Office furniture	400
New work station	2,500
Total	2,900
526000 - Machinery/Equipment	
Graphics Specialist monitor upgrade (2)	700
Miscellaneous computer devices & supplies	1,000
Total	1,700
531000 - IT (Non-Consultant) Services	
Additional Constant Contact Template	300
Service - software (Adobe Creative Cloud for Teams) (8)	5,920
Service - software (ArchiveSocial)	4,788
Service - software (Bynder Digital Asset Management)	13,500
Service - software (Carousel Digital Signage) (3)	360
Service - software (Survey Monkey)	300
Service - software (website - Vision Technology)	16,403
Total	41,571

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY20 Budget

1212 - Public Information Non-Personnel Expenditures	FY20 Adopted Budget
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (9)	1,710
Total	1,710
536000 - Miscellaneous Professional Services	
Biennial citizen survey	20,000
Freelance photography	10,000
Freelance writing & graphic design	1,000
Media training	5,000
Total	36,000
541000 - Advertising	
2019 municipal elections	2,300
Brand advertising - digital, radio, print, outdoor, etc.	2,000
Social media promotions	1,000
Census promotions	2,000
Total	7,300
542000 - Awards & Presentations	
City gift baskets	50
Marketing awards	300
Total	350
544000 - Dues/Memberships/Certification	
3CMA membership	845
Government Social Media Organization	370
Leadership Montgomery	150
American Institute of Graphic Artists	250
Emerging Local Government Leaders	60
Total	1,675
545000 - Publications/ Resource Material	
Subscriptions for stock imagery	1,500
Total	1,500

1212 - Public Information Non-Personnel Expenditures	FY20 Adopted Budget
546000 - Conf./Seminar/Class Registration	
3CMA Conference - Communications Specialist	605
Government Social Media Conference	795
Emerging Local Government Leaders Conference	200
American Institute of Graphic Artists	1,000
Total	2,600
547000 - Travel Expense	
3CMA Conference - Lodging and Transportation	1,400
Government Social Media Conference	1,090
Emerging Local Government Leaders Conference	800
American Institute of Graphic Artists	1,650
Total	4,940
551100 - Cellular Phone	
Cell phone service (5)	3,600
Replacement devices	400
Service - mobile device data plan (1)	480
Total	4,480
553000 - Printing & Binding	
2019 municipal election - voter guide and marketing materials	3,500
Brochures, fliers, posters	1,000
inGaithersburg Magazine (2 Editions)	16,000
Census marketing materials	1,000
Total	21,500
554000 - Signage	
2019 municipal election signage	1,000
Posters, banners, miscellaneous signage	1,000
Construction fencing signage for new Police Station/Municipal Center	7,000
Total	9,000
556000 - Postage	
2019 municipal elections - voter guide	7,000
HOA mailings, volunteer recruitment & recognition, misc.	500
inGaithersburg Magazine (2 Editions)	15,000
Total	22,500

1212 - Public Information Non-Personnel Expenditures	FY20 Adopted Budget
560000 - Miscellaneous	
Miscellaneous	2,500
Promotional materials (items not intended for re-sale)	2,500
Total	5,000
Total Non-Personnel Expenditures	**180,626**

1213 - Gaithersburg Television

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
546000 - Conf./Seminar/Class Registration	6,500	500	(6,000)
FY19 figure included one-time drone training.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	183,722	186,592	179,128	183,605	4,477	2.5%
509000 - Part-Time Wages	12,668	12,750	12,750	12,748	(2)	(0.0%)
510000 - FICA Taxes	13,895	15,249	15,422	15,606	184	1.2%
514200 - Vision Benefit	680	184	192	184	(8)	(4.2%)
514210 - Health Insurance	37,515	41,596	41,642	43,730	2,088	5.0%
514220 - Dental Benefit	7,619	2,630	2,814	2,630	(184)	(6.5%)
514230 - Long-Term Care Benefit	199	276	276	290	14	5.1%
514240 - Life Ins and Disability Benefit	1,912	1,871	1,822	1,866	44	2.4%
515000 - Retirement (401A)	14,565	14,927	14,927	15,301	374	2.5%
516000 - Savings Plan (401K)	5,462	5,598	5,598	5,737	139	2.5%
521000 - Office Supplies	-	50	50	50	-	0.0%
522000 - General Operating Supplies	2,796	-	-	-	-	0.0%
522200 - Photo/Audio/Video Supplies	471	2,800	2,800	2,800	-	0.0%
525000 - Furniture/Fixture	-	500	500	500	-	0.0%
526000 - Machinery/Equipment	1,456	1,500	1,500	2,500	1,000	66.7%
531000 - IT (Non-Consultant) Services	1,362	2,417	2,417	2,455	38	1.6%
531600 - Software Maintenance Agreements	2,753	1,778	1,778	1,778	-	0.0%
536000 - Miscellaneous Professional Services	3,025	4,000	4,000	4,000	-	0.0%
542000 - Awards & Presentations	-	100	100	100	-	0.0%
545000 - Publications/ Resource Material	400	400	400	400	-	0.0%
546000 - Conf./Seminar/Class Registration	-	6,000	6,500	500	(6,000)	(92.3%)
547000 - Travel Expense	-	25	-	25	25	100.0%
547100 - Local Travel Mileage	-	-	25	-	(25)	(100.0%)
556000 - Postage	-	25	25	25	-	0.0%

General Fund Departmental Budgets

Community & Public Relations - Activity Analysis

FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
560000 - Miscellaneous	248	250	250	250	-	0.0%
573000 - R&M - Machinery & Equipment	-	3,600	2,000	5,100	3,100	155.0%
Total	290,748	305,118	296,916	302,180	5,264	1.8%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	278,237	281,673	274,571	281,697	7,126	2.6%
Operating	12,511	23,445	22,345	20,483	(1,862)	(8.3%)
Total	290,748	305,118	296,916	302,180	5,264	1.8%

1213 - Gaithersburg Television Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Miscellaneous office supplies	50
Total	50
522200 - Photo/Audio/Video Supplies	
Batteries, light bulbs, storage devices, DVDs, cases, recurring drone supplies	2,800
Total	2,800
525000 - Furniture/Fixture	
Office chair replacement	500
Total	500
526000 - Machinery/Equipment	
Minor equipment purchases and replacement	1,500
Miscellaneous computer devices & supplies	1,000
Total	2,500
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Creative Cloud for Teams) (2)	1,480
Service - software (Leightronix Total Info)	975
Total	2,455
531600 - Software Maintenance Agreements	
Maintenance - software (Avid Media Composer Standard)	1,398
Maintenance - software (Microsoft CALs) (2)	380
Total	1,778
536000 - Miscellaneous Professional Services	
Music library fees	1,400
On-air music services (DMX)	800
Voice over fees, contract services, on air-talent	1,000
Teleprompter service rental	800
Total	4,000
542000 - Awards & Presentations	
Entry fees - video production award competitions	100
Total	100

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY20 Budget

1213 - Gaithersburg Television Non-Personnel Expenditures	FY20 Adopted Budget
545000 - Publications/ Resource Material	
Still and motion graphic templates	400
Total	400
546000 - Conf./Seminar/Class Registration	
Annual drone training	500
Total	500
547000 - Travel Expense	
Local mileage	25
Total	25
556000 - Postage	
	25
Total	25
560000 - Miscellaneous	
	250
Total	250
573000 - R&M - Machinery & Equipment	
Maintenance - miscellaneous production and broadcast equipment	2,000
Maintenance & supplies - Broadcast Pix switcher	3,100
Total	5,100
Total Non-Personnel Expenditures	**20,483**

1215 - Community Services

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
522500 - Program Activities	27,550	54,100	26,550
$19,850 added for Bank On Gaithersburg Youth Educational Challenge, 100% offset by Communities for Financial Empowerment grant. Event will not be held if grant not awarded. $5,000 added for substance abuse outreach event. $2,000 moved to Printing & Binding for Bank On activities.			
543000 - Contributions	1,081,100	1,111,100	30,000

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	272,347	275,321	269,187	282,287	13,100	4.9%
505100 - Other Taxable Comp.-Multilingual	2,080	2,080	2,080	2,080	-	0.0%
505200 - Other Taxable Comp.-GFIT	85	420	-	672	672	100.0%
505300 - Other Taxable Comp.-Housing Stipend	3,600	-	3,600	-	(3,600)	(100.0%)
507000 - Vacation & Sick Payouts	3,722	3,400	-	-	-	0.0%
509000 - Part-Time Wages	1,747	832	1,700	3,825	2,125	125.0%
510000 - FICA Taxes	20,840	21,318	22,038	22,997	959	4.3%
514200 - Vision Benefit	75	220	192	271	79	41.1%
514210 - Health Insurance	32,160	35,485	36,355	44,813	8,458	23.3%
514220 - Dental Benefit	5,333	2,987	3,768	3,010	(758)	(20.1%)
514230 - Long-Term Care Benefit	377	541	552	580	28	5.1%
514240 - Life Ins and Disability Benefit	2,875	2,786	2,818	2,938	120	4.3%
515000 - Retirement (401A)	21,522	22,027	22,432	23,525	1,093	4.9%
515100 - Retirement Health Savings (RHS)	7,764	6,527	8,600	4,703	(3,897)	(45.3%)
515200 - Medicare Retirement Health Savings (RHS)	-	833	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	6,082	6,185	6,338	6,659	321	5.1%
516500 - Deferred Compensation (457)	-	1,454	-	-	-	0.0%
521000 - Office Supplies	894	1,000	1,000	1,000	-	0.0%
522500 - Program Activities	20,194	27,000	27,550	54,100	26,550	96.4%
525000 - Furniture/Fixture	6,468	-	-	-	-	0.0%

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
526000 - Machinery/Equipment	-	500	500	500	-	0.0%
530000 - Accounting & Audit	206	-	-	-	-	0.0%
531000 - IT (Non-Consultant) Services	10,638	11,441	11,441	11,886	445	3.9%
531500 - Software Licenses	4,500	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	1,140	1,140	1,140	1,140	-	0.0%
536000 - Miscellaneous Professional Services	5,299	4,650	4,650	5,650	1,000	21.5%
536300 - Contract Cleaning	642	600	600	-	(600)	(100.0%)
541000 - Advertising	268	1,000	1,000	1,500	500	50.0%
542000 - Awards & Presentations	8,458	6,325	7,925	7,800	(125)	(1.6%)
543000 - Contributions	1,020,901	1,071,700	1,081,100	1,111,100	30,000	2.8%
544000 - Dues/Memberships/Certification	225	200	400	715	315	78.8%
546000 - Conf./Seminar/Class Registration	1,772	3,055	3,055	2,690	(365)	(11.9%)
546300 - In-Service Training	397	1,000	1,500	1,360	(140)	(9.3%)
547000 - Travel Expense	1,334	1,748	750	3,300	2,550	340.0%
547100 - Local Travel Mileage	1,000	-	950	-	(950)	(100.0%)
551000 - Telephone (Landline)	-	301	-	-	-	0.0%
551100 - Cellular Phone	798	650	650	720	70	10.8%
553000 - Printing & Binding	1,432	1,750	1,750	4,000	2,250	128.6%
556000 - Postage	1,028	1,100	1,000	1,000	-	0.0%
560000 - Miscellaneous	1,773	2,000	2,000	1,500	(500)	(25.0%)
568400 - Holiday Giving Expenditures	30,824	28,974	25,000	25,000	-	0.0%
572000 - R&M - Buildings & Facilities	1,758	82	-	-	-	0.0%
573000 - R&M - Machinery & Equipment	495	120	480	468	(12)	(2.5%)
Total	1,503,053	1,548,751	1,554,101	1,635,789	81,688	5.3%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	380,611	382,416	379,660	400,360	20,700	5.5%
Operating	1,122,442	1,166,336	1,174,441	1,235,429	60,988	5.2%
Total	1,503,053	1,548,751	1,554,101	1,635,789	81,688	5.3%

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY20 Budget

1215 - Community Services Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
	1,000
Total	1,000
522500 - Program Activities	
Bank On Gaithersburg and Financial Wellness Coalition events	8,000
Community Advisory and Educational Enrichment Committee meetings and activities	750
Gaithersburg Coalition of Providers meetings and trainings	1,600
Gaithersburg congregations outreach event	500
Holiday Giving Coalition distribution events	500
Interdepartmental community outreach events	1,000
Landlord Appreciation event	750
Mayors Book Club and Book Festival activities	500
Nonprofit Meet & Greet with elected officials	700
Principals/Counselors/PTA recognition event	1,800
CHARACTER COUNTS! assemblies and teaching materials	8,000
Outreach events for substance use disorder prevention and education	5,000
Bank On Gaithersburg Youth Challenge	25,000
Total	54,100
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	500
Total	500
531000 - IT (Non-Consultant) Services	
Additional Adobe Acrobat subscription	112
Service - software (Adobe Acrobat Pro DC) (3)	336
Service - software (Blackbaud Grants Online) (4)	11,438
Total	11,886
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (6)	1,140
Total	1,140
536000 - Miscellaneous Professional Services	
Hoarding Task Force Professional Organizer Contract	5,500
Shredding services	150
Total	5,650

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY20 Budget

1215 - Community Services Non-Personnel Expenditures	FY20 Adopted Budget
541000 - Advertising	
Bank on Gaithersburg and Financial Wellness Coalition materials	1,000
Programs & events	500
Total	1,500
542000 - Awards & Presentations	
CHARACTER COUNTS! and GREAT plaques and Business/Person of Character awards	400
CHARACTER COUNTS! contests	1,600
CHARACTER COUNTS! scholarships	5,000
Mayors Book Club awards	300
Volunteer recognition	500
Total	7,800
543000 - Contributions	
CAFÉ Montgomery training sponsorship	500
Common Cents conference sponsorship	500
Domestic violence empowerment event City table sponsorship	500
Ed Bohrer Parent Resource Center	85,000
Martin Luther King, Jr. Day of Service event sponsorship	500
Montgomery College Single Parents Conference Sponsorship	500
Nonprofit Grants - School Based Youth Programs and Youth Mental Health Services	297,670
Nonprofit Community Service Grants	631,330
School Grants and GREAT	60,000
School lunch subsidy	4,100
School-Community United in Partnership Conference sponsorship	500
STEM initiative - pending M&CC consideration	30,000
Total	1,111,100
544000 - Dues/Memberships/Certification	
Café Montgomery	100
National CHARACTER COUNTS! Coalition	300
Credit Building Alliance Membership	315
Total	715
546000 - Conf./Seminar/Class Registration	
Trainings & conferences	1,600
National League of Cities	1,090
Total	2,690

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY20 Budget

1215 - Community Services Non-Personnel Expenditures	FY20 Adopted Budget
546300 - In-Service Training	
Various in-service trainings for Community Services staff	1,000
CPR/First aid training	360
Total	1,360
547000 - Travel Expense	
Travel for staff conferences	400
National League of Cities	1,900
Local travel mileage	1,000
Total	3,300
551100 - Cellular Phone	
Cell phone service (1)	720
Total	720
553000 - Printing & Binding	
Financial empowerment initiatives, including the printing of bus shelter posters.	3,000
General community outreach	1,000
Total	4,000
556000 - Postage	
Community outreach, stakeholders and Holiday Giving	1,000
Total	1,000
560000 - Miscellaneous	
Promotional and giveaway items	1,500
Total	1,500
568400 - Holiday Giving Expenditures	
Holiday Giving food, toys, books, and other giveaway items	25,000
Total	25,000
573000 - R&M - Machinery & Equipment	
Maintenance & supplies - copier (Ricoh MP 5002SP)	468
Total	468
Total Non-Personnel Expenditures	**1,235,429**

1216 - Homeless Services

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
522500 - Program Activities	25,500	10,000	(15,500)
Programming reduced due to no offsetting revenue from Friends of Wells/Robertson House allocation.			
550000 - Electric	16,500	-	(16,500)
Expense transferred to 1176 - Building and Grounds.			
550200 - Water	5,700	-	(5,700)
Expense transferred to 1176 - Building and Grounds.			
572000 - R&M - Buildings & Facilities	5,000	-	(5,000)
Expense transferred to 1176 - Building and Grounds.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	253,079	271,130	259,616	271,477	11,861	4.6%
505200 - Other Taxable Comp.-GFIT	45	-	540	-	(540)	(100.0%)
505300 - Other Taxable Comp.-Housing Stipend	3,411	3,600	3,600	3,600	-	0.0%
507000 - Vacation & Sick Payouts	3,507	3,669	-	-	-	0.0%
508000 - Overtime Wages	2,238	2,000	553	1,851	1,298	234.9%
509000 - Part-Time Wages	90,839	90,000	80,696	77,938	(2,758)	(3.4%)
510000 - FICA Taxes	26,375	28,055	28,310	28,013	(297)	(1.0%)
514200 - Vision Benefit	161	221	174	221	47	27.0%
514210 - Health Insurance	31,674	31,702	37,103	33,328	(3,775)	(10.2%)
514220 - Dental Benefit	5,809	3,951	3,734	3,951	217	5.8%
514230 - Long-Term Care Benefit	454	552	552	580	28	5.1%
514240 - Life Ins and Disability Benefit	2,705	2,755	2,719	2,844	125	4.6%
515000 - Retirement (401A)	19,987	21,691	21,635	22,624	989	4.6%
515100 - Retirement Health Savings (RHS)	4,455	8,130	4,070	8,546	4,476	110.0%
516000 - Savings Plan (401K)	7,415	8,134	8,113	8,484	371	4.6%
519000 - Tuition Reimbursement	-	-	3,500	3,500	-	0.0%
521000 - Office Supplies	841	1,000	700	900	200	28.6%
522000 - General Operating Supplies	2,376	5,000	6,000	5,800	(200)	(3.3%)
522500 - Program Activities	20,579	1,504	25,500	10,000	(15,500)	(60.8%)

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY20 Budget

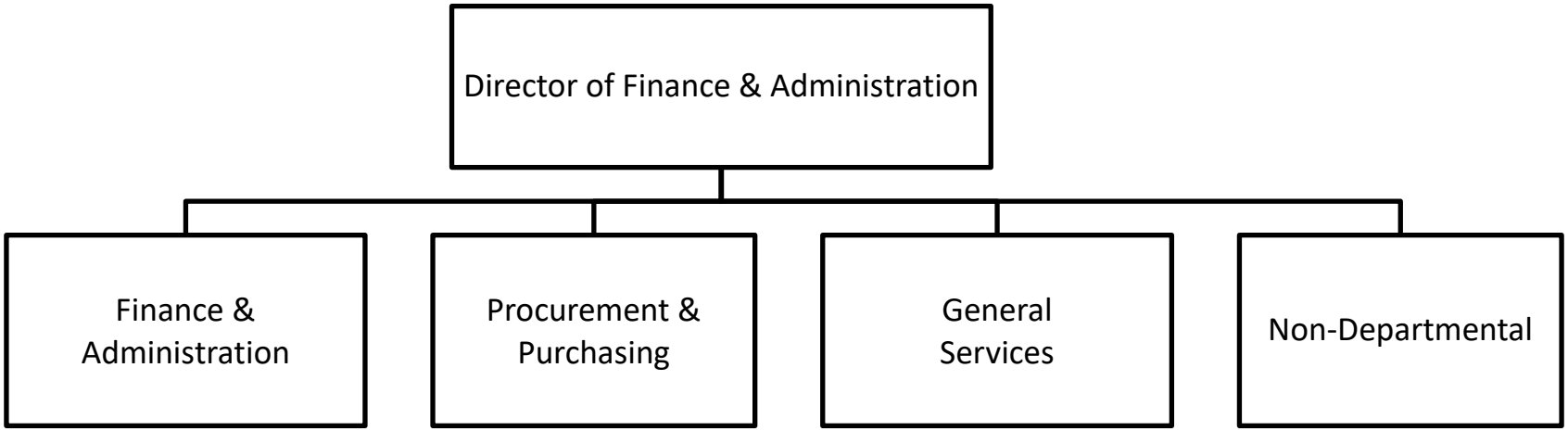
Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
525000 - Furniture/Fixture	-	500	750	750	-	0.0%
526000 - Machinery/Equipment	100	350	500	500	-	0.0%
531600 - Software Maintenance Agreements	1,520	1,520	1,520	1,520	-	0.0%
536000 - Miscellaneous Professional Services	3,925	2,250	5,750	5,150	(600)	(10.4%)
536300 - Contract Cleaning	543	600	600	-	(600)	(100.0%)
536400 - Contract Maintenance Services	518	540	540	-	(540)	(100.0%)
544000 - Dues/Memberships/Certification	550	250	250	250	-	0.0%
546000 - Conf./Seminar/Class Registration	-	500	500	500	-	0.0%
546300 - In-Service Training	301	750	750	1,580	830	110.7%
547000 - Travel Expense	494	-	-	-	-	0.0%
547100 - Local Travel Mileage	14	-	-	-	-	0.0%
550000 - Electric	13,661	16,500	16,500	-	(16,500)	(100.0%)
550100 - Gas (Natural)	2,128	1,800	1,800	-	(1,800)	(100.0%)
550200 - Water	9,116	5,700	5,700	-	(5,700)	(100.0%)
551000 - Telephone (Landline)	743	1,160	1,160	1,160	-	0.0%
551100 - Cellular Phone	1,181	530	480	480	-	0.0%
552500 - Gasoline Expense	890	950	945	1,050	105	11.1%
553000 - Printing & Binding	24	50	50	100	50	100.0%
556000 - Postage	39	25	50	50	-	0.0%
560000 - Miscellaneous	20,695	16,000	15,500	16,000	500	3.2%
572000 - R&M - Buildings & Facilities	2,956	5,000	5,000	-	(5,000)	(100.0%)
573000 - R&M - Machinery & Equipment	-	300	300	300	-	0.0%
574000 - R&M - Vehicles	575	600	600	600	-	0.0%
Total	535,923	538,969	546,359	513,648	(32,711)	(6.0%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	452,154	475,590	454,915	466,958	12,043	2.6%
Operating	83,768	63,379	91,445	46,690	(44,755)	(48.9%)
Total	535,923	538,969	546,359	513,648	(32,711)	(6.0%)

1216 - Homeless Services Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Miscellaneous office supplies	900
Total	900
522000 - General Operating Supplies	
Program supplies and expenses (WRH & DeSellum) trash bags, paper towels	5,800
Total	5,800
522500 - Program Activities	
Community building activities and Recovery Month	5,000
Vocational and career counseling services including funds for transportation and workshops	5,000
Total	10,000
525000 - Furniture/Fixture	
Desk and chair replacement	750
Total	750
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	500
Total	500
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (8)	1,520
Total	1,520
536000 - Miscellaneous Professional Services	
Pest control	5,000
Shredder box	150
Total	5,150
544000 - Dues/Memberships/Certification	
Professional counselor certification	250
Total	250
546000 - Conf./Seminar/Class Registration	
Case management training	500
Total	500

1216 - Homeless Services Non-Personnel Expenditures	FY20 Adopted Budget
546300 - In-Service Training	
First aid & CPR for 9 employees	1,080
Staff development workshops	500
Total	1,580
551000 - Telephone (Landline)	
Verizon phone service - DeSellum	1,160
Total	1,160
551100 - Cellular Phone	
Service - mobile device data plan (1)	480
Total	480
552500 - Gasoline Expense	
87 Octane fuel	1,050
Total	1,050
553000 - Printing & Binding	
Printing for outreach and education	100
Total	100
556000 - Postage	
Advertising, mailings, solicitations	50
Total	50
560000 - Miscellaneous	
Food for Wells/Robertson House residents	16,000
Total	16,000
573000 - R&M - Machinery & Equipment	
Miscellaneous repairs	300
Total	300
574000 - R&M - Vehicles	
Vehicle maintenance (1 unit)	600
Total	600
Total Non-Personnel Expenditures	**46,690**

DEPARTMENT OF FINANCE & ADMINISTRATION



General Fund Departmental Budget

Department Overview - Finance & Administration

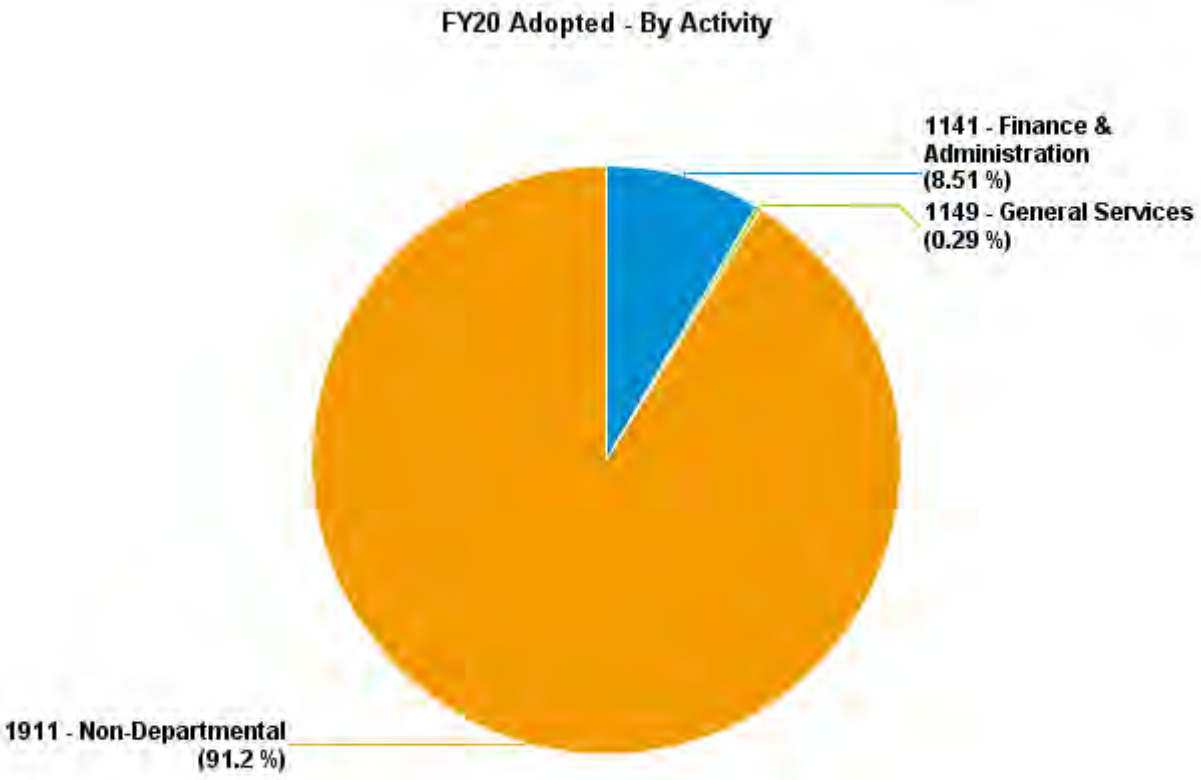
FY20 Budget

Services Provided

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

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

Finance & Administration Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Activity						
1141 - Finance & Administration	1,424,238	1,378,655	1,540,770	1,590,485	49,716	3.2%
1149 - General Services	63,129	52,550	52,848	54,176	1,329	2.5%
1911 - Non-Departmental	24,246,290	20,548,619	21,137,445	17,041,746	(4,095,699)	(19.4%)
Total	25,733,656	21,979,824	22,731,062	18,686,407	(4,044,655)	(17.8%)



General Fund Departmental Budget

Department Overview - Finance & Administration

FY20 Budget

Finance & Administration Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Category						
Personnel Services	1,752,983	2,075,338	2,587,628	2,458,197	(129,431)	(5.0%)
Operating	2,121,527	2,216,144	2,238,417	2,317,845	79,429	3.5%
Capital	-	-	-	-	-	0.0%
Transfers	21,832,062	17,405,777	17,405,018	13,410,365	(3,994,653)	(23.0%)
Contingency	27,085	282,565	500,000	500,000	-	0.0%
Total	25,733,656	21,979,824	22,731,062	18,686,407	(4,044,655)	(17.8%)

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1141 - Finance & Administration			
Administrative Assistant II	1	1	1
Accounting Specialist	1	1	1
Staff Accountant	1	1	1
Senior Budget Analyst	0	0	1
Procurement Manager	1	1	1
Budget & Procurement Analyst	1	1	0
Procurement Division Chief	1	1	1
Payroll Coordinator	1	1	1
Assistant Comptroller	0	1	1
Chief Accountant	1	0	0
Senior Accounting Technician	1	1	1
Director of Finance & Administration	1	1	1
Comptroller	1	1	1
Subtotal	**11**	**11**	**11**
Full-Time Personnel	11	11	11
Total	**11**	**11**	**11**

1141 - Finance & Administration

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
531600 - Software Maintenance Agreements	81,868	95,841	13,973
This account increased due to the inclusion of $25,566 for a full year budget software maintenance. In the prior year half of the annual maintenance cost was covered by warranty.			
536000 - Miscellaneous Professional Services	73,850	83,400	9,550
This account increased due to the addition of software consulting needed for training related to a major accounting system (Munis) upgrade.			
547000 - Travel Expense	7,750	12,800	5,050
This account increased due to an additional $3,000 in travel costs for two staff to attend the Kronos conference, $1,300 for the National Institute of Government Purchasing conference, and $1,000 for new staff GFOA budget training.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	830,646	789,710	913,922	921,672	7,750	0.8%
505200 - Other Taxable Comp.-GFIT	799	1,512	3,240	2,016	(1,224)	(37.8%)
505300 - Other Taxable Comp.-Housing Stipend	6,300	9,000	6,000	9,900	3,900	65.0%
506000 - Retirement Buyout	30,631	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	10,327	15,600	-	-	-	0.0%
508000 - Overtime Wages	332	100	400	200	(200)	(50.0%)
509000 - Part-Time Wages	95	-	-	-	-	0.0%
510000 - FICA Taxes	64,189	61,226	66,943	74,220	7,278	10.9%
514200 - Vision Benefit	(27)	774	792	950	158	19.9%
514210 - Health Insurance	129,519	120,502	153,926	144,694	(9,232)	(6.0%)
514220 - Dental Benefit	7,318	8,084	10,123	9,584	(539)	(5.3%)
514230 - Long-Term Care Benefit	995	1,268	1,104	1,602	498	45.1%
514240 - Life Ins and Disability Benefit	8,370	8,022	8,136	9,370	1,234	15.2%
515000 - Retirement (401A)	65,568	63,176	76,160	76,806	646	0.8%
515100 - Retirement Health Savings (RHS)	5,830	8,703	10,068	8,976	(1,092)	(10.8%)
515200 - Medicare Retirement Health Savings (RHS)	-	4,526	-	10,084	10,084	100.0%
516000 - Savings Plan (401K)	22,851	23,692	22,754	28,802	6,048	26.6%

General Fund Departmental Budgets
Finance & Administration - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
516500 - Deferred Compensation (457)	-	4,763	-	-	-	0.0%
519000 - Tuition Reimbursement	-	-	-	3,500	3,500	100.0%
521000 - Office Supplies	3,532	5,500	5,500	4,500	(1,000)	(18.2%)
522000 - General Operating Supplies	352	-	-	-	-	0.0%
525000 - Furniture/Fixture	-	300	1,000	1,000	-	0.0%
526000 - Machinery/Equipment	130	200	1,500	1,500	-	0.0%
530000 - Accounting & Audit	40,765	39,250	44,000	44,000	-	0.0%
531000 - IT (Non-Consultant) Services	26,645	27,729	27,729	22,772	(4,957)	(17.9%)
531600 - Software Maintenance Agreements	74,470	81,868	81,868	95,841	13,973	17.1%
536000 - Miscellaneous Professional Services	72,320	74,000	73,850	83,400	9,550	12.9%
541000 - Advertising	1,797	3,600	3,000	3,500	500	16.7%
542000 - Awards & Presentations	930	930	975	1,000	25	2.6%
544000 - Dues/Memberships/Certification	2,573	2,500	3,905	3,525	(380)	(9.7%)
545000 - Publications/ Resource Material	438	-	-	-	-	0.0%
546000 - Conf./Seminar/Class Registration	6,799	7,950	9,000	8,925	(75)	(0.8%)
547000 - Travel Expense	6,063	8,000	7,750	12,800	5,050	65.2%
547100 - Local Travel Mileage	-	-	1,000	-	(1,000)	(100.0%)
551100 - Cellular Phone	(200)	-	-	-	-	0.0%
553000 - Printing & Binding	38	105	-	-	-	0.0%
556000 - Postage	2,580	4,500	4,500	4,000	(500)	(11.1%)
556500 - Messenger Services	62	95	-	-	-	0.0%
560000 - Miscellaneous	465	770	1,000	750	(250)	(25.0%)
573000 - R&M - Machinery & Equipment	735	700	625	596	(29)	(4.6%)
Total	1,424,238	1,378,655	1,540,770	1,590,485	49,716	3.2%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,183,745	1,120,658	1,273,568	1,302,376	28,809	2.3%
Operating	240,493	257,997	267,202	288,109	20,907	7.8%
Total	1,424,238	1,378,655	1,540,770	1,590,485	49,716	3.2%

1141 - Finance & Administration Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Office supplies	4,500
Total	4,500
525000 - Furniture/Fixture	
Furniture - replacement furniture	1,000
Total	1,000
526000 - Machinery/Equipment	
Miscellaneous computer supplies	1,000
Miscellaneous computer devices & supplies	500
Total	1,500
530000 - Accounting & Audit	
Annual City audit	44,000
Total	44,000
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (6)	672
Service - ADP Payroll Processing	22,100
Total	22,772
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (11)	2,090
Maintenance - software (Kronos)	24,140
Maintenance - software (Munis)	44,045
Maintenance - software (Sherpa)	25,566
Total	95,841
536000 - Miscellaneous Professional Services	
Bank custodian fees ($500/month)	6,000
Investment advisor services ($5,650/month)	67,200
Shredder services ($15/month, plus annual clean up)	200
Munis consulting	10,000
Total	83,400
541000 - Advertising	
Publication of budget & constant yield notices	3,500
Total	3,500

General Fund Departmental Budgets
Finance & Administration - Activity Analysis
FY20 Budget

1141 - Finance & Administration Non-Personnel Expenditures	FY20 Adopted Budget
542000 - Awards & Presentations	
GFOA Application for Budget Award	450
GFOA Application for CAFR Award	550
Total	1,000
544000 - Dues/Memberships/Certification	
American Institute of CPAs (3)	825
GFOA (6)	1,050
ICMA (1)	150
Maryland CPA membership (3)	1,050
MDGFOA (4)	260
National Institute of Government Purchasing (1)	140
Sam's Club	50
Total	3,525
546000 - Conf./Seminar/Class Registration	
GFOA (3)	1,500
GFOA budgeting	1,050
Kronos (2)	2,000
MACPA (3)	750
MDGFOA (4)	825
National Institute of Government Purchasing Forum	1,800
Fred Pryor and other courses (5)	1,000
Total	8,925
547000 - Travel Expense	
GFOA Conference (3)	6,000
Kronos conference (2)	3,000
MDGFOA Conferences (4)	500
Munis conference (2)	1,000
GFOA budget conference	1,000
National Institute of Government Purchasing Conference	1,300
Total	12,800
556000 - Postage	
Vendor checks, w-2s, 1099s	4,000
Total	4,000

1141 - Finance & Administration Non-Personnel Expenditures	FY20 Adopted Budget
560000 - Miscellaneous	
Miscellaneous	750
Total	750
573000 - R&M - Machinery & Equipment	
Maintenance & supplies - copier (Ricoh MP 5002SP)	596
Total	596
Total Non-Personnel Expenditures	**288,109**

1149 - General Services

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
521000 - Office Supplies	12,026	11,000	11,250	11,500	250	2.2%
522000 - General Operating Supplies	177	-	-	-	-	0.0%
531000 - IT (Non-Consultant) Services	5,682	3,515	3,515	3,695	180	5.1%
531600 - Software Maintenance Agreements	16,849	16,850	16,850	16,850	-	0.0%
552500 - Gasoline Expense	147	-	248	200	(48)	(19.2%)
553000 - Printing & Binding	24	-	-	-	-	0.0%
556000 - Postage	6,880	5,200	5,000	6,000	1,000	20.0%
560000 - Miscellaneous	5,915	-	-	-	-	0.0%
567000 - Rental & Use	1,787	4,795	4,795	5,900	1,105	23.0%
573000 - R&M - Machinery & Equipment	13,387	11,190	11,190	10,031	(1,159)	(10.4%)
574000 - R&M - Vehicles	255	-	-	-	-	0.0%
Total	63,129	52,550	52,848	54,176	1,329	2.5%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	63,129	52,550	52,848	54,176	1,329	2.5%
Total	63,129	52,550	52,848	54,176	1,329	2.5%

General Fund Departmental Budgets
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1149 - General Services Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Citywide office supplies	11,000
Machinery and equipment	500
Total	11,500
531000 - IT (Non-Consultant) Services	
Service - software (Constant Contact)	2,170
Service - software (Haines Criss Cross)	1,525
Total	3,695
531600 - Software Maintenance Agreements	
Maintenance - software (Laserfiche)	16,850
Total	16,850
552500 - Gasoline Expense	
87 Octane fuel for one unit	200
Total	200
556000 - Postage	
Postage	6,000
Total	6,000
567000 - Rental & Use	
Postage machine rental	5,900
Total	5,900
573000 - R&M - Machinery & Equipment	
Maintenance & supplies - copier (Ricoh - BW) (2)	9,135
Maintenance & supplies - copier (Ricoh - color printing) (2)	896
Total	10,031
Total Non-Personnel Expenditures	**54,176**

1911 - Non-Departmental

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536000 - Miscellaneous Professional Services	887,672	862,844	(24,828)
This account decreased due to a planned decrease in the monthly fees paid for speed camera ticket collection.			
544000 - Dues/Memberships/Certification	102,069	151,624	49,555
This account increased due to increases in Maryland Municipal League (MML) dues ($3,525), Metropolitan Washington Council of Local Government (MWCOG) dues($1,862), and MWCOG funding for the Urban Areas Security Initiative (UASI) transition memorandums of understanding (MOU's).			
560000 - Miscellaneous	210,755	239,000	28,245
This account increased due to increased cost of Montgomery County tax billing fees.			
563000 - Insurance - Not Payroll	436,550	396,000	(40,550)
This account decreased as the trust fiduciary premium is being funded through the OPEB trust ($7,300) and due to reducing claims amounts to the 3 year average.			
564000 - Tax Abatement	243,771	284,292	40,521
This account increased due to the increase in assessed value of the properties.			
589201 - Transfer to Stormwater	1,215,218	1,232,365	17,147
This amount increased due to expected rate increase as applied to City owned properties.			
589300 - Transfer to Capital Funds	10,875,800	6,350,000	(4,525,800)
The transfer to the CIP fluctuates annually based on project needs. Several large projects are in progress and have been funded in past budgets.			
589350 - Transfer to Asset Replacement	2,174,000	2,488,000	314,000
This transfer increased due to increases in the asset values due to recent vehicle replacements.			
589853 - Transfer to OPEB	2,900,000	3,100,000	200,000
The OPEB trustees recommend increasing this transfer to continue moving towards funding the City's Other Post-Employment Benefit trust which will pay the City's benefit obligations.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
507000 - Vacation & Sick Payouts	-	-	336,000	354,000	18,000	5.4%
512000 - State Unemployment Tax	9,403	10,000	15,240	15,240	(0)	(0.0%)
513000 - Workers' Comp.	289,279	602,820	602,820	407,721	(195,099)	(32.4%)
513100 - Employee Advance/ Worker's Comp.	(3,536)	-	-	-	-	0.0%
514000 - Group Health/Life Insurance	1,168	-	360,000	-	(360,000)	(100.0%)

General Fund Departmental Budgets
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FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
514100 - Group Insurance/Retirees	(121)	-	-	-	-	0.0%
514200 - Vision Benefit	2,278	2,300	-	2,300	2,300	100.0%
514210 - Health Insurance	254,725	323,000	-	360,000	360,000	100.0%
514220 - Dental Benefit	19,089	16,560	-	16,560	16,560	100.0%
514300 - Retiree Share/Insurance	(6)	-	-	-	-	0.0%
514600 - Cobra Coverage	(3,041)	-	-	-	-	0.0%
530000 - Accounting & Audit	36,866	36,000	32,000	36,000	4,000	12.5%
536000 - Miscellaneous Professional Services	912,098	887,672	887,672	862,844	(24,828)	(2.8%)
543000 - Contributions	5,000	5,000	5,000	5,000	-	0.0%
544000 - Dues/Memberships/Certification	99,462	103,385	102,069	151,624	49,555	48.6%
547100 - Local Travel Mileage	25	-	-	-	-	0.0%
551100 - Cellular Phone	182	-	-	-	-	0.0%
553000 - Printing & Binding	786	300	550	800	250	45.5%
560000 - Miscellaneous	147,085	210,755	210,755	239,000	28,245	13.4%
563000 - Insurance - Not Payroll	389,043	396,000	436,550	396,000	(40,550)	(9.3%)
564000 - Tax Abatement	227,358	266,485	243,771	284,292	40,521	16.6%
580000 - Contingency	27,085	282,565	500,000	500,000	-	0.0%
589201 - Transfer to Stormwater	1,207,886	1,215,977	1,215,218	1,232,365	17,147	1.4%
589202 - Transfer to Housing	5,163,961	240,000	240,000	240,000	-	0.0%
589300 - Transfer to Capital Funds	11,267,000	10,875,800	10,875,800	6,350,000	(4,525,800)	(41.6%)
589350 - Transfer to Asset Replacement	1,993,215	2,174,000	2,174,000	2,488,000	314,000	14.4%
589853 - Transfer to OPEB	2,200,000	2,900,000	2,900,000	3,100,000	200,000	6.9%
Total	24,246,290	20,548,619	21,137,445	17,041,746	(4,095,699)	(19.4%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	569,238	954,680	1,314,060	1,155,821	(158,239)	(12.0%)
Operating	1,817,905	1,905,597	1,918,367	1,975,560	57,193	3.0%
Transfers	21,832,062	17,405,777	17,405,018	13,410,365	(3,994,653)	(23.0%)
Contingency	27,085	282,565	500,000	500,000	-	0.0%
Total	24,246,290	20,548,619	21,137,445	17,041,746	(4,095,699)	(19.4%)

General Fund Departmental Budgets
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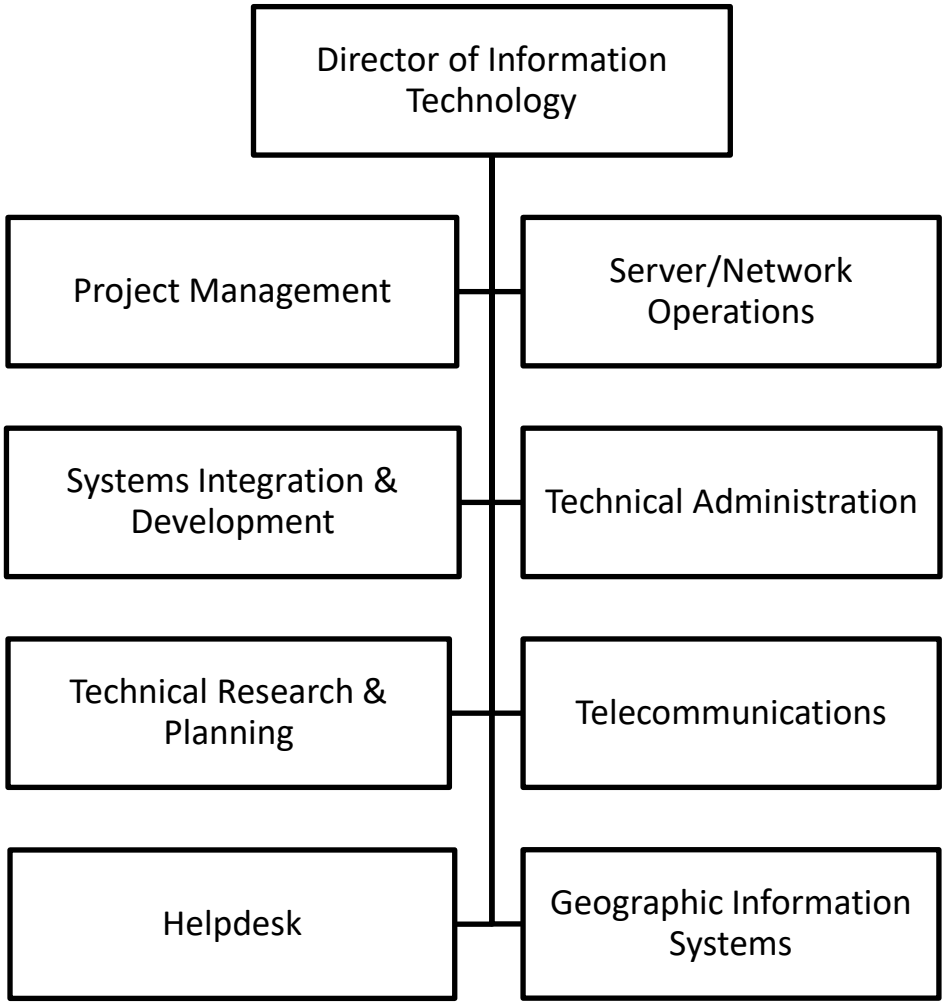
1911 - Non-Departmental Non-Personnel Expenditures	FY20 Adopted Budget
530000 - Accounting & Audit	
Bank processing fees (BOA)	36,000
Total	36,000
536000 - Miscellaneous Professional Services	
Parking ticket collections (revenue supported) - Complus	31,200
Photo radar fines - (revenue supported, $66,887/ month)	802,644
State aid consultation	29,000
Total	862,844
543000 - Contributions	
Fireman's Fund - GWGVFD	5,000
Total	5,000
544000 - Dues/Memberships/Certification	
Maryland Municipal League	39,025
Metropolitan Washington COG - Dues	54,086
Metropolitan Washington COG - Regional Enivronmental Fund	9,645
National League of Cities	4,700
Metropolitan Washington COG - UASI Transition MOU's	44,168
Total	151,624
553000 - Printing & Binding	
New letterhead	800
Total	800
560000 - Miscellaneous	
Bike share operational costs	32,000
Conference & Visitors Bureau (4% of hotel tax collections)	45,000
Montgomery County tax billing charge (51,262 lines at $3.05 per line)	162,000
Total	239,000
563000 - Insurance - Not Payroll	
Property & Liability Ins (LGIT) - Claims & Deductible	142,000
Property & Liability Ins (LGIT) - Premiums	254,000
Total	396,000

1911 - Non-Departmental Non-Personnel Expenditures	FY20 Adopted Budget
564000 - Tax Abatement	
Asbury Methodist Village (2021)	183,546
Johnson (2022)	55,669
Hawkins, G.V & R.F (pymt 35 of 70)	458
MHP 425 N Frederick Ave (2020)	9,384
MHP 439 N Frederick Avenue (2021	7,450
Trad LLC (20 of 100)	515
Darnestown Valley (payment 3 of 5)	27,270
Total	284,292
580000 - Contingency	
Contingency	500,000
Total	500,000
589201 - Transfer to Stormwater	
City properties	141,193
Operating subsidy	1,062,818
Hardship funding	28,354
Total	1,232,365
589202 - Transfer to Housing	
GHALP program	240,000
Total	240,000
589300 - Transfer to Capital Funds	
Transfer to CIP for recurring capital projects	4,178,500
Transfer to CIP for one-time capital projects	2,171,500
Total	6,350,000
589350 - Transfer to Asset Replacement	
Gaithersburg television	31,000
City vehicles and Public Works equipment	1,797,000
Police equipment	36,000
Parks, Recreation & Culture	165,000
IT and security	459,000
Total	2,488,000

1911 - Non-Departmental Non-Personnel Expenditures	FY20 Adopted Budget
589853 - Transfer to OPEB	
Transfer to OPEB Trust	3,100,000
Total	3,100,000
Total Non-Personnel Expenditures	**15,885,925**

Summerfest - Fireworks

DEPARTMENT OF INFORMATION TECHNOLOGY



General Fund Departmental Budget

Department Overview - Information Technology

FY20 Budget

Services Provided

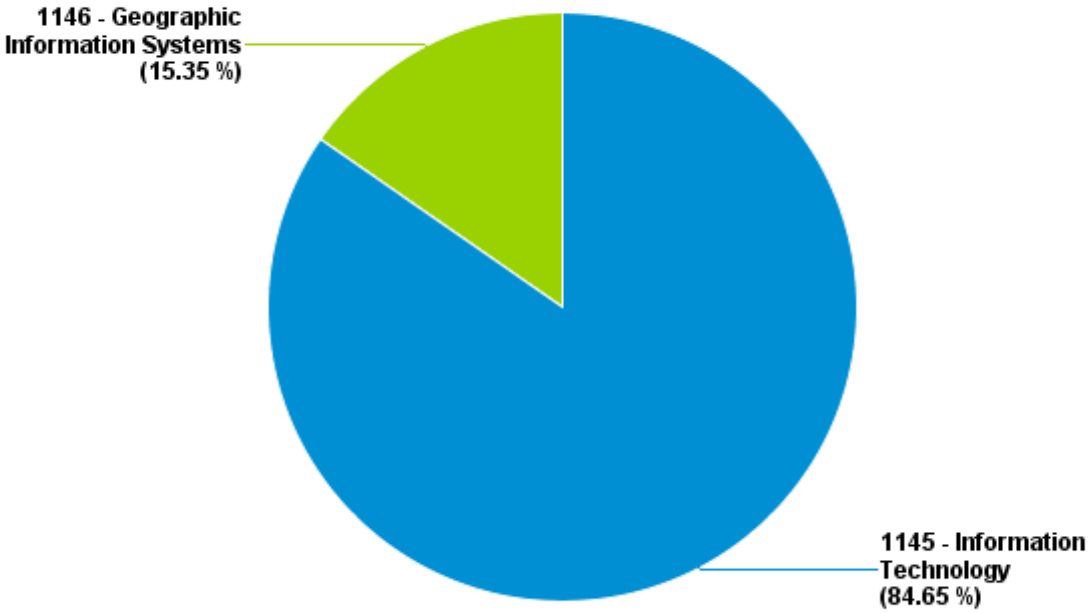
The Information Technology Department consists of the Information Technology activity and the Geographic Information Systems activity.

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

The Geographic Information Systems (GIS) activity supports users in utilizing GIS data and software. GIS is used Citywide by departments to collect, organize, search, analyze, and visualize various geospatial-based information sets to aid better decision making. With this activity, we provide GIS software licenses, GIS data purchases and subscriptions, GIS user support and training, and GIS map services and applications.

Information Technology Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Activity						
1145 - Information Technology	1,676,883	1,811,358	1,751,202	1,809,484	58,282	3.3%
1146 - Geographic Information Systems	282,078	300,462	301,676	328,073	26,397	8.8%
Total	1,958,961	2,111,820	2,052,878	2,137,558	84,680	4.1%

FY20 Adopted - By Activity



General Fund Departmental Budget

Department Overview - Information Technology

FY20 Budget

Information Technology Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Category						
Personnel Services	1,626,803	1,748,354	1,664,828	1,742,810	77,982	4.7%
Operating	332,158	362,866	388,050	394,748	6,698	1.7%
Capital	-	600	-	-	-	0.0%
Total	1,958,961	2,111,820	2,052,878	2,137,558	84,680	4.1%

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1145 - Information Technology			
Network Operations Specialist I	3	3	2
Network Operations Specialist II	0	0	1
Project Manager/Systems Analyst I	1	1	1
Project Manager/Systems Analyst III	2	2	2
Network Operations Division Manager	1	1	1
Business Systems Division Manager	1	1	1
Helpdesk Technician I	2	2	2
Helpdesk Manager	1	1	1
Director of Information Technology	1	1	1
Part-Time Personnel	0.77	0.87	0.92
Subtotal	**12.77**	**12.87**	**12.92**
1146 - Geographic Information Systems			
GIS Division Manager	1	1	1
GIS Specialist	1	1	1
Part-Time Personnel		0	0.12
Subtotal	**2**	**2**	**2.12**
Full-Time Personnel	14	14	14
Part-Time Personnel	0.77	0.87	1.04
Total	**14.77**	**14.87**	**15.04**

1145 - Information Technology

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
573000 - R&M - Machinery & Equipment	71,000	58,533	(12,467)

Machinery & Equipment decreased by $12,467 to reflect the correct allocation of annual costs for a multi-year maintenance contract.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	993,380	1,070,220	1,009,570	1,064,110	54,540	5.4%
505200 - Other Taxable Comp.-GFIT	1,218	1,344	1,620	1,344	(276)	(17.0%)
505300 - Other Taxable Comp.-Housing Stipend	3,600	3,600	3,600	3,600	-	0.0%
507000 - Vacation & Sick Payouts	12,041	15,000	-	-	-	0.0%
508000 - Overtime Wages	19,928	14,000	14,000	14,000	-	0.0%
509000 - Part-Time Wages	29,443	27,000	22,567	23,513	946	4.2%
510000 - FICA Taxes	76,817	85,386	81,968	86,035	4,067	5.0%
514200 - Vision Benefit	86	810	789	810	21	2.7%
514210 - Health Insurance	136,058	144,257	154,309	151,659	(2,650)	(1.7%)
514220 - Dental Benefit	3,322	11,423	11,730	11,423	(307)	(2.6%)
514230 - Long-Term Care Benefit	1,427	1,656	1,656	1,740	84	5.1%
514240 - Life Ins and Disability Benefit	9,766	10,777	9,518	10,278	760	8.0%
515000 - Retirement (401A)	78,946	85,617	84,131	88,676	4,545	5.4%
515100 - Retirement Health Savings (RHS)	6,835	8,560	8,600	8,976	376	4.4%
516000 - Savings Plan (401K)	26,043	29,297	29,166	30,324	1,158	4.0%
519000 - Tuition Reimbursement	-	1,000	-	-	-	0.0%
521000 - Office Supplies	221	75	250	200	(50)	(20.0%)
522000 - General Operating Supplies	11	26	-	-	-	0.0%
525000 - Furniture/Fixture	578	-	1,000	1,000	-	0.0%
526000 - Machinery/Equipment	37,930	29,000	29,000	29,000	-	0.0%
531000 - IT (Non-Consultant) Services	36,374	48,000	53,748	57,768	4,020	7.5%
531500 - Software Licenses	19,686	18,000	18,000	18,000	-	0.0%
531600 - Software Maintenance Agreements	84,492	91,000	89,270	89,825	555	0.6%

General Fund Departmental Budgets
Information Technology - Activity Analysis
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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
542000 - Awards & Presentations	83	-	100	100	-	0.0%
544000 - Dues/Memberships/Certification	-	-	500	300	(200)	(40.0%)
545000 - Publications/ Resource Material	35	50	300	200	(100)	(33.3%)
546000 - Conf./Seminar/Class Registration	3,775	9,000	11,000	15,500	4,500	40.9%
546300 - In-Service Training	300	-	-	-	-	0.0%
547000 - Travel Expense	5,730	4,500	4,500	4,600	100	2.2%
547100 - Local Travel Mileage	-	-	100	-	(100)	(100.0%)
551000 - Telephone (Landline)	28,098	30,000	30,000	28,000	(2,000)	(6.7%)
551100 - Cellular Phone	10,644	8,560	8,560	9,320	760	8.9%
552500 - Gasoline Expense	35	100	-	-	-	0.0%
553000 - Printing & Binding	47	-	-	-	-	0.0%
556000 - Postage	94	50	50	50	-	0.0%
556500 - Messenger Services	31	50	100	100	-	0.0%
560000 - Miscellaneous	(60)	400	500	500	-	0.0%
561000 - Local - In-Service Meals	473	-	-	-	-	0.0%
573000 - R&M - Machinery & Equipment	49,079	62,000	71,000	58,533	(12,467)	(17.6%)
574000 - R&M - Vehicles	315	-	-	-	-	0.0%
592000 - Software	-	600	-	-	-	0.0%
Total	1,676,883	1,811,358	1,751,202	1,809,484	58,282	3.3%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,398,910	1,509,947	1,433,224	1,496,488	63,264	4.4%
Operating	277,973	300,811	317,978	312,996	(4,982)	(1.6%)
Capital	-	600	-	-	-	0.0%
Total	1,676,883	1,811,358	1,751,202	1,809,484	58,282	3.3%

General Fund Departmental Budgets
Information Technology - Activity Analysis
FY20 Budget

1145 - Information Technology Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Miscellaneous office supplies	200
Total	200
525000 - Furniture/Fixture	
Miscellaneous furniture	1,000
Total	1,000
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	29,000
Total	29,000
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (6)	672
Service - software (Adobe Creative Cloud for Teams) (2)	1,480
Service - software (Basecamp)	1,000
Service - software (DevExpress Web Development Controls)	400
Service - domain name registration (gaithersburgmd.gov)	152
Service - software (FormSite)	1,000
Service - software (Intranet Connections)	5,500
Service - software (MobileIron - MDM)	2,700
Service - RCN	225
Service - software (Sprout Video)	300
Service - software (Zapier)	539
Service - data / phone wiring	10,000
Service - facility access control maintenance	12,500
Service - Internet connectivity (Atlantech)	17,400
Service - secure offsite backup storage (First Federal)	3,900
Total	57,768
531500 - Software Licenses	
Miscellaneous utilities & Citywide licenses	18,000
Total	18,000

1145 - Information Technology Non-Personnel Expenditures	FY20 Adopted Budget
531600 - Software Maintenance Agreements	
Maintenance - software (Adaxes)	1,242
Maintenance - software (Cdata SSIS Components for RSS)	1,200
Maintenance - software (Cerebus FTP)	750
Maintenance - software (Cisco Firepower - Firewall)	4,503
Maintenance - software (Commvault)	23,460
Maintenance - software (Deep Freeze)	295
Maintenance - software (Idera SQL Diagnostics Monitor)	2,195
Maintenance - software (Milestone)	4,367
Maintenance - software (Netmotion)	3,851
Maintenance - software (Software House C-Cure 9000)	924
Maintenance - software (Symantec AntiVirus)	6,000
Maintenance - software (Track-IT!)	3,047
Maintenance - software (vCenter Server STD)	1,464
Maintenance - software (Microsoft CALs) (32)	6,080
Maintenance - software (TreeSize Professional) (5)	280
Maintenance - software (vSphere 6 Enterprise) (4)	8,577
Maintenance - software (Microsoft EA Server OS Licenses)	8,780
Maintenance - software (Microsoft EA SQL Server Licenses) (3)	9,150
Maintenance - software (Microsoft EA Server Product Licenses)	3,660
Total	89,825
542000 - Awards & Presentations	
Miscellaneous	100
Total	100
544000 - Dues/Memberships/Certification	
Miscellaneous users group fees	300
Total	300
545000 - Publications/ Resource Material	
Miscellaneous training and reference books	200
Total	200

General Fund Departmental Budgets
Information Technology - Activity Analysis
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1145 - Information Technology Non-Personnel Expenditures	FY20 Adopted Budget
546000 - Conf./Seminar/Class Registration	
Business systems training (2 courses @ $2000)	4,000
Conference registration (Kronos, Energov, Munis)	3,000
Network operations training (2 courses @ $4250)	8,500
Total	15,500
547000 - Travel Expense	
Airfare	2,000
Hotel and food	2,500
Local travel expense for staff mileage reimbursement	100
Total	4,600
551000 - Telephone (Landline)	
Corvisa SIP service	600
Miscellaneous telephone services	400
Windstream PRI circuits (4)	27,000
Total	28,000
551100 - Cellular Phone	
Cell phone replacements	200
Cell phone service (8)	5,760
Service - mobile device data plan (7)	3,360
Total	9,320
556000 - Postage	
Postage	50
Total	50
556500 - Messenger Services	
Courier services	100
Total	100
560000 - Miscellaneous	
Miscellaneous	500
Total	500

1145 - Information Technology Non-Personnel Expenditures	FY20 Adopted Budget
573000 - R&M - Machinery & Equipment	
Maintenance - Cisco network equipment	32,000
Maintenance - Dell servers	12,000
Maintenance - Network Appliance storage servers	9,533
Maintenance - miscellaneous computer hardware	5,000
Total	58,533
Total Non-Personnel Expenditures	**312,996**

1146 - Geographic Information Systems

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
531000 - IT (Non-Consultant) Services	23,412	12,627	(10,785)
IT (Non-Consultant) Services decreased by a total of $10,785: the decrease of $5,785 reflects the movement to an enterprise agreement for GIS software with unlimited usage, and the additional $5,000 was moved to Part-Time Wages for hiring a seasonal Part-time GIS Technician.			
531600 - Software Maintenance Agreements	32,855	56,155	23,300
Software Maintenance Agreements increased by $23,000 to reflect the movement to an enterprise agreement for GIS software with unlimited usage.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	172,042	177,734	170,625	177,961	7,336	4.3%
505200 - Other Taxable Comp.-GFIT	230	336	540	336	(204)	(37.8%)
509000 - Part-Time Wages	-	-	-	5,000	5,000	100.0%
510000 - FICA Taxes	12,570	13,622	13,638	14,207	569	4.2%
514200 - Vision Benefit	96	129	135	129	(6)	(4.4%)
514210 - Health Insurance	21,328	23,653	23,675	24,867	1,192	5.0%
514220 - Dental Benefit	914	1,321	1,414	1,321	(93)	(6.6%)
514230 - Long-Term Care Benefit	166	276	276	290	14	5.1%
514240 - Life Ins and Disability Benefit	1,804	1,785	1,750	1,819	69	3.9%
515000 - Retirement (401A)	13,631	14,219	14,219	14,831	612	4.3%
516000 - Savings Plan (401K)	5,112	5,332	5,332	5,561	229	4.3%
521000 - Office Supplies	7	25	100	100	-	0.0%
522000 - General Operating Supplies	39	-	-	-	-	0.0%
525000 - Furniture/Fixture	-	-	250	250	-	0.0%
526000 - Machinery/Equipment	64	25	2,000	1,000	(1,000)	(50.0%)
531000 - IT (Non-Consultant) Services	16,086	20,180	23,412	12,627	(10,785)	(46.1%)
531500 - Software Licenses	-	-	2,000	2,000	-	0.0%
531600 - Software Maintenance Agreements	30,557	33,055	32,855	56,155	23,300	70.9%
542000 - Awards & Presentations	100	-	50	50	-	0.0%
544000 - Dues/Memberships/Certification	100	390	300	300	-	0.0%
545000 - Publications/ Resource Material	-	100	300	300	-	0.0%

General Fund Departmental Budgets
Information Technology - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
546000 - Conf./Seminar/Class Registration	4,437	4,620	5,370	3,970	(1,400)	(26.1%)
547000 - Travel Expense	1,673	2,530	2,000	3,500	1,500	75.0%
547100 - Local Travel Mileage	50	-	150	-	(150)	(100.0%)
551100 - Cellular Phone	903	1,060	1,060	1,300	240	22.6%
556000 - Postage	30	15	50	50	-	0.0%
556500 - Messenger Services	-	-	75	50	(25)	(33.3%)
560000 - Miscellaneous	139	55	100	100	-	0.0%
Total	282,078	300,462	301,676	328,073	26,397	8.8%

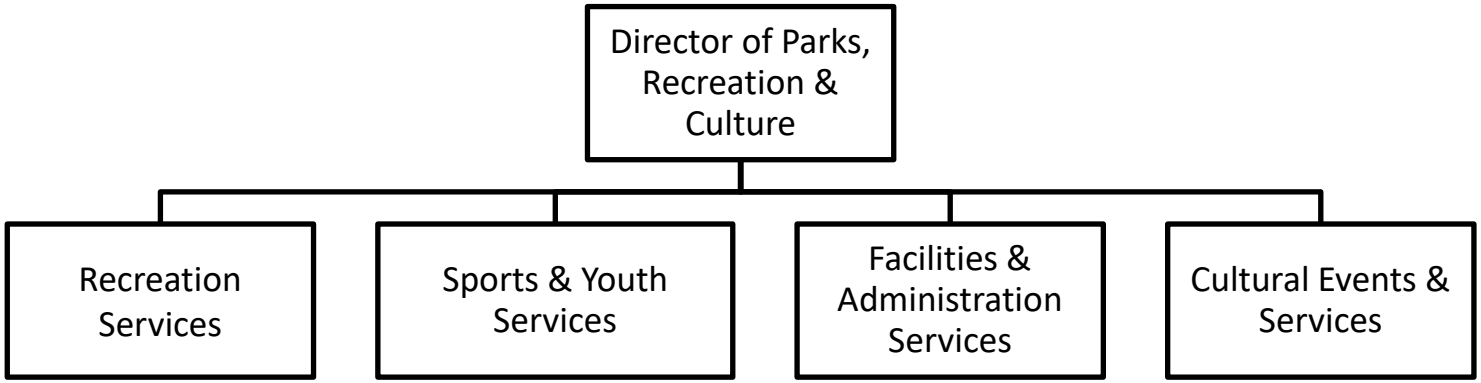
Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	227,893	238,407	231,604	246,321	14,717	6.4%
Operating	54,185	62,055	70,072	81,752	11,680	16.7%
Total	282,078	300,462	301,676	328,073	26,397	8.8%

1146 - Geographic Information Systems Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Miscellaneous office supplies	100
Total	100
525000 - Furniture/Fixture	
Miscellaneous furniture	250
Total	250
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	1,000
Total	1,000
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Creative Cloud for Teams) (2)	1,480
Service - software (GIS - Business Analyst) (1)	500
Service - software (GIS - Community Analyst) (2)	500
Service - software (Keynet Position Correction)	1,000
Service - software (Pictometry Online)	2,950
Service - data (Maponics - Postal Routes)	197
GIS consulting - Tax Import SSIS Package	3,000
GIS consulting - Casual User Toolbar	3,000
Total	12,627
531500 - Software Licenses	
Miscellaneous utilities & Citywide GIS licenses	2,000
Total	2,000
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (2)	380
Maintenance - software (GIS - ArcGIS Data Interoperatability) (1)	500
Maintenance - software (GIS - ESRI enterprise agreement)	50,000
Maintenance - software (Geocortex Essentials)	5,000
Maintenance - software (OpenLM)	275
Total	56,155
542000 - Awards & Presentations	
Miscellaneous Awards & Presentations	50
Total	50

1146 - Geographic Information Systems Non-Personnel Expenditures	FY20 Adopted Budget
544000 - Dues/Memberships/Certification	
GIS user group fees	300
Total	300
545000 - Publications/ Resource Material	
Miscellaneous training and reference books	300
Total	300
546000 - Conf./Seminar/Class Registration	
GIS Conference registration (TUGIS)	220
GIS training classes	3,250
GIS Conference registration (Mid-Atlantic)	500
Total	3,970
547000 - Travel Expense	
ESRI International User Conference (airfare, hotel, food)	1,800
Fed UC	50
Other GIS meetings	100
ESRI Mid-Atlantic User Conference	1,400
Local travel expense mileage reimbursement for staff	150
Total	3,500
551100 - Cellular Phone	
Cell phone replacements	100
Cell phone service (1)	720
Service - mobile device data plan (1)	480
Total	1,300
556000 - Postage	
Postage	50
Total	50
556500 - Messenger Services	
Courier services	50
Total	50
560000 - Miscellaneous	
Miscellaneous	100
Total	100

1146 - Geographic Information Systems Non-Personnel Expenditures	FY20 Adopted Budget
Total Non-Personnel Expenditures	**81,752**

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 the 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 use a well-maintained facility for rental functions; and offers a well-equipped fitness center. Miniature Golf - 1428 provides staff, supplies, programs, and associated expenses for course operations. The Miniature Golf Course (open May-October) is known for its beautiful landscaping and waterfall, and it is a popular destination 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 Sports and Youth Services Division is supported by the following six activities. Recreation Programs and Sports Services - 1415 provides and encourages all to seek and participate in lifetime programs that benefit participants physically, mentally and socially. 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.

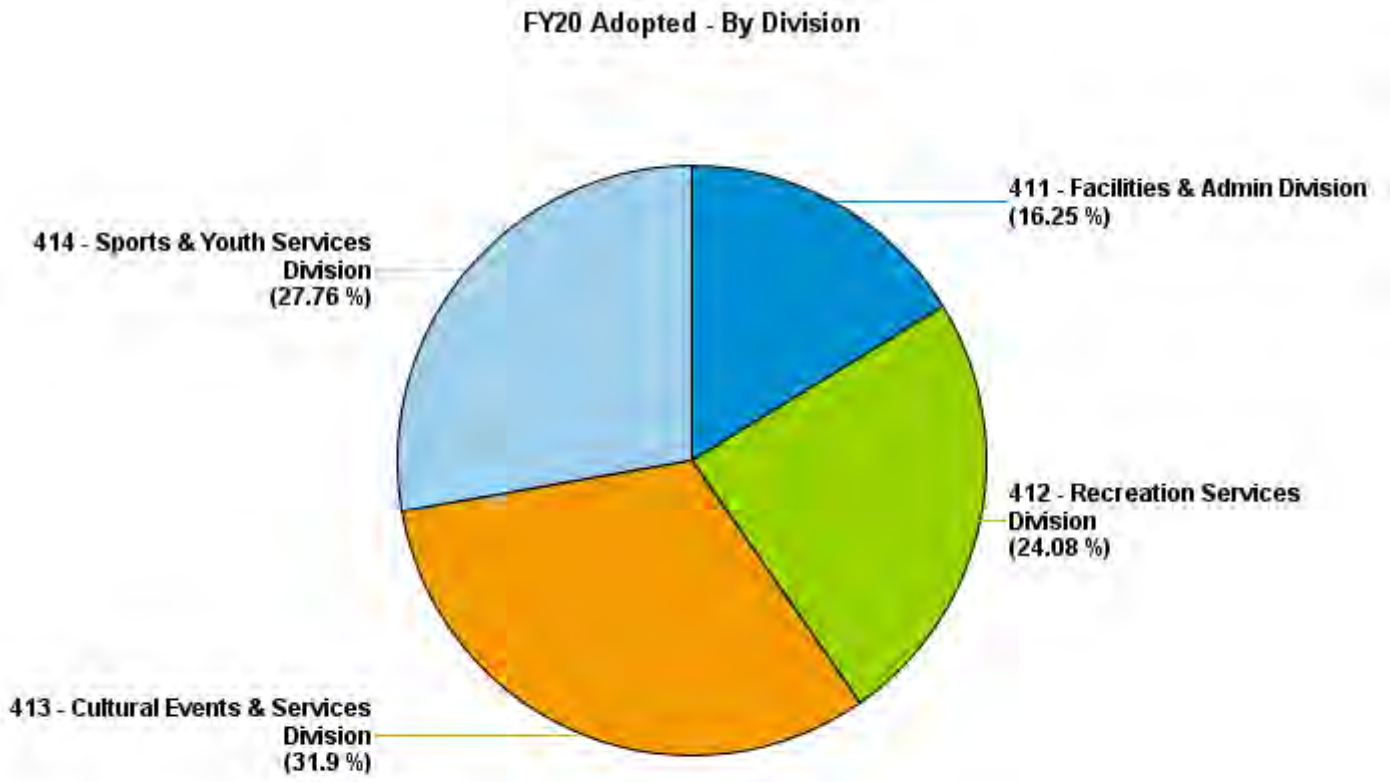
The Cultural Events and Services Division is supported by the following six activities. Casey Community Center - 1421 serves as a location for civic, social and recreational activities for the community. Arts Barn - 1423 provides performances and enriching experiences in the performing and visual arts, 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 for a diverse variety of regional and community events and programs including Oktoberfest, Gaithersburg Book Festival, SummerFest and Fireworks, Gaithersburg Chorus, parades, markets, commemorative ceremonies, outdoor concerts, and more. Museums - 1437 supports exhibits, events and programs at the Community Museum, Latitude Observatory and Olde Towne Plaza. Kentlands Mansion - 1438 supports an elegant facility for private rental events and City programs such as concerts, dances, dinner theater, and family-themed events.

The Recreation Services Division is supported by the following four activities. 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. The Water Park - 1422 operates annually Memorial Day to Labor Day providing aquatic experiences for water exercise, summer camps, members, and daily admission patrons. The Gaithersburg Aquatic Center - 1427 (jointly operated with the Montgomery County Public Schools) provides the community with water exercise, lessons and recreational/lap swimming for all ages and skill levels. 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.

General Fund Departmental Budget
Departmental Summary - Parks, Recreation & Culture
FY20 Budget

Parks, Recreation & Culture Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
411 - Facilities & Admin Division						
1411 - Parks, Recreation & Culture Administration	761,804	836,184	862,944	896,859	33,915	3.9%
1426 - Activity Center	492,060	517,801	505,568	534,766	29,197	5.8%
1428 - Miniature Golf Course	107,321	74,379	96,882	99,764	2,882	3.0%
1429 - Picnic Pavilions	24,007	23,707	22,293	25,011	2,718	12.2%
411 - Facilities & Admin Division	1,385,192	1,452,071	1,487,687	1,556,399	68,712	4.6%
412 - Recreation Services Division						
1416 - Recreation Classes	266,665	271,209	301,324	303,841	2,517	0.8%
1422 - Water Park	530,099	756,733	682,287	872,961	190,674	27.9%
1425 - Benjamin Gaither Center (Seniors Program)	777,995	792,039	762,448	814,333	51,885	6.8%
1427 - Gaithersburg Aquatic Center	273,263	290,500	281,723	315,030	33,306	11.8%
412 - Recreation Services Division	1,848,023	2,110,481	2,027,782	2,306,164	278,382	13.7%
413 - Cultural Events & Services Division						
1421 - Casey Community Center	425,483	447,234	415,715	438,694	22,979	5.5%
1423 - Gaithersburg Arts Barn	536,690	528,691	519,250	519,987	737	0.1%
1430 - Winter Lights	209,524	267,447	237,660	236,754	(906)	(0.4%)
1436 - Special Events	1,386,150	1,309,209	1,292,591	1,228,478	(64,113)	(5.0%)
1437 - Museums	213,330	231,961	209,079	227,460	18,381	8.8%
1438 - Kentlands Mansion	365,581	362,038	378,579	403,466	24,887	6.6%
413 - Cultural Events & Services Division	3,136,759	3,146,580	3,052,874	3,054,840	1,966	0.1%
414 - Sports & Youth Services Division						
1415 - Recreation Programs and Sports	1,060,083	938,477	942,107	939,038	(3,069)	(0.3%)
1417 - Youth Services	347,547	382,268	487,400	397,048	(90,352)	(18.5%)
1418 - Summer Programs	591,684	615,424	615,013	666,244	51,231	8.3%
1419 - Gaithersburg Youth Center at Robertson Park	243,264	235,526	248,836	273,538	24,702	9.9%
1420 - Skate Park	39,984	40,912	41,294	41,941	647	1.6%
1424 - Gaithersburg Youth Center at Olde Towne	340,283	320,688	317,231	340,605	23,374	7.4%
414 - Sports & Youth Services Division	2,622,845	2,533,295	2,651,882	2,658,414	6,532	0.2%
Total Parks, Recreation & Culture	8,992,819	9,242,426	9,220,224	9,575,817	355,593	3.9%

General Fund Departmental Budget
Departmental Summary - Parks, Recreation & Culture
FY20 Budget



Parks, Recreation & Culture Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Category						
Personnel Services	6,961,961	7,086,447	7,070,269	7,472,499	402,229	5.7%
Operating	2,030,857	2,105,979	2,099,955	2,103,318	3,364	0.2%
Capital	-	50,000	50,000	-	(50,000)	(100.0%)
Total	8,992,819	9,242,426	9,220,224	9,575,817	355,593	3.9%

General Fund Departmental Budget
Departmental Summary - Parks, Recreation & Culture
FY20 Budget

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1411 - Parks, Recreation & Culture Administration			
Administrative Assistant III	1	1	0
Administrative Support Specialist	0	0	1
Accounting Specialist	0	1	1
Recreation Systems Support Manager	1	1	1
Facilities & Administrative Services Division Chief	1	1	1
Director of Parks, Recreation & Culture	1	1	1
Part-Time Personnel	0.22	0	0
Subtotal	**4.22**	**5**	**5**
1415 - Recreation Programs and Sports			
Senior Program Supervisor	1	1	1
Program Supervisor	3	3	3
Sports & Youth Services Division Chief	1	1	1
Part-Time Personnel	5.06	5.57	6.18
Subtotal	**10.06**	**10.57**	**11.18**
1416 - Recreation Classes			
Program Supervisor	1	1	1
Part-Time Personnel	1.87	1.9	1.93
Subtotal	**2.87**	**2.9**	**2.93**
1417 - Youth Services			
Senior Program Supervisor	1	1	1
Recreation Services Division Chief	1	1	0
Program Supervisor	1	1	1
Part-Time Personnel	3.91	4.14	4.5
Subtotal	**6.91**	**7.14**	**6.5**
1418 - Summer Programs			
Part-Time Personnel	14.53	16.05	14.82
Subtotal	**14.53**	**16.05**	**14.82**

General Fund Departmental Budget
Departmental Summary - Parks, Recreation & Culture
FY20 Budget

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1419 - Gaithersburg Youth Center at Robertson Park			
Facility Supervisor	1	1	1
Community Facility Manager	1	1	1
Part-Time Personnel	2.19	2.39	2.35
Subtotal	**4.19**	**4.39**	**4.35**
1420 - Skate Park			
Part-Time Personnel	1.16	1.3	1.24
Subtotal	**1.16**	**1.3**	**1.24**
1421 - Casey Community Center			
Facility Coordinator	1	1	1
Community Facility Manager	1	1	1
Part-Time Personnel	5.26	4.98	4.62
Subtotal	**7.26**	**6.98**	**6.62**
1422 - Water Park			
Facility Coordinator	0	0.5	0.5
Recreation Services Division Chief	0	0	1
Aquatics Superintendent	1	1	1
Aquatics Facility Coordinator	1	1	1
Part-Time Personnel	12.1	11.51	11.59
Subtotal	**14.1**	**14.01**	**15.09**
1423 - Gaithersburg Arts Barn			
Program Coordinator	1	1	1
Arts Administrator	1	1	1
Part-Time Personnel	3.49	2.52	3.73
Subtotal	**5.49**	**4.52**	**5.73**
1424 - Gaithersburg Youth Center at Olde Towne			
Facility Supervisor	1	1	1
Community Facility Manager	1	1	1
Part-Time Personnel	3.81	3.83	3.95
Subtotal	**5.81**	**5.83**	**5.95**

General Fund Departmental Budget
Departmental Summary - Parks, Recreation & Culture
FY20 Budget

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1425 - Benjamin Gaither Center (Seniors Program)			
Administrative Assistant III	1	1	1
Custodian/Maintenance Worker	1	1	1
Program Coordinator	1	1	1
Bus Driver/Site Leader	1	1	1
Facility Coordinator	0.5	0	0
Program Supervisor	1	1	1
Community Facility Manager	1	1	1
Part-Time Personnel	3.08	2.82	2.92
Subtotal	**9.58**	**8.82**	**8.92**
1426 - Activity Center			
Recreation Support Assistant	2	2	2
Facility Coordinator	1	1	1
Community Facility Manager	1	1	1
Part-Time Personnel	4.64	4.64	4.35
Subtotal	**8.64**	**8.64**	**8.35**
1427 - Gaithersburg Aquatic Center			
Aquatics Facility Coordinator	1	1	1
Part-Time Personnel	5.64	5.56	5.39
Subtotal	**6.64**	**6.56**	**6.39**
1428 - Miniature Golf Course			
Facility Coordinator	0.5	0.5	0.5
Part-Time Personnel	1.51	1.26	1.29
Subtotal	**2.01**	**1.76**	**1.79**
1429 - Picnic Pavilions			
Part-Time Personnel	0.49	0.49	0.5
Subtotal	**0.49**	**0.49**	**0.5**
1430 - Winter Lights			
Part-Time Personnel	1.31	1.28	1.14
Subtotal	**1.31**	**1.28**	**1.14**

General Fund Departmental Budget
Departmental Summary - Parks, Recreation & Culture
FY20 Budget

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1436 - Special Events			
Senior Program Supervisor	2	2	2
Program Coordinator	1	1	1
Program Supervisor	3	3	3
Cultural Events & Services Division Chief	1	1	1
Sponsorship Program Administrator	0	0	1
Part-Time Personnel	3.26	3.45	3.33
Subtotal	**10.26**	**10.45**	**11.33**
1437 - Museums			
Community Facility Manager	1	1	1
Part-Time Personnel	1.52	1.52	1.79
Subtotal	**2.52**	**2.52**	**2.79**
1438 - Kentlands Mansion			
Custodian/Maintenance Worker	1	1	1
Program Coordinator	1	1	0
Facility Coordinator	0	0	1
Community Facility Manager	1	1	1
Part-Time Personnel	2.75	2.75	2.49
Subtotal	**5.75**	**5.75**	**5.49**
Full-Time Personnel	46	47	48
Part-Time Personnel	77.8	77.94	78.1
Total	**123.8**	**124.94**	**126.1**

1411 - Parks, Recreation & Culture Administration

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
530000 - Accounting & Audit	130,000	85,000	(45,000)
ACTIVE Net and online ticket transaction fees assessed on all payments are being moved to 531000.			
531000 - IT (Non-Consultant) Services	2,687	85,899	83,212
ACTIVE Net and online ticket transaction fees assessed on all payments are being moved from 530000.			
596000 - Vehicles/Motor Equipment	25,000	-	(25,000)
Truck for departmental use purchased in FY19.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	393,843	437,342	441,027	454,209	13,182	3.0%
505200 - Other Taxable Comp.-GFIT	707	672	1,620	1,008	(612)	(37.8%)
505300 - Other Taxable Comp.-Housing Stipend	3,600	2,100	3,600	-	(3,600)	(100.0%)
507000 - Vacation & Sick Payouts	10,469	9,400	-	-	-	0.0%
508000 - Overtime Wages	1,429	-	-	-	-	0.0%
509000 - Part-Time Wages	3,258	-	-	-	-	0.0%
510000 - FICA Taxes	28,654	33,669	33,197	34,083	886	2.7%
514200 - Vision Benefit	9	150	265	216	(49)	(18.5%)
514210 - Health Insurance	28,662	28,395	44,056	37,735	(6,321)	(14.3%)
514220 - Dental Benefit	7,221	3,778	3,688	4,331	643	17.4%
514230 - Long-Term Care Benefit	406	627	552	725	173	31.3%
514240 - Life Ins and Disability Benefit	3,656	4,412	4,002	4,148	146	3.6%
515000 - Retirement (401A)	31,242	34,988	36,753	37,852	1,099	3.0%
515100 - Retirement Health Savings (RHS)	3,667	8,130	5,916	8,546	2,630	44.5%
515200 - Medicare Retirement Health Savings (RHS)	-	-	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	11,716	13,120	13,781	14,195	414	3.0%
516500 - Deferred Compensation (457)	-	1,338	-	-	-	0.0%
521000 - Office Supplies	5,578	5,700	6,500	6,500	-	0.0%
522000 - General Operating Supplies	1,408	1,800	1,800	1,800	-	0.0%

General Fund Departmental Budgets
Parks, Recreation & Culture - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
522500 - Program Activities	10	-	-	-	-	0.0%
525000 - Furniture/Fixture	203	-	-	-	-	0.0%
526000 - Machinery/Equipment	2,278	1,000	1,000	2,000	1,000	100.0%
530000 - Accounting & Audit	96,335	115,000	130,000	85,000	(45,000)	(34.6%)
531000 - IT (Non-Consultant) Services	1,214	2,000	2,687	85,899	83,212	3,096.8%
531600 - Software Maintenance Agreements	11,152	2,295	1,520	1,520	-	0.0%
533000 - Legal	3,702	3,850	3,850	4,100	250	6.5%
536000 - Miscellaneous Professional Services	4,505	3,500	4,000	3,400	(600)	(15.0%)
536200 - Americans W/Disabilities Act (ADA)	1,920	2,500	5,000	2,000	(3,000)	(60.0%)
536500 - Investigations	30	108	-	-	-	0.0%
542000 - Awards & Presentations	100	1,000	-	-	-	0.0%
544000 - Dues/Memberships/Certification	2,761	2,460	2,460	3,165	705	28.7%
546000 - Conf./Seminar/Class Registration	893	2,000	2,000	3,015	1,015	50.8%
547000 - Travel Expense	3,732	3,000	3,000	3,820	820	27.3%
547100 - Local Travel Mileage	22	-	50	-	(50)	(100.0%)
551100 - Cellular Phone	1,687	1,880	1,880	1,920	40	2.1%
552500 - Gasoline Expense	13,149	13,950	13,950	16,250	2,300	16.5%
553000 - Printing & Binding	20,687	22,000	23,900	23,900	-	0.0%
556000 - Postage	22,113	22,220	22,220	23,640	1,420	6.4%
557000 - Uniforms/ Laundry	194	200	200	200	-	0.0%
561000 - Local - In-Service Meals	1,646	1,700	1,900	1,900	-	0.0%
567000 - Rental & Use	7,153	1,900	1,900	1,900	-	0.0%
573000 - R&M - Machinery & Equipment	10,320	9,000	9,670	11,082	1,412	14.6%
574000 - R&M - Vehicles	20,474	14,000	10,000	14,800	4,800	48.0%
596000 - Vehicles/Motor Equipment	-	25,000	25,000	-	(25,000)	(100.0%)
Total	761,804	836,184	862,944	896,859	33,915	3.9%

General Fund Departmental Budgets

Parks, Recreation & Culture - Activity Analysis

FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	528,537	578,121	588,457	599,048	10,591	1.8%
Operating	233,267	233,063	249,487	297,811	48,324	19.4%
Capital	-	25,000	25,000	-	(25,000)	(100.0%)
Total	761,804	836,184	862,944	896,859	33,915	3.9%

1411 - Parks, Recreation & Culture Administration Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Parks, Recreation & Culture Administration	Cartridges - printers (4)	2,500
Parks, Recreation & Culture Administration	Fingerprint supplies	300
Parks, Recreation & Culture Administration	Membership card printer supplies	1,000
Parks, Recreation & Culture Administration	Postage meter - ink, sealer & tape	400
Parks, Recreation & Culture Administration	Receipt printer supplies	600
Parks, Recreation & Culture Administration	Stamps, cash bags & office supplies	1,700
Total		6,500
522000 - General Operating Supplies		
Parks, Recreation & Culture Administration	Facility & event materials	1,600
Parks, Recreation & Culture Administration	First aid supplies	200
Total		1,800
526000 - Machinery/Equipment		
Parks, Recreation & Culture Administration	Miscellaneous Supplies	1,000
Parks, Recreation & Culture Administration	Miscellaneous computer devices & supplies	1,000
Total		2,000
530000 - Accounting & Audit		
Parks, Recreation & Culture Administration	Processing fees - ACTIVE	75,000
Parks, Recreation & Culture Administration	Processing fees - ticketing system	10,000
Total		85,000

1411 - Parks, Recreation & Culture Administration Non-Personnel Expenditures		FY20 Adopted Budget
531000 - IT (Non-Consultant) Services		
Parks, Recreation & Culture Administration	ACTIVE.Net consulting	7,500
Parks, Recreation & Culture Administration	ePact notification service	250
Parks, Recreation & Culture Administration	Service - software (ACTIVE Net transaction fees)	47,000
Parks, Recreation & Culture Administration	Service - software (Ticket sales transaction fees)	29,500
Parks, Recreation & Culture Administration	Service - software (Adobe Acrobat Pro DC) (2)	224
Parks, Recreation & Culture Administration	Service - software (Adobe Creative Cloud for Teams) (1)	740
Parks, Recreation & Culture Administration	Service - software (Adobe InDesign Creative Cloud) (1)	325
Parks, Recreation & Culture Administration	Service - software (Survey Monkey)	360
Total		85,899
531600 - Software Maintenance Agreements		
Parks, Recreation & Culture Administration	Maintenance - software (Microsoft CALs) (8)	1,520
Total		1,520
533000 - Legal		
Parks, Recreation & Culture Administration	American Society of Composers, Authors & Publishers	750
Parks, Recreation & Culture Administration	Broadcast Music, Inc. License Agreement	700
Parks, Recreation & Culture Administration	Motion Picture license agreement	1,100
Parks, Recreation & Culture Administration	Society of European Songwriters, Artists & Composers	1,550
Total		4,100
536000 - Miscellaneous Professional Services		
Parks, Recreation & Culture Administration	Fingerprinting service	3,000
Parks, Recreation & Culture Administration	Shredder services	400
Total		3,400

1411 - Parks, Recreation & Culture Administration Non-Personnel Expenditures		FY20 Adopted Budget
536200 - Americans W/Disabilities Act (ADA)		
Parks, Recreation & Culture Administration	Department-wide costs	2,000
Total		2,000
544000 - Dues/Memberships/Certification		
Parks, Recreation & Culture Administration	CPR/AED (2)	180
Parks, Recreation & Culture Administration	Leadership Montgomery	125
Parks, Recreation & Culture Administration	Maryland Municipal League	35
Parks, Recreation & Culture Administration	Maryland Recreation & Parks Association	1,000
Parks, Recreation & Culture Administration	Montgomery Women	125
Parks, Recreation & Culture Administration	National Recreation & Parks Association	1,100
Parks, Recreation & Culture Administration	ACTIVE Insights Certification	600
Total		3,165
546000 - Conf./Seminar/Class Registration		
Parks, Recreation & Culture Administration	National Recreation & Parks Association Conference	565
Parks, Recreation & Culture Administration	All staff training	2,000
Parks, Recreation & Culture Administration	Maryland Municipal League Fall Conference	450
Total		3,015

1411 - Parks, Recreation & Culture Administration Non-Personnel Expenditures		FY20 Adopted Budget
547000 - Travel Expense		
Parks, Recreation & Culture Administration	ACTIVE Network Regional Conference	1,400
Parks, Recreation & Culture Administration	Maryland Municipal League Fall Conference	300
Parks, Recreation & Culture Administration	Maryland Recreation & Parks Association Conference	300
Parks, Recreation & Culture Administration	National Recreation and Parks Association Conference	750
Parks, Recreation & Culture Administration	Maryland Municipal League Summer Conference	720
Parks, Recreation & Culture Administration	Maryland Recreation and Parks Director Summit	300
Parks, Recreation & Culture Administration	Local travel mileage	50
Total		3,820
551100 - Cellular Phone		
Parks, Recreation & Culture Administration	Cell phone service (2)	1,440
Parks, Recreation & Culture Administration	Service - mobile device data plan (1)	480
Total		1,920
552500 - Gasoline Expense		
Parks, Recreation & Culture Administration	Gas and diesel fuel	16,250
Total		16,250
553000 - Printing & Binding		
Parks, Recreation & Culture Administration	Go Gaithersburg Guide postcards	2,000
Parks, Recreation & Culture Administration	Go Gaithersburg Guide publication	21,900
Total		23,900
556000 - Postage		
Parks, Recreation & Culture Administration	Membership renewals, Go Guide, invoices & promotional materials	23,640
Total		23,640

1411 - Parks, Recreation & Culture Administration Non-Personnel Expenditures		FY20 Adopted Budget
557000 - Uniforms/ Laundry		
Parks, Recreation & Culture Administration	Staff shirts	200
Total		200
561000 - Local - In-Service Meals		
Parks, Recreation & Culture Administration	All hands meetings	1,900
Total		1,900
567000 - Rental & Use		
Parks, Recreation & Culture Administration	Postage meter fees	1,900
Total		1,900
573000 - R&M - Machinery & Equipment		
Parks, Recreation & Culture Administration	Maintenance - Livescan Fingerprint System	775
Parks, Recreation & Culture Administration	Maintenance & supplies - copier (Ricoh - BW) (3)	3,972
Parks, Recreation & Culture Administration	Maintenance & supplies - copier (Ricoh - color printing)	6,335
Total		11,082
574000 - R&M - Vehicles		
Parks, Recreation & Culture Administration	R&M for City buses & recreation vehicles	14,800
Total		14,800
Total Non-Personnel Expenditures		**297,811**

1415 - Recreation Programs and Sports

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
522000 - General Operating Supplies	50,730	56,912	6,182
Increased due to 3% inflation rate in costs of sports apparel (per RFP bids).			
522500 - Program Activities	23,373	16,185	(7,188)
No longer offering City-sponsored trips to professional baseball games.			
536000 - Miscellaneous Professional Services	7,420	1,980	(5,440)
No longer hiring sanctioned youth soccer officials, however this results in additional part time staff wages.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	456,083	432,114	422,763	397,579	(25,184)	(6.0%)
505200 - Other Taxable Comp.-GFIT	787	672	2,160	1,008	(1,152)	(53.3%)
506000 - Retirement Buyout	65,292	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	8,121	8,350	-	-	-	0.0%
508000 - Overtime Wages	238	-	-	-	-	0.0%
509000 - Part-Time Wages	162,401	144,000	148,929	178,737	29,808	20.0%
510000 - FICA Taxes	52,966	44,125	45,790	45,515	(275)	(0.6%)
514200 - Vision Benefit	(9)	240	295	290	(5)	(1.7%)
514210 - Health Insurance	29,335	32,517	35,980	38,506	2,526	7.0%
514220 - Dental Benefit	1,021	2,611	3,128	2,985	(143)	(4.6%)
514230 - Long-Term Care Benefit	509	691	570	731	161	28.2%
514240 - Life Ins and Disability Benefit	4,786	4,339	4,154	4,134	(20)	(0.5%)
515000 - Retirement (401A)	36,155	34,571	35,302	33,218	(2,084)	(5.9%)
515100 - Retirement Health Savings (RHS)	3,667	4,065	5,609	4,273	(1,336)	(23.8%)
515200 - Medicare Retirement Health Savings (RHS)	-	2,017	-	4,083	4,083	100.0%
516000 - Savings Plan (401K)	13,558	11,238	13,238	10,745	(2,493)	(18.8%)
521000 - Office Supplies	483	500	500	575	75	15.0%
522000 - General Operating Supplies	53,972	50,730	50,730	56,912	6,182	12.2%
522500 - Program Activities	22,334	20,000	23,373	16,185	(7,188)	(30.8%)
526000 - Machinery/Equipment	222	250	250	250	-	0.0%

General Fund Departmental Budgets
Parks, Recreation & Culture - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
531600 - Software Maintenance Agreements	950	950	950	950	-	0.0%
536000 - Miscellaneous Professional Services	4,242	7,420	7,420	1,980	(5,440)	(73.3%)
536500 - Investigations	4,605	3,480	3,480	3,000	(480)	(13.8%)
537000 - Instructor Services	13,956	13,600	13,600	15,880	2,280	16.8%
541000 - Advertising	435	375	300	701	401	133.5%
542000 - Awards & Presentations	17,057	22,900	22,900	24,781	1,881	8.2%
544000 - Dues/Memberships/Certification	3,455	3,490	3,490	3,635	145	4.2%
546000 - Conf./Seminar/Class Registration	350	900	1,150	1,632	482	41.9%
546300 - In-Service Training	-	90	-	-	-	0.0%
547000 - Travel Expense	2,664	1,270	3,265	600	(2,665)	(81.6%)
549000 - Scholarship Management	170	600	300	500	200	66.7%
550000 - Electric	44,173	29,000	32,049	29,000	(3,049)	(9.5%)
551100 - Cellular Phone	1,502	900	900	720	(180)	(20.0%)
553000 - Printing & Binding	5,816	7,440	7,440	8,165	725	9.7%
554000 - Signage	2,256	3,500	3,500	3,577	77	2.2%
556000 - Postage	1,864	1,750	1,750	1,824	74	4.2%
557000 - Uniforms/ Laundry	1,944	2,200	2,000	2,000	1	0.0%
567000 - Rental & Use	446	2,038	1,300	1,300	-	0.0%
567100 - Rental of Facilities	42,279	43,544	43,544	43,069	(475)	(1.1%)
Total	1,060,083	938,477	942,107	939,038	(3,069)	(0.3%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	834,909	721,550	717,918	721,804	3,886	0.5%
Operating	225,175	216,927	224,189	217,235	(6,955)	(3.1%)
Total	1,060,083	938,477	942,107	939,038	(3,069)	(0.3%)

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Athletic Field Rental	Notebooks at site	20
Basketball, Boys	Office supplies	53
Basketball, Girls	Office supplies	11
Basketball, K-2 Grade Coed	Office supplies	48
Basketball Teen Boys	Office supplies	14
Basketball Teen Girls	Office supplies	8
Cross Country	Percentage of seasonal	11
Fall Soccer	Office supplies	78
Flag Football - Fall	Percentage of seasonal supplies	24
Jugs Baseball	Percentage cost of office supplies	6
Pickleball Spring/Fall League	Office supplies	16
Soccer, Spring	Office supplies	42
Softball, Girls	Office supplies	3
SportsFest	Clipboards	11
Start Smart Basketball	Percentage of office supplies	2
Start Smart Football	Percentage of supplies	2
Start Smart Soccer	Percentage of office supplies	2
T-Ball	Office supplies	9
Track and Field	Office supplies	23
Volleyball, Fall Teen Clinic	Office supplies	6
Volleyball, Spring Teen League	Office supplies	25
Volleyball, Spring Youth League	Office supplies	30
Volleyball Summer Clinics (4-8 gr.)	Office supplies	22
Volleyball Summer Intermed. Clinics	Office supplies	5
Volleyball, Winter Teen League	Office supplies	94
Volleyball, Fall Youth League	Office supplies	12
Total		575
522000 - General Operating Supplies		
Basketball, Boys	Lanyards	10
Basketball, Girls	Coaches shirts	182
Basketball, K-2 Grade Coed	First aid	48
Basketball Teen Boys	Basketballs (synthetic leather)	48
Basketball Teen Girls	Lanyards	5
Cross Country	First aid (percentage of seasonal)	11

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Fall Soccer	First aid	78
Flag Football - Fall	Whistles - plastic (dozen)	5
Jugs Baseball	First aid supplies	4
Pickleball	Pickleball net	175
Pickleball Spring/Fall League	Pickleball balls	51
Pickleball Tournament	Refreshments	100
Running-Ready, Set, Run Program	RSR workbooks	250
Soccer, Spring	Equipment bags	58
Softball, Coed - Summer	Rulebooks	21
Softball Fall Coed	Softballs	140
Softball, Girls	Coaches shirts	20
SportsFest	Field paint	700
Sports-Special Events	Supplies for tent	200
Start Smart Baseball	Participant shirts	70
Start Smart Basketball	Percentage of first aid	2
Start Smart Football	Percentage of first aid	1
Start Smart Soccer	Percentage of first aid	1
T-Ball	First aid	6
Tennis Classes	Tennis balls (pee wee)	60
Tennis Clinic	Special events	63
Tennis, Spring/Summer, Seniors	Tennis balls	50
Track and Field	First aid	23
Volleyball, Adult Doubles League	Tennis crank handle	30
Volleyball, Fall Adult League	Leather volleyballs	100
Volleyball, Fall Teen Clinic	First aid	6
Volleyball, Fall Youth League	Youth volleyballs	168
Volleyball, Spring Adult League	Volleyballs - leather	100
Volleyball, Spring Teen League	First aid	25
Volleyball, Spring Youth League	Coaches shirts	104
Volleyball, Summer Adult League	Volleyballs - leather	100
Volleyball Summer Clinics (4-8 gr.)	First aid	18
Volleyball Summer Intermed. Clinics	First aid	5
Volleyball, Winter Adult League	Leather volleyballs	100
Volleyball, Winter Teen League	Rulebooks	10
Volunteer Appreciation Night	Decorations	150

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Athletic Field Rental	Lock lubricant	16
Basketball, Boys	Coach's boards	24
Basketball, Girls	Fox 40 whistles	63
Basketball Teen Boys	First aid	14
Cross Country	Water/ice for meets	15
Fall Soccer	T-shirts	3,055
Flag Football - Fall	First aid supplies	24
Jugs Baseball	Participants shirts	423
Pickleball	Pickleball balls onyx	56
Pickleball Spring/Fall League	Floor tape	64
Pickleball Tournament	T-shirts	480
Running-Ready, Set, Run Program	Entry fee to Kentlands 5K	625
Soccer, Spring	Coaches shirts	221
Softball, Coed - Summer	Softballs	168
Softball, Girls	First aid	2
SportsFest	Ice	16
Sports-Special Events	Giveaway items	3,750
Start Smart Baseball	Participant manuals	70
Start Smart Basketball	Shirts	130
Start Smart Soccer	Participant t-shirts	130
T-Ball	Coaches boards	10
Tennis Classes	Tennis net 18'	90
Tennis Clinic	First aid	11
Track and Field	Duct tape	13
Volleyball, Adult Doubles League	Tennis crank	120
Volleyball, Fall Adult League	League schedules	252
Volleyball, Fall Youth League	Floor tape	16
Volleyball, Spring Adult League	League schedule	252
Volleyball, Spring Teen League	T-shirts	1,515
Volleyball, Spring Youth League	T-shirts	670
Volleyball, Summer Adult League	League schedules	216
Volleyball Summer Clinics (4-8 gr.)	Pizza party	252
Volleyball, Winter Adult League	League schedules	252
Volleyball, Winter Teen League	Whistles	5
Volunteer Appreciation Night	Door prizes	700

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Basketball, Boys	Equipment bags	115
Basketball, K-2 Grade Coed	Cones	40
Basketball Teen Boys	Basketballs (rubber)	84
Basketball Teen Girls	First aid	8
Cross Country	Water cups	20
Fall Soccer	Soccer socks	2,115
Jugs Baseball	Hats	406
Pickleball	Pickleball balls - outdoor	40
Pickleball Spring/Fall League	Supplies	50
Pickleball Tournament	Pickleballs gamma onyx	22
Running-Ready, Set, Run Program	Water cups	9
Softball, Coed - Summer	USA registration fee	120
SportsFest	Duct tape	18
Sports-Special Events	Duct tape	24
Start Smart Baseball	Gloves	24
Start Smart Basketball	SS participant manuals	100
Start Smart Soccer	Shinguards	240
T-Ball	Coaches shirts	33
Tennis Classes	First aid	8
Tennis Clinic	Balls	70
Track and Field	Equipment bags - mesh	17
Volleyball, Fall Youth League	Coaches shirts	78
Volleyball, Spring Teen League	Timers	10
Volleyball, Spring Youth League	First aid	30
Volleyball, Winter Teen League	Ball cart	150
Basketball, Boys	Rulebooks	205
Basketball, K-2 Grade Coed	Timers	20
Basketball Teen Boys	Lanyards	5
Basketball Teen Girls	Scorebooks	10
Fall Soccer	Sandbag anchors	120
Pickleball	Floor tape	127
Soccer, Spring	Lanyards	5
Softball, Coed - Summer	First aid	30
Softball, Girls	Visors	270
SportsFest	Participant shirts	1,500

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Sports-Special Events	Staffing supplies	160
Start Smart Baseball	Percentage of first aid	1
Start Smart Basketball	SS mini basketballs	60
Start Smart Soccer	Teslon soccer ball	36
T-Ball	Large duffle bags	15
Track and Field	Radio refurbishing	200
Volleyball, Fall Youth League	Timers	10
Volleyball, Spring Teen League	Floor tape	16
Volleyball, Winter Teen League	Floor tape	32
Athletic Field Rental	Keys	150
Basketball, Girls	Hand inflators	13
Basketball, K-2 Grade Coed	Lanyards (dozen)	10
Basketball Teen Boys	Fox 40 whistles	42
Basketball Teen Girls	Equipment bags	12
Cross Country	Shirts - coaches	13
Fall Soccer	Soccer balls	360
Flag Football - Fall	Officials flags	13
Pickleball	Seasonal meeting supplies	240
Soccer, Spring	Whistles	5
Softball, Girls	Softballs/doz	90
SportsFest	Staff supplies	400
Sports-Special Events	Refurbishing Coach G costume	250
Start Smart Basketball	SS basketballs - Teslon	50
Start Smart Soccer	Soccer ball -3	50
T-Ball	Hats	608
Track and Field	Water cups	20
Volleyball, Fall Youth League	T-shirts	462
Volleyball, Winter Teen League	Lanyards	5
Athletic Field Rental	Anchor clean out tool	30
Basketball, Girls	Basketballs (synthetic leather)	102
Basketball, K-2 Grade Coed	Whistles - small plastic (dozen)	9
Basketball Teen Girls	Coaches shirts	46
Cross Country	Shirts - participants	325
Fall Soccer	Coaches boards	24
Flag Football - Fall	Mouthguards (packs of 25)	81

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Jugs Baseball	RIF 10 game balls	228
Soccer, Spring	Timers	30
Softball, Girls	Scorebooks	11
SportsFest	Paper cups	30
Sports-Special Events	Giveaway items +	2,500
Start Smart Basketball	Balloons	6
Start Smart Soccer	Participant manual	100
T-Ball	T-shirts	494
Track and Field	Label stickers	60
Volleyball, Fall Youth League	First aid supplies	12
Volleyball, Spring Teen League	Coaches shirts	130
Volleyball, Winter Teen League	Flip score	90
Athletic Field Rental	Soccer net, 1 set	250
Basketball, Boys	Leather basketballs	64
Basketball, K-2 Grade Coed	Basketballs	150
Basketball Teen Boys	Scorebooks	20
Basketball Teen Girls	Fox 40 whistles	21
Cross Country	Paint for course marking	40
Fall Soccer	Timers	30
Flag Football - Fall	Cones	24
Jugs Baseball	Coaches shirts	56
Soccer, Spring	Soccer balls	200
Softball, Girls	T-shirts	260
SportsFest	Zip ties	5
T-Ball	Softie baseballs	90
Track and Field	Measuring tapes	64
Volleyball, Winter Teen League	Timers	40
Athletic Field Rental	First aid	50
Basketball, Boys	T-shirts	2,925
Basketball, Girls	Scorebooks	10
Basketball, K-2 Grade Coed	Coaches shirts	507
Basketball Teen Boys	Coaches shirts	65
Cross Country	Flashlights	10
Fall Soccer	Hand held pump	7
Flag Football - Fall	Shirts - coaches	98

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Soccer, Spring	Soccer socks	2,003
Softball, Girls	Coaches board	9
T-Ball	Batting tees	46
Track and Field	Shirts - participants	1,560
Volleyball, Winter Teen League	Coaches shirts	228
Basketball, Boys	Basketballs	130
Basketball, Girls	Basketballs (rubber)	135
Basketball, K-2 Grade Coed	Shirts - participants	2,665
Basketball Teen Girls	T-shirts	488
Cross Country	Large duffel bag	15
Fall Soccer	Lanyards	5
Flag Football - Fall	Shirts - participants	923
Jugs Baseball	Catch helmet	50
Soccer, Spring	T-shirts	2,893
T-Ball	T-ball bats	40
Track and Field	Shirts - coaches	65
Volleyball, Winter Teen League	Youth volleyballs	504
Basketball, Boys	Fox 40 whistles	126
Basketball, K-2 Grade Coed	Mesh equipment bags	46
Basketball Teen Boys	Player shirts	975
Basketball Teen Girls	Rulebooks	41
Cross Country	Stop watch	10
Fall Soccer	Equipment bags	58
Flag Football - Fall	Lanyards	5
Jugs Baseball	Batting helmet	72
Track and Field	Starting gun blanks	145
Volleyball, Winter Teen League	Equipment mesh bags	46
Basketball, Boys	Scorebooks	30
Basketball, Girls	Coaches board	20
Basketball Teen Boys	Equipment bags	12
Basketball Teen Girls	Game balls	18
Cross Country	Cones	60
Fall Soccer	Cones	60
Flag Football - Fall	Footballs - Pee Wee	40
Jugs Baseball	Bats	120

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Track and Field	Javelins - turbo	90
Volleyball, Winter Teen League	T-shirts	2,275
Athletic Field Rental	Shelving unit	120
Basketball, Boys	Timers	20
Basketball, Girls	First aid	34
Basketball Teen Boys	Coaches board	24
Basketball Teen Girls	Practice basketball	26
Fall Soccer	Whistles	63
Flag Football - Fall	Footballs - Intermediate	40
Track and Field	MARPSA supplies	110
Volleyball, Winter Teen League	First aid supplies	41
Athletic Field Rental	Base plugs	48
Basketball, Boys	Coaches shirts	585
Basketball, Girls	Timers	20
Fall Soccer	Coaches shirts	442
Flag Football - Fall	Footballs - Youth	40
Soccer, Spring	First aid	42
Track and Field	Meet supplies	175
Volleyball, Winter Teen League	Volleyball (composite)	680
Athletic Field Rental	Base top set of 3	430
Basketball, Boys	First aid	53
Basketball, Girls	Floor tape	9
Flag Football - Fall	Football flags	36
Track and Field	MARPSA ribbons	39
Athletic Field Rental	Base plates set of 3	215
Basketball, Girls	T-shirts	1,866
Total		56,912

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
522500 - Program Activities		
Golf - Fall Tournament	Greens fee & carts	4,080
Golf - Fall Tournament	Tournament players gift	1,530
Golf - Fall Tournament	Players luncheon	1,530
Golf - Fall Tournament	Spring Swing fees & carts	4,080
Sports Trips	Tickets - Maryland Basketball	235
Golf - Fall Tournament	Tournament luncheon	1,530
Sports Trips	Tickets - Maryland Volleyball	200
Golf - Fall Tournament	Tournament gifts	1,530
Golf - Fall Tournament	Awards for two events	1,470
Total		16,185
526000 - Machinery/Equipment		
Recreation Programs and Sports	Miscellaneous computer devices & supplies	250
Total		250
531600 - Software Maintenance Agreements		
Recreation Programs and Sports	Maintenance - software (Microsoft CALs) (5)	950
Total		950
536000 - Miscellaneous Professional Services		
Softball, Coed - Summer	Umpires	1,155
Softball Fall Coed	Umpires	825
Total		1,980
536500 - Investigations		
Recreation and Program Services	Volunteer coaches background checks	3,000
Total		3,000
537000 - Instructor Services		
Basketball, K-2 Grade Coed	Coaches clinic instructor	300
Flag Football - Fall	Coaches clinic instructor	150
Tennis Classes	Tennis instructor	11,930
Volleyball Summer Clinics (4-8 gr.)	Contract instructor	3,500
Total		15,880

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
541000 - Advertising		
Basketball, Boys	Advertising	53
Basketball, Girls	Advertising	34
Basketball, K-2 Grade Coed	Advertising	48
Basketball Teen Boys	Advertising	14
Basketball Teen Girls	Advertising	8
Fall Soccer	Advertising	129
Jugs Baseball	Percentage of social media ads	8
Softball, Girls	Advertising	4
SportsFest	Social media ad	120
Start Smart Baseball	Percentage of social media ad	2
Start Smart Basketball	Percentage of social media ads	2
T-Ball	Advertising	12
Tennis Classes	Advertising	28
Tennis Clinic	Advertising	28
Track and Field	Advertising	30
Volleyball, Spring Teen League	Advertising	33
Volleyball, Spring Youth League	Advertising	41
Volleyball Summer Clinics (4-8 gr.)	Advertising	55
Volleyball Summer Intermed. Clinics	Advertising	12
Volleyball, Winter Teen League	Advertising	41
Cross Country	Advertising	(1)
Total		701
542000 - Awards & Presentations		
Basketball, Boys	Youth awards	1,463
Basketball, Girls	Participant awards	933
Basketball, K-2 Grade Coed	Participation awards	1,333
Basketball Teen Boys	Participant awards	488
Basketball Teen Girls	Awards	244
Cross Country	Participant awards	163
Fall Soccer	Awards	1,528
Flag Football - Fall	Participation awards	462
Jugs Baseball	Participation awards	211
Pickleball Spring/Fall League	Awards - 1st & 2nd for 2 divisions each season	320
Pickleball Tournament	Awards - 2nd Place	30

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Soccer, Spring	Youth awards	1,463
Softball, Coed - Summer	Individual awards	240
Softball, Girls	Participant awards	130
SportsFest	Participation medals	813
T-Ball	Participant awards	247
Tennis Clinic	Participant awards	91
Track and Field	Medals for MARPSA meet	650
Volleyball, Fall Adult League	Awards - 1st Place	1,800
Volleyball, Fall Youth League	Awards	231
Volleyball, Spring Adult League	Awards - 1st Place	1,800
Volleyball, Spring Teen League	Awards	757
Volleyball, Spring Youth League	Awards	335
Volleyball, Summer Adult League	Awards - 1st Place	1,200
Volleyball Summer Clinics (4-8 gr.)	Awards	198
Volleyball Summer Intermed. Clinics	Awards	319
Volleyball, Winter Adult League	Awards 1st Place	1,800
Volleyball, Winter Teen League	Awards	1,138
Pickleball Tournament	Awards - 1st Place	30
Softball, Coed - Summer	Trophies	55
Softball Fall Coed	Individual 1st Place award	150
Track and Field	Medals for City meets	780
Volleyball, Fall Adult League	Awards - 2nd Place	864
Volleyball, Spring Adult League	Awards - 2nd Place	864
Volleyball, Summer Adult League	Awards - 2nd Place	576
Volleyball, Winter Adult League	Awards 2nd Place	864
Volleyball, Fall Adult League	Awards - 3rd Place	72
Volleyball, Spring Adult League	Awards - 3rd Place	72
Volleyball, Winter Adult League	Awards 3rd Place	72
Total		24,781

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
544000 - Dues/Memberships/Certification		
First Aid/CPR/AED - Sports	First aid trainings	270
Positive Coaching Alliance	Annual fee	2,325
Recreation and Program Services	Mid-Atlantic Recreation, Parks, Sports Association	200
Positive Coaching Alliance	Books for certification	480
Recreation and Program Services	First aid/CPR/AED training	360
Total		3,635
546000 - Conf./Seminar/Class Registration		
Recreation and Program Services	National Recreation & Parks Association	1,132
Recreation and Program Services	Youth Sports Congress	500
Total		1,632
547000 - Travel Expense		
Recreation and Program Services	NRPA Conference - daily parking	200
Recreation and Program Services	Youth Sports Congress - meals	400
Total		600
549000 - Scholarship Management		
Recreation and Program Services	Sports financial aid	500
Total		500
550000 - Electric		
Athletic Field Rental	70/50 lighting at KP #1	2,295
Field Lights - Youth Sports	Ballfield light usage by minutes	1,550
Softball, Coed - Summer	Lights	1,258
Softball Fall Coed	Lights	925
Athletic Field Rental	Lighting at ballfields	16,740
Field Lights - Youth Sports	RP lower light usage by minute	1,947
Athletic Field Rental	Incidental electric at fields	3,807
Field Lights - Youth Sports	Incidental electric at fields	478
Total		29,000
551100 - Cellular Phone		
Recreation and Program Services	Cell phone service (1)	720
Total		720
553000 - Printing & Binding		
Basketball, Boys	Printing	553

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Basketball, Girls	Registration flyer	357
Basketball, K-2 Grade Coed	Brochure printing	505
Basketball Teen Boys	Registration flyer	147
Basketball Teen Girls	Registration flyer	84
Fall Soccer	Printing	1,575
Flag Football - Fall	Printing & binding	493
Jugs Baseball	Percentage of brochure printing	84
Soccer, Spring	Printing	636
Softball, Girls	Registration flyer	42
SportsFest	Challenge cards	150
Start Smart Baseball	Percentage for brochure production	22
Start Smart Football	Percentage of postcard printing	2
Start Smart Soccer	Percentage of postcard printing	2
T-Ball	Registration flyer	136
Tennis Classes	Printing	275
Tennis Clinic	Registration flyer	110
Track and Field	Printing & binding	345
Volleyball, Fall Teen Clinic	Printing & binding	120
Volleyball, Fall Youth League	Printing	238
Volleyball, Spring Teen League	Printing	373
Volleyball, Spring Youth League	Printing	458
Volleyball Summer Clinics (4-8 gr.)	Printing	221
Volleyball Summer Intermed. Clinics	Printing	49
Volleyball, Winter Teen League	Flyers	434
Cross Country	Postcard printing (percentage)	11
Jugs Baseball	Percentage of postcard printing	6
Softball, Girls	Postcards	3
Start Smart Baseball	Percentage for postcard printing	2
Start Smart Basketball	Percentage of brochure printing	22
Start Smart Football	Percentage of brochure printing	29
Start Smart Soccer	Percentage of brochure printing	29
SportsFest	Summer program flyer	450
Cross Country	Registration	203
Total		8,165

554000 - Signage

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Athletic Field Rental	Coroplast signs for Lakelands	180
Basketball, Boys	Signage	226
Basketball, Girls	Banners	60
Basketball, K-2 Grade Coed	Signage	205
Basketball Teen Boys	Repair/replace banners	25
Basketball Teen Girls	Banner replacement/repair	14
Cross Country	Bus stop signs (percentage)	35
Fall Soccer	Signage	438
Flag Football - Fall	Signage	137
Jugs Baseball	Percentage of banner replacement	14
Recreation and Program Services	Registration banners	862
Soccer, Spring	Signage	240
Softball, Girls	Banners	7
Start Smart Baseball	Percentage for bus stop signage	5
Start Smart Basketball	Percentage of bus stop signage	5
Start Smart Football	Percentage of banner production	4
Start Smart Soccer	Percentage of bus stop signage	5
T-Ball	Signage	51
Tennis Classes	Signage	76
Tennis Clinic	Banners	55
Volleyball, Fall Teen Clinic	Signage	34
Volleyball, Fall Youth League	Banners	66
Volleyball, Spring Teen League	Signage	140
Volleyball, Spring Youth League	Signage	172
Volleyball Summer Clinics (4-8 gr.)	Signage	111
Volleyball Summer Intermed. Clinics	Signage	24
Volleyball, Winter Teen League	Signage	177
Basketball, Girls	Bus stop	85
Basketball Teen Boys	Bus stop posters	35
Basketball Teen Girls	Bus stop posters	20
Cross Country	Banners (percentage)	25
Jugs Baseball	Percentage for bus stop signage	20
Softball, Girls	Bus poster	10
Start Smart Baseball	Percentage for banner production	4
Start Smart Basketball	Percentage of banner production	4

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Start Smart Football	Percentage of bus stop signage	5
Start Smart Soccer	Percentage of banner production	4
Total		3,577
556000 - Postage		
Cross Country	Postcard mailout (Pct.)	41
Fall Soccer	Mailing service	300
Flag Football - Fall	Mailing services	95
Jugs Baseball	Percentage for mailing of postcards to past participants	33
Recreation and Program Services	General correspondences & brochure mailers	462
Soccer, Spring	Mailing services	232
Softball, Girls	Postage	16
Start Smart Baseball	Percentage for mailing postcards	8
Start Smart Football	Percentage of postcard delivery to past participants	8
Start Smart Soccer	Percentage of postcard mailing	8
T-Ball	Postage	49
Tennis Classes	Mailing services	74
Track and Field	Postage	125
Volleyball, Fall Teen Clinic	Postage	23
Volleyball, Fall Youth League	Mailing services	45
Volleyball, Spring Teen League	Postage	136
Volleyball, Spring Youth League	Mailing services	167
Total		1,824
557000 - Uniforms/ Laundry		
Athletic Field Rental	Staff sweatshirts	111
Basketball, Boys	Staff sweatshirts	241
Basketball, Girls	Staff sweatshirts	56
Basketball, K-2 Grade Coed	Staff sweatshirts	185
Basketball Teen Boys	Officials uniforms	64
Basketball Teen Girls	Officials uniforms	32
Cross Country	Sweatshirts	19
Fall Soccer	Staff sweatshirt	148
Flag Football - Fall	Staff sweatshirts	111
Jugs Baseball	Staff shirt	7
Running-Ready, Set, Run Program	Staff shirts	14

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Soccer, Spring	Staff sweatshirts	148
SportsFest	Staff shirts XXL & XXXL	32
Start Smart Baseball	Staff shirt	7
Start Smart Basketball	Staff t-shirts	14
Start Smart Soccer	Staff shirts	7
T-Ball	Staff shirts	7
Tennis Clinic	Staff shirts	14
Track and Field	Staff shirts	42
Volleyball, Fall Adult League	Staff t-shirts	14
Volleyball, Fall Teen Clinic	Staff t-shirts	21
Volleyball, Fall Youth League	Staff t-shirts	14
Volleyball, Spring Youth League	Staff shirts	14
Volleyball Summer Clinics (4-8 gr.)	Staff shirts	28
Volleyball Summer Intermed. Clinics	Staff shirts	14
Volleyball, Winter Adult League	Staff shirts	7
Volleyball, Winter Teen League	Sweatshirts	74
Athletic Field Rental	Staff t-shirts	42
Basketball, Boys	Staff shirts	91
Basketball, Girls	Staff t-shirts	70
Basketball, K-2 Grade Coed	Staff t-shirts	84
Fall Soccer	Staff shirts	84
Flag Football - Fall	Staff t-shirts	42
Jugs Baseball	Staff sweatshirt	18
Soccer, Spring	Staff shirts	84
SportsFest	Staff 5 - shirts size S - XL	349
T-Ball	Staff sweatshirts	19
Cross Country	Staff shirts long-sleeve	15
Recreation Programs and Sports	Reduction in General Operating to match FY18	(340)
Total		2,000
567000 - Rental & Use		
SportsFest	Inflatables	1,300
Total		1,300
567100 - Rental of Facilities		
Basketball Rentals	Diamond	1,265
Field Use MCPS Sites	High school facility rental meets & training	900

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY20 Adopted Budget
Basketball Rentals	Fields Road	1,035
Basketball Rentals	Gaithersburg Elementary	1,150
Field Use MCPS Sites	Track meets City program	2,000
Basketball Rentals	Rachel Carson	1,150
Field Use MCPS Sites	Regional track meet	275
Basketball Rentals	Summit Hall	1,150
Basketball Rentals	Brown Station	1,150
Basketball Rentals	Forest Oak	1,035
Basketball Rentals	Gaithersburg Middle	690
Basketball Rentals	Diamond weekends	2,160
Basketball Rentals	Rachel Carson weekends	2,160
Basketball Rentals	Summit Hall weekends	2,160
Basketball Rentals	Gaithersburg Elementary weekends	2,160
Basketball Rentals	Gaithersburg Middle weekends	2,160
Basketball Rentals	Washington Grove	575
Basketball Rentals	Sports pictures	2,160
Basketball Rentals	Gaithersburg High clinics	575
Basketball Rentals	Start-up fee	1,125
Basketball Rentals	Brown Station weekends	2,160
Basketball Rentals	DuFief	230
Basketball Rentals	Ridgeview Middle Friday	115
Basketball Rentals	Ridgeview weekends	432
Basketball Rentals	Washington Grove - weekends	192
Basketball Rentals	Gaithersburg Middle	1,035
Basketball Rentals	Rosemont	1,035
Basketball Rentals	Rosemont weekends	1,440
Basketball Rentals	Thurgood Marshall	1,920
Basketball Rentals	Thurgood Marshall	920
Basketball Rentals	Summit Hall	920
Basketball Rentals	Rosemont	345
Basketball Rentals	Cleanup fees	1,980
Basketball Rentals	Lakelands weekends	2,160
Basketball Rentals	Lakelands weekdays	1,150
Total		43,069
Total Non-Personnel Expenditures		**217,235**

1416 - Recreation Classes

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
522500 - Program Activities	-	5,500	5,500
FY20 is a recital year (costumes).			
537000 - Instructor Services	58,260	65,000	6,740
Expanded programming in vocal cheer leading & theater based on trends (revenue supported).			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	80,212	82,799	79,487	82,905	3,418	4.3%
505200 - Other Taxable Comp.-GFIT	141	336	540	336	(204)	(37.8%)
507000 - Vacation & Sick Payouts	3,045	2,700	-	-	-	0.0%
509000 - Part-Time Wages	80,387	80,000	113,295	100,500	(12,795)	(11.3%)
510000 - FICA Taxes	12,495	12,480	15,403	14,320	(1,083)	(7.0%)
514200 - Vision Benefit	(7)	37	39	37	(2)	(5.1%)
514210 - Health Insurance	7,334	8,129	8,141	8,546	405	5.0%
514220 - Dental Benefit	686	430	460	430	(30)	(6.5%)
514230 - Long-Term Care Benefit	139	138	138	145	7	5.1%
514240 - Life Ins and Disability Benefit	852	833	834	867	33	4.0%
515000 - Retirement (401A)	6,350	6,624	6,624	6,909	285	4.3%
516000 - Savings Plan (401K)	2,381	2,484	2,484	2,591	107	4.3%
522000 - General Operating Supplies	2,862	5,300	5,300	2,500	(2,800)	(52.8%)
522500 - Program Activities	4,200	-	-	5,500	5,500	100.0%
531000 - IT (Non-Consultant) Services	298	309	309	325	16	5.2%
531600 - Software Maintenance Agreements	380	380	380	380	-	0.0%
536500 - Investigations	150	120	130	150	20	15.4%
537000 - Instructor Services	55,425	58,260	58,260	65,000	6,740	11.6%
541000 - Advertising	606	900	900	900	-	0.0%
544000 - Dues/Memberships/Certification	330	350	450	450	-	0.0%
546000 - Conf./Seminar/Class Registration	-	-	-	250	250	100.0%
546300 - In-Service Training	92	150	200	200	-	0.0%

General Fund Departmental Budgets

Parks, Recreation & Culture - Activity Analysis

FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
547000 - Travel Expense	-	-	-	400	400	100.0%
549000 - Scholarship Management	905	1,000	500	750	250	50.0%
553000 - Printing & Binding	320	1,300	1,300	1,300	-	0.0%
554000 - Signage	-	1,000	1,000	1,000	-	0.0%
556000 - Postage	244	150	150	150	-	0.0%
567100 - Rental of Facilities	6,837	5,000	5,000	7,000	2,000	40.0%
Total	266,665	271,209	301,324	303,841	2,517	0.8%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	194,017	196,990	227,445	217,586	(9,859)	(4.3%)
Operating	72,648	74,219	73,879	86,255	12,376	16.8%
Total	266,665	271,209	301,324	303,841	2,517	0.8%

1416 - Recreation Classes Non-Personnel Expenditures		FY20 Adopted Budget
522000 - General Operating Supplies		
Dance Summer Clinic	Music, movies, choreography	100
Gymnastics Clinic	Gymnastics supplies	200
Recreation Classes	Supplies for fitness classes	1,025
Dance Summer Clinic	Arts & crafts supplies	175
Recreation Classes	Dance supplies for classes & recital	500
Recreation Classes	Replacement portable sound system & hands-free microphone	350
Recreation Classes	Logo-imprinted shirts, promotional giveaways, awards	150
Total		2,500
522500 - Program Activities		
Recreation Classes	Recital costumes	5,500
Total		5,500
531000 - IT (Non-Consultant) Services		
Recreation Classes	Service - software (Adobe InDesign Creative Cloud) (1)	325
Total		325
531600 - Software Maintenance Agreements		
Recreation Classes	Maintenance - software (Microsoft CALs) (2)	380
Total		380
536500 - Investigations		
Recreation Classes	Fingerprinting for instructors	150
Total		150
537000 - Instructor Services		
Dance Summer Clinic	Dance contractors	250
Recreation Classes	Instructors for classes	64,750
Total		65,000
541000 - Advertising		
Recreation Classes	Social media ads	900
Total		900
544000 - Dues/Memberships/Certification		
First Aid/CPR/ AED - Classes	First aid/CPR training	450
Total		450

1416 - Recreation Classes Non-Personnel Expenditures		FY20 Adopted Budget
546000 - Conf./Seminar/Class Registration		
Recreation Classes	Local conferences & seminars	250
Total		250
546300 - In-Service Training		
Recreation Classes	Instructor meetings	200
Total		200
547000 - Travel Expense		
Recreation Classes	NRPA conference	200
Recreation Classes	MRPA conference	200
Total		400
549000 - Scholarship Management		
Recreation Classes	Recreation class scholarships	750
Total		750
553000 - Printing & Binding		
Recreation Classes	Summer in the City	300
Recreation Classes	Posters & postcards	1,000
Total		1,300
554000 - Signage		
Recreation Classes	Registration banners - double sided	1,000
Total		1,000
556000 - Postage		
Recreation Classes	General correspondence	150
Total		150
567100 - Rental of Facilities		
Recreation Classes	Community use of public facilities	5,000
Recreation Classes	Rental of auditorium for dress rehearsal and dance recital	2,000
Total		7,000
Total Non-Personnel Expenditures		**86,255**

1417 - Youth Services

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	131,746	135,695	215,007	135,869	(79,138)	(36.8%)
505100 - Other Taxable Comp.-Multilingual	4,160	4,160	2,080	4,160	2,080	100.0%
505200 - Other Taxable Comp.-GFIT	400	336	540	336	(204)	(37.8%)
507000 - Vacation & Sick Payouts	2,647	4,500	-	-	-	0.0%
508000 - Overtime Wages	544	-	-	-	-	0.0%
509000 - Part-Time Wages	103,946	118,184	118,184	139,652	21,468	18.2%
510000 - FICA Taxes	17,958	19,765	26,751	21,854	(4,897)	(18.3%)
514200 - Vision Benefit	(23)	129	226	129	(97)	(42.9%)
514210 - Health Insurance	21,328	23,653	35,915	24,867	(11,048)	(30.8%)
514220 - Dental Benefit	219	1,321	2,274	1,321	(953)	(41.9%)
514230 - Long-Term Care Benefit	139	276	276	290	14	5.1%
514240 - Life Ins and Disability Benefit	1,401	1,406	1,943	1,464	(479)	(24.7%)
515000 - Retirement (401A)	10,407	10,855	17,917	11,323	(6,594)	(36.8%)
515100 - Retirement Health Savings (RHS)	-	-	1,846	-	(1,846)	(100.0%)
516000 - Savings Plan (401K)	3,903	4,071	6,719	4,246	(2,473)	(36.8%)
521000 - Office Supplies	178	250	250	250	-	0.0%
522000 - General Operating Supplies	8,520	8,472	8,472	8,650	178	2.1%
522500 - Program Activities	23,408	27,450	27,450	25,085	(2,365)	(8.6%)
525000 - Furniture/Fixture	550	550	-	-	-	0.0%
526000 - Machinery/Equipment	1,176	1,775	1,775	1,000	(775)	(43.7%)
531000 - IT (Non-Consultant) Services	75	360	360	360	-	0.0%
531500 - Software Licenses	859	750	750	-	(750)	(100.0%)
531600 - Software Maintenance Agreements	1,520	1,700	1,520	1,520	-	0.0%
536500 - Investigations	388	275	175	-	(175)	(100.0%)
544000 - Dues/Memberships/Certification	535	900	900	-	(900)	(100.0%)
546000 - Conf./Seminar/Class Registration	350	3,200	4,070	1,132	(2,938)	(72.2%)
546300 - In-Service Training	-	90	-	2,300	2,300	100.0%
547000 - Travel Expense	1,846	2,725	2,700	1,020	(1,680)	(62.2%)
547100 - Local Travel Mileage	174	-	-	-	-	0.0%

General Fund Departmental Budgets
Parks, Recreation & Culture - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
551100 - Cellular Phone	-	-	-	720	720	100.0%
552500 - Gasoline Expense	-	15	-	-	-	0.0%
553000 - Printing & Binding	71	200	200	200	-	0.0%
556000 - Postage	300	800	800	800	-	0.0%
557000 - Uniforms/ Laundry	1,470	1,400	1,400	1,400	0	0.0%
567000 - Rental & Use	220	105	-	200	200	100.0%
567100 - Rental of Facilities	7,132	6,900	6,900	6,900	-	0.0%
Total	347,547	382,268	487,400	397,048	(90,352)	(18.5%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	298,777	324,351	429,678	345,511	(84,167)	(19.6%)
Operating	48,771	57,917	57,722	51,537	(6,185)	(10.7%)
Total	347,547	382,268	487,400	397,048	(90,352)	(18.5%)

1417 - Youth Services Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Youth Services Administration	Binders, paper, pens & notebooks	250
Total		250
522000 - General Operating Supplies		
After School Program	Baile Club costumes ($15/kid x 24 kids x 2 programs)	720
Break Blast Programs & Half Day Hoopla Programs	Supplies & equipment	300
Gaithersburg Forever Sisters	Meeting snacks & retreat supplies	500
Gaithersburg Student Union	After school program supplies & equipment	300
Spring Break Camp	Supplies & equipment	300
Youth Services Community Outreach	Supplies for various outreach events	250
After School Program	Baile Club supplies	250
Gaithersburg Student Union	SU events & volunteer programs - project supplies, food for volunteers, shirts	500
After School Program	Snacks for trips	605
Gaithersburg Student Union	SU West Council meetings (35 weeks)	1,050
After School Program	Food & nutrition program	1,500
Gaithersburg Student Union	SU East Council meetings (35 weeks)	875
After School Program	Arts & crafts	1,500
Total		8,650

1417 - Youth Services Non-Personnel Expenditures		FY20 Adopted Budget
522500 - Program Activities		
Break Blast Programs & Half Day Hoopla Programs	Baile Club Trip ($40 x 25 kids & staff)	1,000
Gaithersburg Forever Sisters	Winter & Spring retreats	350
Gaithersburg Student Union	SU trips & admissions	1,940
Gaithersburg Youth Ambassadors (GYA)	Support Youth Ambassadors visits to various levels of the federal, state & local process	400
GYC Trips	Half-day trips	1,525
Spring Break Camp	Trip admission ($12 entry x 70 ppl)	4,200
Break Blast Programs & Half Day Hoopla Programs	Fifth Grade Night Out ($12/person x 35ppl)	420
Gaithersburg Forever Sisters	Supper Club / field trips x2	400
GYC Trips	No school trips	1,450
Spring Break Camp	Lunch (1 day- 70 ppl x $5)	350
Break Blast Programs & Half Day Hoopla Programs	Half Day Hoopla ($12 x 70 ppl)	4,200
GYC Trips	Overnight	1,650
Spring Break Camp	Vehicle parking ($100/day x 5 days)	500
Break Blast Programs & Half Day Hoopla Programs	Break Blast ($12/person x 70ppl)	4,200
GYC Trips	Outdoor Adventures	2,500
Total		25,085
526000 - Machinery/Equipment		
Youth Services	Miscellaneous computer devices & supplies	1,000
Total		1,000
531000 - IT (Non-Consultant) Services		
Youth Services	Service - software (Survey Monkey)	360
Total		360
531600 - Software Maintenance Agreements		
Youth Services	Maintenance - software (Microsoft CALs) (8)	1,520
Total		1,520
546000 - Conf./Seminar/Class Registration		
Youth Services Administration	NRPA registration	1,132
Total		1,132

1417 - Youth Services Non-Personnel Expenditures		FY20 Adopted Budget
546300 - In-Service Training		
Youth Services Administration	Youth Services staff workshops, trainings & seminars	2,300
Total		2,300
547000 - Travel Expense		
Youth Services Administration	MRPA - hotel	320
Youth Services Administration	Incidentals	300
Youth Services Administration	NRPA - parking	200
Youth Services Administration	Local travel expense	200
Total		1,020
551100 - Cellular Phone		
Youth Services Administration	Cell phone service (1)	720
Total		720
553000 - Printing & Binding		
Youth Services Administration	YS brochures & postcards	200
Total		200
556000 - Postage		
Youth Services Administration	Postage for YS, Youth Centers & Skate Park	800
Total		800
557000 - Uniforms/ Laundry		
Youth Services Administration	YS long sleeve staff shirts	533
Youth Services Administration	YS sweatshirts	329
Youth Services Administration	YS short sleeve shirts	539
Total		1,400
567000 - Rental & Use		
Youth Services Administration	EZ Pass for trips & Soccer for Change program	200
Total		200
567100 - Rental of Facilities		
After School Program	School use for ASP	6,900
Total		6,900
Total Non-Personnel Expenditures		**51,537**

1418 - Summer Programs

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
549000 - Scholarship Management	25,000	31,625	6,625
Due to new criteria for financial assistance.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
509000 - Part-Time Wages	428,421	414,000	409,632	446,282	36,650	8.9%
510000 - FICA Taxes	32,774	31,671	32,643	34,141	1,498	4.6%
521000 - Office Supplies	15	500	500	500	-	0.0%
522000 - General Operating Supplies	17,989	21,732	21,732	22,610	878	4.0%
522500 - Program Activities	31,788	30,730	30,730	34,080	3,350	10.9%
526000 - Machinery/Equipment	-	250	250	3,250	3,000	1,200.0%
531000 - IT (Non-Consultant) Services	75	105	-	-	-	0.0%
536000 - Miscellaneous Professional Services	1,735	3,000	3,000	-	(3,000)	(100.0%)
536500 - Investigations	840	1,200	1,200	1,200	-	0.0%
538000 - Performances & Entertainment	1,395	1,350	1,350	1,350	-	0.0%
541000 - Advertising	2,896	4,500	4,500	3,500	(1,000)	(22.2%)
544000 - Dues/Memberships/Certification	1,410	2,000	2,000	2,700	700	35.0%
546000 - Conf./Seminar/Class Registration	-	-	-	150	150	100.0%
546300 - In-Service Training	-	270	-	2,000	2,000	100.0%
547000 - Travel Expense	-	32	-	50	50	100.0%
549000 - Scholarship Management	908	25,000	25,000	31,625	6,625	26.5%
551100 - Cellular Phone	670	670	600	810	210	35.0%
552500 - Gasoline Expense	37	37	-	-	-	0.0%
553000 - Printing & Binding	1,964	1,950	1,950	2,000	50	2.6%
554000 - Signage	552	-	-	-	-	0.0%
556000 - Postage	1,026	1,175	1,175	1,175	-	0.0%
557000 - Uniforms/ Laundry	1,640	1,752	1,752	1,822	70	4.0%
567000 - Rental & Use	22,030	25,000	25,000	25,000	-	0.0%
567100 - Rental of Facilities	43,518	48,500	52,000	52,000	-	0.0%

General Fund Departmental Budgets

Parks, Recreation & Culture - Activity Analysis

FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
Total	591,684	615,424	615,013	666,244	51,231	8.3%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	461,195	445,671	442,275	480,422	38,147	8.6%
Operating	130,489	169,753	172,738	185,821	13,083	7.6%
Total	591,684	615,424	615,013	666,244	51,231	8.3%

1418 - Summer Programs Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Summer Programs Admin.	Pens, notebooks, tape, poster board, etc.	500
Total		500

1418 - Summer Programs Non-Personnel Expenditures		FY20 Adopted Budget
522000 - General Operating Supplies		
Camp Shirts and Trips	CIT shirts	924
Counselor in Training	Materials for training & supplies for volunteers' projects on-site	200
Gaithersburg On The Go	Penny Carnival supplies	75
Inclusion Program	Inclusion training materials	400
Kinderplay	Preschool supplies & equipment	550
Summer Camp Petty Cash	Camp Discovery petty cash allotment for summer (split into 4 checks; 1 check per session)	700
Summer Programs Admin.	Board games & books	1,200
Camp Shirts and Trips	Camper shirts (adult sizes)	2,422
Inclusion Program	Emergency sanitary supplies	250
Summer Camp Petty Cash	Camp Endeavor petty cash allotment for summer (split into 4 checks; 1 check per session)	481
Summer Programs Admin.	Sports equipment	2,600
Camp Shirts and Trips	Camper shirts (youth sizes)	1,849
Summer Programs Admin.	Cabinets	2,800
Summer Camp Petty Cash	Gaithersburg on the Go (GOG) petty cash allotment for summer	125
Summer Programs Admin.	Fans for school sites	880
Summer Camp Petty Cash	Camp Imagination petty cash allotment for summer	700
Summer Camp Petty Cash	Kinderplay petty cash allotment for summer	280
Summer Programs Admin.	Arts & crafts supplies	1,000
Summer Camp Petty Cash	Camp Quest petty cash allotment for summer	700
Summer Programs Admin.	Tie dye supplies (blank shirts & dye)	1,600
Summer Camp Petty Cash	Camp Rainbow petty cash allotment	700
Summer Programs Admin.	Penny carnival games	200
Summer Camp Petty Cash	Camp Xceler8 petty cash allotment	400
Summer Programs Admin.	First aid supplies	650
Summer Camp Petty Cash	YAPS petty cash allotment	525
Summer Programs Admin.		(0)
Summer Camp Petty Cash	Teen YAPS petty cash allotment	350
Summer Programs Admin.	Prizes/awards for fundraising	50
Total		22,610

1418 - Summer Programs Non-Personnel Expenditures		FY20 Adopted Budget
522500 - Program Activities		
Camp Shirts and Trips	Gaithersburg on the Go field trips: $10 x (100 kids+10 staff) x 5 days = $5,000	5,500
Camp Shirts and Trips	Camp Imagination trips	1,750
Camp Shirts and Trips	Camp Endeavor trips	5,000
Camp Shirts and Trips	Camp Discovery trips	1,750
Camp Shirts and Trips	Camp Quest trips	1,750
Camp Shirts and Trips	Camp Rainbow trips	1,750
Camp Shirts and Trips	Teen YAPS trips	2,500
Camp Shirts and Trips	YAPS trips	1,500
Camp Shirts and Trips	Camp Xceler8 trips	12,000
Camp Shirts and Trips	Counselors-in-Training/Volunteers program field trips	580
Total		34,080
526000 - Machinery/Equipment		
Summer Programs Admin.	Replacement moon bounce	3,000
Summer Programs	Miscellaneous computer devices & supplies	250
Total		3,250
536500 - Investigations		
Summer Programs Admin.	Background checks for camp staff	1,200
Total		1,200
538000 - Performances & Entertainment		
Summer Programs Admin.	Mad Science & other in-house camp performances	1,350
Total		1,350
541000 - Advertising		
Summer Programs Admin.	Bus advertising campaign, social media ads, window cling & community outreach supplies	4,500
Summer Programs		(1,000)
Total		3,500
544000 - Dues/Memberships/Certification		
Summer Programs Admin.	CPR & first aid training certifications for camp staff	2,700
Total		2,700
546000 - Conf./Seminar/Class Registration		
Summer Programs Admin.	Conference & seminar registration	150
Total		150

1418 - Summer Programs Non-Personnel Expenditures		FY20 Adopted Budget
546300 - In-Service Training		
Summer Programs Admin.	In-service training for summer programs	2,000
Total		2,000
547000 - Travel Expense		
Summer Programs Admin.	Travel expense	50
Total		50
549000 - Scholarship Management		
Summer Programs Admin.	Dolores Swoyer Financial Aid Scholarship Fund for camp participants that qualify for aid	31,625
Total		31,625
551100 - Cellular Phone		
Summer Programs Admin.	Cell phones for camp sites	810
Total		810
553000 - Printing & Binding		
Summer Programs Admin.	Publication of SITC (camp guide) & camp postcards	2,000
Total		2,000
556000 - Postage		
Summer Programs Admin.	Camp newsletter mailings, staff agreements & SITC camp guide mailing	1,175
Total		1,175
557000 - Uniforms/ Laundry		
Summer Programs Admin.		0
Camp Shirts and Trips	TL polo shirts	543
Summer Programs Admin.		0
Camp Shirts and Trips	Staff camp shirts	1,008
Summer Programs Admin.		(0)
Camp Shirts and Trips	5 Year/MVP shirts	270
Total		1,822
567000 - Rental & Use		
Summer Transportation	MCPS busses used to transport camp participants	25,000
Total		25,000

1418 - Summer Programs Non-Personnel Expenditures		FY20 Adopted Budget
567100 - Rental of Facilities		
Summer Programs Admin.	School use for camp sites	52,000
Total		52,000
Total Non-Personnel Expenditures		**185,821**

1419 - Gaithersburg Youth Center at Robertson Park

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	111,175	99,102	109,418	115,333	5,915	5.4%
505200 - Other Taxable Comp.-GFIT	-	252	-	336	336	100.0%
505300 - Other Taxable Comp.-Housing Stipend	3,789	-	3,600	-	(3,600)	(100.0%)
507000 - Vacation & Sick Payouts	1,672	2,000	-	-	-	0.0%
508000 - Overtime Wages	(266)	260	-	-	-	0.0%
509000 - Part-Time Wages	60,998	60,480	60,480	70,189	9,709	16.1%
510000 - FICA Taxes	13,242	12,248	13,815	14,585	770	5.6%
514200 - Vision Benefit	(22)	150	135	179	44	32.6%
514210 - Health Insurance	23,912	28,958	28,962	34,733	5,771	19.9%
514220 - Dental Benefit	242	1,851	1,867	2,119	252	13.5%
514230 - Long-Term Care Benefit	209	231	276	290	14	5.1%
514240 - Life Ins and Disability Benefit	1,179	995	1,165	1,208	43	3.7%
515000 - Retirement (401A)	8,742	7,928	9,119	9,611	492	5.4%
515100 - Retirement Health Savings (RHS)	1,834	-	-	-	-	0.0%
515200 - Medicare Retirement Health Savings (RHS)	-	1,333	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	3,278	2,972	3,419	3,604	185	5.4%
521000 - Office Supplies	298	300	300	300	-	0.0%
522000 - General Operating Supplies	6,211	6,300	6,300	7,450	1,150	18.3%
522500 - Program Activities	572	400	400	500	100	25.0%
525000 - Furniture/Fixture	-	4,800	4,800	2,400	(2,400)	(50.0%)
526000 - Machinery/Equipment	3,018	1,761	1,650	4,530	2,880	174.5%
531000 - IT (Non-Consultant) Services	-	-	-	120	120	100.0%
531600 - Software Maintenance Agreements	1,330	1,330	1,330	1,330	-	0.0%
536000 - Miscellaneous Professional Services	798	1,600	1,600	1,600	-	0.0%
541000 - Advertising	-	200	200	400	200	100.0%
544000 - Dues/Memberships/Certification	75	-	-	-	-	0.0%
549000 - Scholarship Management	882	-	-	-	-	0.0%
551100 - Cellular Phone	-	-	-	720	720	100.0%

General Fund Departmental Budgets

Parks, Recreation & Culture - Activity Analysis

FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
553000 - Printing & Binding	95	75	-	-	-	0.0%
Total	243,264	235,526	248,836	273,538	24,702	9.9%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	229,984	218,760	232,256	254,188	21,932	9.4%
Operating	13,280	16,766	16,580	19,350	2,770	16.7%
Total	243,264	235,526	248,836	273,538	24,702	9.9%

1419 - Gaithersburg Youth Center at Robertson Park Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Youth Center - Robertson Park	Pens, paper, printer cartridges, misc. office supplies	300
Total		300
522000 - General Operating Supplies		
STB - RPYC - MS	Activity books	200
Youth Center - Robertson Park	Video games, system accessories	1,000
STB - RPYC - MS	Art supplies	250
Youth Center - Robertson Park	Celebreak	1,200
STB - RPYC - MS	Building materials	200
Youth Center - Robertson Park	GYC roundtable	300
STB - RPYC - MS	STEM kits	300
Youth Center - Robertson Park	GYC Chefs & Supper Club	1,800
Youth Center - Robertson Park	Volunteer projects (supplies, materials, food for volunteers)	730
Youth Center - Robertson Park	Girlzz Break	360
Youth Center - Robertson Park	Boyzz Break	360
Youth Center - Robertson Park	Arts, crafts, & educational equipment/supplies	750
Total		7,450
522500 - Program Activities		
Youth Center - Robertson Park	RPYC trips	500
Total		500
525000 - Furniture/Fixture		
Youth Center - Robertson Park	Couch/chair replacement	2,400
Total		2,400
526000 - Machinery/Equipment		
Youth Center - Robertson Park	Climbing wall equipment	600
Youth Center - Robertson Park	Video game systems	550
Gaithersburg Youth Center at Robertson Park	Digital signage hardware	2,880
Gaithersburg Youth Center at Robertson Park	Miscellaneous computer devices & supplies	500
Total		4,530

1419 - Gaithersburg Youth Center at Robertson Park Non-Personnel Expenditures		FY20 Adopted Budget
531000 - IT (Non-Consultant) Services		
Gaithersburg Youth Center at Robertson Park	Software service for new digital signage	120
Total		120
531600 - Software Maintenance Agreements		
Gaithersburg Youth Center at Robertson Park	Maintenance - software (Microsoft CALs) (7)	1,330
Total		1,330
536000 - Miscellaneous Professional Services		
Youth Center - Robertson Park	Auto belay inspection/maintenance	1,600
Total		1,600
541000 - Advertising		
Youth Center - Robertson Park	Promotional items	400
Total		400
551100 - Cellular Phone		
Youth Center - Robertson Park	Cell phone service (1)	720
Total		720
Total Non-Personnel Expenditures		**19,350**

1420 - Skate Park

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
509000 - Part-Time Wages	34,362	33,694	33,694	34,906	1,212	3.6%
510000 - FICA Taxes	2,629	2,578	2,685	2,670	(15)	(0.5%)
521000 - Office Supplies	111	175	175	175	-	0.0%
522000 - General Operating Supplies	1,033	1,250	1,250	1,250	-	0.0%
522500 - Program Activities	666	775	775	700	(75)	(9.7%)
524000 - Supplies/Resale	234	300	575	500	(75)	(13.0%)
526000 - Machinery/Equipment	-	250	250	250	-	0.0%
531600 - Software Maintenance Agreements	190	190	190	190	-	0.0%
541000 - Advertising	375	800	800	500	(300)	(37.5%)
544000 - Dues/Memberships/Certification	75	-	-	-	-	0.0%
547100 - Local Travel Mileage	4	-	-	-	-	0.0%
553000 - Printing & Binding	76	300	300	300	-	0.0%
554000 - Signage	228	600	600	500	(100)	(16.7%)
Total	39,984	40,912	41,294	41,941	647	1.6%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	36,991	36,272	36,379	37,576	1,197	3.3%
Operating	2,993	4,640	4,915	4,365	(550)	(11.2%)
Total	39,984	40,912	41,294	41,941	647	1.6%

1420 - Skate Park Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Skate Park Operations	Pens, post-its, print cartridge, tape	175
Total		175
522000 - General Operating Supplies		
School of Skate	Supplies for weekly activities & events	300
Skate Park Operations	Tools for operating/repairs	150
Skate Park, Special Events	Supplies for Sk8 Nite, competitions & other special events	50
Skate Park Operations	Items for lobby upgrades (small tables & bike locks)	350
Skate Park Operations	Cups for customers' water	300
Skate Park Operations	Equipment cleaning supplies	100
Total		1,250
522500 - Program Activities		
Skate Park, Special Events	Event program activity supplies, door prizes, pizza parties	700
Total		700
524000 - Supplies/Resale		
Skate Park Operations	Helmets & pads	200
Skate Park Operations	Skateboards	300
Total		500
526000 - Machinery/Equipment		
Skate Park	Miscellaneous computer devices & supplies	250
Total		250
531600 - Software Maintenance Agreements		
Skate Park	Maintenance - software (Microsoft CALs) (1)	190
Total		190
541000 - Advertising		
Skate Park Operations	Bus shelter ads	400
Skate Park Operations	Promo-giveaway items	400
Skate Park		(300)
Total		500
553000 - Printing & Binding		
Skate Park Operations	SITC printing costs	75
Skate Park Operations	Postcards	225
Total		300

1420 - Skate Park Non-Personnel Expenditures		FY20 Adopted Budget
554000 - Signage		
Skate Park Operations	Hanging banner	300
Skate Park Operations	Interior signage	200
Total		500
Total Non-Personnel Expenditures		**4,365**

1421 - Casey Community Center

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	173,523	176,640	169,366	171,779	2,413	1.4%
507000 - Vacation & Sick Payouts	6,592	5,900	-	-	-	0.0%
509000 - Part-Time Wages	159,871	158,000	145,729	156,005	10,276	7.1%
510000 - FICA Taxes	26,097	25,600	25,110	25,623	513	2.0%
514200 - Vision Benefit	(13)	74	78	74	(4)	(5.1%)
514210 - Health Insurance	14,667	16,258	16,282	17,092	810	5.0%
514220 - Dental Benefit	1,827	860	920	860	(60)	(6.5%)
514230 - Long-Term Care Benefit	247	276	276	290	14	5.1%
514240 - Life Ins and Disability Benefit	1,830	1,771	1,748	1,770	22	1.3%
515000 - Retirement (401A)	13,749	14,132	14,114	14,315	201	1.4%
516000 - Savings Plan (401K)	5,156	5,299	5,293	5,368	75	1.4%
521000 - Office Supplies	502	1,200	1,200	1,100	(100)	(8.3%)
522000 - General Operating Supplies	10,018	18,000	15,000	15,425	425	2.8%
522500 - Program Activities	115	-	-	-	-	0.0%
524000 - Supplies/Resale	-	600	50	800	750	1,500.0%
525000 - Furniture/Fixture	779	4,800	4,800	4,800	-	0.0%
526000 - Machinery/Equipment	1,038	1,925	1,925	2,400	475	24.7%
531000 - IT (Non-Consultant) Services	298	318	309	325	16	5.2%
531500 - Software Licenses	616	-	-	700	700	100.0%
531600 - Software Maintenance Agreements	950	950	950	950	-	0.0%
533000 - Legal	-	600	-	1,560	1,560	100.0%
536000 - Miscellaneous Professional Services	-	25	-	-	-	0.0%
536500 - Investigations	239	100	100	200	100	100.0%
537000 - Instructor Services	-	4,000	4,000	5,000	1,000	25.0%
538000 - Performances & Entertainment	1,318	1,600	1,600	2,000	400	25.0%
541000 - Advertising	2,063	3,000	2,300	4,000	1,700	73.9%
544000 - Dues/Memberships/Certification	15	310	1,340	1,360	20	1.5%
546000 - Conf./Seminar/Class Registration	-	-	175	-	(175)	(100.0%)
549000 - Scholarship Management	14	71	750	-	(750)	(100.0%)
553000 - Printing & Binding	1,024	1,400	750	3,700	2,950	393.3%

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
556000 - Postage	294	50	50	50	-	0.0%
560000 - Miscellaneous	343	400	425	-	(425)	(100.0%)
561000 - Local - In-Service Meals	671	300	300	300	-	0.0%
572000 - R&M - Buildings & Facilities	1,364	2,500	500	500	-	0.0%
573000 - R&M - Machinery & Equipment	275	275	275	348	73	26.5%
Total	425,483	447,234	415,715	438,694	22,979	5.5%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	403,548	404,810	378,916	393,176	14,260	3.8%
Operating	21,935	42,424	36,799	45,518	8,719	23.7%
Total	425,483	447,234	415,715	438,694	22,979	5.5%

1421 - Casey Community Center Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Casey Community Center	Copier paper	750
Casey Community Center	Easels, white boards & markers	175
Casey Community Center	Office supplies	275
Casey Community Center		(100)
Total		1,100
522000 - General Operating Supplies		
Casey Cooking Programs	Cooking program supplies	3,000
Community Programs	Program supplies	4,000
Outreach Programs	Operating supplies	400
Casey Community Center	Seasonal decorations	1,000
Casey Community Center	Kitchen supplies	1,000
Creative Tot Time	Arts & crafts projects	2,000
Casey Community Center	Emergency preparedness	100
Creative Tot Time	Computer educational resources	300
Casey Community Center	Program supplies	1,500
Creative Tot Time	Parent open house	1,250
Creative Tot Time	T-shirts	450
Casey Community Center	Bottled water	425
Total		15,425
524000 - Supplies/Resale		
Casey Cooking Programs	Supplies for resale	500
Community Programs	Supplies for resale	300
Total		800
525000 - Furniture/Fixture		
Casey Community Center	Replacement of 6 foot tables	2,400
Casey Community Center	Replacement of 4 foot tables	2,400
Total		4,800
526000 - Machinery/Equipment		
Casey Community Center	Miscellaneous computer devices & supplies	500
Casey Community Center	Additional seat [laptop, docking station, monitor, phone]	1,900
Total		2,400

1421 - Casey Community Center Non-Personnel Expenditures		FY20 Adopted Budget
531000 - IT (Non-Consultant) Services		
Casey Community Center	Service - software (Adobe InDesign Creative Cloud) (1)	325
Total		325
531500 - Software Licenses		
Casey Community Center	Additional Microsoft license	700
Total		700
531600 - Software Maintenance Agreements		
Casey Community Center	Maintenance - software (Microsoft CALs) (5)	950
Total		950
533000 - Legal		
Casey Cooking Programs	County licenses	720
Community Programs	County licenses	840
Total		1,560
536500 - Investigations		
Casey Community Center	Background checks	200
Total		200
537000 - Instructor Services		
Casey Cooking Programs	Instructor revenue share for cooking classes	2,375
Community Programs	Instructor services	2,625
Total		5,000
538000 - Performances & Entertainment		
Community Programs	Performance & entertainment	1,200
Creative Tot Time	Performers	800
Total		2,000
541000 - Advertising		
Casey Community Center	Bridal magazine advertising	1,800
Casey Cooking Programs	Advertising for classes & camps	1,000
Community Programs	Advertising	1,000
Outreach Programs	Advertising	200
Total		4,000

1421 - Casey Community Center Non-Personnel Expenditures		FY20 Adopted Budget
544000 - Dues/Memberships/Certification		
Casey Community Center	CPR/AED/SFA	1,120
Creative Tot Time	CPR/AED/SFA certification for teachers	240
Total		1,360
553000 - Printing & Binding		
Casey Community Center	SMART bundling	500
Community Programs	Postcards	2,750
Casey Community Center	Bi-lingual center business packets	300
Casey Community Center	Summer in the City brochure	150
Total		3,700
556000 - Postage		
Casey Community Center	General postage	50
Total		50
561000 - Local - In-Service Meals		
Casey Community Center	In-service trainings	300
Total		300
572000 - R&M - Buildings & Facilities		
Casey Community Center	Cleaning supplies	500
Total		500
573000 - R&M - Machinery & Equipment		
Casey Community Center	Maintenance & supplies - copier (Ricoh MP 2554SP)	348
Total		348
Total Non-Personnel Expenditures		**45,518**

1422 - Water Park

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
522000 - General Operating Supplies	38,250	45,350	7,100
Increase due to hazard material fee increase & addition of interactive water supplies (Plaza).			
526000 - Machinery/Equipment	3,000	11,500	8,500
Additional security cameras (3).			
536000 - Miscellaneous Professional Services	2,500	15,000	12,500
Repairs throughout facility, caulking, pump room and dual slide.			
536400 - Contract Maintenance Services	3,200	30,200	27,000
Movement of pool maintenance contract costs from Activity 1167, Building & Grounds - Water Park, to Activity 1422, Water Park, ($14K), and additional increase for maintenance of Interactive Water Feature ($13K).			
572000 - R&M - Buildings & Facilities	1,000	23,500	22,500
Anticipated cost of non-contractual repairs at the Water Park and Interactive Water Feature.			
595000 - Furniture & Equipment	25,000	-	(25,000)
PA System upgrade to be completed in FY19.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	99,597	221,324	164,074	234,257	70,183	42.8%
505200 - Other Taxable Comp.-GFIT	72	462	540	588	48	8.9%
507000 - Vacation & Sick Payouts	2,246	2,000	-	-	-	0.0%
508000 - Overtime Wages	232	-	-	-	-	0.0%
509000 - Part-Time Wages	314,294	306,567	306,567	340,035	33,468	10.9%
510000 - FICA Taxes	31,697	40,418	37,546	44,726	7,180	19.1%
514200 - Vision Benefit	27	154	178	180	2	1.1%
514210 - Health Insurance	11,959	32,497	30,792	38,667	7,875	25.6%
514220 - Dental Benefit	25	1,980	2,024	2,257	233	11.5%
514230 - Long-Term Care Benefit	26	452	207	509	302	145.9%
514240 - Life Ins and Disability Benefit	845	2,223	1,432	2,453	1,021	71.3%
515000 - Retirement (401A)	7,581	17,706	13,673	19,521	5,848	42.8%
515100 - Retirement Health Savings (RHS)	1,186	4,495	1,846	4,703	2,857	154.8%
515200 - Medicare Retirement Health Savings (RHS)	-	2,554	-	3,000	3,000	100.0%

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Parks, Recreation & Culture - Activity Analysis
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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
516000 - Savings Plan (401K)	1,034	4,808	2,407	5,410	3,003	124.8%
519000 - Tuition Reimbursement	(995)	-	2,000	-	(2,000)	(100.0%)
521000 - Office Supplies	2,370	1,500	1,500	1,800	300	20.0%
522000 - General Operating Supplies	36,166	38,250	38,250	45,350	7,100	18.6%
524000 - Supplies/Resale	1,931	3,600	3,600	3,950	350	9.7%
525000 - Furniture/Fixture	808	600	600	2,418	1,818	303.0%
526000 - Machinery/Equipment	2,528	3,000	3,000	11,500	8,500	283.3%
531000 - IT (Non-Consultant) Services	433	816	816	1,747	931	114.1%
531500 - Software Licenses	-	-	-	900	900	100.0%
531600 - Software Maintenance Agreements	1,330	1,330	1,330	1,330	-	0.0%
536000 - Miscellaneous Professional Services	-	2,500	2,500	15,000	12,500	500.0%
536300 - Contract Cleaning	-	250	250	650	400	160.0%
536400 - Contract Maintenance Services	-	3,200	3,200	30,200	27,000	843.8%
536500 - Investigations	780	1,000	1,000	750	(250)	(25.0%)
537000 - Instructor Services	1,596	2,500	2,500	2,500	-	0.0%
538000 - Performances & Entertainment	2,100	2,400	2,400	2,400	-	0.0%
541000 - Advertising	-	250	250	250	-	0.0%
542000 - Awards & Presentations	183	200	200	200	-	0.0%
544000 - Dues/Memberships/Certification	2,468	4,700	4,700	5,000	300	6.4%
546000 - Conf./Seminar/Class Registration	20	3,300	3,300	3,300	-	0.0%
546300 - In-Service Training	-	900	900	1,250	350	38.9%
547000 - Travel Expense	-	1,750	1,750	2,000	250	14.3%
549000 - Scholarship Management	-	200	200	-	(200)	(100.0%)
550700 - Solid Waste/Recycling	-	150	150	-	(150)	(100.0%)
551100 - Cellular Phone	431	450	450	960	510	113.3%
553000 - Printing & Binding	1,209	1,192	1,100	1,200	100	9.1%
554000 - Signage	-	2,500	2,500	4,500	2,000	80.0%
556000 - Postage	265	1,100	1,100	1,100	-	0.0%
557000 - Uniforms/ Laundry	1,680	4,500	4,500	4,500	-	0.0%
561000 - Local - In-Service Meals	708	600	600	600	-	0.0%
567000 - Rental & Use	102	1,300	1,300	1,300	-	0.0%
572000 - R&M - Buildings & Facilities	1,330	1,000	1,000	23,500	22,500	2,250.0%

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
573000 - R&M - Machinery & Equipment	1,834	4,555	4,555	6,500	1,945	42.7%
575000 - R&M - Furniture & Equipment	-	4,500	4,500	-	(4,500)	(100.0%)
595000 - Furniture & Equipment	-	25,000	25,000	-	(25,000)	(100.0%)
Total	530,099	756,733	682,287	872,961	190,674	27.9%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	469,826	637,640	563,286	696,306	133,020	23.6%
Operating	60,274	94,093	94,001	176,655	82,654	87.9%
Capital	-	25,000	25,000	-	(25,000)	(100.0%)
Total	530,099	756,733	682,287	872,961	190,674	27.9%

1422 - Water Park Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Water Park Administration	Cardstock, registration materials, toner for fax machine	1,800
Total		1,800
522000 - General Operating Supplies		
Water Park Administration	Kickboards, teaching aids, first aid & cleaning supplies, chemicals	33,350
Water Park Administration	Interactive water feature supplies	12,000
Total		45,350
524000 - Supplies/Resale		
Water Park Administration	Locks, waterproof pants, swim diapers	3,950
Total		3,950
525000 - Furniture/Fixture		
Water Park Administration	Office chairs - 3	750
Water Park Administration	Crowd control partitions	1,668
Total		2,418
526000 - Machinery/Equipment		
Water Park Administration	Chemical controller sensors, pump/motor maint., radios (2), misc. devices/supplies	3,300
Water Park Administration	Interactive Water Feature supplies & equipment	3,000
Water Park	Miscellaneous computer devices & supplies	500
Water Park	Additional security cameras (3)	4,700
Total		11,500
531000 - IT (Non-Consultant) Services		
Water Park	MS Project subscription	450
Water Park	Scheduling software	500
Water Park	Service - software (Adobe Acrobat Pro DC) (1)	112
Water Park	Service - software (Adobe InDesign Creative Cloud) (1)	325
Water Park	Service - software (Survey Monkey)	360
Total		1,747
531500 - Software Licenses		
Water Park	Additional Milestone licenses for security cameras (3)	900
Total		900

1422 - Water Park Non-Personnel Expenditures		FY20 Adopted Budget
531600 - Software Maintenance Agreements		
Water Park	Maintenance - software (Microsoft CALs) (7)	1,330
Total		1,330
536000 - Miscellaneous Professional Services		
Water Park Administration	Pool repair consultant, winterizing & opening	15,000
Total		15,000
536300 - Contract Cleaning		
Water Park Administration	Weekend parking lot - Water Park	650
Total		650
536400 - Contract Maintenance Services		
Water Park Administration	UV bulb replacement (2 units)	3,200
Water Park Administration	Water Park maintenance contract & Interactive Water Feature maintenance contract	27,000
Total		30,200
536500 - Investigations		
Water Park Administration	Background checks	750
Total		750
537000 - Instructor Services		
Water Park Administration	Contract instructor services (water exercise)	2,500
Total		2,500
538000 - Performances & Entertainment		
Water Park Administration	Summerfest, Independence Day, Water Safety Day, 2 Family Fun Nights	2,400
Total		2,400
541000 - Advertising		
Water Park Administration	Postcards - general info	250
Total		250
542000 - Awards & Presentations		
Water Park Administration	PT staff recognition awards & lifeguard olympics	200
Total		200

1422 - Water Park Non-Personnel Expenditures		FY20 Adopted Budget
544000 - Dues/Memberships/Certification		
Water Park Administration	APSP, CPO recerts, PO courses, ARC lifeguard & instructor	5,000
Total		5,000
546000 - Conf./Seminar/Class Registration		
Water Park Administration	National Aquatic Conference, MRPA, NRPA, NSPF	3,300
Total		3,300
546300 - In-Service Training		
Water Park Administration	Lifeguard training, first aid & CPR/AED materials	900
Water Park Administration	Interactive Water Feature training materials	350
Total		1,250
547000 - Travel Expense		
Water Park Administration	National Aquatic Conference, MRPA	2,000
Total		2,000
551100 - Cellular Phone		
Water Park Administration	Cell phone service (1)	720
Water Park Administration	Cell phone service (non-data) (1)	240
Total		960
553000 - Printing & Binding		
Water Park Administration	Promo postcards, Summer in the City, wristbands	1,200
Total		1,200
554000 - Signage		
Water Park Administration	Rules, regulations, admission policies, new signage for concessions & slides	2,500
Water Park Administration	Interactive Water Feature signage	2,000
Total		4,500
556000 - Postage		
Water Park Administration	General correspondence, Citywide mailing promo of WP	1,100
Total		1,100
557000 - Uniforms/ Laundry		
Water Park Administration	Staff shirts, shorts & whistles	5,000
Water Park		(500)
Total		4,500

1422 - Water Park Non-Personnel Expenditures		FY20 Adopted Budget
561000 - Local - In-Service Meals		
Water Park Administration	All day in-service trainings	600
Total		600
567000 - Rental & Use		
Water Park Administration	Carbon dioxide cylinders price increase	1,300
Total		1,300
572000 - R&M - Buildings & Facilities		
Water Park Administration	General R&M for the Water Park & Interactive Water Feature	23,500
Total		23,500
573000 - R&M - Machinery & Equipment		
Water Park Administration	M&E repair expenditures for the Interactive Water Feature.	6,084
Water Park	Maintenance & supplies - copier (Ricoh MP 2554SP)	416
Total		6,500
Total Non-Personnel Expenditures		**176,655**

1423 - Gaithersburg Arts Barn

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
538000 - Performances & Entertainment	140,000	123,500	(16,500)

Performances & Entertainment decreased by $16,500 due to scheduled building closure in August and September for HVAC replacement.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	152,129	156,672	150,405	156,873	6,468	4.3%
505200 - Other Taxable Comp.-GFIT	810	672	1,080	672	(408)	(37.8%)
508000 - Overtime Wages	2,761	1,500	550	1,678	1,128	205.0%
509000 - Part-Time Wages	149,069	125,000	117,088	126,211	9,123	7.8%
510000 - FICA Taxes	22,992	21,714	21,440	22,336	896	4.2%
514200 - Vision Benefit	(7)	37	39	37	(2)	(5.1%)
514210 - Health Insurance	7,334	8,129	8,141	8,546	405	5.0%
514220 - Dental Benefit	287	430	460	430	(30)	(6.5%)
514230 - Long-Term Care Benefit	365	276	276	290	14	5.1%
514240 - Life Ins and Disability Benefit	1,665	1,578	1,568	1,628	60	3.8%
515000 - Retirement (401A)	12,023	12,534	12,534	13,072	538	4.3%
515100 - Retirement Health Savings (RHS)	4,097	4,495	4,530	4,703	173	3.8%
516000 - Savings Plan (401K)	4,508	4,700	4,700	4,903	203	4.3%
521000 - Office Supplies	415	400	300	400	100	33.3%
522000 - General Operating Supplies	9,429	7,720	7,720	9,245	1,525	19.8%
524000 - Supplies/Resale	2,862	2,500	2,500	2,800	300	12.0%
525000 - Furniture/Fixture	1,122	1,200	450	450	-	0.0%
526000 - Machinery/Equipment	1,984	1,200	1,200	1,200	-	0.0%
531000 - IT (Non-Consultant) Services	1,571	1,699	1,699	1,750	51	3.0%
531500 - Software Licenses	728	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	1,140	1,140	1,140	1,140	-	0.0%
533000 - Legal	1,040	1,000	1,000	350	(650)	(65.0%)
536000 - Miscellaneous Professional Services	6,033	4,680	4,680	4,760	80	1.7%

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536500 - Investigations	270	210	210	210	-	0.0%
538000 - Performances & Entertainment	120,789	135,000	140,000	123,500	(16,500)	(11.8%)
541000 - Advertising	14,527	16,225	16,225	14,225	(2,000)	(12.3%)
542000 - Awards & Presentations	955	825	825	1,040	215	26.1%
544000 - Dues/Memberships/Certification	866	1,200	1,060	1,060	-	0.0%
546000 - Conf./Seminar/Class Registration	205	200	200	200	-	0.0%
547000 - Travel Expense	78	900	100	1,000	900	900.0%
547100 - Local Travel Mileage	780	-	900	-	(900)	(100.0%)
550200 - Water	935	1,000	1,175	-	(1,175)	(100.0%)
553000 - Printing & Binding	3,661	5,000	5,000	5,000	-	0.0%
554000 - Signage	3,209	2,500	2,500	2,200	(300)	(12.0%)
556000 - Postage	2,976	2,500	2,500	2,500	-	0.0%
560000 - Miscellaneous	957	1,800	3,000	3,000	-	0.0%
567000 - Rental & Use	700	850	850	750	(100)	(11.8%)
573000 - R&M - Machinery & Equipment	1,426	1,205	1,205	1,829	624	51.8%
Total	536,690	528,691	519,250	519,987	737	0.1%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	358,033	337,737	322,811	341,378	18,567	5.8%
Operating	178,657	190,954	196,439	178,609	(17,830)	(9.1%)
Total	536,690	528,691	519,250	519,987	737	0.1%

1423 - Gaithersburg Arts Barn Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Arts Barn Administration	Office supplies	400
Total		400
522000 - General Operating Supplies		
Art Education	Art supplies	2,550
Arts Barn Administration	City shop supplies - boxes, wrapping paper, frames	200
Music Programs	Supplies	140
Theater Partnerships	Operating supplies	140
Young Artist Award	Registration materials	100
Art Education	Materials & supplies	2,500
Music Programs	Specialized paper	190
Young Artist Award	Refreshments	500
Art Education	Camp volunteer assistants shirts & trainings	550
Arts Barn Administration	Refreshments for receptions	500
Art Education	Camp receptions	400
Arts Barn Administration	Gaffer tape, flashlights, batteries	100
Arts Barn Administration	Coffee, tea, paper products	200
Arts Barn Administration	Bottled water	1,175
Total		9,245
524000 - Supplies/Resale		
Arts Barn Administration	Snacks & beverages	2,500
Gaithersburg Arts Barn		300
Total		2,800
525000 - Furniture/Fixture		
Art Education	Replacement tables & chairs	200
Arts Barn Administration	Furniture replacement & exhibit supplies	250
Total		450
526000 - Machinery/Equipment		
Arts Barn Administration	Miscellaneous repairs & replacement to AV equipment	700
Gaithersburg Arts Barn	Miscellaneous computer devices & supplies	500
Total		1,200

1423 - Gaithersburg Arts Barn Non-Personnel Expenditures		FY20 Adopted Budget
531000 - IT (Non-Consultant) Services		
Gaithersburg Arts Barn	Service - software (Adobe Creative Cloud for Teams) (1)	740
Gaithersburg Arts Barn	Service - software (Adobe InDesign Creative Cloud) (2)	650
Gaithersburg Arts Barn	Service - software (Survey Monkey)	360
Total		1,750
531600 - Software Maintenance Agreements		
Gaithersburg Arts Barn	Maintenance - software (Microsoft CALs) (6)	1,140
Total		1,140
533000 - Legal		
Arts Barn Administration	County licenses	200
Theater Partnerships	Royalty fees: theater performances	150
Total		350
536000 - Miscellaneous Professional Services		
Arts Barn Administration	Piano tuning & repair	580
Theater Partnerships	Sound & light technician trainings	300
Young Artist Award	Piano tuning competition (3) & concert (1)	660
Music Programs	Sound technician for professional music programs	2,230
Theater Partnerships	1 piano tuning	165
Music Programs	Piano tuning for 5 concerts	825
Total		4,760
536500 - Investigations		
Arts Barn Administration	Background checks	210
Total		210
538000 - Performances & Entertainment		
Art Education	Artist percentage of registrations	30,000
Music Programs	Artist percentage of ticket sales	9,000
Theater Partnerships	Theater company share of ticket sales	54,000
Young Artist Award	Adjudicator Honorariums	1,500
Art Education	Artist percentage of registrations	20,000
Music Programs	Artist percentage of revenue	9,000
Total		123,500

1423 - Gaithersburg Arts Barn Non-Personnel Expenditures		FY20 Adopted Budget
541000 - Advertising		
Art Education	Print & digital media ads	525
Arts Barn Administration	Print ads	1,450
Theater Partnerships	Ads on theater websites	1,450
Young Artist Award	Print & digital media ads	200
Art Education	Print & digital media ads	750
Arts Barn Administration	Social media ads	750
Music Programs	Print & digital media ads	5,400
Theater Partnerships	Print & digital media ads	3,500
Music Programs	Print & digital media ads	2,200
Gaithersburg Arts Barn		(2,000)
Total		14,225
542000 - Awards & Presentations		
Young Artist Award	Awards for students	1,040
Total		1,040
544000 - Dues/Memberships/Certification		
Arts Barn Administration	CPR/SFA/AED staff training	750
Arts Barn Administration	County training	300
Arts Barn Administration	Showcase registration & membership	10
Total		1,060
546000 - Conf./Seminar/Class Registration		
Arts Barn Administration	Mid-Atlantic Performing Arts Showcase	200
Total		200
547000 - Travel Expense		
Arts Barn Administration	Regional showcases	100
Arts Barn Administration	Local travel	900
Total		1,000

1423 - Gaithersburg Arts Barn Non-Personnel Expenditures		FY20 Adopted Budget
553000 - Printing & Binding		
Art Education	Postcards to schools for camps	200
Arts Barn Administration	Postcards	400
Music Programs	Postcards, brochures	250
Theater Partnerships	Postcards for theater & magic shows	1,200
Art Education	Programs, flyers	250
Arts Barn Administration	Season brochures	2,400
Music Programs	Postcards for school distribution	300
Total		5,000
554000 - Signage		
Arts Barn Administration	New large banners	1,500
Arts Barn Administration	New small banners	500
Music Programs	Signage	200
Total		2,200
556000 - Postage		
Arts Barn Administration	Postage - letters, invitations, season brochures	2,500
Total		2,500
560000 - Miscellaneous		
Music Programs	Artist travel expenses, offset by sponsorship	3,000
Total		3,000
567000 - Rental & Use		
Young Artist Award	Transportation fees for moving a baby grand piano - rental fees offset by sponsorship	750
Total		750
573000 - R&M - Machinery & Equipment		
Gaithersburg Arts Barn	Maintenance & supplies - copier (Ricoh MPC 3003 - BW)	364
Gaithersburg Arts Barn	Maintenance & supplies - copier (Ricoh MPC 3003 - color)	1,465
Total		1,829
Total Non-Personnel Expenditures		**178,609**

1424 - Gaithersburg Youth Center at Olde Towne

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	132,970	115,434	110,797	115,582	4,785	4.3%
505200 - Other Taxable Comp.-GFIT	216	336	540	336	(204)	(37.8%)
508000 - Overtime Wages	666	658	-	-	-	0.0%
509000 - Part-Time Wages	116,593	113,700	113,730	128,668	14,938	13.1%
510000 - FICA Taxes	18,153	17,604	17,933	19,080	1,147	6.4%
514200 - Vision Benefit	24	129	135	129	(6)	(4.4%)
514210 - Health Insurance	29,967	28,927	28,962	30,411	1,449	5.0%
514220 - Dental Benefit	1,500	1,745	1,867	1,745	(122)	(6.5%)
514230 - Long-Term Care Benefit	229	276	276	290	14	5.1%
514240 - Life Ins and Disability Benefit	1,285	1,161	1,005	1,210	205	20.4%
515000 - Retirement (401A)	10,505	9,235	9,234	9,631	397	4.3%
516000 - Savings Plan (401K)	3,624	3,463	3,462	3,612	150	4.3%
521000 - Office Supplies	219	450	450	375	(75)	(16.7%)
522000 - General Operating Supplies	7,722	8,400	8,400	8,400	-	0.0%
522500 - Program Activities	1,476	1,600	1,600	1,600	-	0.0%
525000 - Furniture/Fixture	1,635	2,100	2,100	2,250	150	7.1%
526000 - Machinery/Equipment	4,960	5,000	5,000	7,680	2,680	53.6%
531000 - IT (Non-Consultant) Services	298	309	309	445	136	44.0%
531500 - Software Licenses	254	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	3,884	3,874	3,874	3,884	10	0.3%
536000 - Miscellaneous Professional Services	350	-	2,000	1,000	(1,000)	(50.0%)
537000 - Instructor Services	-	500	500	-	(500)	(100.0%)
544000 - Dues/Memberships/Certification	180	-	-	-	-	0.0%
546300 - In-Service Training	-	180	-	-	-	0.0%
547000 - Travel Expense	188	-	-	-	-	0.0%
551100 - Cellular Phone	1,047	700	500	720	220	44.0%
553000 - Printing & Binding	29	100	-	250	250	100.0%
573000 - R&M - Machinery & Equipment	2,307	2,307	2,307	2,307	-	0.0%
575000 - R&M - Furniture & Equipment	-	2,500	2,250	1,000	(1,250)	(55.6%)
Total	340,283	320,688	317,231	340,605	23,374	7.4%

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	315,734	292,668	287,941	310,694	22,753	7.9%
Operating	24,549	28,020	29,290	29,911	621	2.1%
Total	340,283	320,688	317,231	340,605	23,374	7.4%

1424 - Gaithersburg Youth Center at Olde Towne Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
OTYC Vocal Clinic	Binders, folders	75
OTYC Youth Center - Olde Towne	Pens, paper, printer cartridges	300
Total		375
522000 - General Operating Supplies		
OTYC G-Corp	Project supplies for shelter meal prep, car wash, craft supplies & fundraisers	300
OTYC Innov8	Supplies: props, make-up, costumes	100
OTYC Studio FX	Supplies: music craft, lanyards, press passes (3 sessions)	400
OTYC Summer Trips	Water, snacks & first aid (20 trips)	500
OTYC Vocal Clinic	Supplies: sheet music, costumes, crafts	200
OTYC Youth Center - Olde Towne	School year volunteer project supplies, food for volunteers	950
OTYC Youth Center - Olde Towne	Arts & crafts and STEAM supplies	780
OTYC Youth Center - Olde Towne	Summer volunteer project supplies, food for volunteers	200
OTYC Youth Center - Olde Towne	Member outreach: Celebreaks, cookouts, socials	1,200
OTYC Youth Center - Olde Towne	Video games, systems & accessories	900
OTYC Youth Center - Olde Towne	GYC chefs	1,440
OTYC Youth Center - Olde Towne	Equipment: sports & games	1,430
Total		8,400
522500 - Program Activities		
OTYC Summer Trips	Elective summer trips	1,600
Total		1,600
525000 - Furniture/Fixture		
OTYC Youth Center - Olde Towne	APR chairs	750
OTYC Youth Center - Olde Towne	Game table - foosball	1,500
Total		2,250

1424 - Gaithersburg Youth Center at Olde Towne Non-Personnel Expenditures		FY20 Adopted Budget
526000 - Machinery/Equipment		
OTYC Innov8	Camera equipment & accessories: flash drives, SD cards, tripods, microphones	400
OTYC Studio FX	Audio equipment: flash drives, headphones, microphones	500
OTYC Studio Programs	Studio equipment replacement: external hardrives, 12" subwoofer	2,400
OTYC Youth Center - Olde Towne	TVs, game systems, charging stations	500
Gaithersburg Youth Center at Olde Towne	Digital signage hardware	2,880
Gaithersburg Youth Center at Olde Towne	Miscellaneous computer devices & supplies	1,000
Total		7,680
531000 - IT (Non-Consultant) Services		
Gaithersburg Youth Center at Olde Towne	Software service for new digital signage	120
Gaithersburg Youth Center at Olde Towne	Service - software (Adobe Photoshop Creative Cloud) (1)	325
Total		445
531600 - Software Maintenance Agreements		
Gaithersburg Youth Center at Olde Towne	Maintenance - software (Avid Pro Tools Studio)	1,100
Gaithersburg Youth Center at Olde Towne	Maintenance - software (Adobe Premier Elements) (9)	124
Gaithersburg Youth Center at Olde Towne	Maintenance - software (Microsoft CALs) (14)	2,660
Total		3,884
536000 - Miscellaneous Professional Services		
OTYC Studio Programs	Technical contractor	1,000
Total		1,000
551100 - Cellular Phone		
OTYC Youth Center - Olde Towne	Cell phone service (1)	720
Total		720
553000 - Printing & Binding		
OTYC Youth Center - Olde Towne	Rental postcards	250
Total		250

1424 - Gaithersburg Youth Center at Olde Towne Non-Personnel Expenditures		FY20 Adopted Budget
573000 - R&M - Machinery & Equipment		
Gaithersburg Youth Center at Olde Towne	Maintenance - hardware (Avid Pro Tools Studio - C24)	2,307
Total		2,307
575000 - R&M - Furniture & Equipment		
OTYC Youth Center - Olde Towne	Modular seating repair & cleaning	1,000
Total		1,000
Total Non-Personnel Expenditures		**29,911**

1425 - Benjamin Gaither Center (Seniors Program)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	352,295	358,791	344,440	356,460	12,020	3.5%
505100 - Other Taxable Comp.-Multilingual	2,080	2,080	2,080	2,080	-	0.0%
505200 - Other Taxable Comp.-GFIT	490	672	1,080	672	(408)	(37.8%)
505300 - Other Taxable Comp.-Housing Stipend	3,600	3,600	3,600	3,600	-	0.0%
507000 - Vacation & Sick Payouts	8,119	8,500	-	-	-	0.0%
508000 - Overtime Wages	386	-	250	-	(250)	(100.0%)
509000 - Part-Time Wages	101,872	97,679	97,679	105,075	7,396	7.6%
510000 - FICA Taxes	34,077	35,405	35,768	36,929	1,161	3.2%
514200 - Vision Benefit	158	552	519	552	33	6.4%
514210 - Health Insurance	80,686	91,677	84,372	96,381	12,009	14.2%
514220 - Dental Benefit	2,349	5,303	5,182	5,303	121	2.3%
514230 - Long-Term Care Benefit	976	828	828	870	42	5.1%
514240 - Life Ins and Disability Benefit	3,737	3,660	3,618	3,762	144	4.0%
515000 - Retirement (401A)	27,752	28,705	28,705	29,705	1,000	3.5%
515050 - Supplemental Retirement (401A)	1,901	1,983	1,983	2,068	85	4.3%
515100 - Retirement Health Savings (RHS)	430	430	460	430	(30)	(6.5%)
516000 - Savings Plan (401K)	10,269	10,764	10,764	11,141	377	3.5%
519000 - Tuition Reimbursement	-	-	-	3,500	3,500	100.0%
521000 - Office Supplies	1,153	1,100	1,100	1,100	-	0.0%
522000 - General Operating Supplies	11,229	11,790	11,790	12,790	1,000	8.5%
522200 - Photo/Audio/Video Supplies	-	-	225	-	(225)	(100.0%)
522500 - Program Activities	36,468	30,000	30,000	30,000	-	0.0%
525000 - Furniture/Fixture	5,439	2,750	2,750	4,350	1,600	58.2%
526000 - Machinery/Equipment	2,143	1,000	1,000	4,000	3,000	300.0%
531500 - Software Licenses	-	-	-	900	900	100.0%
531600 - Software Maintenance Agreements	3,420	3,420	3,420	3,420	-	0.0%
536000 - Miscellaneous Professional Services	51,010	53,650	53,650	58,510	4,860	9.1%
536300 - Contract Cleaning	1,576	3,000	2,500	3,500	1,000	40.0%

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By Object						
536500 - Investigations	-	90	75	75	-	0.0%
537000 - Instructor Services	6,040	4,240	4,240	4,240	-	0.0%
538000 - Performances & Entertainment	5,059	4,350	4,350	4,350	-	0.0%
541000 - Advertising	3,428	5,200	5,200	5,200	-	0.0%
544000 - Dues/Memberships/Certification	850	400	400	1,210	810	202.5%
546000 - Conf./Seminar/Class Registration	6	350	350	400	50	14.3%
547000 - Travel Expense	-	485	300	1,185	885	295.0%
547100 - Local Travel Mileage	149	-	185	-	(185)	(100.0%)
549000 - Scholarship Management	145	200	200	140	(60)	(30.0%)
551100 - Cellular Phone	1,454	960	960	1,440	480	50.0%
553000 - Printing & Binding	10,967	10,000	10,000	11,600	1,600	16.0%
554000 - Signage	1,395	1,800	1,800	1,400	(400)	(22.2%)
556000 - Postage	3,192	3,750	3,750	3,500	(250)	(6.7%)
557000 - Uniforms/ Laundry	563	550	550	550	-	0.0%
573000 - R&M - Machinery & Equipment	1,116	2,325	2,325	1,944	(381)	(16.4%)
574000 - R&M - Vehicles	14	-	-	-	-	0.0%
Total	777,995	792,039	762,448	814,333	51,885	6.8%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	631,178	650,629	621,328	658,529	37,201	6.0%
Operating	146,817	141,410	141,120	155,804	14,684	10.4%
Total	777,995	792,039	762,448	814,333	51,885	6.8%

1425 - Benjamin Gaither Center (Seniors Program) Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
BGC Admin. & Operations	Class supplies, stationary, envelopes, folders & pens	300
BGC Admin. & Operations	Copier, fax machine, computer paper & toner	800
Total		1,100
522000 - General Operating Supplies		
Active Aging Expo	Supplies	900
BGC Admin. & Operations	Program supplies	1,300
BGC Classes	Fitness balls, weights, bands, racks, mats, music & DVDs	400
BGC Fitness Center	Program supplies	200
Active Aging Expo	Apples	250
BGC Admin. & Operations	Monthly program supplies	1,200
Active Aging Expo	Pizza	720
BGC Admin. & Operations	Monthly breakfast supplies	720
BGC Admin. & Operations	Floor cleaning supplies	2,600
BGC Admin. & Operations	Paper products - paper towels, toilet paper	3,000
BGC Admin. & Operations	Monthly craft projects	600
BGC Admin. & Operations	Healthy tasty treats	900
Total		12,790
522500 - Program Activities		
BGC Trips/Activities	Trips	26,700
BGC Trips/Activities	Picnic	900
BGC Trips/Activities	Day time events & programs	1,200
BGC Trips/Activities	Bingo prizes & supplies	1,200
Total		30,000
525000 - Furniture/Fixture		
BGC Admin. & Operations	Filing & storage cabinets in Wellness Center	750
BGC Admin. & Operations	Filing & storage cabinets for rear office	1,000
BGC Admin. & Operations	Filing & storage cabinets for front office	1,000
BGC Admin. & Operations	Tables	1,000
BGC Admin. & Operations	Chairs	600
Total		4,350

1425 - Benjamin Gaither Center (Seniors Program) Non-Personnel Expenditures		FY20 Adopted Budget
526000 - Machinery/Equipment		
Benjamin Gaither Center (Seniors Program)	Additional security cameras (3)	3,000
Benjamin Gaither Center (Seniors Program)	Miscellaneous computer devices & supplies	1,000
Total		4,000
531500 - Software Licenses		
Benjamin Gaither Center (Seniors Program)	Additional Milestone licenses for security cameras (3)	900
Total		900
531600 - Software Maintenance Agreements		
Benjamin Gaither Center (Seniors Program)	Maintenance - software (Microsoft CALs) (18)	3,420
Total		3,420
536000 - Miscellaneous Professional Services		
Active Aging Expo	Sound system	1,000
BGC Admin. & Operations	Nutrition program	57,510
Total		58,510
536300 - Contract Cleaning		
BGC Admin. & Operations	Cleaning	3,500
Total		3,500
536500 - Investigations		
BGC Admin. & Operations	Background checks	75
Total		75
537000 - Instructor Services		
BGC Classes	Yoga class	2,640
BGC Classes	Water color class	1,600
Total		4,240

1425 - Benjamin Gaither Center (Seniors Program) Non-Personnel Expenditures		FY20 Adopted Budget
538000 - Performances & Entertainment		
Active Aging Expo	Photo booth	550
BGC Trips/Activities	Performers	1,375
Active Aging Expo	Caricaturist	550
Active Aging Expo	Tattoo artist	525
Active Aging Expo	Massage	1,350
Total		4,350
541000 - Advertising		
Active Aging Expo	Ad	1,000
BGC Admin. & Operations	Advertising	4,200
Total		5,200
544000 - Dues/Memberships/Certification		
BGC Admin. & Operations	IDEA Health & Fitness Association	100
BGC Admin. & Operations	CPR/AED & SFA	810
BGC Admin. & Operations	Wellness instructor, continuing education	100
BGC Admin. & Operations	Maryland Association of Senior Centers	100
BGC Admin. & Operations	Grass Root Organization for the Well Being of Seniors (GROWS)	100
Total		1,210
546000 - Conf./Seminar/Class Registration		
BGC Admin. & Operations	MRPA & other local workshops	50
BGC Admin. & Operations	National Institute of Senior Centers Conference	350
Total		400
547000 - Travel Expense		
BGC Trips/Activities	E-Z Pass	185
BGC Admin. & Operations	National Institute of Senior Centers Conference	1,000
Total		1,185
549000 - Scholarship Management		
BGC Admin. & Operations	Financial assistance for memberships	140
Total		140
551100 - Cellular Phone		
BGC Admin. & Operations	Cell phone service (2)	1,440
Total		1,440

1425 - Benjamin Gaither Center (Seniors Program) Non-Personnel Expenditures		FY20 Adopted Budget
553000 - Printing & Binding		
Active Aging Expo	Newsletter insert	100
BGC Admin. & Operations	Newsletters	7,700
BGC Admin. & Operations	Direct mailing	2,400
BGC Admin. & Operations	Food and transportation	500
BGC Admin. & Operations	May Active Aging Expo newsletter	900
Total		11,600
554000 - Signage		
Active Aging Expo	Banner	600
BGC Admin. & Operations	Banners	800
Total		1,400
556000 - Postage		
BGC Admin. & Operations	Newsletter bulk mailing	3,500
Total		3,500
557000 - Uniforms/ Laundry		
BGC Admin. & Operations	Staff shirts	250
BGC Admin. & Operations	Sweatshirts	300
Total		550
573000 - R&M - Machinery & Equipment		
BGC Fitness Center	Maintenance of fitness equipment	1,200
BGC Fitness Center	Fitness equipment repair	400
Benjamin Gaither Center (Seniors Program)	Maintenance & supplies - copier (Ricoh MP 2554SP)	344
Total		1,944
Total Non-Personnel Expenditures		**155,804**

1426 - Activity Center

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	257,529	261,940	250,187	260,386	10,199	4.1%
505100 - Other Taxable Comp.-Multilingual	2,080	2,080	2,080	2,080	-	0.0%
505200 - Other Taxable Comp.-GFIT	978	1,008	1,620	1,008	(612)	(37.8%)
505300 - Other Taxable Comp.-Housing Stipend	3,600	-	3,600	-	(3,600)	(100.0%)
508000 - Overtime Wages	936	400	1,250	900	(350)	(28.0%)
509000 - Part-Time Wages	122,442	128,000	136,183	138,377	2,194	1.6%
510000 - FICA Taxes	29,300	30,099	31,444	31,641	197	0.6%
514200 - Vision Benefit	96	221	135	221	86	63.7%
514210 - Health Insurance	7,334	28,927	8,141	30,411	22,270	273.6%
514220 - Dental Benefit	2,911	3,060	1,867	3,060	1,193	63.9%
514230 - Long-Term Care Benefit	492	552	552	580	28	5.1%
514240 - Life Ins and Disability Benefit	3,037	2,657	2,644	2,726	82	3.1%
515000 - Retirement (401A)	20,335	20,955	20,848	21,698	850	4.1%
515100 - Retirement Health Savings (RHS)	11,861	8,560	13,130	8,976	(4,154)	(31.6%)
516000 - Savings Plan (401K)	7,625	7,859	7,819	8,137	318	4.1%
521000 - Office Supplies	537	400	500	500	-	0.0%
522000 - General Operating Supplies	6,308	6,000	6,000	6,000	-	0.0%
525000 - Furniture/Fixture	3,938	4,300	4,300	4,300	-	0.0%
526000 - Machinery/Equipment	2,701	1,069	1,100	1,600	500	45.5%
531000 - IT (Non-Consultant) Services	-	643	643	1,285	642	99.8%
531500 - Software Licenses	107	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	1,028	975	760	760	-	0.0%
536000 - Miscellaneous Professional Services	455	500	720	500	(220)	(30.6%)
536300 - Contract Cleaning	452	700	900	900	-	0.0%
536500 - Investigations	-	120	120	120	-	0.0%
542000 - Awards & Presentations	1,000	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	161	-	375	450	75	20.0%
546000 - Conf./Seminar/Class Registration	-	90	400	200	(200)	(50.0%)

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
547000 - Travel Expense	-	-	100	-	(100)	(100.0%)
553000 - Printing & Binding	29	61	-	-	-	0.0%
554000 - Signage	192	225	300	300	-	0.0%
556000 - Postage	424	400	800	600	(200)	(25.0%)
557000 - Uniforms/ Laundry	594	700	700	700	-	0.0%
560000 - Miscellaneous	50	50	300	300	-	0.0%
561000 - Local - In-Service Meals	169	250	250	250	-	0.0%
573000 - R&M - Machinery & Equipment	3,359	5,000	5,800	5,800	-	0.0%
Total	492,060	517,801	505,568	534,766	29,197	5.8%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	470,557	496,318	481,500	510,201	28,700	6.0%
Operating	21,502	21,483	24,068	24,565	497	2.1%
Total	492,060	517,801	505,568	534,766	29,197	5.8%

1426 - Activity Center Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Activity Center	Easels, pads, laminating materials & binders	500
Total		500
522000 - General Operating Supplies		
Activity Center	Carts, hardware, keys & tools	800
Activity Center	Cleaning supplies - vinyl cleaner, hand sanitizer & solvents	2,100
Activity Center	First aid supplies	200
Activity Center	Fitness Center supplies - towels, mats, weights & stickers	600
Activity Center	Gym supplies - balls, nets, goals & floor tape	1,100
Activity Center	Shower curtains, floor mats & fans	600
Activity Center	Volleyball equipment	600
Total		6,000
525000 - Furniture/Fixture		
Activity Center	Tables and conference room chairs (replacement)	4,300
Total		4,300
526000 - Machinery/Equipment		
Activity Center	Camera supplies	200
Activity Center	Electronics	400
Activity Center	Miscellaneous computer devices & supplies	1,000
Total		1,600
531000 - IT (Non-Consultant) Services		
Activity Center	Service - software (AllSeated)	1,285
Total		1,285
531600 - Software Maintenance Agreements		
Activity Center	Maintenance - software (Microsoft CALs) (4)	760
Total		760
536000 - Miscellaneous Professional Services		
Activity Center	Cable TV services (Xfinity)	500
Total		500
536300 - Contract Cleaning		
Activity Center	Additional hours - large event or late hours	320
Activity Center	Parking lot - weekend cleanup	580
Total		900

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1426 - Activity Center Non-Personnel Expenditures		FY20 Adopted Budget
536500 - Investigations		
Activity Center	Background checks	120
Total		120
544000 - Dues/Memberships/Certification		
Activity Center	CPR/AED/SFA	450
Total		450
546000 - Conf./Seminar/Class Registration		
Activity Center	Professional development trainings (2)	200
Total		200
554000 - Signage		
Activity Center	Building signs & banners	300
Total		300
556000 - Postage		
Activity Center	Mailings	600
Total		600
557000 - Uniforms/ Laundry		
Activity Center	Laundry supplies	400
Activity Center	Staff shirts - facility staff	300
Total		700
560000 - Miscellaneous		
Activity Center	Building alarm fees	300
Total		300
561000 - Local - In-Service Meals		
Activity Center	Meetings and trainings	250
Total		250
573000 - R&M - Machinery & Equipment		
Activity Center	Fitness equipment maintenance	4,000
Activity Center	Gymnasium fixtures repair & maintenance	1,800
Total		5,800
Total Non-Personnel Expenditures		**24,565**

1427 - Gaithersburg Aquatic Center

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536400 - Contract Maintenance Services	2,100	12,100	10,000

Movement of pool maintenance contract costs from Activity 1164, Building & Grounds – Gaithersburg Aquatic Center, to Activity 1427, Gaithersburg Aquatic Center.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	42,690	59,342	58,528	59,418	890	1.5%
508000 - Overtime Wages	953	-	-	-	-	0.0%
509000 - Part-Time Wages	177,876	149,641	149,641	161,166	11,525	7.7%
510000 - FICA Taxes	16,957	15,988	16,589	17,064	475	2.9%
514200 - Vision Benefit	-	37	-	37	37	100.0%
514210 - Health Insurance	-	8,129	-	8,546	8,546	100.0%
514220 - Dental Benefit	-	430	-	430	430	100.0%
514230 - Long-Term Care Benefit	72	138	138	145	7	5.1%
514240 - Life Ins and Disability Benefit	651	595	611	620	9	1.5%
515000 - Retirement (401A)	3,415	4,747	4,877	4,951	74	1.5%
515100 - Retirement Health Savings (RHS)	2,994	-	4,530	-	(4,530)	(100.0%)
516000 - Savings Plan (401K)	1,281	1,780	1,829	1,857	28	1.5%
521000 - Office Supplies	441	750	750	750	-	0.0%
522000 - General Operating Supplies	12,916	15,000	15,000	17,000	2,000	13.3%
524000 - Supplies/Resale	-	2,750	2,750	2,100	(650)	(23.6%)
525000 - Furniture/Fixture	-	750	750	-	(750)	(100.0%)
526000 - Machinery/Equipment	-	1,150	1,150	1,900	750	65.2%
531600 - Software Maintenance Agreements	380	380	380	380	-	0.0%
536000 - Miscellaneous Professional Services	-	900	900	900	-	0.0%
536400 - Contract Maintenance Services	-	2,100	2,100	12,100	10,000	476.2%
537000 - Instructor Services	5,495	8,515	6,500	6,500	-	0.0%
538000 - Performances & Entertainment	898	750	750	750	-	0.0%
541000 - Advertising	319	500	500	500	-	0.0%

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
542000 - Awards & Presentations	-	150	150	150	-	0.0%
544000 - Dues/Memberships/Certification	1,107	4,000	4,000	2,500	(1,500)	(37.5%)
546000 - Conf./Seminar/Class Registration	-	800	800	565	(235)	(29.4%)
546300 - In-Service Training	1,984	1,378	1,200	1,200	-	0.0%
547000 - Travel Expense	283	900	900	400	(500)	(55.6%)
549000 - Scholarship Management	776	1,700	200	500	300	150.0%
550700 - Solid Waste/Recycling	-	150	150	150	-	0.0%
551000 - Telephone (Landline)	103	1,000	-	-	-	0.0%
551100 - Cellular Phone	431	500	500	-	(500)	(100.0%)
553000 - Printing & Binding	158	250	250	250	-	0.0%
554000 - Signage	-	1,000	1,000	2,000	1,000	100.0%
556000 - Postage	251	100	100	100	-	0.0%
557000 - Uniforms/ Laundry	324	1,000	1,000	700	(300)	(30.0%)
561000 - Local - In-Service Meals	359	500	500	500	-	0.0%
567000 - Rental & Use	92	600	600	600	-	0.0%
572000 - R&M - Buildings & Facilities	-	500	500	5,000	4,500	900.0%
573000 - R&M - Machinery & Equipment	-	1,000	1,000	2,500	1,500	150.0%
575000 - R&M - Furniture & Equipment	59	600	600	800	200	33.3%
Total	273,263	290,500	281,723	315,030	33,306	11.8%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	246,889	240,827	236,743	254,235	17,491	7.4%
Operating	26,374	49,673	44,980	60,795	15,815	35.2%
Total	273,263	290,500	281,723	315,030	33,306	11.8%

1427 - Gaithersburg Aquatic Center Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Aquatic Center Administration	Registration & admin. supplies, toner for printer	750
Total		750
522000 - General Operating Supplies		
Aquatic Center Administration	Rescue tubes, manikin supplies, ARC fees, FA, cleaning, chemicals	16,575
Aquatic Center Lesson Program	General operating supplies	425
Total		17,000
524000 - Supplies/Resale		
Aquatic Center Administration	CPR masks, lifeguard training program, locks, waterproof pants, swim diapers	2,100
Total		2,100
526000 - Machinery/Equipment		
Aquatic Center Administration	Chemical controllers/sensors	1,150
Aquatic Center Administration	Pool maintenance tools	500
Gaithersburg Aquatic Center	Miscellaneous computer devices & supplies	250
Total		1,900
531600 - Software Maintenance Agreements		
Gaithersburg Aquatic Center	Maintenance - software (Microsoft CALs) (2)	380
Total		380
536000 - Miscellaneous Professional Services		
Aquatic Center Administration	Pool repair consultant	900
Total		900
536400 - Contract Maintenance Services		
Aquatic Center Administration	UV bulb replacement	2,100
Aquatic Center Administration	Pool maintenance contract	10,000
Total		12,100
537000 - Instructor Services		
Aquatic Center Administration	Contracted class instructors	6,500
Total		6,500
538000 - Performances & Entertainment		
Aquatic Center Administration	Resident/member events	750
Total		750

1427 - Gaithersburg Aquatic Center Non-Personnel Expenditures		FY20 Adopted Budget
541000 - Advertising		
Aquatic Center Administration	Program banners & postcards	500
Total		500
542000 - Awards & Presentations		
Aquatic Center Administration	Staff recognition awards	150
Total		150
544000 - Dues/Memberships/Certification		
Aquatic Center Administration	ARC lifeguard training support fees	2,500
Total		2,500
546000 - Conf./Seminar/Class Registration		
Aquatic Center Administration	MRPA, NRPA	565
Total		565
546300 - In-Service Training		
Aquatic Center Administration	Lifeguard training, FA & CPR/AED materials	1,200
Total		1,200
547000 - Travel Expense		
Aquatic Center Administration	MRPA, NRPA	400
Total		400
549000 - Scholarship Management		
Aquatic Center Administration	Swim lesson scholarship	500
Total		500
550700 - Solid Waste/Recycling		
Aquatic Center Administration	Biohazard waste pick-up & disposal fee	150
Total		150
553000 - Printing & Binding		
Aquatic Center Administration	Brochures & postcards	250
Total		250
554000 - Signage		
Aquatic Center Administration	Rules/regulations, admission policies, outdoor sign, pool fees	2,000
Total		2,000

1427 - Gaithersburg Aquatic Center Non-Personnel Expenditures		FY20 Adopted Budget
556000 - Postage		
Aquatic Center Administration	General correspondence	100
Total		100
557000 - Uniforms/ Laundry		
Aquatic Center Administration	Staff shirts/ lifeguard shorts & whistles	700
Total		700
561000 - Local - In-Service Meals		
Aquatic Center Administration	In-service trainings	500
Total		500
567000 - Rental & Use		
Aquatic Center Administration	CO2 gas cylinder	600
Total		600
572000 - R&M - Buildings & Facilities		
Aquatic Center Administration	General R&M - pool maintenance contract repairs	5,000
Total		5,000
573000 - R&M - Machinery & Equipment		
Aquatic Center Administration	Aquatics replacement M&E expenses	2,500
Total		2,500
575000 - R&M - Furniture & Equipment		
Aquatic Center Administration	Annual diving board maintenance	800
Total		800
Total Non-Personnel Expenditures		**60,795**

1428 - Miniature Golf Course

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	40,027	16,737	28,430	29,104	674	2.4%
505200 - Other Taxable Comp.-GFIT	-	126	-	168	168	100.0%
509000 - Part-Time Wages	29,662	30,000	32,396	36,439	4,043	12.5%
510000 - FICA Taxes	5,031	3,585	4,848	5,120	272	5.6%
514200 - Vision Benefit	(11)	25	48	43	(5)	(10.4%)
514210 - Health Insurance	10,709	3,570	10,411	6,434	(3,977)	(38.2%)
514220 - Dental Benefit	131	235	704	402	(302)	(42.9%)
514230 - Long-Term Care Benefit	(227)	39	69	73	4	5.8%
514240 - Life Ins and Disability Benefit	606	169	297	306	9	3.0%
515000 - Retirement (401A)	3,136	1,339	2,369	2,425	56	2.4%
515200 - Medicare Retirement Health Savings (RHS)	-	562	-	1,000	1,000	100.0%
516000 - Savings Plan (401K)	588	502	-	910	910	100.0%
521000 - Office Supplies	111	200	200	200	-	0.0%
522000 - General Operating Supplies	7,749	7,000	7,000	7,000	-	0.0%
524000 - Supplies/Resale	3,067	3,000	3,000	3,000	-	0.0%
525000 - Furniture/Fixture	1,846	2,000	2,000	2,000	-	0.0%
526000 - Machinery/Equipment	305	250	250	250	-	0.0%
531600 - Software Maintenance Agreements	190	190	190	190	-	0.0%
536500 - Investigations	-	180	300	300	-	0.0%
541000 - Advertising	2,429	2,200	2,000	2,000	-	0.0%
544000 - Dues/Memberships/Certification	-	420	420	450	30	7.1%
552500 - Gasoline Expense	9	-	-	-	-	0.0%
553000 - Printing & Binding	329	400	400	400	-	0.0%
554000 - Signage	700	700	700	700	-	0.0%
557000 - Uniforms/ Laundry	749	750	750	750	-	0.0%
561000 - Local - In-Service Meals	184	200	100	100	-	0.0%
Total	107,321	74,379	96,882	99,764	2,882	3.0%

General Fund Departmental Budgets

Parks, Recreation & Culture - Activity Analysis

FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	89,651	56,889	79,572	82,424	2,852	3.6%
Operating	17,669	17,490	17,310	17,340	30	0.2%
Total	107,321	74,379	96,882	99,764	2,882	3.0%

1428 - Miniature Golf Course Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Miniature Golf Course	Printer cartridges	200
Total		200
522000 - General Operating Supplies		
Miniature Golf Course	Birthday party & event supplies	2,600
Miniature Golf Course	Brooms, mops & cleaning supplies	300
Miniature Golf Course	Fans, trash cans & plants	1,500
Miniature Golf Course	Golf equipment	2,100
Miniature Golf Course	Pond dye	500
Total		7,000
524000 - Supplies/Resale		
Miniature Golf Course	Golf balls & sundry items	500
Miniature Golf Course	Ice cream & water	2,500
Total		3,000
525000 - Furniture/Fixture		
Miniature Golf Course	Mats, benches & tables	1,200
Miniature Golf Course	Course decorations	800
Total		2,000
526000 - Machinery/Equipment		
Miniature Golf Course	Miscellaneous computer devices & supplies	250
Total		250
531600 - Software Maintenance Agreements		
Miniature Golf Course	Maintenance - software (Microsoft CALs) (1)	190
Total		190
536500 - Investigations		
Miniature Golf Course	Background checks	300
Total		300
541000 - Advertising		
Miniature Golf Course	Community magazines	1,600
Miniature Golf Course	Promotional materials	400
Total		2,000

1428 - Miniature Golf Course Non-Personnel Expenditures		FY20 Adopted Budget
544000 - Dues/Memberships/Certification		
Miniature Golf Course	CPR/AED/SFA (5)	450
Total		450
553000 - Printing & Binding		
Miniature Golf Course	Postcards and scorecards	400
Total		400
554000 - Signage		
Miniature Golf Course	Program banners & course signs	700
Total		700
557000 - Uniforms/ Laundry		
Miniature Golf Course	Staff shirts - attendants	500
Miniature Golf Course	Staff shirts - managers & coordinator	250
Total		750
561000 - Local - In-Service Meals		
Miniature Golf Course	Preseason meeting & staff trainings	100
Total		100
Total Non-Personnel Expenditures		**17,340**

1429 - Picnic Pavilions

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
509000 - Part-Time Wages	18,273	18,000	16,545	18,840	2,295	13.9%
510000 - FICA Taxes	1,398	1,377	1,318	1,441	123	9.3%
522000 - General Operating Supplies	1,014	1,100	1,400	1,400	-	0.0%
526000 - Machinery/Equipment	-	250	250	250	-	0.0%
531600 - Software Maintenance Agreements	380	380	380	380	-	0.0%
550000 - Electric	2,447	2,300	2,000	2,300	300	15.0%
552500 - Gasoline Expense	51	-	-	-	-	0.0%
553000 - Printing & Binding	18	-	-	-	-	0.0%
554000 - Signage	427	300	400	400	-	0.0%
Total	24,007	23,707	22,293	25,011	2,718	12.2%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	19,671	19,377	17,863	20,281	2,418	13.5%
Operating	4,336	4,330	4,430	4,730	300	6.8%
Total	24,007	23,707	22,293	25,011	2,718	12.2%

General Fund Departmental Budgets
Parks, Recreation & Culture - Activity Analysis
FY20 Budget

1429 - Picnic Pavilions Non-Personnel Expenditures		FY20 Adopted Budget
522000 - General Operating Supplies		
Picnic Pavilions	Paint, wasp repellent & hardware	200
Picnic Pavilions	Sports equipment - volleyball & horseshoes	400
Picnic Pavilions	Traffic cones & parking lot barricades	300
Picnic Pavilions	Trash bags	500
Total		1,400
526000 - Machinery/Equipment		
Picnic Pavilions	Miscellaneous computer devices & supplies	250
Total		250
531600 - Software Maintenance Agreements		
Picnic Pavilions	Maintenance - software (Microsoft CALs) (2)	380
Total		380
550000 - Electric		
Picnic Pavilions	Bohrer Park utility costs	2,300
Total		2,300
554000 - Signage		
Picnic Pavilions	Park signs	400
Total		400
Total Non-Personnel Expenditures		**4,730**

1430 - Winter Lights

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
508000 - Overtime Wages	27,461	27,000	27,000	27,000	-	0.0%
509000 - Part-Time Wages	38,098	39,805	38,459	42,516	4,057	10.5%
510000 - FICA Taxes	2,960	5,111	5,131	5,318	187	3.6%
522000 - General Operating Supplies	30,521	38,000	38,000	38,600	600	1.6%
524000 - Supplies/Resale	3,952	3,314	4,000	4,000	-	0.0%
526000 - Machinery/Equipment	-	4,049	3,500	1,800	(1,700)	(48.6%)
531000 - IT (Non-Consultant) Services	298	129	-	-	-	0.0%
533000 - Legal	30	220	30	30	-	0.0%
536000 - Miscellaneous Professional Services	24,105	75,160	33,400	31,600	(1,800)	(5.4%)
536500 - Investigations	-	60	-	-	-	0.0%
536800 - Security Services	828	1,157	1,000	1,000	-	0.0%
538000 - Performances & Entertainment	2,105	1,125	2,550	3,000	450	17.6%
541000 - Advertising	18,382	18,000	20,000	18,000	(2,000)	(10.0%)
543000 - Contributions	6,000	6,500	6,500	6,500	-	0.0%
544000 - Dues/Memberships/Certification	-	-	150	-	(150)	(100.0%)
550000 - Electric	3,547	1,629	3,000	3,000	-	0.0%
550200 - Water	45	78	100	-	(100)	(100.0%)
553000 - Printing & Binding	3,774	3,312	4,000	3,500	(500)	(12.5%)
554000 - Signage	1,030	2,297	2,500	2,500	-	0.0%
560000 - Miscellaneous	52	161	-	-	-	0.0%
561000 - Local - In-Service Meals	37	-	-	50	50	100.0%
567000 - Rental & Use	46,300	40,340	48,340	48,340	-	0.0%
Total	209,524	267,447	237,660	236,754	(906)	(0.4%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	68,519	71,916	70,590	74,834	4,244	6.0%
Operating	141,005	195,531	167,070	161,920	(5,150)	(3.1%)
Total	209,524	267,447	237,660	236,754	(906)	(0.4%)

1430 - Winter Lights Non-Personnel Expenditures		FY20 Adopted Budget
522000 - General Operating Supplies		
Special Event Nights	Decorations, food, drinks, paper products	1,000
Winter Lights	Electrical devices & materials	7,500
Special Event Nights	S'more-making supplies (SLE)	600
Winter Lights	Extension cords, display tape, guide wire	19,000
Special Event Nights	Dog treats, hot chocolate, cups (L&LE)	400
Winter Lights	LED bulbs, roadway lighting	10,000
Winter Lights	Water dispenser rental & services	100
Total		38,600
524000 - Supplies/Resale		
Special Event Nights	Wine (WUTL)	2,800
Winter Lights	Prism glasses for re-sale	1,200
Total		4,000
526000 - Machinery/Equipment		
Winter Lights	Wireless router for Winter Lights	1,300
Winter Lights	Miscellaneous computer devices & supplies	500
Total		1,800
533000 - Legal		
Special Event Nights	County license (WUTL)	30
Total		30
536000 - Miscellaneous Professional Services		
Winter Lights	Electrical services	600
Winter Lights	Locksmith services	2,000
Winter Lights	Portable restroom cleanings	5,000
Winter Lights	Tree decorating services	24,000
Total		31,600
536800 - Security Services		
Special Event Nights	Security (WUTL)	1,000
Total		1,000

1430 - Winter Lights Non-Personnel Expenditures		FY20 Adopted Budget
538000 - Performances & Entertainment		
Special Event Nights	Musical entertainment	1,450
Special Event Nights	Santa for family event	1,000
Special Event Nights	Santa for canine event	550
Total		3,000
541000 - Advertising		
Winter Lights	Print, bus, radio ads	18,000
Total		18,000
543000 - Contributions		
Winter Lights	Charities	6,000
Winter Lights	Nonprofit/student volunteers	500
Total		6,500
550000 - Electric		
Winter Lights	Electricity	3,000
Total		3,000
553000 - Printing & Binding		
Winter Lights	Tickets, flyers, inserts, brochures, & postcards	3,500
Total		3,500
554000 - Signage		
Winter Lights	Banners updates, replacements, & sponsor signage	2,500
Total		2,500
561000 - Local - In-Service Meals		
Winter Lights	Local - in-service meals	50
Total		50
567000 - Rental & Use		
Special Event Nights	Heated tent, tables, chairs, equipment (WUTL)	12,290
Winter Lights	Port-a-johns	2,150
Winter Lights	Bucket trucks	9,500
Winter Lights	State park rental	22,600
Winter Lights	Ticket sales trailer	1,800
Total		48,340
Total Non-Personnel Expenditures		**161,920**

1436 - Special Events

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536000 - Miscellaneous Professional Services	112,855	45,669	(67,186)
Summerfest expenditures for 2020 will occur in FY21, a onetime FY19 expenditure for the 10th anniversary Gaithersburg Book Festival, and a contracted position of Sponsorship Coordinator was moved to 501000 Full Time Wages.			
536800 - Security Services	22,038	15,600	(6,438)
SummerFest expenditures for 2020 will occur in FY21.			
538000 - Performances & Entertainment	78,625	45,900	(32,725)
SummerFest expenditures for 2020 will occur in FY21.			
541000 - Advertising	22,150	16,830	(5,320)
SummerFest expenditures for 2020 will occur in FY21.			
554000 - Signage	21,027	13,670	(7,357)
SummerFest expenditures for 2020 will occur in FY21.			
567000 - Rental & Use	122,140	82,275	(39,865)
SummerFest expenditures for 2020 will occur in FY21.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	487,113	510,694	494,824	563,372	68,548	13.9%
505200 - Other Taxable Comp.-GFIT	362	336	1,080	672	(408)	(37.8%)
507000 - Vacation & Sick Payouts	8,474	7,600	-	-	-	0.0%
508000 - Overtime Wages	4,132	1,000	750	5,000	4,250	566.7%
509000 - Part-Time Wages	117,026	122,400	117,514	126,373	8,859	7.5%
510000 - FICA Taxes	46,396	48,534	48,921	54,995	6,074	12.4%
514200 - Vision Benefit	26	497	571	584	13	2.3%
514210 - Health Insurance	65,405	75,499	84,950	92,242	7,292	8.6%
514220 - Dental Benefit	5,786	5,309	6,536	6,113	(423)	(6.5%)
514230 - Long-Term Care Benefit	1,006	966	828	1,160	332	40.1%
514240 - Life Ins and Disability Benefit	5,061	5,123	4,722	5,814	1,092	23.1%
515000 - Retirement (401A)	38,467	40,855	41,221	46,947	5,726	13.9%
515100 - Retirement Health Savings (RHS)	10,601	8,560	10,446	8,976	(1,470)	(14.1%)

General Fund Departmental Budgets
Parks, Recreation & Culture - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
515200 - Medicare Retirement Health Savings (RHS)	-	-	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	13,386	15,323	15,460	17,606	2,146	13.9%
522000 - General Operating Supplies	48,134	35,335	35,335	32,385	(2,950)	(8.3%)
524000 - Supplies/Resale	4,759	3,300	3,300	2,000	(1,300)	(39.4%)
525000 - Furniture/Fixture	-	285	-	-	-	0.0%
526000 - Machinery/Equipment	357	500	500	2,000	1,500	300.0%
531000 - IT (Non-Consultant) Services	745	978	978	1,122	144	14.7%
531500 - Software Licenses	-	248	-	-	-	0.0%
531600 - Software Maintenance Agreements	17,558	2,671	2,470	2,470	-	0.0%
533000 - Legal	150	450	280	330	50	17.9%
536000 - Miscellaneous Professional Services	137,484	112,855	112,855	45,669	(67,186)	(59.5%)
536300 - Contract Cleaning	531	-	-	-	-	0.0%
536500 - Investigations	90	400	200	200	-	0.0%
536800 - Security Services	22,643	22,038	22,038	15,600	(6,438)	(29.2%)
538000 - Performances & Entertainment	112,219	78,625	78,625	45,900	(32,725)	(41.6%)
541000 - Advertising	21,352	22,150	22,150	16,830	(5,320)	(24.0%)
542000 - Awards & Presentations	100	462	-	-	-	0.0%
543000 - Contributions	182	400	400	-	(400)	(100.0%)
544000 - Dues/Memberships/Certification	1,042	635	200	200	-	0.0%
546000 - Conf./Seminar/Class Registration	1,492	1,195	1,511	1,511	-	0.0%
546300 - In-Service Training	-	180	-	-	-	0.0%
547000 - Travel Expense	1,150	1,430	1,750	1,750	-	0.0%
551100 - Cellular Phone	233	480	480	480	-	0.0%
552500 - Gasoline Expense	(0)	-	-	-	-	0.0%
553000 - Printing & Binding	19,107	18,134	18,134	17,107	(1,027)	(5.7%)
554000 - Signage	15,266	21,027	21,027	13,670	(7,357)	(35.0%)
556000 - Postage	2,228	1,480	1,480	1,500	20	1.4%
557000 - Uniforms/ Laundry	370	550	550	550	-	0.0%
560000 - Miscellaneous	11,832	15,075	15,075	12,500	(2,575)	(17.1%)
561000 - Local - In-Service Meals	470	200	-	-	-	0.0%
567000 - Rental & Use	161,703	122,140	122,140	82,275	(39,865)	(32.6%)

General Fund Departmental Budgets

Parks, Recreation & Culture - Activity Analysis

FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
567100 - Rental of Facilities	1,713	3,290	3,290	575	(2,715)	(82.5%)
Total	1,386,150	1,309,209	1,292,591	1,228,478	(64,113)	(5.0%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	803,239	842,696	827,823	931,854	104,031	12.6%
Operating	582,911	466,513	464,768	296,624	(168,144)	(36.2%)
Total	1,386,150	1,309,209	1,292,591	1,228,478	(64,113)	(5.0%)

1436 - Special Events Non-Personnel Expenditures		FY20 Adopted Budget
522000 - General Operating Supplies		
Constitution Gardens Programs	Program supplies	100
Exhibition Program	Reception supplies, hardware, labels	320
Gaithersburg Chorus	Sheet music	2,000
Jingle Jubilee and Tree Lighting	Santa handouts, decorations, hats, hot cocoa	300
Jubilation Day	Supplies	40
Labor Day Parade	Program supplies	350
La Milla de Mayo	Program supplies	450
Markets	Supplies	500
Memorial Day Observance	Memorial wreaths	400
Multicultural Affairs Committee	Paper products, decorations	350
Oktoberfest	Supplies, decorations	8,000
Outdoor Themed Concerts	Event supplies	100
Paws in the Park	Event supplies	50
Pre-School Events	Craft supplies & prizes	250
Special Events Administration	Pop-up tents, coolers; program decor	2,000
St. Patrick's Day Parade	Program supplies	100
Summerfest	Festival decorations & supplies	5,000
Veterans Day Observance	Memorial wreaths	375
Gaithersburg Book Festival	Ancillary events	900
Gaithersburg Chorus	Administrative & concert supplies	250
Labor Day Parade	Labor Day coins	2,600
La Milla de Mayo	Awards	1,000
Gaithersburg Book Festival	Volunteer shirts, VIP giveaways	2,800
Labor Day Parade	Parade awards	500
Veterans Day Observance	Program supplies	150
Gaithersburg Book Festival	Miscellaneous supplies	1,500
La Milla de Mayo	Shirts, pins, post race refreshments, dog neckerchiefs	1,500
Gaithersburg Book Festival	VIP food & volunteer lunches	500
Total		32,385
524000 - Supplies/Resale		
Gaithersburg Book Festival	Merchandise	2,000
Total		2,000

1436 - Special Events Non-Personnel Expenditures		FY20 Adopted Budget
526000 - Machinery/Equipment		
Special Events	Eventbrite hardware	1,500
Special Events	Miscellaneous computer devices & supplies	500
Total		2,000
531000 - IT (Non-Consultant) Services		
Special Events	Service - software (Adobe Acrobat Pro DC) (1)	112
Special Events	Service - software (Adobe InDesign Creative Cloud) (2)	650
Special Events	Service - software (Survey Monkey)	360
Total		1,122
531600 - Software Maintenance Agreements		
Special Events	Maintenance - software (Microsoft CALs) (13)	2,470
Total		2,470
533000 - Legal		
Gaithersburg Book Festival	County license	30
Oktoberfest	County licenses	300
Total		330
536000 - Miscellaneous Professional Services		
Exhibition Program	Artwork repair	100
Gaithersburg Book Festival	Sound services	13,350
Gaithersburg Chorus	Director	4,829
La Milla de Mayo	Crazy Dog Event services: race director, bibs & chips	1,000
Oktoberfest	Composting services	640
Gaithersburg Book Festival	Composting services	650
Gaithersburg Chorus	Guest musicians (G-PARC offset)	2,500
Oktoberfest	Sound services	11,900
Gaithersburg Chorus	Accompanist	2,500
Oktoberfest	Event staff	1,700
Gaithersburg Chorus	Additional concerts	1,000
Oktoberfest	Horse drawn wagon rides	5,500
Total		45,669
536500 - Investigations		
Special Events Administration	Criminal background checks	200
Total		200

1436 - Special Events Non-Personnel Expenditures		FY20 Adopted Budget
536800 - Security Services		
Gaithersburg Book Festival	Event services	2,000
Oktoberfest	Event services	2,000
Special Events Administration	Fairground use of police for City-permitted events, revenue offset	7,500
Thursday Morning Kids Shows	Crossing guards	1,100
Oktoberfest	Crossing guards	3,000
Total		15,600
538000 - Performances & Entertainment		
Constitution Gardens Programs	Entertainment	400
Gaithersburg Book Festival	Author & presenter fees	1,000
Jingle Jubilee and Tree Lighting	Stage & walk-around entertainment	75
Jubilation Day	Artist fee	1,000
Labor Day Parade	Entertainers, clowns, magician & other costumed characters	2,100
La Milla de Mayo	Entertainment	800
Multicultural Affairs Committee	Performers	1,000
Oktoberfest	Strolling entertainment	3,000
Outdoor Themed Concerts	Artist fees	4,500
Park Performances	Artist fees	1,400
St. Patrick's Day Parade	Entertainment	2,200
Thursday Morning Kids Shows	Artist fees - 9 programs	5,000
Jingle Jubilee and Tree Lighting	Santa	325
Labor Day Parade	Bands	5,100
Oktoberfest	Activities	4,000
Oktoberfest	Artist fees for multiple stages	14,000
Total		45,900

1436 - Special Events Non-Personnel Expenditures		FY20 Adopted Budget
541000 - Advertising		
Constitution Gardens Programs	Social media ads	50
Gaithersburg Book Festival	Print & radio ads	9,500
Gaithersburg Chorus	Print & social media ads	2,400
Jubilation Day	Social media ads	50
Labor Day Parade	Social media ads	50
La Milla de Mayo	Social media ads	500
Memorial Day Observance	Social media ads	50
Oktoberfest	Print & social media ads	2,000
Outdoor Themed Concerts	Social media ads	50
Park Performances	Social media	100
Paws in the Park	Social media	50
Pre-School Events	Social media	50
Special Events Administration	Print, bus & social media ads	1,000
St. Patrick's Day Parade	Social media ads	50
Veterans Day Observance	Social media	50
Labor Day Parade	Print ads	230
La Milla de Mayo	Social media ads	500
Markets	Social media	150
Total		16,830
544000 - Dues/Memberships/Certification		
Special Events Administration	CPR / first aid / AED	200
Total		200
546000 - Conf./Seminar/Class Registration		
Special Events Administration	Maryland Recreation & Parks Association Conference	400
Special Events Administration	International Special Events Society Conference	955
Special Events Administration	Howard County Showcase for Performing Arts	56
Special Events Administration	Local Maryland Recreation & Parks Association workshops	100
Total		1,511
547000 - Travel Expense		
Special Events Administration	Maryland Recreation & Parks Association Conference	400
Special Events Administration	Local travel reimbursement	100
Special Events Administration	International Special Events Society	1,250
Total		1,750

1436 - Special Events Non-Personnel Expenditures		FY20 Adopted Budget
551100 - Cellular Phone		
Special Events Administration	Shared division phone & laptop	480
Total		480
553000 - Printing & Binding		
Constitution Gardens Programs	Postcards	240
Exhibition Program	Postcards	512
Gaithersburg Book Festival	Flyers, post cards, posters & programs	7,500
Gaithersburg Chorus	Postcards	800
Jingle Jubilee and Tree Lighting	Postcards	320
Jubilation Day	Postcards	135
Labor Day Parade	Postcards	420
La Milla de Mayo	Postcards	550
Markets	Postcards	625
Memorial Day Observance	Postcards	320
Multicultural Affairs Committee	Postcards	320
Oktoberfest	Postcards, posters, flyers, programs	2,500
Outdoor Themed Concerts	Postcards	320
Park Performances	Postcards	320
Paws in the Park	Postcards	140
Pre-School Events	Postcards	320
Special Events Administration	Brochures & postcards	500
St. Patrick's Day Parade	Postcards	320
Thursday Morning Kids Shows	Postcards	320
Jubilation Day	Poster	125
La Milla de Mayo	Postcards	500
Total		17,107

1436 - Special Events Non-Personnel Expenditures		FY20 Adopted Budget
554000 - Signage		
Constitution Gardens Programs	Signage	310
Gaithersburg Book Festival	Banners & signs	7,500
Jingle Jubilee and Tree Lighting	Banner updates	105
Jubilation Day	Signage	100
Labor Day Parade	Banners & banner updates	180
La Milla de Mayo	Banners	100
Memorial Day Observance	Banner updates	150
Multicultural Affairs Committee	Banners	220
Oktoberfest	Banners	500
Park Performances	Banner updates & signs	175
St. Patrick's Day Parade	Banner updates	250
Veterans Day Observance	Banner updates	100
La Milla de Mayo	Signs & banners	500
Markets	Banner updates	480
Oktoberfest	Festival signage	2,000
Summerfest	Banners	1,000
Total		13,670
556000 - Postage		
Special Events Administration	Mailings	1,000
Summerfest	Postage	500
Total		1,500
557000 - Uniforms/ Laundry		
Special Events Administration	Staff shirts	550
Total		550
560000 - Miscellaneous		
Gaithersburg Book Festival	Hotel & travel	12,000
Oktoberfest	Miscellaneous	500
Total		12,500

1436 - Special Events Non-Personnel Expenditures		FY20 Adopted Budget
567000 - Rental & Use		
Gaithersburg Book Festival	Port-a-johns	1,000
Jubilation Day	Rental instruments	425
Labor Day Parade	Radios	2,000
La Milla de Mayo	Port-a-johns & hand washing station (LD5K)	300
Oktoberfest	Staff radios	1,500
Park Performances	Port-a-johns	150
Paws in the Park	Dumpsters	400
Pre-School Events	Costume rentals	350
St. Patrick's Day Parade	Radios	350
Gaithersburg Book Festival	Tents, tables, & chairs	30,875
Labor Day Parade	Buses (2)	500
Oktoberfest	Dumpsters	1,600
St. Patrick's Day Parade	Golf carts	400
Gaithersburg Book Festival	Dumpsters	800
Labor Day Parade	Golf carts	1,250
Oktoberfest	Amusements / inflatables	2,600
St. Patrick's Day Parade	Port-a-johns	300
Gaithersburg Book Festival	Shuttle buses	1,850
Labor Day Parade	Costumes	800
Oktoberfest	VMS boards	500
St. Patrick's Day Parade	Helium tanks	200
Gaithersburg Book Festival	Golf carts	1,025
Labor Day Parade	Port-a-johns	900
Oktoberfest	Generators	2,400
Labor Day Parade	Dumpsters	600
Oktoberfest	Buses	1,500
Gaithersburg Book Festival	Generators	2,500
Labor Day Parade	Towing	300
Oktoberfest	Tents, tables, chairs	19,400
Gaithersburg Book Festival	Radios	1,000
Oktoberfest	Golf carts	2,750
Oktoberfest	Port-a-johns	1,750
Total		82,275

1436 - Special Events Non-Personnel Expenditures		FY20 Adopted Budget
567100 - Rental of Facilities		
Labor Day Parade	Use of MCPS parking lots	365
Paws in the Park	MCPS parking lot & field rental	210
Total		575
Total Non-Personnel Expenditures		**296,624**

1437 - Museums

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	92,998	96,833	92,305	94,168	1,863	2.0%
505200 - Other Taxable Comp.-GFIT	540	336	540	336	(204)	(37.8%)
507000 - Vacation & Sick Payouts	3,535	3,700	-	-	-	0.0%
508000 - Overtime Wages	-	171	-	-	-	0.0%
509000 - Part-Time Wages	55,192	62,795	49,722	62,236	12,514	25.2%
510000 - FICA Taxes	11,452	12,250	11,359	12,291	932	8.2%
514200 - Vision Benefit	241	92	96	92	(4)	(4.2%)
514210 - Health Insurance	13,995	15,524	15,534	16,321	787	5.1%
514220 - Dental Benefit	(215)	891	954	891	(63)	(6.6%)
514230 - Long-Term Care Benefit	120	138	138	145	7	5.1%
514240 - Life Ins and Disability Benefit	980	974	947	963	16	1.7%
515000 - Retirement (401A)	7,374	7,747	7,692	7,847	155	2.0%
516000 - Savings Plan (401K)	2,765	2,905	2,885	2,943	58	2.0%
521000 - Office Supplies	465	700	400	500	100	25.0%
522000 - General Operating Supplies	5,270	5,600	5,600	6,300	700	12.5%
524000 - Supplies/Resale	1,993	3,000	3,000	4,500	1,500	50.0%
525000 - Furniture/Fixture	1,051	-	-	-	-	0.0%
526000 - Machinery/Equipment	400	2,000	2,000	500	(1,500)	(75.0%)
530000 - Accounting & Audit	-	349	-	-	-	0.0%
531600 - Software Maintenance Agreements	1,002	1,002	1,002	1,002	-	0.0%
533000 - Legal	30	60	120	120	-	0.0%
536300 - Contract Cleaning	-	-	-	200	200	100.0%
536800 - Security Services	342	-	-	-	-	0.0%
538000 - Performances & Entertainment	3,275	4,500	4,500	5,750	1,250	27.8%
541000 - Advertising	2,329	2,500	2,500	2,500	-	0.0%
542000 - Awards & Presentations	100	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	403	685	485	600	115	23.7%
546000 - Conf./Seminar/Class Registration	620	664	400	400	-	0.0%
547000 - Travel Expense	-	65	220	-	(220)	(100.0%)
550200 - Water	229	300	300	-	(300)	(100.0%)

General Fund Departmental Budgets

Parks, Recreation & Culture - Activity Analysis

FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
551100 - Cellular Phone	-	480	480	480	-	0.0%
553000 - Printing & Binding	3,253	3,200	3,200	3,575	375	11.7%
554000 - Signage	1,934	2,000	2,000	2,000	-	0.0%
556000 - Postage	344	50	-	100	100	100.0%
567000 - Rental & Use	1,313	450	700	700	-	0.0%
Total	213,330	231,961	209,079	227,460	18,381	8.8%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	188,977	204,356	182,172	198,233	16,061	8.8%
Operating	24,353	27,605	26,907	29,227	2,320	8.6%
Total	213,330	231,961	209,079	227,460	18,381	8.8%

1437 - Museums Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Community Museum	Office supplies, printer cartridge	500
Total		500
522000 - General Operating Supplies		
Community Museum	Exhibit supplies	2,400
Community Museum	Program & event supplies	2,900
Community Museum	Conservation & acquisition of museum collection	700
Community Museum	Water dispenser & water	300
Total		6,300
524000 - Supplies/Resale		
Community Museum	Museum store resale items (books, toys, t-shirts)	2,500
Community Museum	Concessions	500
Community Museum	Plaza programs	1,500
Total		4,500
526000 - Machinery/Equipment		
Museums	Miscellaneous computer devices & supplies	500
Total		500
531600 - Software Maintenance Agreements		
Museums	Maintenance - software (Past Perfect)	432
Museums	Maintenance - software (Microsoft CALs) (3)	570
Total		1,002
533000 - Legal		
Community Museum	County licenses	120
Total		120
536300 - Contract Cleaning		
Community Museum	Museum cleaning	200
Total		200
538000 - Performances & Entertainment		
Community Museum	Speakers, entertainers, historic demonstrators, instructors	2,000
Community Museum	Santa for holiday entertainment	400
Community Museum	Observatory speakers & entertainers	600
Community Museum	Plaza programs	2,750
Total		5,750

1437 - Museums Non-Personnel Expenditures		FY20 Adopted Budget
541000 - Advertising		
Community Museum	Print & social media ads	2,500
Total		2,500
544000 - Dues/Memberships/Certification		
Community Museum	American Alliance of Museums	210
Community Museum	Small Museum Association	100
Community Museum	Maryland Association of History Museums	70
Community Museum	American Association for State & Local History	120
Community Museum	CRP/AED certification	100
Total		600
546000 - Conf./Seminar/Class Registration		
Community Museum	Small Museum Association Conference	184
Community Museum	Annual Montgomery History Conference	216
Total		400
551100 - Cellular Phone		
Community Museum	Laptop hotspot	480
Total		480
553000 - Printing & Binding		
Community Museum	Postcards, flyers, programs, guides, coloring book	3,575
Total		3,575
554000 - Signage		
Community Museum	Observatory program banner	300
Community Museum	Exhibition signage	1,700
Total		2,000
556000 - Postage		
Community Museum	Mailings	100
Total		100
567000 - Rental & Use		
Community Museum	Port-a-johns at Observatory programs	700
Total		700
Total Non-Personnel Expenditures		**29,227**

1438 - Kentlands Mansion

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	176,609	168,390	173,054	183,616	10,562	6.1%
505100 - Other Taxable Comp.-Multilingual	2,080	-	2,080	-	(2,080)	(100.0%)
505200 - Other Taxable Comp.-GFIT	879	924	1,620	1,008	(612)	(37.8%)
505300 - Other Taxable Comp.-Housing Stipend	300	1,800	-	-	-	0.0%
507000 - Vacation & Sick Payouts	1,763	1,900	-	-	-	0.0%
508000 - Overtime Wages	138	-	-	-	-	0.0%
509000 - Part-Time Wages	69,337	70,000	81,760	80,090	(1,670)	(2.0%)
510000 - FICA Taxes	18,766	18,445	20,589	20,835	246	1.2%
514200 - Vision Benefit	(13)	132	78	179	101	129.5%
514210 - Health Insurance	14,667	18,029	16,282	24,331	8,049	49.4%
514220 - Dental Benefit	(142)	1,307	920	1,695	775	84.2%
514230 - Long-Term Care Benefit	377	380	414	435	21	5.1%
514240 - Life Ins and Disability Benefit	1,736	1,715	1,831	1,928	97	5.3%
515000 - Retirement (401A)	13,930	13,471	14,421	15,302	881	6.1%
515050 - Supplemental Retirement (401A)	1,981	2,330	2,330	2,360	30	1.3%
515100 - Retirement Health Savings (RHS)	4,097	4,495	4,530	4,703	173	3.8%
515200 - Medicare Retirement Health Savings (RHS)	-	500	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	5,224	5,052	5,408	5,738	330	6.1%
521000 - Office Supplies	519	300	300	300	-	0.0%
522000 - General Operating Supplies	6,698	6,200	6,200	6,480	280	4.5%
524000 - Supplies/Resale	9,568	9,400	9,000	9,000	-	0.0%
525000 - Furniture/Fixture	2,148	2,000	2,000	2,000	-	0.0%
526000 - Machinery/Equipment	219	1,750	1,750	5,880	4,130	236.0%
531000 - IT (Non-Consultant) Services	-	642	642	120	(522)	(81.3%)
531500 - Software Licenses	107	168	-	300	300	100.0%
531600 - Software Maintenance Agreements	760	760	760	760	-	0.0%
533000 - Legal	390	240	120	120	-	0.0%
536000 - Miscellaneous Professional Services	1,511	1,430	1,430	1,430	-	0.0%

General Fund Departmental Budgets
Parks, Recreation & Culture - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536500 - Investigations	29	150	90	90	-	0.0%
538000 - Performances & Entertainment	9,012	5,000	5,000	8,000	3,000	60.0%
541000 - Advertising	16,022	17,000	17,000	17,000	-	0.0%
542000 - Awards & Presentations	42	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	252	575	575	575	-	0.0%
546000 - Conf./Seminar/Class Registration	1,195	1,195	1,105	1,105	-	0.0%
547000 - Travel Expense	1,402	1,550	1,940	1,990	50	2.6%
547100 - Local Travel Mileage	59	-	50	-	(50)	(100.0%)
550200 - Water	225	280	280	-	(280)	(100.0%)
553000 - Printing & Binding	1,665	2,500	2,800	2,000	(800)	(28.6%)
554000 - Signage	896	1,000	1,000	1,000	-	0.0%
556000 - Postage	644	700	700	700	-	0.0%
557000 - Uniforms/ Laundry	391	300	300	300	-	0.0%
573000 - R&M - Machinery & Equipment	99	28	115	96	(19)	(16.5%)
575000 - R&M - Furniture & Equipment	-	-	105	-	(105)	(100.0%)
Total	365,581	362,038	378,579	403,466	24,887	6.6%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	311,729	308,870	325,317	344,220	18,903	5.8%
Operating	53,852	53,168	53,262	59,246	5,984	11.2%
Total	365,581	362,038	378,579	403,466	24,887	6.6%

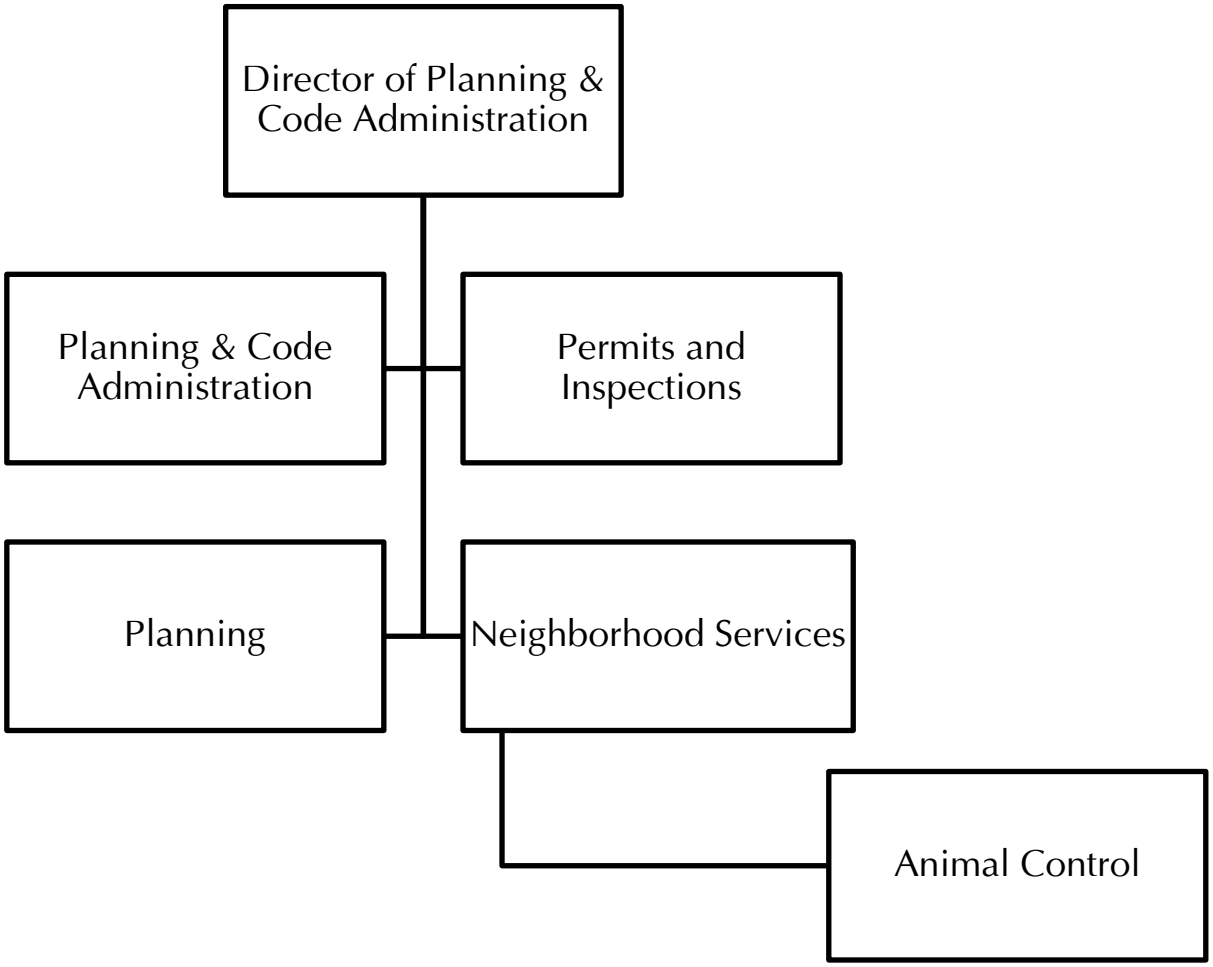
1438 - Kentlands Mansion Non-Personnel Expenditures		FY20 Adopted Budget
521000 - Office Supplies		
Kentlands Mansion Administration	Ink	300
Total		300
522000 - General Operating Supplies		
Arts Educations	Program supplies	120
Bridal Events	Program supplies	200
Kentlands Mansion Administration	Supplies	4,280
Special Events	Program supplies: centerpieces, souvenir (3 events)	300
Theater Partnerships	Program supplies	1,300
Kentlands Mansion Administration	Water dispenser & water	280
Total		6,480
524000 - Supplies/Resale		
Kentlands Mansion Administration	Food & beverage concessions	4,200
Special Events	Food & beverage	4,400
Theater Partnerships	Beverages	400
Total		9,000
525000 - Furniture/Fixture		
Kentlands Mansion Administration	Second floor reception area furniture replacement	2,000
Total		2,000
526000 - Machinery/Equipment		
Kentlands Mansion	Additional security camera	1,000
Kentlands Mansion	Digital signage hardware	2,880
Kentlands Mansion	Eventbrite hardware	1,500
Kentlands Mansion	Miscellaneous computer devices & supplies	500
Total		5,880
531000 - IT (Non-Consultant) Services		
Kentlands Mansion	Software service for new digital signage	120
Total		120
531500 - Software Licenses		
Kentlands Mansion	Additional Milestone license for security camera	300
Total		300

1438 - Kentlands Mansion Non-Personnel Expenditures		FY20 Adopted Budget
531600 - Software Maintenance Agreements		
Kentlands Mansion	Maintenance - software (Microsoft CALs) (4)	760
Total		760
533000 - Legal		
Theater Partnerships	County licenses	120
Total		120
536000 - Miscellaneous Professional Services		
Special Events	Santa	1,430
Total		1,430
536500 - Investigations		
Kentlands Mansion Administration	Criminal background checks	90
Total		90
538000 - Performances & Entertainment		
Theater Partnerships	Theater partner's share of ticket sales	8,000
Total		8,000
541000 - Advertising		
Bridal Events	Newspaper ads (2 ads per show)	400
Kentlands Mansion Administration	Print, social media & website ads	16,200
Theater Partnerships	Print & social media ads	400
Total		17,000
544000 - Dues/Memberships/Certification		
Kentlands Mansion Administration	National Association for Catering & Events	575
Total		575
546000 - Conf./Seminar/Class Registration		
Kentlands Mansion Administration	The Special Event Conference	1,105
Total		1,105
547000 - Travel Expense		
Kentlands Mansion Administration	International Special Event Society conference travel	1,940
Kentlands Mansion Administration	Local travel	50
Total		1,990

1438 - Kentlands Mansion Non-Personnel Expenditures		FY20 Adopted Budget
553000 - Printing & Binding		
Kentlands Mansion Administration	Seasonal brochure (with the Arts Barn)	1,000
Kentlands Mansion Administration	Flyers for Mansion programs	1,000
Total		2,000
554000 - Signage		
Bridal Events	Banners (4 refurbish & 1 replacement)	600
Special Events	Signs & banners	400
Total		1,000
556000 - Postage		
Bridal Events	Postage (2 events)	350
Kentlands Mansion Administration	Postage	350
Total		700
557000 - Uniforms/ Laundry		
Kentlands Mansion Administration	Laundry services	300
Total		300
573000 - R&M - Machinery & Equipment		
Kentlands Mansion	Maintenance & supplies - copier (Ricoh MP 2554SP)	96
Total		96
Total Non-Personnel Expenditures		**59,246**

Girls Soccer

DEPARTMENT OF PLANNING & CODE ADMINISTRATION



General Fund Departmental Budget

Department Overview - Planning & Code Administration

FY20 Budget

Services Provided

The department consists of five divisions: Planning and Code Administration, Planning, Permits and Inspections, Neighborhood Services, and Animal Control.

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, transportation project reviews, and subdivision reviews. Staff is also responsible for the adoption and revision of the Elements 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. Staff also serves as liaisons to the Environmental Affairs Committee and the Transportation Committee. Additionally, the division processes Natural Resource Inventories, Forest Conservation Plans and Tree Removal Permits as well as coordinating annual Arbor Day celebrations.

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.

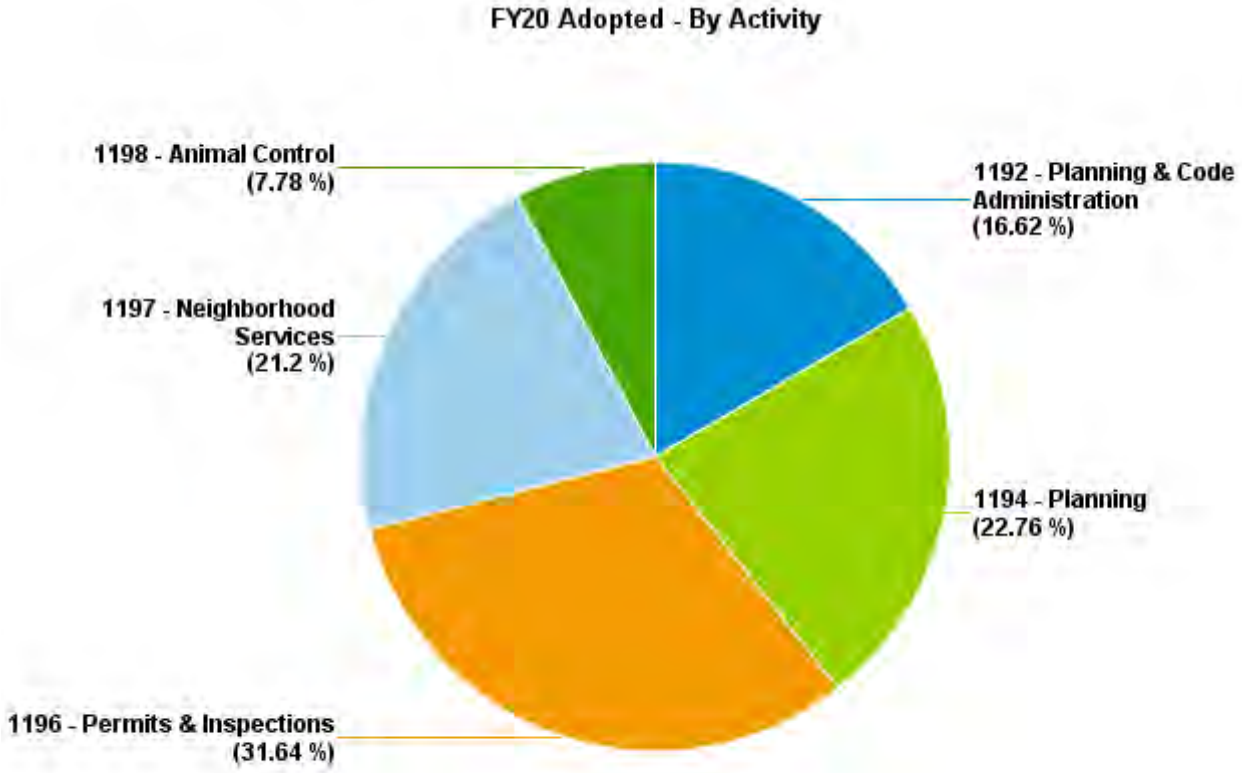
Animal Control is a subdivision of Neighborhood Services and is responsible for enforcing Animal Control Ordinances and promoting the humane treatment of all animals. Typical activities include the processing of animal licenses, sponsorship of rabies clinics, community outreach, and oversight of the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

Planning & Code Administration Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Activity						
1192 - Planning & Code Administration	905,389	856,645	909,020	906,286	(2,734)	(0.3%)
1194 - Planning	1,171,309	1,238,057	1,170,359	1,240,842	70,483	6.0%
1196 - Permits & Inspections	1,788,387	1,696,220	1,740,063	1,725,106	(14,957)	(0.9%)
1197 - Neighborhood Services	963,620	1,095,397	1,076,030	1,155,652	79,622	7.4%
1198 - Animal Control	423,005	389,458	432,281	424,066	(8,215)	(1.9%)
Total	5,251,711	5,275,777	5,327,753	5,451,952	124,199	2.3%

General Fund Departmental Budget

Department Overview - Planning & Code Administration

FY20 Budget



Planning & Code Administration Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Category						
Personnel Services	4,909,890	4,875,104	4,908,588	5,031,025	122,438	2.5%
Operating	341,820	343,475	386,965	418,077	31,112	8.0%
Capital	-	57,198	32,200	2,850	(29,350)	(91.1%)
Total	5,251,711	5,275,777	5,327,753	5,451,952	124,199	2.3%

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1192 - Planning & Code Administration			
Administrative Assistant I	0	0	1
Administrative Technician I	1	1	1
Administrative Technician II	4	4	3
Administrative Technician III	1	1	1
Permitting Manager	1	1	1
Director of Planning & Code Administration	1	1	1

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
Part-Time Personnel	1.1	1.1	0
Subtotal	**9.1**	**9.1**	**8**
1194 - Planning			
Planner I	5	4	5
Planner II	1	2	1
GIS Planner	1	1	1
Planner III	1	1	1
Long Range Planning Manager	1	1	1
Planning Division Chief	1	1	1
Part-Time Personnel	0.38	0.38	0.43
Subtotal	**10.38**	**10.38**	**10.43**
1196 - Permits & Inspections			
Code Inspector	5	5	5
Chief Electrical Reviewer	1	1	1
Commercial Permitting Manager	1	1	1
Permit Coordinator	1	1	1
Site Development Coordinator	1	1	1
Fire Marshal	1	1	1
Fire Inspector	1	1	1
Permits & Inspections Division Chief	1	1	1
Part-Time Personnel	1.96	2.64	1.96
Subtotal	**13.96**	**14.64**	**13.96**
1197 - Neighborhood Services			
Neighborhood Services Coordinator	0	0	1
Code Administration Officer III	1	1	0
Neighborhood Services Division Chief	1	1	1
Code Compliance Manager	1	1	1
Code Administration Officer II	2	2	3
Code Administration Officer I	4	5	5
Part-Time Personnel	1.5	1.15	1.01
Subtotal	**10.5**	**11.15**	**12.01**

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1198 - Animal Control			
Animal Control Officer I	1	2	1
Animal Control Officer II	0	0	1
Animal Control Officer III	2	1	1
Manager of Animal Services	1	1	1
Part-Time Personnel	0.55	0.48	0.44
Subtotal	**4.55**	**4.48**	**4.44**
Full-Time Personnel	43	44	45
Part-Time Personnel	5.49	5.75	3.83
Total	**48.49**	**49.75**	**48.83**

1192 - Planning & Code Administration

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
531000 - IT (Non-Consultant) Services	1,401	14,794	13,393

$10,000 for Customer Self-Service (CSS) implementation services to assist with design and set-up of CSS to allow for online services for residents and customers. Also includes Bluebeam integration and floating license for Department conference room.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	558,972	508,226	546,150	541,224	(4,926)	(0.9%)
505100 - Other Taxable Comp.-Multilingual	4,160	4,160	4,160	4,160	-	0.0%
505200 - Other Taxable Comp.-GFIT	1,252	1,008	1,620	1,344	(276)	(17.0%)
505300 - Other Taxable Comp.-Housing Stipend	10,800	10,800	10,800	10,800	-	0.0%
507000 - Vacation & Sick Payouts	1,575	1,400	-	-	-	0.0%
508000 - Overtime Wages	1,310	1,000	1,526	1,560	34	2.2%
509000 - Part-Time Wages	25,452	23,349	23,349	-	(23,349)	(100.0%)
510000 - FICA Taxes	43,148	41,965	44,695	42,327	(2,368)	(5.3%)
514200 - Vision Benefit	15	350	366	437	71	19.4%
514210 - Health Insurance	56,539	68,758	68,838	85,153	16,315	23.7%
514220 - Dental Benefit	4,270	4,811	5,148	5,615	467	9.1%
514230 - Long-Term Care Benefit	1,143	966	1,104	1,160	56	5.1%
514240 - Life Ins and Disability Benefit	5,366	5,255	5,434	5,290	(144)	(2.6%)
515000 - Retirement (401A)	44,179	40,657	45,512	45,102	(410)	(0.9%)
515100 - Retirement Health Savings (RHS)	11,861	8,560	13,130	8,976	(4,154)	(31.6%)
515200 - Medicare Retirement Health Savings (RHS)	-	-	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	16,567	15,247	17,067	16,914	(153)	(0.9%)
521000 - Office Supplies	5,596	7,000	7,000	7,000	-	0.0%
525000 - Furniture/Fixture	1,050	1,000	1,000	1,000	-	0.0%
526000 - Machinery/Equipment	-	500	500	500	-	0.0%
530000 - Accounting & Audit	20,103	20,000	20,000	20,000	-	0.0%
531000 - IT (Non-Consultant) Services	812	1,401	1,401	14,794	13,393	956.0%

General Fund Departmental Budgets
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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
531500 - Software Licenses	665	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	44,501	46,663	46,663	46,663	-	0.0%
536000 - Miscellaneous Professional Services	195	500	500	500	-	0.0%
541000 - Advertising	3,432	5,000	5,000	5,000	-	0.0%
542000 - Awards & Presentations	50	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	997	1,082	1,082	1,132	50	4.6%
545000 - Publications/ Resource Material	122	112	-	122	122	100.0%
546000 - Conf./Seminar/Class Registration	1,154	2,575	2,575	2,575	-	0.0%
547000 - Travel Expense	4,512	3,500	3,500	3,600	100	2.9%
547100 - Local Travel Mileage	126	-	100	-	(100)	(100.0%)
551100 - Cellular Phone	789	500	500	720	220	44.0%
553000 - Printing & Binding	1,612	1,500	1,500	1,500	-	0.0%
556000 - Postage	18,398	13,000	13,000	13,000	-	0.0%
556500 - Messenger Services	-	200	200	200	-	0.0%
560000 - Miscellaneous	1,423	1,500	1,500	1,500	-	0.0%
567000 - Rental & Use	11,057	12,000	12,000	12,000	-	0.0%
573000 - R&M - Machinery & Equipment	2,187	2,100	2,100	2,418	318	15.1%
Total	905,389	856,645	909,020	906,286	(2,734)	(0.3%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	786,609	736,512	788,899	772,062	(16,837)	(2.1%)
Operating	118,780	120,133	120,121	134,224	14,103	11.7%
Total	905,389	856,645	909,020	906,286	(2,734)	(0.3%)

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1192 - Planning & Code Administration Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Office supplies	7,000
Total	7,000
525000 - Furniture/Fixture	
Replacement of chairs	1,000
Total	1,000
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	500
Total	500
530000 - Accounting & Audit	
Credit card fees	20,000
Total	20,000
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (6)	672
Service - software (Survey Monkey)	372
Bluebeam floating license for conference room	1,250
Bluebeam/Energov integration (Studio Prime)	2,500
Energov CSS implementation services	10,000
Total	14,794
531600 - Software Maintenance Agreements	
Maintenance - software (Energov)	44,763
Maintenance - software (Microsoft CALs) (10)	1,900
Total	46,663
536000 - Miscellaneous Professional Services	
Secretarial services (transcripts)	500
Total	500
541000 - Advertising	
Legal notices and publications for public hearings	5,000
Total	5,000

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1192 - Planning & Code Administration Non-Personnel Expenditures	FY20 Adopted Budget
544000 - Dues/Memberships/Certification	
American Planning Association (Director)	492
Congress for New Urbanism (1)	195
Notary public (2)	150
Urban Land Institute	220
First aid/CPR certification	75
Total	1,132
545000 - Publications/ Resource Material	
Publications/resource materials	122
Total	122
546000 - Conf./Seminar/Class Registration	
American Planning Association Conference Registration (Director)	825
Energov Conference	925
Energov System Administrator certification	825
Total	2,575
547000 - Travel Expense	
American Planning Association National Conference (Director)	1,500
Energov System Administrator certification training	1,500
Other travel associated with meeting	500
Local mileage	100
Total	3,600
551100 - Cellular Phone	
Cell phone service (1)	720
Total	720
553000 - Printing & Binding	
Notices	500
Paper supplies	500
Stickers	500
Total	1,500
556000 - Postage	
All accounts (1192, 1194, 1196, 1197, 1198)	13,000
Total	13,000

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1192 - Planning & Code Administration Non-Personnel Expenditures	FY20 Adopted Budget
556500 - Messenger Services	
Courier services	200
Total	200
560000 - Miscellaneous	
Meeting supplies/community outreach	1,500
Total	1,500
567000 - Rental & Use	
Plan & document storage	12,000
Total	12,000
573000 - R&M - Machinery & Equipment	
Maintenance & supplies - copier (Ricoh - color printing)	1,210
Maintenance & supplies - copier (Ricoh - BW) (3)	1,208
Total	2,418
Total Non-Personnel Expenditures	**134,224**

1194 - Planning

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
532000 - Engineering & Architecture	-	9,500	9,500

This funding is proposed for PublicInput (the survey company used for the CD Zone questionnaire) to allow for follow-up surveys to citizens based on the outcome of the Visioning Retreat.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	773,909	802,191	765,255	800,430	35,175	4.6%
505200 - Other Taxable Comp.-GFIT	756	1,008	1,620	1,008	(612)	(37.8%)
505300 - Other Taxable Comp.-Housing Stipend	3,600	3,600	3,600	3,600	-	0.0%
507000 - Vacation & Sick Payouts	16,831	18,000	-	-	-	0.0%
509000 - Part-Time Wages	34,190	33,526	29,594	34,760	5,166	17.5%
510000 - FICA Taxes	62,146	64,297	63,398	66,086	2,688	4.2%
514200 - Vision Benefit	176	590	561	590	29	5.2%
514210 - Health Insurance	81,518	111,168	90,488	116,871	26,383	29.2%
514220 - Dental Benefit	8,125	7,416	6,528	7,416	888	13.6%
514230 - Long-Term Care Benefit	756	1,380	1,380	1,450	70	5.1%
514240 - Life Ins and Disability Benefit	8,043	8,090	7,767	8,048	281	3.6%
515000 - Retirement (401A)	61,249	64,175	63,772	66,703	2,931	4.6%
515100 - Retirement Health Savings (RHS)	7,764	4,065	8,600	4,273	(4,327)	(50.3%)
516000 - Savings Plan (401K)	22,474	24,065	23,915	25,013	1,098	4.6%
519000 - Tuition Reimbursement	7,000	3,500	7,000	3,500	(3,500)	(50.0%)
525000 - Furniture/Fixture	851	550	700	500	(200)	(28.6%)
526000 - Machinery/Equipment	401	2,500	3,000	2,000	(1,000)	(33.3%)
531000 - IT (Non-Consultant) Services	3,074	3,840	3,339	3,116	(223)	(6.7%)
531500 - Software Licenses	5,329	3,255	3,024	-	(3,024)	(100.0%)
531600 - Software Maintenance Agreements	3,988	3,311	3,588	4,850	1,262	35.2%
532000 - Engineering & Architecture	4,400	-	-	9,500	9,500	100.0%
536000 - Miscellaneous Professional Services	34,500	34,500	36,000	36,000	-	0.0%
542000 - Awards & Presentations	1,262	200	150	300	150	100.0%

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
544000 - Dues/Memberships/Certification	7,125	8,595	8,595	9,220	625	7.3%
545000 - Publications/ Resource Material	414	550	750	550	(200)	(26.7%)
546000 - Conf./Seminar/Class Registration	6,543	10,685	10,685	11,288	603	5.6%
546300 - In-Service Training	-	90	-	150	150	100.0%
547000 - Travel Expense	9,350	17,050	18,450	17,590	(860)	(4.7%)
547100 - Local Travel Mileage	707	-	600	-	(600)	(100.0%)
551100 - Cellular Phone	941	500	500	820	320	64.0%
554000 - Signage	2,780	3,000	5,000	2,900	(2,100)	(42.0%)
557000 - Uniforms/ Laundry	745	660	500	660	160	32.0%
560000 - Miscellaneous	363	1,000	1,000	1,000	-	0.0%
595000 - Furniture & Equipment	-	700	1,000	650	(350)	(35.0%)
Total	1,171,309	1,238,057	1,170,359	1,240,842	70,483	6.0%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,088,536	1,147,071	1,073,478	1,139,748	66,270	6.2%
Operating	82,773	90,286	95,881	100,444	4,563	4.8%
Capital	-	700	1,000	650	(350)	(35.0%)
Total	1,171,309	1,238,057	1,170,359	1,240,842	70,483	6.0%

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1194 - Planning Non-Personnel Expenditures	FY20 Adopted Budget
525000 - Furniture/Fixture	
Miscellaneous	500
Total	500
526000 - Machinery/Equipment	
Computer Equipment	1,000
Miscellaneous computer devices & supplies	1,000
Total	2,000
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (8)	896
Service - software (Adobe Creative Cloud for Teams) (3)	2,220
Total	3,116
531600 - Software Maintenance Agreements	
Maintenance - software (AutoCAD AED Suite) (1)	1,085
Maintenance - software (Bluebeam Revu) (11)	1,485
Maintenance - software (Microsoft CALs) (12)	2,280
Total	4,850
532000 - Engineering & Architecture	
Survey Tool	9,500
Total	9,500
536000 - Miscellaneous Professional Services	
Board of Appeals Stipend (5 + 1 Alternate)	9,000
Historic District Commission stipend (7 + 1 alternate)	9,000
Planning Commissioners stipend (5 + 1 alternate)	18,000
Total	36,000
542000 - Awards & Presentations	
Planning awards (from Planning Commission) and Historic Month awards from the Historic District Commission	300
Total	300

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1194 - Planning Non-Personnel Expenditures	FY20 Adopted Budget
544000 - Dues/Memberships/Certification	
ACSM/Cartography & Geographic Info. Society, URISA-Urban Regional Info Sys Assoc	350
American Planning Association & AICP (PC & Staff Dues = $4,706)	4,710
ASFM, MAFSM and CFM	540
GIS Professional	100
International Society of Arborist & Society of Municipal Arborists	270
Maryland Association of Historic District Commission	150
Maryland Planning Commissioners Association	300
Urban Land Institute (Agency Member)	560
Lambdo Alpha International	345
National Alliance of Preservation Commissions	35
Transportation Research Board & Institute of Transportation Engineers, League of American Cyclist	445
AICP Certification Exam (3 candidates)	1,415
Total	9,220
545000 - Publications/ Resource Material	
Miscellaneous reference material	550
Total	550
546000 - Conf./Seminar/Class Registration	
AICP certification & training	1,160
American Planning Association Conference registration (1 PC + 5 Staff)	5,130
Local & National GIS Conferences	255
Local conferences & seminars	1,350
Historic Preservation Conferences	700
Other conferences and seminars	369
Environmental Planning Conferences	675
Transportation Conferences	1,049
Bluebeam Software Conference and online training	600
Total	11,288
546300 - In-Service Training	
Training through HR - first aid/CPR/AED, etc and other training	150
Total	150

1194 - Planning Non-Personnel Expenditures	FY20 Adopted Budget
547000 - Travel Expense	
American Planning Assoc. National Conference (1 PC & 5 staff) airfare, hotel, per diem	12,600
ESRI Conference	2,000
TUGIS Conference (3 attendees)	110
National Trust for Historic Preservation and Nat'l Assoc. of Preservation Comm.	1,300
Other conferences	550
Environmental Planning ISA, Floodplain Training	750
Transportation Planning Trans. Research Board Conf., Nat'l Bike Summit	180
Bluebeam Conference	100
Total	17,590
551100 - Cellular Phone	
Cell phone service (1)	720
Replacement	100
Total	820
554000 - Signage	
Signs for notice of development actions	2,900
Total	2,900
557000 - Uniforms/ Laundry	
Shirts/jackets for Planning staff	500
Uniform/footwear allowance	160
Total	660
560000 - Miscellaneous	
Meeting supplies/community outreach	500
Miscellaneous	500
Total	1,000
595000 - Furniture & Equipment	
Replacement - misc. desk/office components	650
Total	650
Total Non-Personnel Expenditures	**101,094**

1196 - Permits & Inspections

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
526000 - Machinery/Equipment	1,000	6,450	5,450

Additional funds for the purchase of 5 new monitors to facilitate Bluebeam digital plan review, and 2 tablets for use with Energov software utilizing the “iG Inspect” application for field inspections.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	1,103,402	1,103,821	1,077,847	1,108,496	30,649	2.8%
505200 - Other Taxable Comp.-GFIT	156	-	1,080	-	(1,080)	(100.0%)
506000 - Retirement Buyout	78,949	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	6,361	5,700	-	-	-	0.0%
508000 - Overtime Wages	1,289	750	1,216	1,500	284	23.4%
509000 - Part-Time Wages	152,185	130,000	172,745	139,891	(32,855)	(19.0%)
510000 - FICA Taxes	100,510	94,568	100,776	98,508	(2,268)	(2.3%)
514200 - Vision Benefit	345	782	836	794	(42)	(5.0%)
514210 - Health Insurance	113,670	105,903	141,686	114,185	(27,501)	(19.4%)
514220 - Dental Benefit	6,190	7,801	11,123	7,944	(3,179)	(28.6%)
514230 - Long-Term Care Benefit	1,582	1,619	1,380	1,740	360	26.1%
514240 - Life Ins and Disability Benefit	11,226	11,081	10,048	11,052	1,004	10.0%
515000 - Retirement (401A)	87,011	88,306	89,906	92,375	2,469	2.7%
515100 - Retirement Health Savings (RHS)	15,170	17,550	16,822	18,382	1,560	9.3%
515200 - Medicare Retirement Health Savings (RHS)	-	3,008	-	4,000	4,000	100.0%
516000 - Savings Plan (401K)	28,256	30,879	28,119	32,306	4,187	14.9%
522000 - General Operating Supplies	1,063	1,100	1,500	1,200	(300)	(20.0%)
526000 - Machinery/Equipment	9,301	1,000	1,000	6,450	5,450	545.0%
531000 - IT (Non-Consultant) Services	1,033	1,176	1,176	896	(280)	(23.8%)
531500 - Software Licenses	5,329	930	864	2,400	1,536	177.8%
531600 - Software Maintenance Agreements	4,007	4,173	3,978	4,420	442	11.1%
532000 - Engineering & Architecture	22,485	15,000	22,000	22,000	-	0.0%
536000 - Miscellaneous Professional Services	-	-	2,800	2,200	(600)	(21.4%)

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
542000 - Awards & Presentations	50	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	4,021	2,420	2,420	3,120	700	28.9%
545000 - Publications/ Resource Material	3,452	4,685	4,685	3,855	(830)	(17.7%)
546000 - Conf./Seminar/Class Registration	2,865	8,000	11,945	9,432	(2,513)	(21.0%)
547000 - Travel Expense	4,802	6,120	8,940	8,660	(280)	(3.1%)
547100 - Local Travel Mileage	43	-	120	-	(120)	(100.0%)
551100 - Cellular Phone	12,543	12,000	12,000	14,400	2,400	20.0%
552500 - Gasoline Expense	5,520	6,750	6,750	7,000	250	3.7%
557000 - Uniforms/ Laundry	2,800	2,800	2,800	2,800	-	0.0%
560000 - Miscellaneous	693	500	1,000	600	(400)	(40.0%)
574000 - R&M - Vehicles	2,077	2,500	2,500	2,500	-	0.0%
595100 - Furniture & Equipment (Replacement)	-	-	-	2,000	2,000	100.0%
596000 - Vehicles/Motor Equipment	-	25,298	-	-	-	0.0%
Total	1,788,387	1,696,220	1,740,063	1,725,106	(14,957)	(0.9%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,706,304	1,601,768	1,653,584	1,631,173	(22,412)	(1.4%)
Operating	82,083	69,154	86,478	91,933	5,455	6.3%
Capital	-	25,298	-	2,000	2,000	100.0%
Total	1,788,387	1,696,220	1,740,063	1,725,106	(14,957)	(0.9%)

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1196 - Permits & Inspections Non-Personnel Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
General supplies/inspection tools	1,200
Total	1,200
526000 - Machinery/Equipment	
iPads for Energov iG Inspect (2)	1,200
Large format 4K plan-review LCDs (5)	4,250
Miscellaneous computer devices & supplies	1,000
Total	6,450
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (8)	896
Total	896
531500 - Software Licenses	
Licenses for Energov iG Inspect (2)	2,400
Total	2,400
531600 - Software Maintenance Agreements	
Maintenance - software (Bluebeam Revu) (6)	810
Maintenance - software (Microsoft CALs) (19)	3,610
Total	4,420
532000 - Engineering & Architecture	
Registered structural engineering services	22,000
Total	22,000
536000 - Miscellaneous Professional Services	
Civil engineering/architectural review services	2,200
Total	2,200
544000 - Dues/Memberships/Certification	
Certified Fire Protection Specialist (2)	200
International Association of Electrical Inspectors	120
International Code Council membership and certification	750
Maryland Building Officials Association (MBOA)	350
NFPA membership (5)	1,000
AIA membership (1)	700
Total	3,120

1196 - Permits & Inspections Non-Personnel Expenditures	FY20 Adopted Budget
545000 - Publications/ Resource Material	
Fire Engineering	30
International Code Council (Code Updates)	1,700
Journal of Light Construction	25
Miscellaneous reference books	300
NFPA Codes	1,800
Total	3,855
546000 - Conf./Seminar/Class Registration	
International Code Council Local Chapter Seminars	560
NFPA	1,200
ICC Certification Test	1,672
ICC Edu Code Training (3)	2,400
StormCon Conference	600
Bluebeam Conference (2)	1,000
ADA Conference (2)	2,000
Total	9,432
547000 - Travel Expense	
Local chapter seminars	640
NFPA Conference	1,600
Edu Code Training	3,000
StormCon Conference	1,200
ADA Conference	2,000
Local travel expense mileage reimbursement for staff	220
Total	8,660
551100 - Cellular Phone	
Cell phone service (14)	10,080
Service - mobile device data plan (9)	4,320
Total	14,400
552500 - Gasoline Expense	
87 Octane fuel	7,000
Total	7,000

1196 - Permits & Inspections Non-Personnel Expenditures	FY20 Adopted Budget
557000 - Uniforms/ Laundry	
Inspectors staff identification shirts/jackets	800
Shoes	400
Uniform/footwear allowance	1,600
Total	2,800
560000 - Miscellaneous	
Misc.	600
Total	600
574000 - R&M - Vehicles	
Vehicle repairs	2,500
Total	2,500
595100 - Furniture & Equipment (Replacement)	
1 computer desk	2,000
Total	2,000
Total Non-Personnel Expenditures	**93,933**

1197 - Neighborhood Services

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536700 - Abatement Services	15,000	10,000	(5,000)
Reduced Abatement Services expenditure based on prior year and current year actuals.			
596000 - Vehicles/Motor Equipment	30,000	-	(30,000)
Not requesting a vehicle in FY20.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	577,122	674,059	649,892	714,588	64,696	10.0%
505100 - Other Taxable Comp.-Multilingual	10,400	10,400	8,320	10,400	2,080	25.0%
505200 - Other Taxable Comp.-GFIT	882	2,436	3,780	2,688	(1,092)	(28.9%)
505300 - Other Taxable Comp.-Housing Stipend	2,400	6,000	2,400	6,000	3,600	150.0%
506000 - Retirement Buyout	70,414	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	5,773	5,200	-	-	-	0.0%
508000 - Overtime Wages	1,047	1,000	3,000	2,700	(300)	(10.0%)
509000 - Part-Time Wages	28,867	31,000	33,237	29,962	(3,275)	(9.9%)
510000 - FICA Taxes	51,096	55,539	56,148	60,964	4,816	8.6%
514200 - Vision Benefit	196	740	792	805	13	1.6%
514210 - Health Insurance	88,874	141,819	127,818	158,748	30,930	24.2%
514220 - Dental Benefit	7,987	8,988	9,162	9,591	429	4.7%
514230 - Long-Term Care Benefit	756	1,415	966	1,595	629	65.1%
514240 - Life Ins and Disability Benefit	6,113	6,959	6,118	7,546	1,428	23.3%
515000 - Retirement (401A)	45,359	53,926	54,190	59,548	5,358	9.9%
515100 - Retirement Health Savings (RHS)	5,630	4,925	10,528	5,133	(5,395)	(51.2%)
515200 - Medicare Retirement Health Savings (RHS)	-	500	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	14,723	17,877	17,979	19,888	1,909	10.6%
519000 - Tuition Reimbursement	4,367	3,500	3,600	7,000	3,400	94.4%
522000 - General Operating Supplies	816	1,500	3,250	3,250	-	0.0%
525000 - Furniture/Fixture	-	1,000	1,000	800	(200)	(20.0%)

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
526000 - Machinery/Equipment	3,205	500	500	500	-	0.0%
531000 - IT (Non-Consultant) Services	221	336	294	336	42	14.3%
531500 - Software Licenses	3,999	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	1,900	1,900	1,900	1,900	-	0.0%
536000 - Miscellaneous Professional Services	-	2,000	2,000	6,500	4,500	225.0%
536700 - Abatement Services	-	-	15,000	10,000	(5,000)	(33.3%)
544000 - Dues/Memberships/Certification	614	1,200	1,335	1,285	(50)	(3.7%)
545000 - Publications/ Resource Material	-	500	515	515	-	0.0%
546000 - Conf./Seminar/Class Registration	1,613	1,495	1,495	2,045	550	36.8%
547000 - Travel Expense	2,860	1,585	1,500	2,500	1,000	66.7%
547100 - Local Travel Mileage	37	-	100	-	(100)	(100.0%)
551100 - Cellular Phone	7,818	9,126	12,486	9,560	(2,926)	(23.4%)
552500 - Gasoline Expense	8,949	10,500	8,775	10,000	1,225	14.0%
553000 - Printing & Binding	163	220	-	-	-	0.0%
557000 - Uniforms/ Laundry	2,754	3,620	2,750	3,280	530	19.3%
560000 - Miscellaneous	482	800	1,000	1,000	-	0.0%
567000 - Rental & Use	59	132	200	225	25	12.5%
574000 - R&M - Vehicles	6,125	1,500	2,800	2,800	-	0.0%
595000 - Furniture & Equipment	-	1,200	1,200	-	(1,200)	(100.0%)
596000 - Vehicles/Motor Equipment	-	30,000	30,000	-	(30,000)	(100.0%)
Total	963,620	1,095,397	1,076,030	1,155,652	79,622	7.4%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	922,007	1,026,283	987,930	1,099,156	111,226	11.3%
Operating	41,613	37,914	56,900	56,496	(404)	(0.7%)
Capital	-	31,200	31,200	-	(31,200)	(100.0%)
Total	963,620	1,095,397	1,076,030	1,155,652	79,622	7.4%

General Fund Departmental Budgets
Planning & Code Administration - Activity Analysis
FY20 Budget

1197 - Neighborhood Services Non-Personnel Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
Miscellaneous supplies	3,250
Total	3,250
525000 - Furniture/Fixture	
Desk, cube and/or chair	800
Total	800
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	500
Total	500
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (3)	336
Total	336
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (10)	1,900
Total	1,900
536000 - Miscellaneous Professional Services	
Contract services	6,500
Total	6,500
536700 - Abatement Services	
Miscellaneous abatement services	10,000
Total	10,000
544000 - Dues/Memberships/Certification	
American Association of Code Enforcement (8)	675
Code Enforcement and Zoning Association (CEZOA) (10)	250
International Code Council Certification (3)	360
Total	1,285
545000 - Publications/ Resource Material	
ICC Residential Code	200
International Code Council (ICC) Property Maintenance Code	65
Miscellaneous resource and training guides	250
Total	515

1197 - Neighborhood Services Non-Personnel Expenditures	FY20 Adopted Budget
546000 - Conf./Seminar/Class Registration	
American Association of Code Enforcement National Conference	425
Code Enforcement and Zoning Association (CEZOA)	550
International Code Council Training Classes	270
Maryland Landlord Tenant Law Seminar	325
International Code Council Conference	475
Total	2,045
547000 - Travel Expense	
American Association of Code Enforcement National Conference	2,500
Total	2,500
551100 - Cellular Phone	
Cell phone service (8)	5,760
Replacement phones	200
Cell phone service (non-data) (1)	240
Service - mobile device data plan (7)	3,360
Total	9,560
552500 - Gasoline Expense	
87 Octane fuel	10,000
Total	10,000
557000 - Uniforms/ Laundry	
Inspectors staff identification shirts/jackets, etc.	2,000
Uniform/footwear allowance	1,280
Total	3,280
560000 - Miscellaneous	
Miscellaneous community outreach	1,000
Total	1,000
567000 - Rental & Use	
Council in the Communities venue	225
Total	225
574000 - R&M - Vehicles	
Vehicle maintenance (6 units)	2,800
Total	2,800

1197 - Neighborhood Services Non-Personnel Expenditures	FY20 Adopted Budget
Total Non-Personnel Expenditures	**56,496**

1198 - Animal Control

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	222,001	225,874	239,016	237,006	(2,010)	(0.8%)
505100 - Other Taxable Comp.-Multilingual	3,467	2,080	4,160	2,080	(2,080)	(50.0%)
505200 - Other Taxable Comp.-GFIT	-	-	1,080	-	(1,080)	(100.0%)
505300 - Other Taxable Comp.-Housing Stipend	2,400	3,600	3,600	3,600	-	0.0%
506000 - Retirement Buyout	40,333	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	2,437	2,200	-	-	-	0.0%
508000 - Overtime Wages	34,568	30,000	30,000	28,080	(1,920)	(6.4%)
509000 - Part-Time Wages	-	3,500	12,750	12,308	(442)	(3.5%)
510000 - FICA Taxes	22,522	20,359	23,224	22,473	(751)	(3.2%)
514200 - Vision Benefit	185	197	317	206	(111)	(35.0%)
514210 - Health Insurance	52,436	43,831	53,442	48,216	(5,226)	(9.8%)
514220 - Dental Benefit	2,015	2,533	3,587	2,641	(946)	(26.4%)
514230 - Long-Term Care Benefit	271	524	276	581	305	110.5%
514240 - Life Ins and Disability Benefit	2,361	2,332	2,080	2,539	459	22.1%
515000 - Retirement (401A)	17,561	18,071	19,979	19,751	(228)	(1.1%)
515100 - Retirement Health Savings (RHS)	-	-	3,692	-	(3,692)	(100.0%)
515200 - Medicare Retirement Health Savings (RHS)	-	1,592	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	3,878	6,777	7,493	7,406	(87)	(1.2%)
522000 - General Operating Supplies	582	350	750	750	-	0.0%
525000 - Furniture/Fixture	200	-	-	-	-	0.0%
526000 - Machinery/Equipment	56	500	500	500	-	0.0%
531000 - IT (Non-Consultant) Services	135	61	-	-	-	0.0%
531600 - Software Maintenance Agreements	760	760	760	760	-	0.0%
536000 - Miscellaneous Professional Services	567	500	3,000	2,500	(500)	(16.7%)
543000 - Contributions	-	3,500	3,500	3,500	-	0.0%
544000 - Dues/Memberships/Certification	275	150	160	200	40	25.0%
546000 - Conf./Seminar/Class Registration	315	1,375	1,600	2,200	600	37.5%

General Fund Departmental Budgets

Planning & Code Administration - Activity Analysis

FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
547000 - Travel Expense	304	2,100	2,000	3,000	1,000	50.0%
551100 - Cellular Phone	3,662	3,690	3,690	5,040	1,350	36.6%
552500 - Gasoline Expense	5,603	6,750	5,625	6,750	1,125	20.0%
553000 - Printing & Binding	-	22	-	-	-	0.0%
557000 - Uniforms/ Laundry	2,058	3,280	2,800	6,780	3,980	142.1%
560000 - Miscellaneous	670	750	1,000	800	(200)	(20.0%)
574000 - R&M - Vehicles	1,384	2,200	2,200	2,200	-	0.0%
595100 - Furniture & Equipment (Replacement)	-	-	-	200	200	100.0%
Total	423,005	389,458	432,281	424,066	(8,215)	(1.9%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	406,434	363,470	404,696	388,886	(15,810)	(3.9%)
Operating	16,571	25,988	27,585	34,980	7,395	26.8%
Capital	-	-	-	200	200	100.0%
Total	423,005	389,458	432,281	424,066	(8,215)	(1.9%)

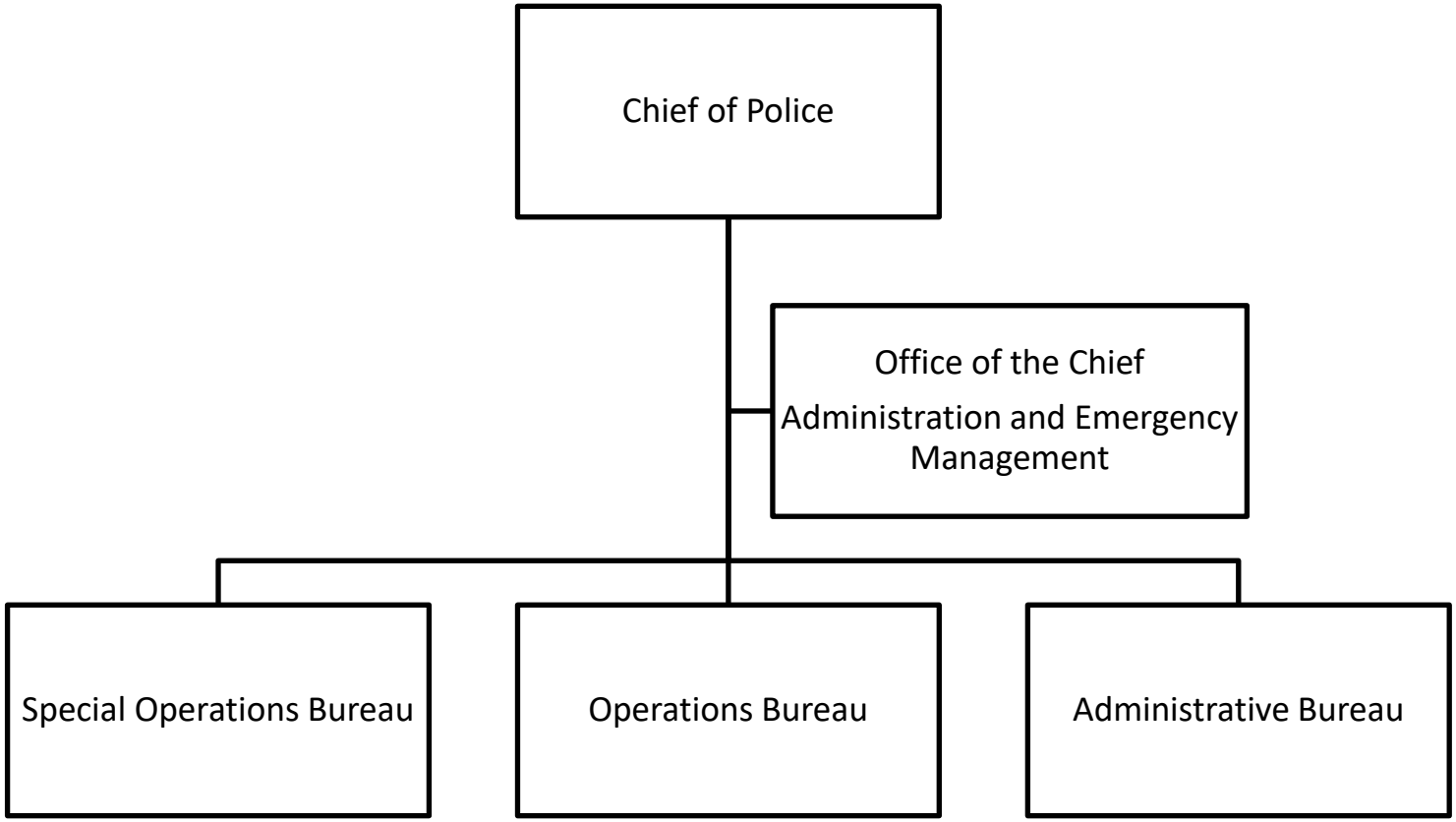
1198 - Animal Control Non-Personnel Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
Cleaning supplies and Animal Control equipment	750
Total	750
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	500
Total	500
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (4)	760
Total	760
536000 - Miscellaneous Professional Services	
Rabies clinics and veterinary fees	2,500
Total	2,500
543000 - Contributions	
Second Chance Wildlife	3,500
Total	3,500
544000 - Dues/Memberships/Certification	
National Animal Control Association	125
Professional Animal Workers Association	75
Total	200
546000 - Conf./Seminar/Class Registration	
Animal Control training	2,200
Total	2,200
547000 - Travel Expense	
Animal Control training	3,000
Total	3,000
551100 - Cellular Phone	
Cell phone service (4)	2,880
Cell phone service (non-data) (1)	240
Service - mobile device data plan (4)	1,920
Total	5,040

General Fund Departmental Budgets
Planning & Code Administration - Activity Analysis
FY20 Budget

1198 - Animal Control Non-Personnel Expenditures	FY20 Adopted Budget
552500 - Gasoline Expense	
87 Octane fuel	6,750
Total	6,750
557000 - Uniforms/ Laundry	
Replacement - uniforms for animal control officers	2,200
Vests	3,500
Uniform/footwear allowance	1,080
Total	6,780
560000 - Miscellaneous	
Miscellaneous community outreach, signage and printing	800
Total	800
574000 - R&M - Vehicles	
Vehicle maintenance (6 units)	2,200
Total	2,200
595100 - Furniture & Equipment (Replacement)	
Furniture Replacement	200
Total	200
Total Non-Personnel Expenditures	**35,180**

Summerfest

DEPARTMENT OF POLICE



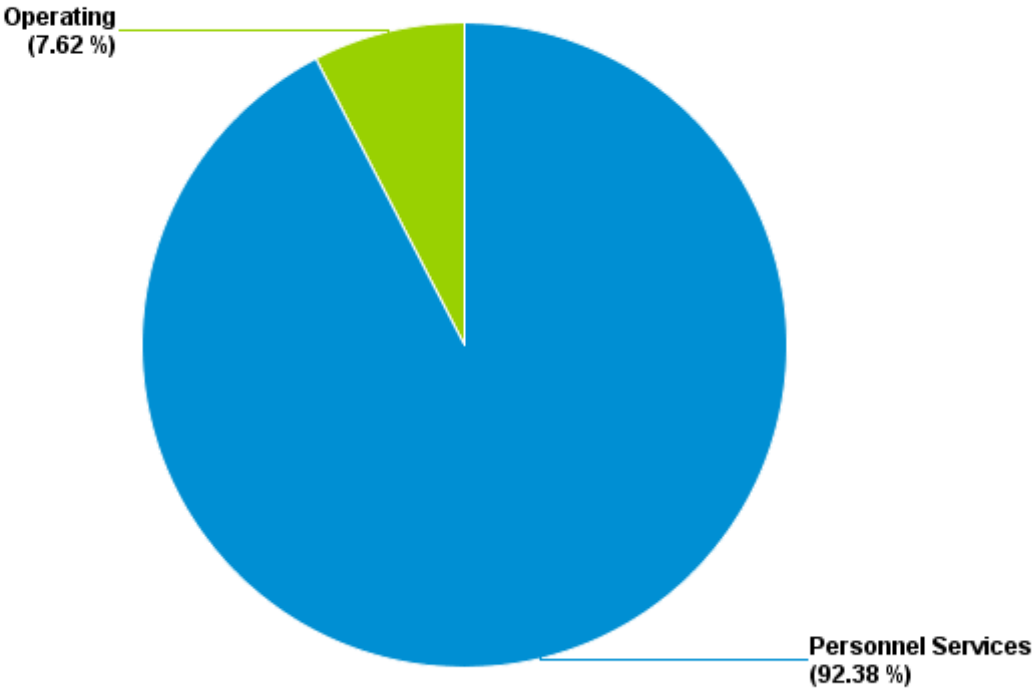
General Fund Departmental Budget
Department Overview - Police Department
FY20 Budget

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.

Police Department Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Activity						
1211 - Police Department	9,245,272	9,098,052	9,432,952	9,628,798	195,846	2.1%
Total	9,245,272	9,098,052	9,432,952	9,628,798	195,846	2.1%

FY20 Adopted - By Object Category



General Fund Departmental Budget
Department Overview - Police Department
FY20 Budget

Police Department Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Category						
Personnel Services	8,499,854	8,371,984	8,698,259	8,895,121	196,862	2.3%
Operating	681,232	726,068	734,693	733,677	(1,016)	(0.1%)
Capital	64,186	-	-	-	-	0.0%
Total	9,245,272	9,098,052	9,432,952	9,628,798	195,846	2.1%

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1211 - Police Department			
Administrative Assistant III	0	0	1
Administrative Assistant I	1	1	1
Administrative Assistant II/Police	1	1	0
Administrative Support Supervisor	1	1	1
Police Officer Candidate	2	0	3
Police Officer I	4	8	8
Speed Camera Technician Supervisor	1	1	1
Speed Camera Technician	1	1	1
Parking Enforcement Official	0	1	1
Police Officer II	11	3	3
Police Officer III	20	26	24
Police Corporal	9	9	8
Police Accreditation/Property & Evidence Manager	1	1	1
Police Sergeant	9	9	9
Police Lt./Operations Bureau Commander	1	1	1
Police Lt./Administrative Bureau Commander	1	1	1
Police Lt./Special Operations Bureau Commander	1	1	1
Police Training & Emergency Operations Coordinator	1	1	1
Crime Analyst	1	1	1
Police Systems Support Manager	1	1	1
Chief of Police	1	1	1
Part-Time Personnel	3.56	3.6	3.57
Subtotal	**71.56**	**72.6**	**72.57**
Full-Time Personnel	68	69	69

Part-Time Personnel	3.56	3.6	3.57
Total	**71.56**	**72.6**	**72.57**

1211 - Police Department

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
523400 - Police Weapons	28,700	56,934	28,234
There is an increase of $28,234 primarily due to an increase in the ammo budget. The Department did not purchase ammo in FY19 due to ample supplies.			
531000 - IT (Non-Consultant) Services	105,291	99,560	(5,731)
There is a decrease of $5,731 primarily due to a reduction of expenses for the Public Safety Camera System maintenance.			
531500 - Software Licenses	6,200	599	(5,601)
The decrease of $5,601 is due to a reduction in new Microsoft licenses and last year's one time purchase of FileOnQ Quartermaster.			
536000 - Miscellaneous Professional Services	51,100	40,780	(10,320)
The decrease of $10,320 is primarily due to the decrease in promotion consultant fees (no promotional process in FY20).			
546000 - Conf./Seminar/Class Registration	26,400	17,200	(9,200)
There is a decrease of $9,200 primarily due to the decrease in new officer training. We plan on just using the Montgomery County Public Service Training Academy which is free.			
551100 - Cellular Phone	47,858	54,758	6,900
Cell phone expenses have been standardized across the City based on provider rate charges.			
552500 - Gasoline Expense	140,175	150,000	9,825
There is an increase of $9,825 due to the amount Public Works estimates the police will use in gas.			
557000 - Uniforms/ Laundry	63,630	57,130	(6,500)
There is a decrease of $6,500 primarily due to the anticipated reduction in new officers in FY20.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	5,563,446	5,497,211	5,777,135	5,883,155	106,020	1.8%
505100 - Other Taxable Comp.-Multilingual	22,880	22,880	20,800	22,880	2,080	10.0%
505200 - Other Taxable Comp.-GFIT	9,641	8,904	20,520	9,744	(10,776)	(52.5%)
505300 - Other Taxable Comp.-Housing Stipend	9,400	12,700	7,200	13,500	6,300	87.5%
506000 - Retirement Buyout	164,377	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	86,286	84,000	-	-	-	0.0%
508000 - Overtime Wages	385,563	400,000	375,000	400,000	25,000	6.7%

General Fund Departmental Budgets
Police Department - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
509000 - Part-Time Wages	83,748	75,000	104,380	105,843	1,463	1.4%
510000 - FICA Taxes	466,877	461,458	481,312	491,321	10,009	2.1%
514100 - Group Insurance/Retirees	(468)	-	-	-	-	0.0%
514200 - Vision Benefit	1,515	3,681	4,442	3,920	(522)	(11.8%)
514210 - Health Insurance	733,376	787,425	848,379	865,375	16,996	2.0%
514220 - Dental Benefit	47,982	51,128	58,801	53,428	(5,373)	(9.1%)
514230 - Long-Term Care Benefit	5,561	9,100	8,706	10,018	1,312	15.1%
514240 - Life Ins and Disability Benefit	57,477	55,709	55,212	57,895	2,683	4.9%
515000 - Retirement (401A)	435,407	439,777	462,172	470,658	8,486	1.8%
515050 - Supplemental Retirement (401A)	212,121	223,564	227,487	241,354	13,867	6.1%
515100 - Retirement Health Savings (RHS)	56,699	65,066	73,116	70,078	(3,038)	(4.2%)
515200 - Medicare Retirement Health Savings (RHS)	-	6,191	-	12,000	12,000	100.0%
516000 - Savings Plan (401K)	150,275	157,690	159,597	168,952	9,355	5.9%
519000 - Tuition Reimbursement	7,689	10,500	14,000	15,000	1,000	7.1%
521000 - Office Supplies	16,898	18,500	18,500	18,000	(500)	(2.7%)
522000 - General Operating Supplies	15,086	17,945	17,945	18,245	300	1.7%
523300 - Police Outreach	8,500	9,800	9,800	11,300	1,500	15.3%
523400 - Police Weapons	32,372	28,700	28,700	56,934	28,234	98.4%
525000 - Furniture/Fixture	4,527	300	600	-	(600)	(100.0%)
526000 - Machinery/Equipment	4,344	7,400	7,400	5,000	(2,400)	(32.4%)
530000 - Accounting & Audit	1,403	1,800	1,800	1,800	-	0.0%
531000 - IT (Non-Consultant) Services	94,520	105,291	105,291	99,560	(5,731)	(5.4%)
531500 - Software Licenses	-	5,500	6,200	599	(5,601)	(90.3%)
531600 - Software Maintenance Agreements	46,758	37,059	37,059	36,269	(790)	(2.1%)
536000 - Miscellaneous Professional Services	22,566	46,600	51,100	40,780	(10,320)	(20.2%)
536500 - Investigations	150	-	-	-	-	0.0%
542000 - Awards & Presentations	3,622	2,250	2,250	1,500	(750)	(33.3%)
544000 - Dues/Memberships/Certification	5,966	5,210	5,120	5,800	680	13.3%
545000 - Publications/ Resource Material	971	560	560	560	-	0.0%
546000 - Conf./Seminar/Class Registration	23,672	18,400	26,400	17,200	(9,200)	(34.8%)
547000 - Travel Expense	10,218	8,360	8,000	8,360	360	4.5%

General Fund Departmental Budgets
Police Department - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
547100 - Local Travel Mileage	560	-	360	-	(360)	(100.0%)
551100 - Cellular Phone	51,552	47,858	47,858	54,758	6,900	14.4%
552500 - Gasoline Expense	142,753	140,175	140,175	150,000	9,825	7.0%
553000 - Printing & Binding	2,755	2,000	1,600	2,000	400	25.0%
556000 - Postage	864	1,000	1,300	1,300	-	0.0%
556500 - Messenger Services	339	700	200	500	300	150.0%
557000 - Uniforms/ Laundry	52,033	63,090	63,630	57,130	(6,500)	(10.2%)
560000 - Miscellaneous	2,946	3,700	3,700	-	(3,700)	(100.0%)
561000 - Local - In-Service Meals	508	2,000	2,000	900	(1,100)	(55.0%)
567000 - Rental & Use	37,461	41,010	41,010	39,970	(1,040)	(2.5%)
567100 - Rental of Facilities	2,150	2,500	4,675	3,000	(1,675)	(35.8%)
568300 - Police Forfeiture Expenditures	8,939	16,900	10,000	10,000	-	0.0%
573000 - R&M - Machinery & Equipment	17,597	22,810	22,810	19,112	(3,698)	(16.2%)
574000 - R&M - Vehicles	69,204	68,650	68,650	73,100	4,450	6.5%
596000 - Vehicles/Motor Equipment	64,186	-	-	-	-	0.0%
Total	9,245,272	9,098,052	9,432,952	9,628,798	195,846	2.1%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	8,499,854	8,371,984	8,698,259	8,895,121	196,862	2.3%
Operating	681,232	726,068	734,693	733,677	(1,016)	(0.1%)
Capital	64,186	-	-	-	-	0.0%
Total	9,245,272	9,098,052	9,432,952	9,628,798	195,846	2.1%

General Fund Departmental Budgets
Police Department - Activity Analysis
FY20 Budget

1211 - Police Department Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
E-Tickets paper	2,500
Miscellaneous office supplies	10,500
Printer and copier supplies	5,000
Total	18,000
522000 - General Operating Supplies	
Blood kits	300
Drug testing kits	500
Employee background investigation fingerprinting fees	300
Evidence packing supplies	1,000
First aid supplies	1,500
Flares	1,500
K9 accessories	500
K9 boarding	3,000
K9 food	1,600
K9 veterinarian	3,500
PBT solution	90
Portable breath test tubes (1,000)	230
Radio battery replacement & accessories	1,000
VEIP vouchers	525
DrinkMore (water)	2,700
Total	18,245
523300 - Police Outreach	
DARE	300
National Night Out	4,000
Neighborhood Watch materials	2,000
Promotional materials	1,000
Recruitment	4,000
Total	11,300

1211 - Police Department Non-Personnel Expenditures	FY20 Adopted Budget
523400 - Police Weapons	
Ammunition	35,000
Ammunition - less lethal training	4,700
Chem lights	250
Firearm targets	1,000
Gun cleaning supplies	500
Miscellaneous range supplies	1,000
Spare handgun parts and supplies	2,500
Taser - cartridges	7,700
Taser - holsters	270
Taser training accessories	2,958
Taser batteries	1,056
Total	56,934
526000 - Machinery/Equipment	
In-car camera (Arbitrator) supplies	2,000
Miscellaneous computer devices & supplies	3,000
Total	5,000
530000 - Accounting & Audit	
Credit card processing fees	1,800
Total	1,800
531000 - IT (Non-Consultant) Services	
Service - software (Accurint Crime Analysis)	8,883
Service - software (Adobe Acrobat Pro DC) (6)	672
Service - software (ADORE)	725
Service - software (Axon - Evidence.com)	73,700
Service - software (Guardian Tracking)	1,663
Service - software (PowerDMS)	5,074
Additional Adobe Creative Cloud for Teams subscription	740
Service - software (ZetX TRAX)	1,660
Service - software (LEADS Online)	4,728
Service - software (Skills Manager)	1,715
Total	99,560

1211 - Police Department Non-Personnel Expenditures	FY20 Adopted Budget
531500 - Software Licenses	
Composite software license - IQ Biometrix	599
Total	599
531600 - Software Maintenance Agreements	
Maintenance - software (APS - QuickVoice) (63)	3,496
Maintenance - software (ATAC Workstation)	800
Maintenance - software (CrimeNtel)	5,600
Maintenance - software (FileOnQ Evidence)	2,590
Maintenance - software (FileOnQ Quartermaster)	936
Maintenance - software (K9Track)	144
Maintenance - software (currency counter)	260
Maintenance - software(Panasonic Arbitrator)	12,563
Maintenance - software (Microsoft CALs) (52)	9,880
Total	36,269
536000 - Miscellaneous Professional Services	
Accurint / clear	2,930
Applicant testing materials/grading	750
Investigative fees (transcription service)	1,250
Major (SCU vehicle install/removal of equipment)	5,200
NCR - LinX	2,500
Promotion consultant	1,700
Shredder services	2,000
Taisey Security	9,000
Towing services	300
Traffic count study service - speed cameras	10,000
TransUnion	1,400
Uniform tailoring & alterations	3,000
Vehicle bloodborne pathogen cleaning	750
Total	40,780
542000 - Awards & Presentations	
Awards & presentations	1,500
Total	1,500

General Fund Departmental Budgets
Police Department - Activity Analysis
FY20 Budget

1211 - Police Department Non-Personnel Expenditures	FY20 Adopted Budget
544000 - Dues/Memberships/Certification	
Accreditation fee - annual	4,695
Chesapeake region law enforcement accreditation alliance	25
FBINAA	90
International Association of Chiefs of Police	250
Maryland Chiefs	150
Maryland Municipal Police Executives Association	125
Metropolitan Washington Council of Governments	175
National Safety Council First Responders	40
United States Police Canine Association	200
Internation Association of Property & Evidence	50
Total	5,800
545000 - Publications/ Resource Material	
K9 Terry Fleck legal updates and opinion website	90
K9 trade magazine subscription	70
Traffic article books and digest of criminal laws	400
Total	560
546000 - Conf./Seminar/Class Registration	
All hands meetings	1,000
Basic instructors course - MPCTC	700
Taser instructor certification	2,000
Training - general	9,500
Training - use of force instructors	4,000
Total	17,200
547000 - Travel Expense	
Training - general	8,000
EZ Pass fees	300
Tolls & parking	60
Total	8,360

General Fund Departmental Budgets
Police Department - Activity Analysis
FY20 Budget

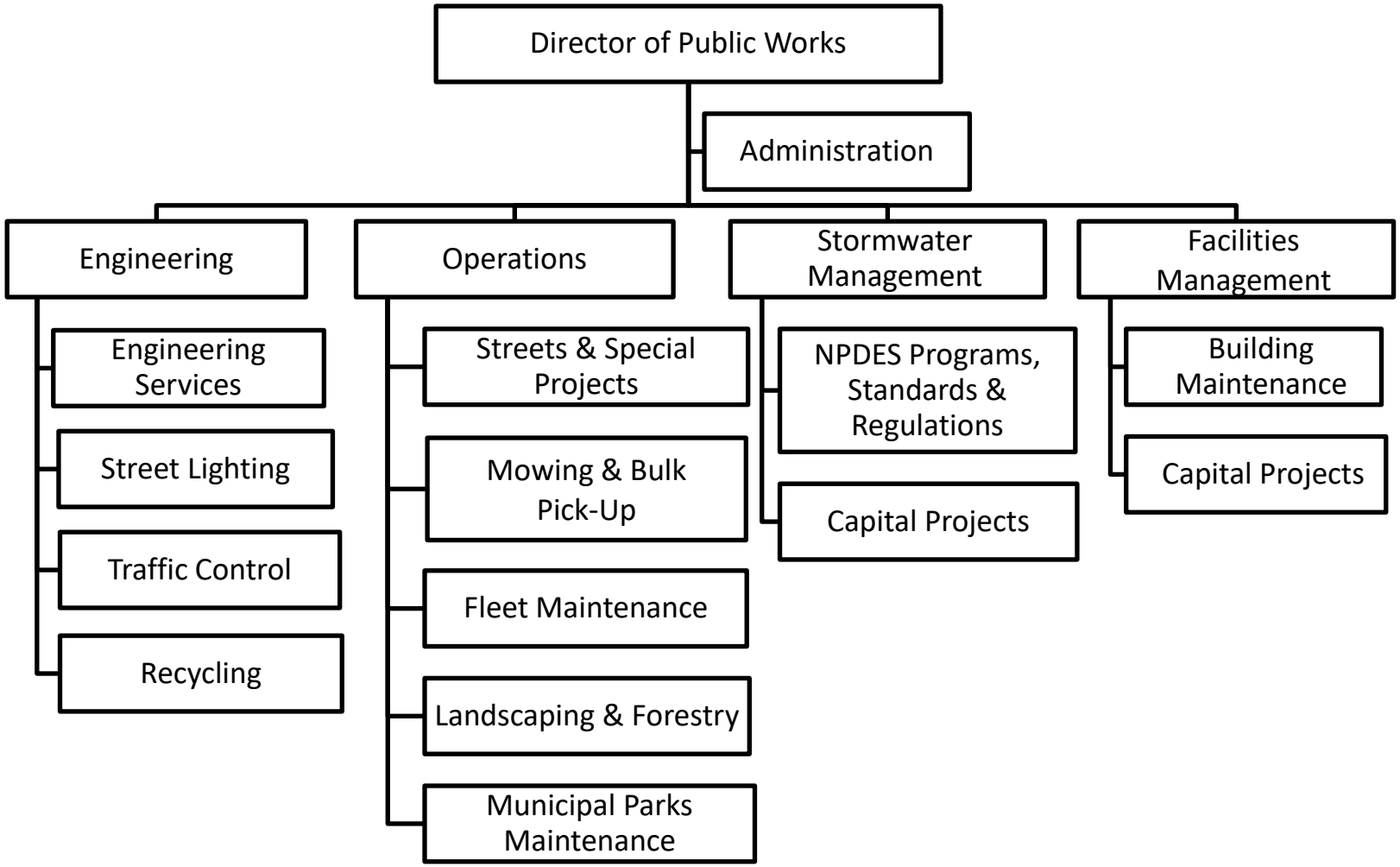
1211 - Police Department Non-Personnel Expenditures	FY20 Adopted Budget
551100 - Cellular Phone	
Cell phone service (25)	18,000
Replacement cell phones	500
Service - Covert GPS tracker (2)	798
Service - mobile device data plan (72)	35,460
Total	54,758
552500 - Gasoline Expense	
87 Octane fuel	150,000
Total	150,000
553000 - Printing & Binding	
Department forms (warnings, citations, parking)	2,000
Total	2,000
556000 - Postage	
Postage	1,300
Total	1,300
556500 - Messenger Services	
Courier services	500
Total	500
557000 - Uniforms/ Laundry	
Ballistic vests (4@$1300)	2,600
Patrol clothing gear and accessories	29,700
Uniforms and gear - new hired officers	6,400
Clothing allowance- Investigations	1,000
Clothing allowance- SCU	1,500
Uniform/footwear allowance	15,930
Total	57,130
561000 - Local - In-Service Meals	
Local meals	900
Total	900

General Fund Departmental Budgets
Police Department - Activity Analysis
FY20 Budget

1211 - Police Department Non-Personnel Expenditures	FY20 Adopted Budget
567000 - Rental & Use	
Automobile - lease agreement - SCU (6)	34,000
Automobile - lease agreement renewal & new lease fees - SCU	1,265
NCIC/County network usage fees	4,705
Total	39,970
567100 - Rental of Facilities	
Range fees	3,000
Total	3,000
568300 - Police Forfeiture Expenditures	
Administrative costs related to police forfeitures	10,000
Total	10,000
573000 - R&M - Machinery & Equipment	
Maintenance - AED inspection and maintenance (14 @ $225)	3,150
Maintenance - speed camera calibration (12 units)	9,000
Maintenance & supplies - copier (Ricoh - BW) (3)	1,092
Maintenance - hardware (currency counter)	370
Maintenance - hardware (MDT repairs)	3,500
Maintenance & supplies - copier (Ricoh - color copying) (3)	2,000
Total	19,112
574000 - R&M - Vehicles	
Car washes	2,000
Mountain bike maintenance	300
Towing services	1,000
Vehicle maintenance (81 units)	65,000
Rewrapping of patrol vehicles (vinyl)	4,800
Total	73,100
Total Non-Personnel Expenditures	**733,677**

Gaithersburg Arts Barn

DEPARTMENT OF PUBLIC WORKS



General Fund Departmental Budget
Department Overview - Public Works
FY20 Budget

Services Provided

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

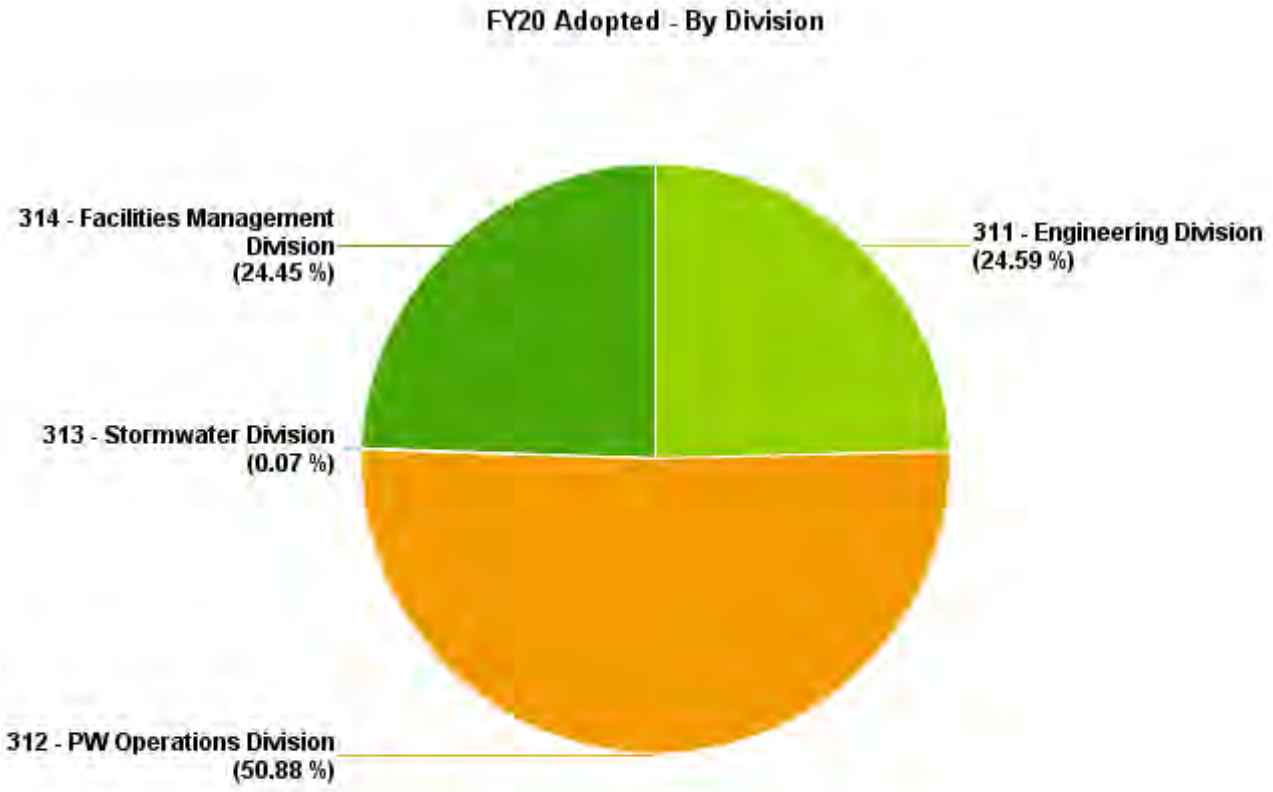
The Public Works Department is comprised of four (4) administrative divisions as follows:
1. Engineering Services
2. Facilities and Capital Projects
3. Stormwater Management
4. Operations

The department provides a variety of services including: snow removal; street sweeping; repair and maintenance of streets, sidewalks and storm drains; beautification of streets, public buildings, and parks; recycling; and City vehicle maintenance. It also provides the following engineering services: reviews of land development plans; bridge and culvert inspections and repair; multi-modal access; pavement management; and roadway repaving and rehabilitation. Development of new assets and improvement of existing assets are done through the delivery of capital projects. The department utilizes a standard approach to project initiation, planning and chartering to ensure that fully developed scopes of work are used to develop construction documents. All staff are adept at project delivery and incremental improvement is achieved through the use of data-based metrics. The Stormwater Management division is responsible for ensuring that the City is in compliance with the National Pollutant Discharge Elimination System (NPDES) requirements of the Maryland Department of the Environment (MDE). This is achieved through the implementation of stormwater restoration projects, inspection and maintenance of all stormwater practices in the City, spill response and cleanup, and public education and outreach programs.

Public Works Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
311 - Engineering Division						
1311 - Public Works Administration	891,629	780,561	790,998	785,003	(5,995)	(0.8%)
1345 - Recycling	997,414	1,025,660	1,038,220	1,246,166	207,946	20.0%
1351 - Engineering Services	670,725	549,477	756,234	951,653	195,419	25.8%
1393 - Street Lighting	626,137	632,000	687,000	705,000	18,000	2.6%
311 - Engineering Division	3,185,905	2,987,698	3,272,452	3,687,822	415,369	12.7%
312 - PW Operations Division						
1312 - Streets & Special Projects	759,676	869,834	1,011,934	1,057,180	45,246	4.5%
1315 - Fleet Maintenance	590,947	649,134	633,062	663,254	30,192	4.8%
1341 - Landscaping & Forestry	1,066,155	1,147,278	1,350,535	1,264,585	(85,950)	(6.4%)
1343 - Municipal Parks Maintenance	1,988,332	1,855,927	2,025,762	2,104,092	78,330	3.9%
1344 - Mowing & Bulk Pick-Up	2,519,653	2,166,362	2,333,333	2,220,438	(112,894)	(4.8%)
1397 - Traffic Control	274,516	345,850	304,815	320,462	15,647	5.1%
312 - PW Operations Division	7,199,279	7,034,385	7,659,441	7,630,011	(29,429)	(0.4%)

313 - Stormwater Division						
1342 - City Stormwater	-	9,000	9,450	10,450	1,000	10.6%
313 - Stormwater Division	-	9,000	9,450	10,450	1,000	10.6%
314 - Facilities Management Division						
1150 - Facilities Management	1,229,675	1,720,871	1,932,446	1,905,893	(26,553)	(1.4%)
1151 - Building & Grounds - City Hall	111,029	162,145	177,330	160,910	(16,420)	(9.3%)
1152 - Building & Grounds - Police Station	63,245	51,863	65,392	94,522	29,130	44.5%
1153 - Building & Grounds - Public Service Facility	141,684	128,612	171,195	242,176	70,981	41.5%
1155 - Building & Grounds - Train Station/ Freight House	21,199	25,426	27,746	29,290	1,544	5.6%
1158 - Building & Grounds - Kentlands Mansion	69,421	45,492	63,524	90,738	27,213	42.8%
1159 - Building & Grounds - Benjamin Gaither Center	82,923	82,467	93,025	90,261	(2,764)	(3.0%)
1160 - Building & Grounds - Casey Community Center	140,378	144,346	156,525	157,744	1,219	0.8%
1161 - Building & Grounds - Olde Towne Pavilion	6,043	5,187	6,487	6,023	(464)	(7.2%)
1162 - Building & Grounds - Public Safety	63,436	51,589	59,068	38,423	(20,645)	(35.0%)
1164 - Building & Grounds - Gaithersburg Aquatic Center	19,311	23,711	28,653	15,074	(13,579)	(47.4%)
1165 - Building & Grounds - Activity Center	287,343	260,617	283,381	274,736	(8,644)	(3.1%)
1166 - Building & Grounds - Gaithersburg Arts Barn	72,723	72,640	86,587	86,350	(237)	(0.3%)
1167 - Building & Grounds - Water Park	125,293	119,204	152,837	126,618	(26,219)	(17.2%)
1168 - Building & Grounds - Miniature Golf	14,455	12,798	15,313	16,058	745	4.9%
1169 - Building & Grounds - Skate Park	6,537	7,457	10,093	9,117	(976)	(9.7%)
1170 - Building & Grounds - Olde Towne Youth Center	38,901	22,754	41,819	56,347	14,528	34.7%
1172 - Building & Grounds - Robertson Park Youth Center	53,554	104,875	63,872	67,220	3,347	5.2%
1173 - Building & Grounds - Gaithersburg CPSC Park Site	23,464	23,409	32,206	29,293	(2,913)	(9.0%)
1175 - Building & Grounds - Parking Facility	162,583	90,902	112,165	126,855	14,689	13.1%
1176 - Building & Grounds - Homeless Services	-	-	-	43,062	43,062	100.0%
314 - Facilities Management Division	2,733,196	3,156,365	3,579,665	3,666,709	87,044	2.4%
Total Public Works	13,118,380	13,187,447	14,521,007	14,994,992	473,984	3.3%

General Fund Departmental Budget
Department Overview - Public Works
FY20 Budget



Public Works Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Category						
Personnel Services	7,930,719	7,565,332	8,372,148	8,567,289	195,141	2.3%
Operating	4,743,371	5,303,702	5,870,860	6,372,703	501,843	8.5%
Capital	444,291	318,413	278,000	55,000	(223,000)	(80.2%)
Total	13,118,380	13,187,447	14,521,007	14,994,992	473,984	3.3%

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1150 - Facilities Management			
Manager of Facilities Maintenance	1	1	0
Facilities & Equipment Technician I	1	1	2
Facilities & Equipment Technician II	1	1	1
Facilities & Equipment Technician III	1	1	1
Capital Projects Program Manager	2	2	2
Project Manager	1	1	1

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
Facilities Maintenance Supervisor	0	0	1
Capital Projects/Facilities Division Chief	1	1	1
Facilities & Equipment Specialist I	1	1	0
Facilities & Equipment Specialist III	0	1	1
Public Works Program Coordinator	1	1	1
Subtotal	**10**	**11**	**11**
1311 - Public Works Administration			
Project Manager	0	0	1
Public Works Operations Division Chief	1	1	1
Public Works Operations Administrator	1	1	1
Public Works Program Coordinator	1	1	1
Engineering Services Division Chief	1	1	0
Director of Public Works & Engineering	1	1	1
Subtotal	**5**	**5**	**5**
1312 - Streets & Special Projects			
Maintenance Worker I	2	2	4
Maintenance Worker II	2	2	1
Work Force Leader III	1	1	0
Supervisor	1	1	1
Part-Time Personnel	1.35	0.67	0.68
Subtotal	**7.35**	**6.67**	**6.68**
1315 - Fleet Maintenance			
Mechanic III	2	2	2
Senior Mechanic II	2	2	2
Manager of Fleet Operations	1	1	1
Part-Time Personnel	0.67	0.67	0.68
Subtotal	**5.67**	**5.67**	**5.68**

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1341 - Landscaping & Forestry			
Project Manager	1	1	0
Maintenance Worker I	5	6	8
Maintenance Worker II	1	1	0
Maintenance Worker III	1	1	1
Work Force Leader I	1	1	1
Work Force Leader III	1	1	1
Supervisor	1	1	1
Foreman I	1	1	1
Part-Time Personnel	2.02	1.35	1.35
Subtotal	**14.02**	**14.35**	**14.35**
1343 - Municipal Parks Maintenance			
Maintenance Worker I	6	6	6
Maintenance Worker II	2	2	2
Maintenance Worker III	2	3	3
Work Force Leader II	1	1	1
Work Force Leader I	2	2	2
Work Force Leader III	2	1	2
Supervisor	1	1	1
Foreman I	0	2	1
Foreman II	2	1	1
Foreman III	1	0	0
Part-Time Personnel	2.69	2.69	2.71
Subtotal	**21.69**	**21.69**	**21.71**

General Fund Departmental Budget
Department Overview - Public Works
FY20 Budget

Departmental Personnel Schedule	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
1344 - Mowing & Bulk Pick-Up			
Maintenance Worker I	6	7	6
Maintenance Worker II	3	3	3
Maintenance Worker III	5	4	4
Work Force Leader II	1	1	1
Work Force Leader I	4	4	4
Work Force Leader III	2	2	2
Supervisor	1	1	1
Part-Time Personnel	2.69	2.69	2.71
Subtotal	**24.69**	**24.69**	**23.71**
1351 - Engineering Services			
Project Engineer	2	2	2
Right-of-Way Inspector	1	1	1
Project Manager	1	2	1
Engineering Services Division Chief	0	0	1
Part-Time Personnel	0	0	0.6
Subtotal	**4**	**5**	**5.6**
1397 - Traffic Control			
Maintenance Worker III	1	1	1
Work Force Leader III	1	1	1
Part-Time Personnel	1.35	1.35	1.35
Subtotal	**3.35**	**3.35**	**3.35**
Full-Time Personnel	85	88	87
Part-Time Personnel	10.77	9.42	10.07
Total	**95.77**	**97.42**	**97.07**

1150 - Facilities Management

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
531000 - IT (Non-Consultant) Services	23,520	66,536	43,016
This expenditure increased due to consulting needed for the Maintenance Connection software, an increase in the cost of RSMeans (cost estimate software), and additional costs for the HVAC and energy management systems.			
536000 - Miscellaneous Professional Services	17,600	-	(17,600)
Cost was realigned among IT Accounts			
536400 - Contract Maintenance Services	83,200	25,983	(57,217)
Reduction for snow contract ($50K) was transferred from 1150 to 1312.			
552500 - Gasoline Expense	12,625	17,750	5,125
Costs increase was due to additional vehicle added to fleet, plus cost for fuel for generators.			
572000 - R&M - Buildings & Facilities	354,000	346,200	(7,800)
Decrease due to reduction in contracts necessary for 16 S. Summit building before construction begins.			
573000 - R&M - Machinery & Equipment	55,000	62,500	7,500
Increase due to anticipated expenditures for overhead door, elevator, and generator repair expenses at various City facilities.			
595060 - Machinery & Equipment	15,000	-	(15,000)
Reduction from the purchase of new fuel pod in FY19 for filling generators.			
596000 - Vehicles/Motor Equipment	30,000	-	(30,000)
Reduction due to addition to fleet being added in FY19.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	712,366	801,270	822,100	837,028	14,928	1.8%
505200 - Other Taxable Comp.-GFIT	937	1,428	3,240	1,680	(1,560)	(48.1%)
507000 - Vacation & Sick Payouts	9,576	8,600	-	-	-	0.0%
508000 - Overtime Wages	18,674	22,000	30,000	32,810	2,810	9.4%
510000 - FICA Taxes	54,957	63,089	67,944	69,195	1,251	1.8%
514200 - Vision Benefit	260	648	740	713	(27)	(3.6%)
514210 - Health Insurance	106,606	138,832	139,580	155,606	16,026	11.5%
514220 - Dental Benefit	3,295	8,527	9,222	9,130	(92)	(1.0%)
514230 - Long-Term Care Benefit	235	1,415	1,242	1,595	353	28.4%
514240 - Life Ins and Disability Benefit	6,826	8,047	7,796	8,487	691	8.9%
515000 - Retirement (401A)	56,208	64,103	68,508	69,753	1,245	1.8%

General Fund Departmental Budgets
Public Works - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
515050 - Supplemental Retirement (401A)	17,090	23,256	22,141	26,065	3,924	17.7%
515100 - Retirement Health Savings (RHS)	8,194	8,990	12,752	9,406	(3,346)	(26.2%)
515200 - Medicare Retirement Health Savings (RHS)	-	500	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	16,183	20,655	19,098	22,629	3,531	18.5%
519000 - Tuition Reimbursement	2,947	5,000	10,500	10,500	-	0.0%
521000 - Office Supplies	2,782	6,000	3,500	4,000	500	14.3%
522000 - General Operating Supplies	6,931	14,000	10,000	11,000	1,000	10.0%
526000 - Machinery/Equipment	629	6,000	16,000	12,000	(4,000)	(25.0%)
531000 - IT (Non-Consultant) Services	16,775	23,520	23,520	66,536	43,016	182.9%
531500 - Software Licenses	-	1,500	1,500	2,400	900	60.0%
531600 - Software Maintenance Agreements	3,130	3,130	3,130	3,130	-	0.0%
536000 - Miscellaneous Professional Services	74	17,600	17,600	-	(17,600)	(100.0%)
536300 - Contract Cleaning	1,516	5,200	9,000	6,000	(3,000)	(33.3%)
536400 - Contract Maintenance Services	65,977	57,847	83,200	25,983	(57,217)	(68.8%)
536500 - Investigations	-	60	-	-	-	0.0%
542000 - Awards & Presentations	100	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	6,849	7,110	7,110	9,470	2,360	33.2%
545000 - Publications/ Resource Material	3,126	2,500	2,500	3,400	900	36.0%
546000 - Conf./Seminar/Class Registration	21,213	30,000	32,550	32,450	(100)	(0.3%)
546300 - In-Service Training	12	-	-	-	-	0.0%
547000 - Travel Expense	25	250	1,500	1,700	200	13.3%
547100 - Local Travel Mileage	558	-	100	-	(100)	(100.0%)
550000 - Electric	8,544	10,000	8,500	12,000	3,500	41.2%
550100 - Gas (Natural)	7	-	-	-	-	0.0%
550700 - Solid Waste/Recycling	5,940	5,000	5,000	4,112	(888)	(17.8%)
550900 - Other Utilities	2,841	4,000	3,000	3,000	-	0.0%
551000 - Telephone (Landline)	1,272	-	1,548	525	(1,023)	(66.1%)
551100 - Cellular Phone	4,012	5,000	7,550	7,440	(110)	(1.5%)
552500 - Gasoline Expense	15,503	16,000	12,625	17,750	5,125	40.6%
553000 - Printing & Binding	670	1,500	750	2,000	1,250	166.7%
556000 - Postage	120	-	200	200	-	0.0%

General Fund Departmental Budgets
Public Works - Activity Analysis
FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
557000 - Uniforms/ Laundry	4,856	6,200	6,200	5,500	(700)	(11.3%)
561000 - Local - In-Service Meals	54	-	-	-	-	0.0%
572000 - R&M - Buildings & Facilities	33,746	250,000	354,000	346,200	(7,800)	(2.2%)
573000 - R&M - Machinery & Equipment	-	30,000	55,000	62,500	7,500	13.6%
574000 - R&M - Vehicles	8,062	5,000	7,000	10,000	3,000	42.9%
595060 - Machinery & Equipment	-	8,000	15,000	-	(15,000)	(100.0%)
596000 - Vehicles/Motor Equipment	-	29,094	30,000	-	(30,000)	(100.0%)
Total	1,229,675	1,720,871	1,932,446	1,905,893	(26,553)	(1.4%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,014,354	1,176,360	1,214,863	1,256,597	41,734	3.4%
Operating	215,321	507,417	672,583	649,296	(23,287)	(3.5%)
Capital	-	37,094	45,000	-	(45,000)	(100.0%)
Total	1,229,675	1,720,871	1,932,446	1,905,893	(26,553)	(1.4%)

1150 - Facilities Management Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Supplies- DPW wide	4,000
Total	4,000
522000 - General Operating Supplies	
General facilities supplies	5,000
Food & beverage for PW Dept.	6,000
Total	11,000
526000 - Machinery/Equipment	
Miscellaneous computer supplies	2,000
Miscellaneous shop tools	6,000
iPads for CMMS system (6)	3,000
Miscellaneous computer devices & supplies	1,000
Total	12,000
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (4)	448
Service - software (Maintenance Connection)	13,968
Service - consulting (Maintenance Connection)	17,600
Service - software (RSMeans) (4)	18,000
Energy management software service	8,520
Honeywell HVAC software system upgrade	8,000
Total	66,536
531500 - Software Licenses	
Additional Bluebeam Digital Review licenses (4)	2,400
Total	2,400
531600 - Software Maintenance Agreements	
Maintenance - software (Utility Manager Pro)	1,800
Maintenance - software (Microsoft CALs) (7)	1,330
Total	3,130
536300 - Contract Cleaning	
Contract cleaning - special services and events	6,000
Total	6,000

1150 - Facilities Management Non-Personnel Expenditures	FY20 Adopted Budget
536400 - Contract Maintenance Services	
Cyberlock maintenance	1,000
Annual Manlift inspection	750
Hospice pest control	519
Fire extinguisher replacement	3,000
Electrical switchgear testing & inspection service	20,000
Hospice - annual roof inspection	357
Kellerman - annual roof inspection	357
Total	25,983
544000 - Dues/Memberships/Certification	
American Public Works Association (2)	450
Association of Energy Engineers (3)	900
CMAA (1)	120
COAA (1)	350
CSI (4)	1,800
ICMA (1)	200
International Facility Management Association - IFMA (6)	2,790
NIGP (4)	760
Project Management Institute (4)	800
BOMA (2)	750
IES (1)	550
Total	9,470
545000 - Publications/ Resource Material	
Print resources	2,500
Consensus Docs	900
Total	3,400

1150 - Facilities Management Non-Personnel Expenditures	FY20 Adopted Budget
546000 - Conf./Seminar/Class Registration	
BOMI The Design, Operation, and Maintenance of Bldg. Systems Part (1)	1,100
RS Means Maintenance & Repair Estimating for Facilities (3)	9,600
PW Career Matrix Training (Red Vector)	3,500
Project Management Training	2,750
TPC: Maintenance Management Basics for 1st Line Supervisors (1)	2,200
TPC: Intro to General Maintenance	1,100
TPC: Troubleshooting Essentials	1,100
TPC: HVAC Electrical Controls & Air Distribution	2,200
TPC: Advanced Electrical Troubleshooting	2,200
Metasys System Extended Architecture for Bldg. Operators #388	3,600
Construction Manager Training	1,100
Project Procurement Training	2,000
Total	32,450
547000 - Travel Expense	
Travel expenses (training/conferences)	1,500
Local travel	100
EZ Pass	100
Total	1,700
550000 - Electric	
Electric- miscellaneous accounts	12,000
Total	12,000
550700 - Solid Waste/Recycling	
Refuse/recycling additional services	4,112
Total	4,112
550900 - Other Utilities	
Heating oil / propane	3,000
Total	3,000
551000 - Telephone (Landline)	
Verizon phone service (1)	525
Total	525
551100 - Cellular Phone	
Cell phone service (10)	7,200
Cell phone service (non-data) (1)	240
Total	7,440

1150 - Facilities Management Non-Personnel Expenditures	FY20 Adopted Budget
552500 - Gasoline Expense	
87 octane fuel - 3,300 gallons; diesel fuel - 3,800 gallons	17,750
Total	17,750
553000 - Printing & Binding	
Blueprint services	2,000
Total	2,000
556000 - Postage	
Postage and mailing fees	200
Total	200
557000 - Uniforms/ Laundry	
Safety shoes (10 people)	1,600
Uniforms for staff	3,900
Total	5,500
572000 - R&M - Buildings & Facilities	
Painting at various City facilities	50,000
Carpet & painting at various City facilities	50,000
Electric repairs at various City facilities	40,000
Misc. repair items for buildings without separate activity codes	40,000
HVAC repairs at various City facilities	20,000
Concrete / masonry repairs at various City facilities	20,000
Plumbing repairs at various City facilities	20,000
Misc. roof repairs at various City facilities	30,000
Misc. HVAC air filters	1,200
Misc. fence repairs	10,000
Misc HVAC control repairs at various City facilities	20,000
Misc. fire protection	20,000
Misc. backflow repairs and replacements	5,000
General construction contract for various City facilities	20,000
Total	346,200
573000 - R&M - Machinery & Equipment	
Misc. repairs of equipment at various City buildings	30,000
Generator repairs	7,500
Misc. overhead door repairs at various City facilities	15,000
Misc. elevator repairs at various City facilities	10,000
Total	62,500

1150 - Facilities Management Non-Personnel Expenditures	FY20 Adopted Budget
574000 - R&M - Vehicles	
Vehicle maintenance (10 units)	10,000
Total	10,000
Total Non-Personnel Expenditures	**649,296**

1151 - Building & Grounds - City Hall

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
572000 - R&M - Buildings & Facilities	73,000	56,302	(16,698)
Reduction is from basement waterproofing design cost.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	41,918	41,918	42,000	42,000	-	0.0%
536400 - Contract Maintenance Services	5,477	11,784	12,146	15,874	3,728	30.7%
550000 - Electric	15,809	20,000	25,000	25,000	-	0.0%
550100 - Gas (Natural)	5,353	4,000	6,000	5,000	(1,000)	(16.7%)
550200 - Water	5,068	5,000	6,000	5,000	(1,000)	(16.7%)
550700 - Solid Waste/Recycling	5,233	5,443	5,444	5,444	-	0.0%
551000 - Telephone (Landline)	12,626	12,000	7,740	6,290	(1,450)	(18.7%)
572000 - R&M - Buildings & Facilities	19,543	62,000	73,000	56,302	(16,698)	(22.9%)
Total	111,029	162,145	177,330	160,910	(16,420)	(9.3%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	111,029	162,145	177,330	160,910	(16,420)	(9.3%)
Total	111,029	162,145	177,330	160,910	(16,420)	(9.3%)

1151 - Building & Grounds - City Hall Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	42,000
Total	42,000
536400 - Contract Maintenance Services	
Backflow testing	210
Elevator alarm monitoring	297
Elevator services	2,112
Fire alarm monitoring	345
Fire protection system services	3,960
Generator maintenance	2,000
Pest control	605
Window washing	4,900
Annual roof inspection	476
Annual elevator inspection	450
Entrance mats	520
Total	15,874
550000 - Electric	
Electric	25,000
Total	25,000
550100 - Gas (Natural)	
Natural gas	5,000
Total	5,000
550200 - Water	
Water	5,000
Total	5,000
550700 - Solid Waste/Recycling	
Solid waste/recycling	5,444
Total	5,444
551000 - Telephone (Landline)	
Verizon phone service (12)	6,290
Total	6,290
572000 - R&M - Buildings & Facilities	
General R&M	43,000
Exhaust fan replacements (roof / belt drive)	6,000
HVAC air filters	802
Wall pack exterior lighting replacements	6,500
Total	56,302

1151 - Building & Grounds - City Hall Non-Personnel Expenditures	FY20 Adopted Budget
Total Non-Personnel Expenditures	**160,910**

1152 - Building & Grounds - Police Station

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
572000 - R&M - Buildings & Facilities	12,000	40,130	28,130

Project to replace the front windows at the Police Station to fix the air leaks.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	18,345	9,172	18,500	18,500	-	0.0%
536400 - Contract Maintenance Services	3,669	4,259	4,264	5,759	1,495	35.1%
550000 - Electric	19,292	19,000	20,000	20,000	-	0.0%
550100 - Gas (Natural)	1,056	1,500	2,000	1,500	(500)	(25.0%)
550200 - Water	5,285	3,200	4,000	5,000	1,000	25.0%
550700 - Solid Waste/Recycling	1,482	1,532	1,532	1,533	1	0.1%
551000 - Telephone (Landline)	5,943	4,200	3,096	2,100	(996)	(32.2%)
572000 - R&M - Buildings & Facilities	8,172	9,000	12,000	40,130	28,130	234.4%
Total	63,245	51,863	65,392	94,522	29,130	44.5%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	63,245	51,863	65,392	94,522	29,130	44.5%
Total	63,245	51,863	65,392	94,522	29,130	44.5%

1152 - Building & Grounds - Police Station Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	18,500
Total	18,500
536400 - Contract Maintenance Services	
Backflow testing	105
Fire alarm monitoring	345
Fire protection system services	2,700
Generator maintenance	1,676
Pest control	576
Annual roof inspection	357
Total	5,759
550000 - Electric	
Electric	20,000
Total	20,000
550100 - Gas (Natural)	
Natural gas	1,500
Total	1,500
550200 - Water	
Water	5,000
Total	5,000
550700 - Solid Waste/Recycling	
Solid waste/recycling	1,533
Total	1,533
551000 - Telephone (Landline)	
Verizon phone service (4)	2,100
Total	2,100
572000 - R&M - Buildings & Facilities	
General R&M	12,000
HVAC air filters	130
Front window replacement	28,000
Total	40,130
Total Non-Personnel Expenditures	**94,522**

1153 - Building & Grounds - Public Service Facility

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
572000 - R&M - Buildings & Facilities	50,000	120,787	70,787

Projects at PW to replace 2 of the bays in Fleet High Bay lights to LED, replace the DPW hot water heater, and Facilities Shop mezzanine.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
522000 - General Operating Supplies	2,462	-	-	-	-	0.0%
536300 - Contract Cleaning	14,427	14,427	18,600	18,600	-	0.0%
536400 - Contract Maintenance Services	9,379	13,113	21,560	22,597	1,037	4.8%
550000 - Electric	36,152	36,000	42,000	40,000	(2,000)	(4.8%)
550100 - Gas (Natural)	15,562	10,000	16,000	16,000	-	0.0%
550200 - Water	9,332	6,800	7,000	8,000	1,000	14.3%
550700 - Solid Waste/Recycling	3,640	13,972	13,971	13,972	1	0.0%
550900 - Other Utilities	-	-	-	120	120	100.0%
551000 - Telephone (Landline)	1,079	2,300	2,064	2,100	36	1.7%
572000 - R&M - Buildings & Facilities	49,651	32,000	50,000	120,787	70,787	141.6%
Total	141,684	128,612	171,195	242,176	70,981	41.5%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	141,684	128,612	171,195	242,176	70,981	41.5%
Total	141,684	128,612	171,195	242,176	70,981	41.5%

1153 - Building & Grounds - Public Service Facility Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	18,600
Total	18,600
536400 - Contract Maintenance Services	
Backflow testing	735
Fire alarm monitoring	345
Fire protection system services	4,680
Generator maintenance	1,875
Pest control	1,728
Underground fuel tank annual inspections	5,000
Grease interceptor service	1,500
Overhead door inspection and repair annual	3,658
Annual roof inspection	476
Entrance mats	2,600
Total	22,597
550000 - Electric	
Electric	40,000
Total	40,000
550100 - Gas (Natural)	
Natural gas	16,000
Total	16,000
550200 - Water	
Water	8,000
Total	8,000
550700 - Solid Waste/Recycling	
Solid waste/recycling	13,972
Total	13,972
550900 - Other Utilities	
Cable	120
Total	120
551000 - Telephone (Landline)	
Verizon phone service (4)	2,100
Total	2,100

1153 - Building & Grounds - Public Service Facility Non-Personnel Expenditures	FY20 Adopted Budget
572000 - R&M - Buildings & Facilities	
General R&M	50,000
Truck bay LED replacement	14,000
Hot water heater replacement	28,000
HVAC air filters	287
Facilities Shop mezzanine	28,500
Total	120,787
Total Non-Personnel Expenditures	**242,176**

1155 - Building & Grounds - Train Station/Freight House

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	2,687	2,687	2,700	6,500	3,800	140.7%
536400 - Contract Maintenance Services	1,254	2,139	2,230	2,668	438	19.6%
550000 - Electric	12,620	12,000	15,000	13,000	(2,000)	(13.3%)
550100 - Gas (Natural)	1,932	1,600	2,800	2,500	(300)	(10.7%)
550200 - Water	-	-	500	-	(500)	(100.0%)
551000 - Telephone (Landline)	1,285	300	516	525	9	1.7%
572000 - R&M - Buildings & Facilities	1,420	6,700	4,000	4,097	97	2.4%
Total	21,199	25,426	27,746	29,290	1,544	5.6%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	21,199	25,426	27,746	29,290	1,544	5.6%
Total	21,199	25,426	27,746	29,290	1,544	5.6%

1155 - Building & Grounds - Train Station/Freight House Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	6,500
Total	6,500
536400 - Contract Maintenance Services	
Backflow testing	105
Grease traps	1,000
Pest control	504
Annual roof inspection	714
Emergency phone monitoring (Plaza)	345
Total	2,668
550000 - Electric	
Electric	13,000
Total	13,000
550100 - Gas (Natural)	
Natural gas	2,500
Total	2,500
551000 - Telephone (Landline)	
Verizon phone service (1)	525
Total	525
572000 - R&M - Buildings & Facilities	
General R&M	4,000
HVAC air filters	97
Total	4,097
Total Non-Personnel Expenditures	**29,290**

1158 - Building & Grounds - Kentlands Mansion

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
572000 - R&M - Buildings & Facilities	18,000	46,000	28,000
Project to repair 3rd floor at Kentlands Mansion (plaster, drywall, paint).			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536400 - Contract Maintenance Services	6,797	10,635	12,755	14,909	2,154	16.9%
550000 - Electric	11,781	12,000	16,000	13,000	(3,000)	(18.8%)
550100 - Gas (Natural)	5,710	4,000	6,000	6,000	-	0.0%
550200 - Water	2,177	2,100	2,500	2,500	-	0.0%
550700 - Solid Waste/Recycling	4,447	4,657	4,657	4,658	1	0.0%
551000 - Telephone (Landline)	3,145	2,100	3,612	3,670	58	1.6%
572000 - R&M - Buildings & Facilities	35,363	10,000	18,000	46,000	28,000	155.6%
Total	69,421	45,492	63,524	90,738	27,213	42.8%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	69,421	45,492	63,524	90,738	27,213	42.8%
Total	69,421	45,492	63,524	90,738	27,213	42.8%

1158 - Building & Grounds - Kentlands Mansion Non-Personnel Expenditures	FY20 Adopted Budget
536400 - Contract Maintenance Services	
Backflow testing	315
Elevator alarm monitoring	297
Elevator R&M	2,482
Fire alarm monitoring	345
Fire protection system services	2,700
Grease traps	1,200
Pest control	576
Window washing	2,800
Water treatment for chiller	2,700
Annual roof inspection	595
Annual elevator inspection	900
Total	14,909
550000 - Electric	
Electric	13,000
Total	13,000
550100 - Gas (Natural)	
Natural gas	6,000
Total	6,000
550200 - Water	
Water	2,500
Total	2,500
550700 - Solid Waste/Recycling	
Solid waste/recycling	4,658
Total	4,658
551000 - Telephone (Landline)	
Verizon phone service (7)	3,670
Total	3,670
572000 - R&M - Buildings & Facilities	
General R&M	18,000
Project to repair third floor at Kentlands Mansion (plaster, drywall, and paint)	28,000
Total	46,000
Total Non-Personnel Expenditures	**90,738**

1159 - Building & Grounds - Benjamin Gaither Center

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536400 - Contract Maintenance Services	16,123	23,876	25,087	24,945	(142)	(0.6%)
550000 - Electric	28,907	20,000	30,000	30,000	-	0.0%
550100 - Gas (Natural)	4,777	3,200	6,500	5,000	(1,500)	(23.1%)
550200 - Water	13,533	11,000	10,000	9,000	(1,000)	(10.0%)
550700 - Solid Waste/Recycling	4,793	4,891	4,890	4,891	1	0.0%
551000 - Telephone (Landline)	2,678	1,500	1,548	1,050	(498)	(32.2%)
572000 - R&M - Buildings & Facilities	12,112	18,000	15,000	15,374	374	2.5%
Total	82,923	82,467	93,025	90,261	(2,764)	(3.0%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	82,923	82,467	93,025	90,261	(2,764)	(3.0%)
Total	82,923	82,467	93,025	90,261	(2,764)	(3.0%)

1159 - Building & Grounds - Benjamin Gaither Center Non-Personnel Expenditures	FY20 Adopted Budget
536400 - Contract Maintenance Services	
Fire protection system services	1,440
Grease traps	1,600
Landscape maintenance (paid to property management company)	10,000
Pest control	836
Snow removal (paid to property management company)	10,000
Overhead door inspection	354
Annual roof inspection	715
Total	24,945
550000 - Electric	
Electric	30,000
Total	30,000
550100 - Gas (Natural)	
Natural gas	5,000
Total	5,000
550200 - Water	
Water	9,000
Total	9,000
550700 - Solid Waste/Recycling	
Solid waste/recycling	4,891
Total	4,891
551000 - Telephone (Landline)	
Verizon phone service (2)	1,050
Total	1,050
572000 - R&M - Buildings & Facilities	
General R&M	15,000
HVAC air filters	374
Total	15,374
Total Non-Personnel Expenditures	**90,261**

1160 - Building & Grounds - Casey Community Center

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	75,255	77,500	77,500	78,000	500	0.6%
536400 - Contract Maintenance Services	4,593	6,160	7,659	9,645	1,986	25.9%
550000 - Electric	32,751	33,000	36,000	35,000	(1,000)	(2.8%)
550100 - Gas (Natural)	2,380	3,400	5,000	4,500	(500)	(10.0%)
550200 - Water	6,553	8,700	9,000	9,000	-	0.0%
550700 - Solid Waste/Recycling	3,748	3,786	3,786	3,787	1	0.0%
551000 - Telephone (Landline)	2,701	1,800	2,580	2,620	40	1.6%
572000 - R&M - Buildings & Facilities	12,396	10,000	15,000	15,192	192	1.3%
Total	140,378	144,346	156,525	157,744	1,219	0.8%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	140,378	144,346	156,525	157,744	1,219	0.8%
Total	140,378	144,346	156,525	157,744	1,219	0.8%

1160 - Building & Grounds - Casey Community Center Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	78,000
Total	78,000
536400 - Contract Maintenance Services	
Backflow testing	315
Elevator alarm monitoring	297
Elevator R&M	2,046
Fire alarm monitoring	345
Fire protection system services	3,960
Grease traps	1,000
Pest control services	519
Overhead door inspection	118
Roof inspection	595
Annual elevator inspection	450
Total	9,645
550000 - Electric	
Electric	35,000
Total	35,000
550100 - Gas (Natural)	
Natural gas	4,500
Total	4,500
550200 - Water	
Water	9,000
Total	9,000
550700 - Solid Waste/Recycling	
Solid waste/recycling	3,787
Total	3,787
551000 - Telephone (Landline)	
Verizon phone service (5)	2,620
Total	2,620
572000 - R&M - Buildings & Facilities	
General R&M	15,000
HVAC air filters	192
Total	15,192
Total Non-Personnel Expenditures	**157,744**

1161 - Building & Grounds - Olde Towne Pavilion

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	1,399	2,400	2,200	2,200	-	0.0%
536400 - Contract Maintenance Services	180	537	537	573	36	6.7%
550000 - Electric	1,537	1,000	2,500	2,000	(500)	(20.0%)
550200 - Water	306	250	250	250	-	0.0%
572000 - R&M - Buildings & Facilities	2,621	1,000	1,000	1,000	-	0.0%
Total	6,043	5,187	6,487	6,023	(464)	(7.2%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	6,043	5,187	6,487	6,023	(464)	(7.2%)
Total	6,043	5,187	6,487	6,023	(464)	(7.2%)

1161 - Building & Grounds - Olde Towne Pavilion Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	2,200
Total	2,200
536400 - Contract Maintenance Services	
Pest control	216
Annual roof inspection	357
Total	573
550000 - Electric	
Electric	2,000
Total	2,000
550200 - Water	
Water	250
Total	250
572000 - R&M - Buildings & Facilities	
General R&M	1,000
Total	1,000
Total Non-Personnel Expenditures	**6,023**

1162 - Building & Grounds - Public Safety

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
550000 - Electric	40,000	25,000	(15,000)

Expenditure decreased in anticipation of construction beginning mid-FY20.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	-	200	2,000	500	(1,500)	(75.0%)
536400 - Contract Maintenance Services	6,755	5,889	7,488	5,278	(2,210)	(29.5%)
550000 - Electric	51,914	42,000	40,000	25,000	(15,000)	(37.5%)
550200 - Water	645	1,000	2,000	2,000	-	0.0%
551000 - Telephone (Landline)	2,535	-	2,580	3,145	565	21.9%
572000 - R&M - Buildings & Facilities	1,587	2,500	5,000	2,500	(2,500)	(50.0%)
Total	63,436	51,589	59,068	38,423	(20,645)	(35.0%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	63,436	51,589	59,068	38,423	(20,645)	(35.0%)
Total	63,436	51,589	59,068	38,423	(20,645)	(35.0%)

1162 - Building & Grounds - Public Safety Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	500
Total	500
536400 - Contract Maintenance Services	
Backflow testing	105
Elevator alarm monitoring	297
Elevator R&M	2,033
Fire alarm monitoring	173
Fire protection system services	1,350
Pest control	288
Burglar alarm monitoring	132
Annual elevator inspection	900
Total	5,278
550000 - Electric	
Electric	25,000
Total	25,000
550200 - Water	
Water	2,000
Total	2,000
551000 - Telephone (Landline)	
Verizon phone service (6)	3,145
Total	3,145
572000 - R&M - Buildings & Facilities	
General R&M	2,500
Total	2,500
Total Non-Personnel Expenditures	**38,423**

1164 - Building & Grounds - Gaithersburg Aquatic Center

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536400 - Contract Maintenance Services	15,923	1,085	(14,838)

Movement of pool maintenance contract costs from Activity 1164, Building & Grounds – Gaithersburg Aquatic Center, to Activity 1427, Gaithersburg Aquatic Center.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	4,272	4,272	4,300	4,500	200	4.7%
536400 - Contract Maintenance Services	444	10,525	15,923	1,085	(14,838)	(93.2%)
550700 - Solid Waste/Recycling	2,877	2,914	2,914	2,914	-	0.0%
551000 - Telephone (Landline)	842	-	516	525	9	1.7%
572000 - R&M - Buildings & Facilities	10,877	6,000	5,000	5,000	-	0.0%
573000 - R&M - Machinery & Equipment	-	-	-	1,050	1,050	100.0%
Total	19,311	23,711	28,653	15,074	(13,579)	(47.4%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	19,311	23,711	28,653	15,074	(13,579)	(47.4%)
Total	19,311	23,711	28,653	15,074	(13,579)	(47.4%)

1164 - Building & Grounds - Gaithersburg Aquatic Center Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	4,500
Total	4,500
536400 - Contract Maintenance Services	
Backflow testing	105
Pest control	504
Roof inspection	476
Total	1,085
550700 - Solid Waste/Recycling	
Solid waste/recycling	2,914
Total	2,914
551000 - Telephone (Landline)	
Verizon phone service (1)	525
Total	525
572000 - R&M - Buildings & Facilities	
General M&R	5,000
Total	5,000
573000 - R&M - Machinery & Equipment	
Pool machinery R&M	1,050
Total	1,050
Total Non-Personnel Expenditures	**15,074**

1165 - Building & Grounds - Activity Center

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
550000 - Electric	90,000	85,000	(5,000)
Alignment of budget based on actual usage.			
550200 - Water	8,500	-	(8,500)
Alignment of budget based on actual usage.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
522000 - General Operating Supplies	(183)	-	-	-	-	0.0%
536300 - Contract Cleaning	120,186	120,200	120,200	120,500	300	0.2%
536400 - Contract Maintenance Services	4,472	5,768	6,103	9,753	3,650	59.8%
550000 - Electric	79,094	83,000	90,000	85,000	(5,000)	(5.6%)
550100 - Gas (Natural)	11,315	9,600	12,500	12,500	-	0.0%
550200 - Water	-	-	8,500	-	(8,500)	(100.0%)
550700 - Solid Waste/Recycling	11,622	11,949	11,950	11,950	-	0.0%
551000 - Telephone (Landline)	5,278	7,100	4,128	4,195	67	1.6%
572000 - R&M - Buildings & Facilities	55,560	23,000	30,000	30,839	839	2.8%
Total	287,343	260,617	283,381	274,736	(8,644)	(3.1%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	287,343	260,617	283,381	274,736	(8,644)	(3.1%)
Total	287,343	260,617	283,381	274,736	(8,644)	(3.1%)

1165 - Building & Grounds - Activity Center Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	120,500
Total	120,500
536400 - Contract Maintenance Services	
Backflow testing	105
Burglar alarm monitoring	263
Fire alarm monitoring	345
Fire protection system services	4,860
Generator R&M	1,676
Pest control	1,671
Overhead door inspection	118
Annual roof inspection	715
Total	9,753
550000 - Electric	
Electric	85,000
Total	85,000
550100 - Gas (Natural)	
Natural gas	12,500
Total	12,500
550700 - Solid Waste/Recycling	
Solid waste/recycling	11,950
Total	11,950
551000 - Telephone (Landline)	
Verizon phone service (8)	4,195
Total	4,195
572000 - R&M - Buildings & Facilities	
General R&M	30,000
HVAC air filters	839
Total	30,839
Total Non-Personnel Expenditures	**274,736**

1166 - Building & Grounds - Gaithersburg Arts Barn

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	8,835	8,840	8,850	8,850	-	0.0%
536400 - Contract Maintenance Services	6,345	11,200	10,609	12,042	1,433	13.5%
550000 - Electric	28,558	25,000	30,000	30,000	-	0.0%
550100 - Gas (Natural)	9,945	8,000	10,000	10,000	-	0.0%
550200 - Water	4,030	7,500	8,000	6,000	(2,000)	(25.0%)
551000 - Telephone (Landline)	3,488	1,100	4,128	3,670	(458)	(11.1%)
572000 - R&M - Buildings & Facilities	11,497	11,000	15,000	15,788	788	5.3%
575000 - R&M - Furniture & Equipment	24	-	-	-	-	0.0%
Total	72,723	72,640	86,587	86,350	(237)	(0.3%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	72,723	72,640	86,587	86,350	(237)	(0.3%)
Total	72,723	72,640	86,587	86,350	(237)	(0.3%)

1166 - Building & Grounds - Gaithersburg Arts Barn Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	8,850
Total	8,850
536400 - Contract Maintenance Services	
Backflow testing	210
Elevator alarm monitoring	297
Elevator R&M	2,007
Fire alarm monitoring	345
Fire protection system services	2,700
Pest control	576
Water treatment	2,700
Window washing	2,400
Roof inspection	357
Annual elevator inspection	450
Total	12,042
550000 - Electric	
Electric	30,000
Total	30,000
550100 - Gas (Natural)	
Natural gas	10,000
Total	10,000
550200 - Water	
Water	6,000
Total	6,000
551000 - Telephone (Landline)	
Verizon phone service (7)	3,670
Total	3,670
572000 - R&M - Buildings & Facilities	
General R&M	15,000
HVAC air filters	788
Total	15,788
Total Non-Personnel Expenditures	**86,350**

1167 - Building & Grounds - Water Park

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536400 - Contract Maintenance Services	24,169	4,407	(19,762)
Movement of pool maintenance contract costs from Activity 1167, Building & Grounds - Water Park, to Activity 1422, Water Park.			
550000 - Electric	45,000	40,000	(5,000)
Alignment of budget based on actual usage.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	9,426	11,000	12,000	12,000	-	0.0%
536400 - Contract Maintenance Services	2,054	18,130	24,169	4,407	(19,762)	(81.8%)
550000 - Electric	36,479	38,000	45,000	40,000	(5,000)	(11.1%)
550100 - Gas (Natural)	2,062	1,800	2,500	2,500	-	0.0%
550200 - Water	34,793	32,000	35,000	35,000	-	0.0%
550700 - Solid Waste/Recycling	2,642	2,674	4,152	2,674	(1,479)	(35.6%)
551000 - Telephone (Landline)	590	1,600	516	525	9	1.7%
572000 - R&M - Buildings & Facilities	37,248	12,000	25,000	25,013	13	0.1%
573000 - R&M - Machinery & Equipment	-	2,000	4,500	4,500	-	0.0%
Total	125,293	119,204	152,837	126,618	(26,219)	(17.2%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	125,293	119,204	152,837	126,618	(26,219)	(17.2%)
Total	125,293	119,204	152,837	126,618	(26,219)	(17.2%)

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1167 - Building & Grounds - Water Park Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services to clean bathrooms complex, admin offices, Boardwalk Fries	12,000
Total	12,000
536400 - Contract Maintenance Services	
Backflow testing	210
Grease traps	1,500
Pest control	432
Washer/dryer	1,200
Overhead door inspection	708
Annual roof inspection	357
Total	4,407
550000 - Electric	
Electric	40,000
Total	40,000
550100 - Gas (Natural)	
Natural gas	2,500
Total	2,500
550200 - Water	
Water	35,000
Total	35,000
550700 - Solid Waste/Recycling	
Solid waste/recycling	2,674
Total	2,674
551000 - Telephone (Landline)	
Verizon phone service (1)	525
Total	525
572000 - R&M - Buildings & Facilities	
General R&M	25,000
HVAC air filters	13
Total	25,013
573000 - R&M - Machinery & Equipment	
Pool machinery R&M	4,500
Total	4,500
Total Non-Personnel Expenditures	**126,618**

1168 - Building & Grounds - Miniature Golf

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536400 - Contract Maintenance Services	414	998	1,313	1,058	(255)	(19.4%)
550000 - Electric	8,621	6,800	7,000	9,000	2,000	28.6%
572000 - R&M - Buildings & Facilities	5,420	5,000	7,000	6,000	(1,000)	(14.3%)
Total	14,455	12,798	15,313	16,058	745	4.9%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	14,455	12,798	15,313	16,058	745	4.9%
Total	14,455	12,798	15,313	16,058	745	4.9%

1168 - Building & Grounds - Miniature Golf Non-Personnel Expenditures	FY20 Adopted Budget
536400 - Contract Maintenance Services	
Backflow testing	105
Pest control	360
Overhead door inspection	236
Annual roof inspection	357
Total	1,058
550000 - Electric	
Electric	9,000
Total	9,000
572000 - R&M - Buildings & Facilities	
Carpet repair/replacement for holes	2,500
General R&M	3,500
Total	6,000
Total Non-Personnel Expenditures	**16,058**

1169 - Building & Grounds - Skate Park

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	685	1,800	1,900	1,900	-	0.0%
536400 - Contract Maintenance Services	324	657	693	717	24	3.5%
551000 - Telephone (Landline)	15	-	-	-	-	0.0%
572000 - R&M - Buildings & Facilities	5,513	5,000	7,500	6,500	(1,000)	(13.3%)
Total	6,537	7,457	10,093	9,117	(976)	(9.7%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	6,537	7,457	10,093	9,117	(976)	(9.7%)
Total	6,537	7,457	10,093	9,117	(976)	(9.7%)

1169 - Building & Grounds - Skate Park Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services for Admin office area, Lobby and exterior entrance walkway	1,900
Total	1,900
536400 - Contract Maintenance Services	
Pest control services	360
Annual roof inspection	357
Total	717
572000 - R&M - Buildings & Facilities	
General R&M	2,500
Skate ramp component repairs (Skatelite)	4,000
Total	6,500
Total Non-Personnel Expenditures	**9,117**

1170 - Building & Grounds - Olde Towne Youth Center

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
572000 - R&M - Buildings & Facilities	10,000	21,197	11,197

Project to replace Pump #1 of 2 of the geothermal system at OTYC.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	9,940	9,950	10,000	10,000	-	0.0%
536400 - Contract Maintenance Services	1,928	2,335	2,835	6,130	3,295	116.2%
550000 - Electric	11,440	1,200	13,000	13,000	-	0.0%
550200 - Water	1,531	1,600	2,000	2,000	-	0.0%
550700 - Solid Waste/Recycling	1,814	1,919	1,920	1,920	-	0.0%
551000 - Telephone (Landline)	1,756	750	2,064	2,100	36	1.7%
572000 - R&M - Buildings & Facilities	10,493	5,000	10,000	21,197	11,197	112.0%
Total	38,901	22,754	41,819	56,347	14,528	34.7%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	38,901	22,754	41,819	56,347	14,528	34.7%
Total	38,901	22,754	41,819	56,347	14,528	34.7%

1170 - Building & Grounds - Olde Towne Youth Center Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	10,000
Total	10,000
536400 - Contract Maintenance Services	
Backflow testing	210
Burglar alarm monitoring	263
Fire alarm monitoring	345
Fire protection system services	1,440
Pest control	461
Overhead door inspection	354
Annual roof inspection	357
Water treatment for geothermal system	2,700
Total	6,130
550000 - Electric	
Electric	13,000
Total	13,000
550200 - Water	
Water	2,000
Total	2,000
550700 - Solid Waste/Recycling	
Solid waste/recycling	1,920
Total	1,920
551000 - Telephone (Landline)	
Verizon phone service (4)	2,100
Total	2,100
572000 - R&M - Buildings & Facilities	
General R&M	10,000
HVAC air filters	197
Pump #1 of 2 replacement for geothermal system	11,000
Total	21,197
Total Non-Personnel Expenditures	**56,347**

1172 - Building & Grounds - Robertson Park Youth Center

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
522000 - General Operating Supplies	30	-	-	-	-	0.0%
536300 - Contract Cleaning	8,947	8,950	9,000	9,000	-	0.0%
536400 - Contract Maintenance Services	2,154	2,848	3,231	7,420	4,189	129.7%
550000 - Electric	19,958	21,000	22,000	20,000	(2,000)	(9.1%)
550200 - Water	11,202	56,000	7,500	7,500	-	0.0%
550700 - Solid Waste/Recycling	2,022	2,077	2,077	2,078	1	0.0%
551000 - Telephone (Landline)	1,272	-	2,064	2,100	36	1.7%
572000 - R&M - Buildings & Facilities	7,969	14,000	18,000	19,121	1,121	6.2%
Total	53,554	104,875	63,872	67,220	3,347	5.2%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	53,554	104,875	63,872	67,220	3,347	5.2%
Total	53,554	104,875	63,872	67,220	3,347	5.2%

1172 - Building & Grounds - Robertson Park Youth Center Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	9,000
Total	9,000
536400 - Contract Maintenance Services	
Backflow testing	315
Burglar alarm monitoring	263
Fire alarm monitoring	345
Fire protection system services	2,700
Pest control	504
Overhead door inspection	236
Annual roof inspection	357
Water treatment cost for geothermal system	2,700
Total	7,420
550000 - Electric	
Electric	20,000
Total	20,000
550200 - Water	
Water	7,500
Total	7,500
550700 - Solid Waste/Recycling	
Solid waste/recycling	2,078
Total	2,078
551000 - Telephone (Landline)	
Verizon phone service (4)	2,100
Total	2,100
572000 - R&M - Buildings & Facilities	
General R&M	8,000
HVAC air filters	121
Pump #1 of 2 replacement for the geothermal system	11,000
Total	19,121
Total Non-Personnel Expenditures	**67,220**

1173 - Building & Grounds - Gaithersburg CPSC Park Site

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	-	300	800	500	(300)	(37.5%)
536400 - Contract Maintenance Services	8,689	10,109	13,906	13,293	(613)	(4.4%)
550000 - Electric	2,530	2,500	5,000	3,500	(1,500)	(30.0%)
550100 - Gas (Natural)	5,738	5,000	4,500	6,000	1,500	33.3%
550200 - Water	3,605	4,000	6,000	4,000	(2,000)	(33.3%)
572000 - R&M - Buildings & Facilities	2,902	1,500	2,000	2,000	-	0.0%
Total	23,464	23,409	32,206	29,293	(2,913)	(9.0%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	23,464	23,409	32,206	29,293	(2,913)	(9.0%)
Total	23,464	23,409	32,206	29,293	(2,913)	(9.0%)

1173 - Building & Grounds - Gaithersburg CPSC Park Site Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services	500
Total	500
536400 - Contract Maintenance Services	
Backflow testing	105
Fire alarm monitoring	684
Fire protection system	4,140
Mowing and tree maintenance	7,500
Pest control	864
Total	13,293
550000 - Electric	
Electric	3,500
Total	3,500
550100 - Gas (Natural)	
Natural gas	6,000
Total	6,000
550200 - Water	
Water	4,000
Total	4,000
572000 - R&M - Buildings & Facilities	
General R&M	2,000
Total	2,000
Total Non-Personnel Expenditures	**29,293**

1175 - Building & Grounds - Parking Facility

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536400 - Contract Maintenance Services	9,711	15,343	5,631
This change is primarily due to addition of two contracts: Elevator Pit Pump Service ($2,200) & 3rd Party Elevator Inspection ($1,350) (No longer done by State of MD).			
550000 - Electric	35,000	28,000	(7,000)
Alignment of budget based on actual usage.			
572000 - R&M - Buildings & Facilities	30,000	46,000	16,000
Project to replace the Olde Towne Parking Garage canopy.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	22,354	33,440	33,442	33,442	(0)	(0.0%)
536400 - Contract Maintenance Services	9,032	9,967	9,711	15,343	5,631	58.0%
550000 - Electric	24,060	32,000	35,000	28,000	(7,000)	(20.0%)
550200 - Water	249	375	400	400	-	0.0%
551000 - Telephone (Landline)	2,547	120	3,612	3,670	58	1.6%
572000 - R&M - Buildings & Facilities	104,340	15,000	30,000	46,000	16,000	53.3%
Total	162,583	90,902	112,165	126,855	14,689	13.1%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	162,583	90,902	112,165	126,855	14,689	13.1%
Total	162,583	90,902	112,165	126,855	14,689	13.1%

1175 - Building & Grounds - Parking Facility Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial services to clean	33,442
Total	33,442
536400 - Contract Maintenance Services	
Elevator alarm monitoring	936
Elevator R&M	6,178
Fire alarm monitoring	345
Fire protection system services	1,440
Pest control	1,152
Emergency phone monitoring	690
Annual roof inspection services	476
Grease trap services	2,200
Annual elevator inspection	1,350
Emergency phone quarterly testing	576
Total	15,343
550000 - Electric	
Electric cost	28,000
Total	28,000
550200 - Water	
Water	400
Total	400
551000 - Telephone (Landline)	
Verizon phone service (7)	3,670
Total	3,670
572000 - R&M - Buildings & Facilities	
General R&M	30,000
Repair to Lobby canopy	16,000
Total	46,000
Total Non-Personnel Expenditures	**126,855**

1176 - Building & Grounds - Homeless Services

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536400 - Contract Maintenance Services	-	7,730	7,730
New account for FY20. Previous accounts charged were 1150, 1215, & 1216.			
550000 - Electric	-	15,000	15,000
New account for FY20. Previous accounts charged were 1150, 1215, & 1216.			
550200 - Water	-	12,000	12,000
New account for FY20. Previous accounts charged were 1150, 1215, & 1216.			
572000 - R&M - Buildings & Facilities	-	6,244	6,244
New account for FY20. Previous accounts charged were 1150, 1215, & 1216.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	-	-	-	1,200	1,200	100.0%
536400 - Contract Maintenance Services	-	-	-	7,730	7,730	100.0%
550000 - Electric	-	-	-	15,000	15,000	100.0%
550200 - Water	-	-	-	12,000	12,000	100.0%
550700 - Solid Waste/Recycling	-	-	-	888	888	100.0%
572000 - R&M - Buildings & Facilities	-	-	-	6,244	6,244	100.0%
Total	-	-	-	43,062	43,062	100.0%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	-	-	-	43,062	43,062	100.0%
Total	-	-	-	43,062	43,062	100.0%

1176 - Building & Grounds - Homeless Services Non-Personnel Expenditures	FY20 Adopted Budget
536300 - Contract Cleaning	
Custodial cleaning services for Community Services and Homeless Services administrative areas.	1,200
Total	1,200
536400 - Contract Maintenance Services	
Backflow testing	315
Annual roof inspection	476
Overhead door inspection	354
Pest control - Wells Robertson	648
Pest control - 50 DeSellum	432
Washer & dryer rental services	1,200
Fire alarm monitoring	345
Fire protection services	3,960
Total	7,730
550000 - Electric	
50 DeSellum	4,000
Wells Robertson House	11,000
Total	15,000
550200 - Water	
Wells Robertson House	8,500
50 DeSellum	3,500
Total	12,000
550700 - Solid Waste/Recycling	
Solid waste/recycling	888
Total	888
572000 - R&M - Buildings & Facilities	
HVAC air filters - Wells Robertson	226
HVAC air filters - 50 DeSellum	18
General R&M (Wells Robertson & 50 DeSellum)	6,000
Total	6,244
Total Non-Personnel Expenditures	**43,062**

1311 - Public Works Administration

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	576,148	525,125	532,474	525,798	(6,676)	(1.3%)
505200 - Other Taxable Comp.-GFIT	215	672	1,080	672	(408)	(37.8%)
506000 - Retirement Buyout	69,873	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	16,242	14,600	-	-	-	0.0%
510000 - FICA Taxes	46,462	40,223	41,011	40,199	(812)	(2.0%)
514200 - Vision Benefit	321	405	418	405	(13)	(3.1%)
514210 - Health Insurance	67,615	80,773	77,557	84,918	7,361	9.5%
514220 - Dental Benefit	3,474	4,842	5,088	4,842	(246)	(4.8%)
514230 - Long-Term Care Benefit	1,248	690	552	725	173	31.3%
514240 - Life Ins and Disability Benefit	6,050	5,271	4,773	4,876	103	2.2%
515000 - Retirement (401A)	45,724	42,010	44,493	43,817	(676)	(1.5%)
515050 - Supplemental Retirement (401A)	10,571	14,846	11,027	15,484	4,457	40.4%
515100 - Retirement Health Savings (RHS)	-	-	1,846	-	(1,846)	(100.0%)
516000 - Savings Plan (401K)	16,984	15,753	16,685	16,431	(254)	(1.5%)
519000 - Tuition Reimbursement	-	3,500	3,500	3,500	-	0.0%
521000 - Office Supplies	1,488	3,650	3,650	750	(2,900)	(79.5%)
522000 - General Operating Supplies	118	1,000	1,000	1,000	-	0.0%
526000 - Machinery/Equipment	2,207	-	1,000	2,100	1,100	110.0%
531000 - IT (Non-Consultant) Services	1,170	1,118	1,029	784	(245)	(23.8%)
531500 - Software Licenses	-	1,395	1,296	-	(1,296)	(100.0%)
531600 - Software Maintenance Agreements	3,297	3,500	3,120	3,525	405	13.0%
536000 - Miscellaneous Professional Services	3,240	1,200	6,000	3,600	(2,400)	(40.0%)
536500 - Investigations	-	30	-	-	-	0.0%
542000 - Awards & Presentations	-	-	-	50	50	100.0%
544000 - Dues/Memberships/Certification	2,090	1,275	1,815	1,457	(358)	(19.7%)
545000 - Publications/ Resource Material	59	158	300	-	(300)	(100.0%)
546000 - Conf./Seminar/Class Registration	320	5,000	10,900	10,900	-	0.0%
547000 - Travel Expense	-	-	2,300	2,300	-	0.0%
551000 - Telephone (Landline)	27	-	-	-	-	0.0%
551100 - Cellular Phone	4,735	4,800	6,969	9,279	2,310	33.1%

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FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
552500 - Gasoline Expense	3,313	1,650	2,475	3,250	775	31.3%
553000 - Printing & Binding	227	60	370	370	-	0.0%
556000 - Postage	683	50	500	500	-	0.0%
556500 - Messenger Services	56	-	-	-	-	0.0%
557000 - Uniforms/ Laundry	799	960	960	-	(960)	(100.0%)
560000 - Miscellaneous	972	865	1,000	1,000	-	0.0%
573000 - R&M - Machinery & Equipment	3,024	2,575	3,245	2,471	(774)	(23.9%)
574000 - R&M - Vehicles	2,876	2,565	2,565	-	(2,565)	(100.0%)
Total	891,629	780,561	790,998	785,003	(5,995)	(0.8%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	860,927	748,710	740,504	741,667	1,163	0.2%
Operating	30,702	31,851	50,494	43,336	(7,158)	(14.2%)
Total	891,629	780,561	790,998	785,003	(5,995)	(0.8%)

1311 - Public Works Administration Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
PW office supplies	650
New Administrative Assistant will have a need for general office supplies	100
Total	750
522000 - General Operating Supplies	
Misc. supplies	1,000
Total	1,000
526000 - Machinery/Equipment	
	1,100
Miscellaneous computer devices & supplies	1,000
Total	2,100
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (7)	784
Total	784
531600 - Software Maintenance Agreements	
Maintenance - software (Autoturn)	460
Maintenance - software (Bluebeam Revu) (3)	405
Maintenance - software (Microsoft CALs) (14)	2,660
Total	3,525
536000 - Miscellaneous Professional Services	
Mosquito monitoring and control	3,600
Total	3,600
542000 - Awards & Presentations	
Staff recognition	50
Total	50
544000 - Dues/Memberships/Certification	
APWA membership (4)	700
ASCE(1)	433
Maryland Recreation and Parks Association (MRPA)	70
Professional Grounds Management Society	125
Project Management Institute (PMI)	129
Total	1,457

1311 - Public Works Administration Non-Personnel Expenditures	FY20 Adopted Budget
546000 - Conf./Seminar/Class Registration	
Other technical training and certifications - Career Pathways	6,000
Professional conferences	2,000
Project management training (3)	2,100
Snow conference	500
Trade shows	300
Total	10,900
547000 - Travel Expense	
American Public Works Association (APWA) Conference	2,300
Total	2,300
551100 - Cellular Phone	
Cell phone service (6)	4,320
Cell phone service (non-data) (1)	240
Service - mobile device data plans for asset system (6)	2,880
Service - Covert GPS tracker	399
Service - mobile device data plan (3)	1,440
Total	9,279
552500 - Gasoline Expense	
87 Octane fuel	3,250
Total	3,250
553000 - Printing & Binding	
Costs of printing reports, etc.	370
Total	370
556000 - Postage	
Postage costs	500
Total	500
560000 - Miscellaneous	
	1,000
Total	1,000
573000 - R&M - Machinery & Equipment	
Maintenance & supplies - copier (Ricoh - BW) (2)	776
Maintenance & supplies - copier (Ricoh - color copying)	1,695
Total	2,471
Total Non-Personnel Expenditures	**43,336**

1312 - Streets & Special Projects

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536400 - Contract Maintenance Services	175,000	225,000	50,000
$50,000 moved from 1150-536400 for sidewalk snow contractor.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	252,109	214,506	282,683	285,778	3,095	1.1%
505200 - Other Taxable Comp.-GFIT	-	84	540	672	132	24.4%
505300 - Other Taxable Comp.-Housing Stipend	900	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	2,877	2,600	-	-	-	0.0%
508000 - Overtime Wages	15,755	24,000	27,485	25,456	(2,029)	(7.4%)
509000 - Part-Time Wages	12,153	16,000	16,660	16,743	83	0.5%
510000 - FICA Taxes	20,972	19,475	26,168	26,057	(111)	(0.4%)
514200 - Vision Benefit	184	284	457	432	(25)	(5.5%)
514210 - Health Insurance	63,319	46,089	81,078	70,612	(10,466)	(12.9%)
514220 - Dental Benefit	1,708	2,874	5,548	4,250	(1,298)	(23.4%)
514230 - Long-Term Care Benefit	476	592	690	870	180	26.1%
514240 - Life Ins and Disability Benefit	3,469	2,151	2,802	2,992	190	6.8%
515000 - Retirement (401A)	19,730	17,160	23,557	23,819	262	1.1%
515050 - Supplemental Retirement (401A)	10,438	10,725	12,803	14,887	2,084	16.3%
515100 - Retirement Health Savings (RHS)	-	-	1,846	-	(1,846)	(100.0%)
515200 - Medicare Retirement Health Savings (RHS)	-	2,584	-	6,000	6,000	100.0%
516000 - Savings Plan (401K)	6,263	6,435	7,682	8,932	1,250	16.3%
521000 - Office Supplies	7	-	-	-	-	0.0%
522000 - General Operating Supplies	129,830	182,000	185,000	185,000	-	0.0%
526000 - Machinery/Equipment	5,394	2,700	3,000	3,000	-	0.0%
529000 - Building & Construction Supplies	39,276	58,000	60,000	57,000	(3,000)	(5.0%)
531600 - Software Maintenance Agreements	110	-	110	110	-	0.0%
536000 - Miscellaneous Professional Services	4,403	4,755	5,000	5,000	-	0.0%

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
536400 - Contract Maintenance Services	92,621	175,000	175,000	225,000	50,000	28.6%
536500 - Investigations	-	400	400	400	-	0.0%
544000 - Dues/Memberships/Certification	234	1,000	1,200	1,200	-	0.0%
546000 - Conf./Seminar/Class Registration	853	1,500	2,000	2,000	-	0.0%
547000 - Travel Expense	9	-	-	-	-	0.0%
547100 - Local Travel Mileage	410	-	-	-	-	0.0%
551100 - Cellular Phone	640	720	750	720	(30)	(4.0%)
552500 - Gasoline Expense	14,960	17,000	17,775	18,750	975	5.5%
557000 - Uniforms/ Laundry	4,896	6,200	6,200	6,500	300	4.8%
560000 - Miscellaneous	7,408	8,000	10,000	10,000	-	0.0%
567000 - Rental & Use	6,627	11,000	15,000	15,000	-	0.0%
574000 - R&M - Vehicles	34,746	36,000	40,500	40,000	(500)	(1.2%)
596000 - Vehicles/Motor Equipment	6,900	-	-	-	-	0.0%
Total	759,676	869,834	1,011,934	1,057,180	45,246	4.5%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	410,352	365,559	489,999	487,500	(2,499)	(0.5%)
Operating	342,424	504,275	521,935	569,680	47,745	9.1%
Capital	6,900	-	-	-	-	0.0%
Total	759,676	869,834	1,011,934	1,057,180	45,246	4.5%

1312 - Streets & Special Projects Non-Personnel Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
Road salt/sidewalk deicer	185,000
Total	185,000
526000 - Machinery/Equipment	
Small power tools	3,000
Total	3,000
529000 - Building & Construction Supplies	
Asphalt	25,000
Concrete	25,000
Steel and lumber	5,000
Stone and filler	2,000
Total	57,000
531600 - Software Maintenance Agreements	
Maintenance - software (Boyer)	110
Total	110
536000 - Miscellaneous Professional Services	
Weather services	5,000
Total	5,000
536400 - Contract Maintenance Services	
Contract sidewalk replacement	100,000
Contract snow removal: parking lots, subdivisions, sidewalks	125,000
Total	225,000
536500 - Investigations	
Part-time employees (one employee)	400
Total	400
544000 - Dues/Memberships/Certification	
Flagger and forklift (six employees)	1,200
Total	1,200
546000 - Conf./Seminar/Class Registration	
Maryland T2	2,000
Total	2,000
551100 - Cellular Phone	
Cell phone service (1)	720
Total	720

1312 - Streets & Special Projects Non-Personnel Expenditures	FY20 Adopted Budget
552500 - Gasoline Expense	
87 Octane fuel and diesel fuel	18,750
Total	18,750
557000 - Uniforms/ Laundry	
Uniforms and safety equipment (six employees and two seasonal employees)	6,500
Total	6,500
560000 - Miscellaneous	
Miscellaneous - meal stipend	10,000
Total	10,000
567000 - Rental & Use	
Dump fees (concrete and asphalt)	10,000
Equipment rental	5,000
Total	15,000
574000 - R&M - Vehicles	
Vehicle maintenance (42 units)	40,000
Total	40,000
Total Non-Personnel Expenditures	**569,680**

1315 - Fleet Maintenance

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	356,076	364,514	349,934	362,572	12,638	3.6%
507000 - Vacation & Sick Payouts	3,832	3,400	-	-	-	0.0%
508000 - Overtime Wages	18,195	25,000	26,073	25,900	(173)	(0.7%)
509000 - Part-Time Wages	2,280	19,000	19,040	20,929	1,889	9.9%
510000 - FICA Taxes	28,340	31,252	31,595	32,474	879	2.8%
514200 - Vision Benefit	213	350	366	350	(16)	(4.4%)
514210 - Health Insurance	66,177	73,378	73,458	77,143	3,685	5.0%
514220 - Dental Benefit	750	4,381	4,688	4,381	(307)	(6.5%)
514230 - Long-Term Care Benefit	459	690	690	725	35	5.1%
514240 - Life Ins and Disability Benefit	3,762	3,655	3,655	3,781	126	3.4%
515000 - Retirement (401A)	28,043	29,162	29,162	30,215	1,053	3.6%
515050 - Supplemental Retirement (401A)	15,648	18,226	18,226	18,884	658	3.6%
516000 - Savings Plan (401K)	9,319	10,936	9,020	11,330	2,310	25.6%
521000 - Office Supplies	82	-	-	-	-	0.0%
522000 - General Operating Supplies	30,211	31,000	31,000	33,300	2,300	7.4%
526000 - Machinery/Equipment	10,094	12,000	12,500	16,000	3,500	28.0%
531000 - IT (Non-Consultant) Services	1,428	1,678	2,680	2,680	-	0.0%
531500 - Software Licenses	-	112	-	-	-	0.0%
531600 - Software Maintenance Agreements	5,040	7,200	7,575	8,840	1,265	16.7%
536000 - Miscellaneous Professional Services	-	3,000	3,000	3,000	-	0.0%
544000 - Dues/Memberships/Certification	343	800	1,000	1,000	-	0.0%
546000 - Conf./Seminar/Class Registration	100	1,000	1,500	1,500	-	0.0%
547100 - Local Travel Mileage	16	-	-	-	-	0.0%
552500 - Gasoline Expense	1,629	1,800	900	1,250	350	38.9%
556000 - Postage	302	-	-	-	-	0.0%
557000 - Uniforms/ Laundry	3,552	5,000	5,500	5,500	-	0.0%
574000 - R&M - Vehicles	5,056	1,600	1,500	1,500	-	0.0%
Total	590,947	649,134	633,062	663,254	30,192	4.8%

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FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	533,093	583,944	565,907	588,684	22,777	4.0%
Operating	57,854	65,190	67,155	74,570	7,415	11.0%
Total	590,947	649,134	633,062	663,254	30,192	4.8%

1315 - Fleet Maintenance Non-Personnel Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
Parts, nuts and bolts, wire, supplies, and oil	33,300
Total	33,300
526000 - Machinery/Equipment	
Tools, meters, jacks, etc.	15,500
Miscellaneous computer devices & supplies	500
Total	16,000
531000 - IT (Non-Consultant) Services	
Service - software (Identifix)	1,430
Service - software (Snap-on scan tool)	1,000
Service - software (Veeder-Root Insite360)	250
Total	2,680
531600 - Software Maintenance Agreements	
Maintenance - software (Cummins INSITE)	450
Maintenance - software (FuelMaster)	3,510
Maintenance - software (Fleet - RTA)	3,050
Maintenance - software (Navistar Engine Diagnostics)	690
Maintenance - software (Microsoft CALs) (6)	1,140
Total	8,840
536000 - Miscellaneous Professional Services	
Oil and oil filter recycling	1,500
Fuel tank polishing	1,500
Total	3,000
544000 - Dues/Memberships/Certification	
Flagger, forklift, ase	1,000
Total	1,000
546000 - Conf./Seminar/Class Registration	
Technical training - NAPA training classes (5 employees)	1,500
Total	1,500
552500 - Gasoline Expense	
Diesel fuel	1,250
Total	1,250
557000 - Uniforms/ Laundry	
Uniforms, safety equipment (5 employees) & shop towels	5,500
Total	5,500

1315 - Fleet Maintenance Non-Personnel Expenditures	FY20 Adopted Budget
574000 - R&M - Vehicles	
Vehicle maintenance (1 unit)	1,500
Total	1,500
Total Non-Personnel Expenditures	**74,570**

1341 - Landscaping & Forestry

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
596000 - Vehicles/Motor Equipment	55,500	-	(55,500)

Reduction for the one time purchase of a pick up truck with a snow plow and salter.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	599,011	561,757	653,052	631,092	(21,960)	(3.4%)
505200 - Other Taxable Comp.-GFIT	559	840	3,240	1,428	(1,812)	(55.9%)
505300 - Other Taxable Comp.-Housing Stipend	6,400	3,600	7,200	3,600	(3,600)	(50.0%)
507000 - Vacation & Sick Payouts	7,413	6,700	-	-	-	0.0%
508000 - Overtime Wages	15,164	36,500	55,167	55,500	333	0.6%
509000 - Part-Time Wages	19,642	22,000	33,320	33,487	167	0.5%
510000 - FICA Taxes	47,648	47,790	60,057	57,481	(2,576)	(4.3%)
514200 - Vision Benefit	7	724	1,028	861	(167)	(16.2%)
514210 - Health Insurance	129,767	147,166	181,222	175,090	(6,132)	(3.4%)
514220 - Dental Benefit	7,944	10,467	12,990	11,740	(1,250)	(9.6%)
514230 - Long-Term Care Benefit	886	1,539	1,518	1,892	374	24.6%
514240 - Life Ins and Disability Benefit	6,319	5,676	6,582	6,627	45	0.7%
515000 - Retirement (401A)	47,096	44,941	54,421	52,592	(1,829)	(3.4%)
515050 - Supplemental Retirement (401A)	25,886	28,089	34,013	32,869	(1,144)	(3.4%)
515100 - Retirement Health Savings (RHS)	9,340	11,557	12,292	14,072	1,780	14.5%
515200 - Medicare Retirement Health Savings (RHS)	-	2,300	-	6,083	6,083	100.0%
516000 - Savings Plan (401K)	15,532	13,747	18,713	16,481	(2,232)	(11.9%)
521000 - Office Supplies	92	-	-	-	-	0.0%
522000 - General Operating Supplies	43,020	41,000	46,000	46,000	-	0.0%
526000 - Machinery/Equipment	4,223	6,000	8,250	7,250	(1,000)	(12.1%)
531000 - IT (Non-Consultant) Services	85	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	2,630	-	2,630	2,630	-	0.0%
536400 - Contract Maintenance Services	28,198	34,000	34,000	34,000	-	0.0%
536500 - Investigations	-	-	800	800	-	0.0%

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Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
542000 - Awards & Presentations	100	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	2,248	2,800	2,860	2,860	-	0.0%
546000 - Conf./Seminar/Class Registration	1,871	3,100	3,100	3,100	-	0.0%
547000 - Travel Expense	736	1,947	-	2,000	2,000	100.0%
547100 - Local Travel Mileage	24	-	-	-	-	0.0%
550200 - Water	4,669	3,500	3,500	5,000	1,500	42.9%
551100 - Cellular Phone	1,925	1,000	1,980	1,200	(780)	(39.4%)
552500 - Gasoline Expense	12,981	13,000	13,500	15,250	1,750	13.0%
557000 - Uniforms/ Laundry	7,564	11,800	12,100	12,100	-	0.0%
567000 - Rental & Use	788	1,500	1,500	1,500	-	0.0%
574000 - R&M - Vehicles	16,387	26,000	30,000	30,000	-	0.0%
596000 - Vehicles/Motor Equipment	-	56,238	55,500	-	(55,500)	(100.0%)
Total	1,066,155	1,147,278	1,350,535	1,264,585	(85,950)	(6.4%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	938,613	945,393	1,134,815	1,100,895	(33,920)	(3.0%)
Operating	127,543	145,647	160,220	163,690	3,470	2.2%
Capital	-	56,238	55,500	-	(55,500)	(100.0%)
Total	1,066,155	1,147,278	1,350,535	1,264,585	(85,950)	(6.4%)

1341 - Landscaping & Forestry Non-Personnel Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
Annuals	14,000
Mulch	17,000
Plant material	5,000
Street trees	10,000
Total	46,000
526000 - Machinery/Equipment	
Replacement - small equipment (blowers, trimmers, power shears)	7,000
Miscellaneous computer devices & supplies	250
Total	7,250
531600 - Software Maintenance Agreements	
Maintenance - software (ArborPro)	2,250
Maintenance - software (Microsoft CALs) (2)	380
Total	2,630
536400 - Contract Maintenance Services	
Hazard tree work, stump grinding, tree pruning	25,000
Landscape improvements - facilities & right-of-ways	5,000
Tree spraying for insect problems	4,000
Total	34,000
536500 - Investigations	
Two seasonal employees	800
Total	800
544000 - Dues/Memberships/Certification	
Fertilizer certification	200
Flagger certification	1,180
International Society for Arboriculture	600
Landscape Contractors Association	200
Pesticide certification	500
Professional Grounds Management Society	180
Total	2,860
546000 - Conf./Seminar/Class Registration	
International Society of Arboriculture	1,000
Pesticide training and recertification	1,000
Trade shows	1,100
Total	3,100

1341 - Landscaping & Forestry Non-Personnel Expenditures	FY20 Adopted Budget
547000 - Travel Expense	
ISA Conference	2,000
Total	2,000
550200 - Water	
Water truck to water new trees & annuals	5,000
Total	5,000
551100 - Cellular Phone	
Cell phone service (1)	720
Service - mobile device data plan (1)	480
Total	1,200
552500 - Gasoline Expense	
87 Octane and diesel fuel	15,250
Total	15,250
557000 - Uniforms/ Laundry	
Uniforms and safety equipment for 11 employees	12,100
Total	12,100
567000 - Rental & Use	
Bucket truck and man lift	1,500
Total	1,500
574000 - R&M - Vehicles	
Vehicle maintenance (16 units)	30,000
Total	30,000
Total Non-Personnel Expenditures	**163,690**

1342 - City Stormwater

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
522000 - General Operating Supplies	-	9,000	9,450	10,450	1,000	10.6%
Total	-	9,000	9,450	10,450	1,000	10.6%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	-	9,000	9,450	10,450	1,000	10.6%
Total	-	9,000	9,450	10,450	1,000	10.6%

1342 - City Stormwater Non-Personnel Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
Absorbent materials-auto shop activities	5,000
Employee training and education materials	500
Inlet protection for DPW storm drains	1,000
Spill containment booms-fueling site	1,200
Spill kits-general facility	2,750
Total	10,450
Total Non-Personnel Expenditures	**10,450**

1343 - Municipal Parks Maintenance

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536400 - Contract Maintenance Services	106,400	124,700	18,300
Increased due to higher pricing from the contract mowing RFP. This pricing will stay flat for the next two years.			
596000 - Vehicles/Motor Equipment	12,500	55,000	42,500
Purchase a new brush chipper. The City currently has one chipper shared between two Operation Teams.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	974,951	901,410	974,593	987,219	12,626	1.3%
505200 - Other Taxable Comp.-GFIT	419	1,344	2,700	2,016	(684)	(25.3%)
505300 - Other Taxable Comp.-Housing Stipend	12,000	8,100	13,200	6,000	(7,200)	(54.5%)
506000 - Retirement Buyout	65,620	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	17,098	8,000	-	-	-	0.0%
508000 - Overtime Wages	56,761	63,000	65,000	64,750	(250)	(0.4%)
509000 - Part-Time Wages	42,149	66,500	66,640	66,973	333	0.5%
510000 - FICA Taxes	87,065	79,587	90,003	89,361	(642)	(0.7%)
514200 - Vision Benefit	635	1,272	1,355	1,432	77	5.7%
514210 - Health Insurance	228,355	218,577	255,020	255,267	247	0.1%
514220 - Dental Benefit	11,445	15,039	18,172	16,593	(1,579)	(8.7%)
514230 - Long-Term Care Benefit	1,670	2,299	2,346	2,762	416	17.7%
514240 - Life Ins and Disability Benefit	10,196	9,131	9,938	10,390	452	4.5%
515000 - Retirement (401A)	76,577	72,113	81,377	82,267	890	1.1%
515050 - Supplemental Retirement (401A)	45,992	45,070	48,698	51,419	2,721	5.6%
515100 - Retirement Health Savings (RHS)	7,721	8,990	12,752	9,406	(3,346)	(26.2%)
515200 - Medicare Retirement Health Savings (RHS)	-	2,133	-	8,083	8,083	100.0%
516000 - Savings Plan (401K)	27,595	27,043	29,278	30,849	1,571	5.4%
516500 - Deferred Compensation (457)	-	1,329	-	-	-	0.0%
521000 - Office Supplies	15	-	-	-	-	0.0%
522000 - General Operating Supplies	98,206	100,000	101,300	102,000	700	0.7%
526000 - Machinery/Equipment	6,077	5,000	5,950	3,250	(2,700)	(45.4%)

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By Object						
531600 - Software Maintenance Agreements	190	-	190	190	-	0.0%
536400 - Contract Maintenance Services	60,193	104,300	106,400	124,700	18,300	17.2%
536500 - Investigations	120	2,000	2,000	2,000	-	0.0%
542000 - Awards & Presentations	-	50	-	-	-	0.0%
544000 - Dues/Memberships/Certification	866	4,000	4,100	4,100	-	0.0%
546000 - Conf./Seminar/Class Registration	2,750	2,000	2,875	2,875	-	0.0%
547000 - Travel Expense	456	200	500	500	-	0.0%
550000 - Electric	4,265	5,000	6,000	6,000	-	0.0%
550200 - Water	16,459	13,000	12,000	14,000	2,000	16.7%
551100 - Cellular Phone	1,162	1,440	1,500	1,440	(60)	(4.0%)
552500 - Gasoline Expense	21,937	-	21,375	25,250	3,875	18.1%
554000 - Signage	524	4,000	4,000	4,000	-	0.0%
556500 - Messenger Services	32	-	-	-	-	0.0%
557000 - Uniforms/ Laundry	12,411	17,500	18,500	18,500	-	0.0%
567000 - Rental & Use	1,276	2,000	3,500	3,500	-	0.0%
572000 - R&M - Buildings & Facilities	6,925	9,000	9,000	9,000	-	0.0%
573000 - R&M - Machinery & Equipment	871	-	-	-	-	0.0%
574000 - R&M - Vehicles	36,047	43,000	43,000	43,000	-	0.0%
596000 - Vehicles/Motor Equipment	51,302	12,500	12,500	55,000	42,500	340.0%
Total	1,988,332	1,855,927	2,025,762	2,104,092	78,330	3.9%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,666,247	1,530,937	1,671,072	1,684,787	13,715	0.8%
Operating	270,782	312,490	342,190	364,305	22,115	6.5%
Capital	51,302	12,500	12,500	55,000	42,500	340.0%
Total	1,988,332	1,855,927	2,025,762	2,104,092	78,330	3.9%

1343 - Municipal Parks Maintenance Non-Personnel Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
Athletic paint	4,500
Cleaning supplies - paper towels - toilet paper	4,000
Dog waste bags	5,000
Grass seed	4,000
Infill turf field	29,500
Mulch	10,000
Playground safety surfacing	20,000
Recycle bins	3,000
Special events carpets	500
Trash bags	7,500
Turface	3,000
Ball field dirt	4,000
Topsoil	3,000
Playground equipment parts	4,000
Total	102,000
526000 - Machinery/Equipment	
Bubblers for City owned ponds	3,000
Miscellaneous computer devices & supplies	250
Total	3,250
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (1)	190
Total	190
536400 - Contract Maintenance Services	
Constitution Gardens	25,000
Contract mowing - Kentlands lakes, mini-golf, Travis Ave & Blohm Park	20,000
Goose abatement	10,000
Pest services	1,200
Pond maintenance	24,000
Turf care (contractor)	7,000
Contract tree work	10,000
Kentlands Mansion	27,500
Total	124,700
536500 - Investigations	
Seasonal employees	2,000
Total	2,000

1343 - Municipal Parks Maintenance Non-Personnel Expenditures	FY20 Adopted Budget
544000 - Dues/Memberships/Certification	
Flagger and forklift	4,000
Maryland Parks and Recreation Assoc.	100
Total	4,100
546000 - Conf./Seminar/Class Registration	
CPR and first aid	1,275
Maryland Parks and Recreation Conference (Parks Maintenance Supervisor)	1,000
Pesticide training and recertification	200
Professional Fertilizer Applicator	400
Total	2,875
547000 - Travel Expense	
MRPA Conference (Hotel and Meals)	500
Total	500
550000 - Electric	
Electricity	6,000
Total	6,000
550200 - Water	
WSSC - water for ball fields	14,000
Total	14,000
551100 - Cellular Phone	
Cell phone service (2)	1,440
Total	1,440
552500 - Gasoline Expense	
87 Octane and diesel fuel	25,250
Total	25,250
554000 - Signage	
Park signs	4,000
Total	4,000
557000 - Uniforms/ Laundry	
Uniforms and safety equipment (17 full-time & 4 seasonal employees)	18,500
Total	18,500
567000 - Rental & Use	
Miscellaneous equipment	3,500
Total	3,500

1343 - Municipal Parks Maintenance Non-Personnel Expenditures	FY20 Adopted Budget
572000 - R&M - Buildings & Facilities	
Repair and maintenance	9,000
Total	9,000
574000 - R&M - Vehicles	
Vehicle maintenance (69 units)	43,000
Total	43,000
596000 - Vehicles/Motor Equipment	
Brush chipper	55,000
Total	55,000
Total Non-Personnel Expenditures	**419,305**

1344 - Mowing & Bulk Pick-Up

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
596000 - Vehicles/Motor Equipment	165,000	-	(165,000)

The reduction is due to the one-time purchase of a Bulk Pick Up boom truck and two trailers.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	1,030,215	904,663	984,935	1,000,560	15,625	1.6%
505200 - Other Taxable Comp.-GFIT	1,193	1,932	4,860	2,436	(2,424)	(49.9%)
505300 - Other Taxable Comp.-Housing Stipend	15,000	18,600	13,200	20,400	7,200	54.5%
506000 - Retirement Buyout	80,078	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	12,652	11,400	-	-	-	0.0%
508000 - Overtime Wages	103,224	101,000	101,100	101,750	650	0.6%
509000 - Part-Time Wages	59,913	36,000	66,640	66,973	333	0.5%
510000 - FICA Taxes	97,158	81,257	93,706	94,384	678	0.7%
514200 - Vision Benefit	69	1,045	1,366	1,229	(137)	(10.0%)
514210 - Health Insurance	206,008	217,701	237,858	261,152	23,294	9.8%
514220 - Dental Benefit	15,425	13,348	15,678	15,280	(398)	(2.5%)
514230 - Long-Term Care Benefit	2,006	2,634	2,484	3,073	589	23.7%
514240 - Life Ins and Disability Benefit	10,477	9,273	9,774	10,679	905	9.3%
515000 - Retirement (401A)	80,415	72,374	82,187	83,377	1,190	1.4%
515050 - Supplemental Retirement (401A)	46,681	41,131	49,683	46,255	(3,428)	(6.9%)
515100 - Retirement Health Savings (RHS)	19,540	17,980	30,034	18,812	(11,222)	(37.4%)
515200 - Medicare Retirement Health Savings (RHS)	-	3,083	-	6,166	6,166	100.0%
516000 - Savings Plan (401K)	28,771	24,681	29,550	27,752	(1,798)	(6.1%)
521000 - Office Supplies	25	-	-	500	500	100.0%
522000 - General Operating Supplies	16,422	22,000	22,000	26,500	4,500	20.5%
526000 - Machinery/Equipment	1,699	3,000	3,250	3,250	-	0.0%
531600 - Software Maintenance Agreements	190	-	190	190	-	0.0%
536400 - Contract Maintenance Services	101,413	160,000	155,900	160,500	4,600	3.0%
536500 - Investigations	30	120	-	500	500	100.0%

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By Object						
544000 - Dues/Memberships/Certification	599	3,000	3,500	3,500	-	0.0%
546000 - Conf./Seminar/Class Registration	1,678	2,000	2,500	2,500	-	0.0%
551100 - Cellular Phone	428	1,440	750	720	(30)	(4.0%)
552500 - Gasoline Expense	36,565	38,200	37,688	42,500	4,813	12.8%
557000 - Uniforms/ Laundry	15,028	20,500	20,500	20,500	-	0.0%
567000 - Rental & Use	109,452	122,000	124,000	124,000	-	0.0%
574000 - R&M - Vehicles	70,402	71,000	75,000	75,000	-	0.0%
596000 - Vehicles/Motor Equipment	356,898	165,000	165,000	-	(165,000)	(100.0%)
Total	2,519,653	2,166,362	2,333,333	2,220,438	(112,894)	(4.8%)

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,808,824	1,558,102	1,723,055	1,760,278	37,223	2.2%
Operating	353,931	443,260	445,278	460,160	14,883	3.3%
Capital	356,898	165,000	165,000	-	(165,000)	(100.0%)
Total	2,519,653	2,166,362	2,333,333	2,220,438	(112,894)	(4.8%)

1344 - Mowing & Bulk Pick-Up Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Office supplies for the Operations Division	500
Total	500
522000 - General Operating Supplies	
Tools, trash bags and materials	12,000
Trash cans for bus stops	14,500
Total	26,500
526000 - Machinery/Equipment	
Small equipment (weed trimmers, blowers, edgers, etc.)	3,000
Miscellaneous computer devices & supplies	250
Total	3,250
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (1)	190
Total	190
536400 - Contract Maintenance Services	
Contract loose leaf removal	40,000
Contract mowing - Rte 355, Sam Eig Hwy, Rte 124, park & rides	109,000
HOA mowing reimbursement - Kentlands	6,500
HOA mowing reimbursement - Quince Orchard Park	5,000
Total	160,500
536500 - Investigations	
Seasonal employees	500
Total	500
544000 - Dues/Memberships/Certification	
Flagger certification and forklift	3,500
Total	3,500
546000 - Conf./Seminar/Class Registration	
Matrix training	2,500
Total	2,500
551100 - Cellular Phone	
Cell phone service (1)	720
Total	720
552500 - Gasoline Expense	
Gas and diesel fuel	42,500
Total	42,500

1344 - Mowing & Bulk Pick-Up Non-Personnel Expenditures	FY20 Adopted Budget
557000 - Uniforms/ Laundry	
Uniforms and safety equipment (21 employees)	20,500
Total	20,500
567000 - Rental & Use	
Dump fees (leaves)	24,000
Dump fees (trash and special pickups)	100,000
Total	124,000
574000 - R&M - Vehicles	
Vehicle maintenance (57 units)	75,000
Total	75,000
Total Non-Personnel Expenditures	**460,160**

1345 - Recycling

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
531000 - IT (Non-Consultant) Services	-	9,000	9,000
Increase due to addition of funding for a recycling education phone application.			
567000 - Rental & Use	999,500	1,200,672	201,172
Anticipated increase in recycling contract cost, CPI-U, and projected household count increase.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
522000 - General Operating Supplies	29,274	38,200	38,220	34,894	(3,326)	(8.7%)
531000 - IT (Non-Consultant) Services	-	-	-	9,000	9,000	100.0%
553000 - Printing & Binding	-	500	500	1,600	1,100	220.0%
567000 - Rental & Use	968,140	986,960	999,500	1,200,672	201,172	20.1%
Total	997,414	1,025,660	1,038,220	1,246,166	207,946	20.0%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	997,414	1,025,660	1,038,220	1,246,166	207,946	20.0%
Total	997,414	1,025,660	1,038,220	1,246,166	207,946	20.0%

1345 - Recycling Non-Personnel Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
18 gallon bins w/lids (600)	5,334
Wheeled carts - 65 gallon (800)	29,560
Total	34,894
531000 - IT (Non-Consultant) Services	
Recycling education phone application	9,000
Total	9,000
553000 - Printing & Binding	
Recycling stickers	1,600
Total	1,600
567000 - Rental & Use	
Recycling contract	1,200,672
Total	1,200,672
Total Non-Personnel Expenditures	**1,246,166**

1351 - Engineering Services

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
531000 - IT (Non-Consultant) Services	294	12,586	12,292
Hardware for asset management software and additional software for cost estimating and plan review.			
532000 - Engineering & Architecture	130,000	200,000	70,000
Cost of structural inspections and traffic engineering support, with additional funding required for the Olde Towne pedestrian bridge inspection.			

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	365,870	309,566	434,658	467,897	33,239	7.6%
505200 - Other Taxable Comp.-GFIT	1,044	840	1,620	1,428	(192)	(11.9%)
505300 - Other Taxable Comp.-Housing Stipend	300	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	7,882	7,100	-	-	-	0.0%
508000 - Overtime Wages	-	-	14,093	7,176	(6,917)	(49.1%)
509000 - Part-Time Wages	-	-	-	49,858	49,858	100.0%
510000 - FICA Taxes	28,280	23,746	35,839	41,730	5,891	16.4%
514200 - Vision Benefit	85	264	322	401	79	24.5%
514210 - Health Insurance	33,205	50,571	56,736	73,540	16,804	29.6%
514220 - Dental Benefit	2,894	3,038	3,681	4,311	630	17.1%
514230 - Long-Term Care Benefit	547	480	552	725	173	31.3%
514240 - Life Ins and Disability Benefit	3,756	3,112	4,166	4,774	608	14.6%
515000 - Retirement (401A)	28,452	24,766	36,221	38,961	2,740	7.6%
515050 - Supplemental Retirement (401A)	1,664	4,378	4,361	4,566	205	4.7%
515100 - Retirement Health Savings (RHS)	4,097	-	6,376	-	(6,376)	(100.0%)
515200 - Medicare Retirement Health Savings (RHS)	-	950	-	4,000	4,000	100.0%
516000 - Savings Plan (401K)	10,670	9,287	13,583	14,612	1,029	7.6%
519000 - Tuition Reimbursement	-	-	2,400	3,500	1,100	45.8%
521000 - Office Supplies	135	18	-	2,500	2,500	100.0%
522000 - General Operating Supplies	330	311	-	330	330	100.0%
526000 - Machinery/Equipment	3,881	-	250	500	250	100.0%
531000 - IT (Non-Consultant) Services	271	294	294	12,586	12,292	4,181.0%

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By Object						
531500 - Software Licenses	747	658	-	1,500	1,500	100.0%
531600 - Software Maintenance Agreements	2,325	1,862	1,862	2,685	823	44.2%
532000 - Engineering & Architecture	135,570	100,000	130,000	200,000	70,000	53.8%
536500 - Investigations	-	30	-	-	-	0.0%
542000 - Awards & Presentations	100	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	1,226	1,388	971	1,726	755	77.8%
545000 - Publications/ Resource Material	939	87	-	1,442	1,442	100.0%
546000 - Conf./Seminar/Class Registration	5,073	195	3,000	6,545	3,545	118.2%
547000 - Travel Expense	-	1,406	100	100	-	0.0%
547100 - Local Travel Mileage	-	-	100	-	(100)	(100.0%)
551100 - Cellular Phone	1,293	2,240	2,240	1,200	(1,040)	(46.4%)
552500 - Gasoline Expense	140	1,350	1,350	1,000	(350)	(25.9%)
556000 - Postage	28	-	-	-	-	0.0%
557000 - Uniforms/ Laundry	439	960	960	1,560	600	62.5%
574000 - R&M - Vehicles	289	581	500	500	-	0.0%
596000 - Vehicles/Motor Equipment	29,191	-	-	-	-	0.0%
Total	670,725	549,477	756,234	951,653	195,419	25.8%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	488,748	438,098	614,608	717,479	102,871	16.7%
Operating	152,786	111,379	141,627	234,174	92,548	65.3%
Capital	29,191	-	-	-	-	0.0%
Total	670,725	549,477	756,234	951,653	195,419	25.8%

1351 - Engineering Services Non-Personnel Expenditures	FY20 Adopted Budget
521000 - Office Supplies	
Office supplies for the Engineering Services Division	2,500
Total	2,500
522000 - General Operating Supplies	
	330
Total	330
526000 - Machinery/Equipment	
	250
Miscellaneous computer devices & supplies	250
Total	500
531000 - IT (Non-Consultant) Services	
Bluebeam floating license for conference room	1,250
Project management software	5,000
Additional RSMeans licenses (4)	6,000
Service - software (Adobe Acrobat Pro DC) (3)	336
Total	12,586
531500 - Software Licenses	
Additional Bluebeam Digital Review licenses (2)	1,200
Prizm Viewer	300
Total	1,500
531600 - Software Maintenance Agreements	
Maintenance - software (AutoCAD AED Suite) (2)	2,170
Maintenance - software (Bluebeam Revu) (1)	135
Maintenance - software (Microsoft CALs) (2)	380
Total	2,685
532000 - Engineering & Architecture	
Park pedestrian bridge inspections	13,000
Load rating of selected short span culvert bridges	7,200
Short span bridge culvert inspections	38,000
High-mast lighting pole inspections	24,000
Inspection of Olde Towne Skywalk pedestrian bridge	60,000
Review of retaining wall designs for development plans	12,000
Review of traffic impact studies for development plans	25,200
Speed studies and traffic counts	15,000
Unprogrammed Engineering Services	5,600
Total	200,000

1351 - Engineering Services Non-Personnel Expenditures	FY20 Adopted Budget
544000 - Dues/Memberships/Certification	
Maryland Professional Engineer license fee	76
Maryland Society of Surveyors membership	250
Construction Specification Institute membership renewals	550
Construction Document Technologist certification	450
Institute of Asset Management membership	400
Total	1,726
545000 - Publications/ Resource Material	
Technical resource material	1,442
Total	1,442
546000 - Conf./Seminar/Class Registration	
Conferences and seminars	3,245
Project management training (4)	1,500
Professional continuing education for staff	1,800
Total	6,545
547000 - Travel Expense	
Local travel mileage	100
Total	100
551100 - Cellular Phone	
Cell phone service (no data) (2)	480
Cell phone service (1)	720
Total	1,200
552500 - Gasoline Expense	
87 Octane fuel	1,000
Total	1,000
557000 - Uniforms/ Laundry	
Shoes (6)	960
Jackets (6)	600
Total	1,560
574000 - R&M - Vehicles	
Vehicle maintenance	500
Total	500
Total Non-Personnel Expenditures	**234,174**

1393 - Street Lighting

Significant Changes	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
550000 - Electric	600,000	618,000	18,000

Increase based on anticipated rate increase for electric service.

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
522000 - General Operating Supplies	156	7,000	7,000	7,000	-	0.0%
550000 - Electric	570,507	545,000	600,000	618,000	18,000	3.0%
573000 - R&M - Machinery & Equipment	55,474	80,000	80,000	80,000	-	0.0%
Total	626,137	632,000	687,000	705,000	18,000	2.6%

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Operating	626,137	632,000	687,000	705,000	18,000	2.6%
Total	626,137	632,000	687,000	705,000	18,000	2.6%

1393 - Street Lighting Non-Personnel Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
Light fixtures, coverplates, and other relamping supplies	7,000
Total	7,000
550000 - Electric	
Electric	618,000
Total	618,000
573000 - R&M - Machinery & Equipment	
Maintenance - City-owned streetlights	80,000
Total	80,000
Total Non-Personnel Expenditures	**705,000**

1397 - Traffic Control

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	110,760	112,788	108,277	112,932	4,655	4.3%
507000 - Vacation & Sick Payouts	4,147	4,200	-	-	-	0.0%
508000 - Overtime Wages	8,677	15,000	-	9,805	9,805	100.0%
509000 - Part-Time Wages	16,587	17,000	33,320	33,487	167	0.5%
510000 - FICA Taxes	10,238	11,076	11,627	12,311	684	5.9%
514200 - Vision Benefit	130	184	192	184	(8)	(4.2%)
514210 - Health Insurance	37,515	36,322	41,642	38,186	(3,456)	(8.3%)
514220 - Dental Benefit	2,852	2,206	2,814	2,206	(608)	(21.6%)
514230 - Long-Term Care Benefit	182	276	276	290	14	5.1%
514240 - Life Ins and Disability Benefit	1,173	1,130	1,130	1,179	49	4.3%
515000 - Retirement (401A)	8,650	9,023	9,023	9,411	388	4.3%
515050 - Supplemental Retirement (401A)	5,406	5,640	5,640	5,882	242	4.3%
516000 - Savings Plan (401K)	3,244	3,384	3,384	3,529	145	4.3%
522000 - General Operating Supplies	37,281	41,000	43,000	45,000	2,000	4.7%
526000 - Machinery/Equipment	6,425	1,000	1,250	1,250	-	0.0%
531600 - Software Maintenance Agreements	190	190	190	190	-	0.0%
536000 - Miscellaneous Professional Services	899	-	-	-	-	0.0%
536400 - Contract Maintenance Services	12,000	26,500	29,500	29,500	-	0.0%
544000 - Dues/Memberships/Certification	75	400	400	400	-	0.0%
546000 - Conf./Seminar/Class Registration	120	800	1,000	1,400	400	40.0%
550000 - Electric	3,427	3,000	5,500	5,000	(500)	(9.1%)
551100 - Cellular Phone	660	750	750	720	(30)	(4.0%)
552500 - Gasoline Expense	1,728	1,800	1,800	2,000	200	11.1%
557000 - Uniforms/ Laundry	1,147	2,600	2,600	2,600	-	0.0%
574000 - R&M - Vehicles	1,004	2,000	1,500	3,000	1,500	100.0%
596000 - Vehicles/Motor Equipment	-	47,581	-	-	-	0.0%
Total	274,516	345,850	304,815	320,462	15,647	5.1%

General Fund Departmental Budgets

Public Works - Activity Analysis

FY20 Budget

Budget Summary	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Summary						
Personnel Services	209,561	218,229	217,325	229,402	12,077	5.6%
Operating	64,955	80,040	87,490	91,060	3,570	4.1%
Capital	-	47,581	-	-	-	0.0%
Total	274,516	345,850	304,815	320,462	15,647	5.1%

1397 - Traffic Control Non-Personnel Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
General supplies	10,000
Replacement benches and bench slats	5,000
Signs and posts	30,000
Total	45,000
526000 - Machinery/Equipment	
Small equipment / tools	1,000
Miscellaneous computer devices & supplies	250
Total	1,250
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (1)	190
Total	190
536400 - Contract Maintenance Services	
Traffic line striping	29,500
Total	29,500
544000 - Dues/Memberships/Certification	
Flagger and forklift certifications	400
Total	400
546000 - Conf./Seminar/Class Registration	
Matrix training	1,400
Total	1,400
550000 - Electric	
Electric	5,000
Total	5,000
551100 - Cellular Phone	
Cell phone service (1)	720
Total	720
552500 - Gasoline Expense	
Gas and diesel fuel	2,000
Total	2,000
557000 - Uniforms/ Laundry	
Uniforms and safety equipment	2,600
Total	2,600
574000 - R&M - Vehicles	
Vehicle maintenance (8 units)	3,000
Total	3,000

1397 - Traffic Control Non-Personnel Expenditures	FY20 Adopted Budget
Total Non-Personnel Expenditures	**91,060**

Position Title	Grade	FY20 Total No. Positions
Custodian/Maintenance Worker	115	2
Administrative Assistant I	118	2
Administrative Technician I	118	1
Parking Enforcement Official	118	1
Administrative Assistant II	120	1
Bus Driver/Site Leader	120	1
Speed Camera Technician	120	1
House Manager	121	1
Administrative Assistant III	122	4
Administrative Technician II	122	3
Facility Supervisor	122	2
Human Resources Technician	122	1
Recreation Support Assistant	122	2
Senior Accounting Technician	123	1
Administrative Support Supervisor	124	1
Digital Content Specialist	124	1
Helpdesk Technician I	124	2
Neighborhood Services Coordinator	124	1
Program Coordinator	124	3
Accounting Specialist	125	2
Administrative Support Specialist	125	1
Administrative Technician III	125	1
Animal Control Officer I	125	1
Grants Administrator	125	1
Planner I	125	5
Project Manager/Systems Analyst I	125	1
Public Works Program Coordinator	125	2
Sponsorship Program Administrator	125	1
Stormwater Technician	125	1
Animal Control Officer II	126	1
Code Administration Officer I	126	5
Community Services Program Coordinator	126	2
Facility Coordinator	126	4
Speed Camera Technician Supervisor	126	1
Animal Control Officer III	127	1
Assistant Web Administrator	127	1
Code Administration Officer II	127	3
Police Officer Candidate	127	3
Primary Counselor	127	1

Position Title	Grade	FY20 Total No. Positions
Community Services Case Coordinator	128	1
Crime Analyst	128	1
Graphics Specialist	128	1
Human Resources Generalist II	128	2
Network Operations Specialist I	128	2
Paralegal	128	1
Payroll Coordinator	128	1
Program Supervisor	128	9
Television Production Specialist	128	1
Watershed Restoration Specialist	128	1
Aquatics Facility Coordinator	129	2
Facilities Maintenance Supervisor	129	1
GIS Specialist	129	1
Legal Services Coordinator	129	1
Legislative Affairs Manager	129	1
Planner II	129	1
Police Accreditation/Property & Evidence Manager	129	1
Police Systems Support Manager	129	1
Recreation Systems Support Manager	129	1
Supervisor	129	4
Sustainability Coordinator	129	1
Clinical Supervisor/Discharge Coordinator	130	1
Code Compliance Manager	130	1
Code Inspector	130	5
Communication Specialist	130	1
Community Facility Manager	130	7
Fire Inspector	130	1
GIS Planner	130	1
Helpdesk Manager	130	1
Manager of Animal Services	130	1
Manager of Fleet Operations	130	1
Municipal Clerk	130	1
Network Operations Specialist II	130	1
Permitting Manager	130	1
Right-of-Way Inspector	130	1
Senior Program Supervisor	130	4
Staff Accountant	130	1
Assistant to the City Manager	131	1
Business Services Coordinator	131	1
Chief Electrical Reviewer	131	1

Personnel and Salaries
Personnel Schedule
FY20 Budget

Position Title	Grade	FY20 Total No. Positions
Planner III	131	1
Procurement Manager	131	1
Project Manager/Systems Analyst III	131	2
Web Administrator	131	1
Aquatics Superintendent	132	1
Arts Administrator	132	1
Project Engineer	132	2
Project Manager	132	6
Senior Budget Analyst	132	1
Capital Projects Program Manager	133	2
Human Resources Program Coordinator	133	2
Long Range Planning Manager	133	1
Permit Coordinator	133	1
Police Training & Emergency Operations Coordinator	133	1
Site Development Coordinator	133	1
Television Productions Manager	133	1
Assistant Comptroller	134	1
Commercial Permitting Manager	134	1
Community Services Division Manager	134	1
Cultural Events & Services Division Chief	134	1
Facilities & Administrative Services Division Chief	134	1
Fire Marshal	134	1
GIS Division Manager	134	1
Homeless Services Division Manager	134	1
Procurement Division Chief	134	1
Public Works Operations Administrator	134	1
Recreation Services Division Chief	134	1
Sports & Youth Services Division Chief	134	1
Housing & Community Development Chief	135	1
Neighborhood Services Division Chief	135	1
Police Lt./Administrative Bureau Commander	135	1
Police Lt./Special Operations Bureau Commander	135	1
Business Systems Division Manager	136	1
Network Operations Division Manager	136	1
Police Lt./Operations Bureau Commander	136	1
Stormwater Program Manager	136	1
Capital Projects/Facilities Division Chief	138	1
Engineering Services Division Chief	138	1
Permits & Inspections Division Chief	138	1
Planning Division Chief	138	1

Personnel and Salaries
Personnel Schedule
FY20 Budget

Position Title	Grade	FY20 Total No. Positions
Public Works Operations Division Chief	138	1
Comptroller	139	1
Assistant City Attorney	140	1
Chief of Police	141	1
Director of Community & Public Relations	141	1
Director of Finance & Administration	141	1
Director of Human Resources	141	1
Director of Information Technology	141	1
Director of Parks, Recreation & Culture	141	1
Director of Planning & Code Administration	141	1
Director of Public Works & Engineering	141	1
Assistant City Manager	142	1
Deputy City Manager	143	1
Police Officer I	220	8
Police Officer II	221	3
Police Officer III	222	24
Police Corporal	223	8
Police Sergeant	224	9
Maintenance Worker I	301	24
Maintenance Worker II	301	6
Maintenance Worker III	301	9
Facilities & Equipment Technician I	302	2
Facilities & Equipment Technician II	302	1
Facilities & Equipment Technician III	302	1
Mechanic III	302	2
Work Force Leader I	302	7
Work Force Leader II	302	2
Work Force Leader III	302	6
Facilities & Equipment Specialist III	303	1
Foreman I	303	2
Foreman II	303	1
Senior Mechanic II	303	2
City Attorney	999	1
City Manager	999	1
Total Full-Time Employees		**318**

999 The salaries of the City Manager and City Attorney are determined by the Mayor and City Council. Grades are not assigned to these positions in the Personnel Schedule.

Personnel and Salaries
Schedule of Salary Ranges
FY20 Budget

Pay Range	Minimum	Mid Point	Maximum
110	23,085	30,012	36,938
111	24,369	31,678	38,989
112	25,526	33,182	40,840
113	26,807	34,848	42,891
114	28,089	36,517	44,943
115	29,500	38,350	47,200
116	30,910	40,182	49,455
117	32,572	42,343	52,113
118	34,120	44,357	54,594
119	35,784	46,519	57,255
120	37,702	49,014	60,324
121	39,505	51,356	63,208
122	41,550	54,014	66,481
123	43,607	56,690	69,772
124	45,792	59,528	73,265
125	48,102	62,532	76,964
126	50,528	65,685	80,844
127	52,965	68,855	84,745
128	55,657	72,356	89,052
129	58,362	75,871	93,381
130	61,308	79,701	98,092
131	64,381	83,696	103,010
132	67,721	88,039	108,354
133	70,922	92,196	113,473
134	74,513	96,870	119,224
135	78,235	101,707	125,177
136	82,209	106,872	131,535
137	86,311	112,206	138,099
138	90,681	117,886	145,090
139	95,162	123,711	152,260
140	99,911	129,884	159,860
141	104,915	136,390	167,865
142	110,172	143,224	176,275
143	115,684	150,388	185,091
144	121,462	157,900	194,338
145	127,481	165,724	203,970
146	133,892	174,061	214,227
301	34,120	48,665	63,208
302	41,550	57,408	73,265
303	48,102	66,424	84,745

Personnel and Salaries
Police Salary Ranges
FY20 Budget

FY20 Step	220 PO I	221 PO II	222 PO III	223 Corporal	224 Sergeant
0	58,004	60,905	63,951	67,148	73,862
1	59,604	62,582	65,711	68,997	75,896
2	61,391	64,460	67,683	71,068	78,174
3	63,232	66,394	69,714	73,198	80,519
4	65,128	68,386	71,804	75,396	82,934
5	67,083	70,438	73,958	77,657	85,422
6	69,095	72,551	76,178	79,985	87,984
7	71,168	74,726	78,463	82,386	90,624
8	73,305	76,969	80,817	84,858	93,343
9	75,503	79,276	83,241	87,405	96,145
10	77,768	81,655	85,738	90,025	99,028
11	80,100	84,107	88,310	92,727	101,999
12	82,505	86,628	90,960	95,508	105,058
13	84,979	89,227	93,688	98,371	108,211
14	87,527	91,904	96,498	101,324	111,457
15	90,156	94,663	99,395	104,362	114,800

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

Capital Improvement Plan

Overview

FY20 Budget

Overview

The Capital Improvements Plan (CIP) is a projection of the City's capital investments plan over a five-year period. The CIP is both a fiscal and planning device that allows the City to monitor all capital project costs, funding sources, departmental responsibilities and timing schedules. Although no formal system for ranking projects is used, each year the CIP is reviewed within the context of ongoing City, County, State and Federal programs and policies as well as the City's Master Plan and Strategic Directions.

The City of Gaithersburg has no debt; therefore, all CIP projects are funded through current year revenues or existing fund balance. Some projects may receive funding in the form of grants, State bond bills, or payments from developers. Estimates for these amounts are included within the relevant project; however, since many of these revenue sources are reimbursement based all funding is transferred from the General Fund. Any revenues received related to a given project replenish the General Fund.

The recommended CIP includes five years of projected capital needs. Funding for the current year is provided through a transfer from the General Fund; the Mayor and City Council authorize the transfer through the budget appropriation ordinance. Once appropriated to the CIP, the funds remain within the CIP until spent, unless they are re-appropriated to another use.

Capital Defined

For purposes of the CIP, capital expenditures are those with an estimated useful life longer than two years, and a total project cost more than $30,000 ($15,000 for technology and no minimum for public art). Items included in the CIP are usually defined within one of the following categories:

1. Acquisition of land, buildings, building improvements or other tangible property for a public purpose.

2. Construction of a significant facility, i.e., buildings, parks, or roads, or the addition to or extension of an existing facility.

3. Nonrecurring rehabilitation, major repair, or energy efficiency endeavors to all or part of a facility that is not considered to be recurring maintenance.

4. Any specific planning, engineering study, or design work related to an individual project falling within the above three categories.

5. Up-front licensing costs, and service costs related to configuration, training, testing and implementation of technology hardware and software.

Each significant capital expenditure is described and included within the CIP as a project. Each project is further assigned to a Capital Fund. A full listing and description of each project can be found within an appendix of this budget.

Capital Funds

The CIP is divided into several Capital Funds in order to transparently identify capital spending and saving by purpose. For financial statement purposes all of these Capital Funds are aggregated together. The Capital Funds used within the CIP are:

General Capital Projects – This fund is used to account for saving and spending on new assets, non-City owned assets, contingency projects, and other capital projects that do not fit within another fund.

Infrastructure – This fund is used to account for saving and spending on infrastructure assets, excluding stormwater assets, such as roads, sidewalks, street lighting, bridges, and other special structures.

Facilities – This fund is used to account for saving and spending on existing City buildings and facilities, excluding park, recreation and culture facilities. Examples of City facilities include: City Hall, Public Works building, salt sheds, Police Station, parking garage in Olde Towne, Wells Robertson House, and DeSellum House. The City has many buildings, all of which periodically need renovations which would be accounted for in this fund. Annual maintenance for facilities is included within the General Fund.

Parks – This fund is used to account for saving and spending on existing parks, recreation and cultural lands and facilities. Examples of these include: Activity Center, Water Park, Kentland's Mansion, Casey Community Center, Arts Barn, Kelley Park, Griffin Park, Train Station and Museum and several youth centers.

Technology – This fund is used to account for saving and spending on new hardware and software projects or initiatives. Examples of these include: new facility cameras, police body worn cameras, facility management software, and budget software. Although the CIP represents a five year plan, technology needs change so rapidly that often only the next few years are programmed out for the Technology Fund. Replacement of existing assets is accounted for with the Asset Replacement Fund.

Art in Public Places – This fund is used to account for funding, saving and spending for public art projects. Significant new construction requires the development of public art. The process of identifying the placement and type of art, securing an artist and creation of the piece often crosses fiscal years. The use of this fund helps tracking for these projects.

Relationship Between the Operating Budget (General Fund) and CIP:

Some of the City's capital projects will result in changes to future operating costs. The City does not currently develop quantitative estimates for project impact on the future years' operating budgets. When new project requests are made, project managers are requested to identifying whether additional staff or other significant future operating costs are anticipated. However, detailed future operating cost estimates are not required. Generally speaking, the following circumstances are expected:

- Studies and assessments may impact the future capital spending as the goal of these projects is to identify potential other improvements. Any future impact on operating costs for these types of projects is unknown prior to the completion of the study.

- Significant renovations are appropriate to classify as capital projects as they might extend the useful life of an asset, or provide additional service capacity. Sometimes these renovations result in energy savings, but that savings is difficult to identify and capture by the City's current processes. More often these replacements are needed simply to maintain the City's assets at an operational level.

- Replacement of infrastructure is generally considered to be cost neutral in future years; the replacement schedule should be such that the City is able to get the longest effective life from the asset.

- The year after any significant equipment purchase, the City begins to set funding aside for the eventual replacement of the equipment. Equipment replacement funding is included in the Asset Replacement Fund, and funding for these assets is provided by a transfer from the General Fund. The annual replacement amount is typically set equal to the straight line depreciation of the asset (costs divided by the expected asset life).

- New facilities are expected to have the largest impact on the operating budget as these typically result in increased staffing requirements, energy needs, and maintenance costs.

- New parks are expected to be accompanied by increased maintenance and landscaping costs, and potentially new programming costs.

Capital Improvement Plan

Overview

FY20 Budget

The CIP reports are intended to start with the broadest look at the CIP and then move to more detail as follows:

Summary Reports

- Revenues, Expenditures and Projected Fund Balances – By Fund: this report shows the total CIP broken down by individual Capital Fund, allowing the reader to see the funds being set aside (revenues) and expected to be spent (expenditures) by purpose (General, Infrastructure, Facilities, Parks, Technology and Art in Public Places)

- Revenues, Expenditures and Projected Fund Balances – By Object: this report shows the total CIP broken down by type of revenue (grants or transfers in) and expenditure (engineering, design, construction, etc.).

Fund Specific Reports

- Revenues, Expenditures and Projected Fund Balances – By Object By Fund: this report shows the total CIP broken down by type of revenue (grants or transfers in) and expenditure (engineering, design, construction, etc.), for each Capital Fund individually.
    - Following the Fund Summary is a report showing all projects categorized within this fund along with the project expenditures for the 5 year CIP period.

Appendix Reports

- CIP Report Summary Report: this report shows the beginning balances, revenues and expenditures by year for each project, subtotaled by fund.

- CIP Project Detail: this section includes individual project details such as the project description, location, manager, and costs by year. New project detail pages can be found at the end of this report.

A summary of the new projects added to the CIP in this budget cycle are described beginning on the following page.

Capital Improvement Plan
New Projects Summary
FY20 Budget

Project Name / Location / Description	Estimated Cost
3302 - General Capital Projects	
Olde Towne - Fiber Duct Bank Installation Project	$384,788

Project Location: In the Olde Towne Area around the following City Facilities (City Hall, City Hall Concert Pavilion, 16 S. Summit Ave., and Olde Towne Parking Garage)

Project Description: This project consists of the installation of underground fiber duct bank to interconnect City Facilities that are not currently on the City's Network. The project will be designed in FY20 and constructed in FY21 and FY22.

3303 - Infrastructure CIP	
Inspiration Lake Dock Replacement	$75,000

Project Location: Inspiration Lake waterfront

Project Description: This project will be for replacement of an existing structurally deficient dock with a new one at the Inspiration Lake waterfront.

Park - Russell Alley Reconstruction	$110,000

Project Location: Alley between Park Ave. and Russell Ave.

Project Description: This project will be for the reconstruction of an existing alley that connects Park Ave. and Russell Ave.

Diamond Drive Culvert Maintenance Repair Project	$332,500

Project Location: Diamond Drive over a tributary leading to Clopper Lake (about 300 ft. west of Diamond Drive and Quince Orchard Blvd. intersection).

Project Description: The structure (MG-07) carries a primary residential roadway and is composed of two cells, each 8'X5'4" arch shape metal pipes. This structure is not on the National Bridge Inventory. The major repair items will be circumferential pipe plating at selected locations, and full length longitudinal pipe plating for both cells.

Bureau Drive Culvert Maintenance Repair	$252,500

Project Location: Bureau Drive over a tributary to Long Draught Branch (about 200 feet north of W. Diamond Ave. and Bureau Drive intersection)

Project Description: The structure (MG-02) is on the National Bridge Inventory and carries an arterial roadway. It is comprised of a single cell corrugated steel arch at the upstream end and a double cell corrugated aluminum pipe arch at the downstream end. The major repair items will include replacement of the drain pipes at the north wall of the single pipe arch.

Capital Improvement Plan
New Projects Summary
FY20 Budget

Project Name / Location / Description	Estimated Cost
Victory Farm Drive Culvert Maintenance Project	$162,500

Project Location: This structure is located on Victory Farm Drive over a tributary to Whetstone Run (between Girard St. and Belle Grove Road)

Project Description: The structure (MG-05) carries an arterial roadway and is comprised of a two cell corrugated metal pipe structure. The deficiencies, observed during the inspection of this structure by Montgomery County, will be repaired per the detail design performed by the City following the inspection. The major repair items will be circumferential pipe plating at selected locations to address corrosions and section losses.

Upshire Cir. Culvert Maintenance Repair Project $52,500

Project Location: This structure is located on Upshire Cir. over a tributary to Shady Branch (about 600 feet north of Upshire Cir. and Midsummer Cir. intersection)

Project Description: The deficiencies, observed during the inspection of this structure (MG-04) by Montgomery County, will be repaired per the detail design performed by the City following the inspection. The structure carries a secondary residential roadway and is on the National Bridge Inventory.

ZC53CPR-Tschiffely Square Culvert Maintenance Repair Project $100,000

Project Location: The structure is located on Tschiffely Square Road over a tributary to Lake Helene

Project Description: The structure is a 42" diameter RC pipe. The inspection consultant recommends replacing two pipes and performing other repair works due to spalls and cracks on the concrete pipes. To address the issues observed properly, engineering drawings need to be developed for maintenance, repair work/construction.

ZC22CPR-Tschiffely Square Road Culvert Maintenance Repair $180,000

Project Location: The structure is located on Tschiffely Square Road over a tributary to Lake Lynette

Project Description: Based on the inspection outcome, the inspection consultant recommends replacement of the headwall. Detailed engineering needs to be performed for the headwall structural analysis and design and to develop engineering drawings and specifications for the re-construction of the head wall and other associated repair work.

3304 - Facilities CIP

City Hall Historic Wood Siding Replacement $335,000

Project Location: City Hall, 31 S. Summit Ave.

Project Description: The project involves replacing the wood siding, fascia and trim boards on the wood frame portion of City Hall. The project work scope also includes installing missing sheathing and exterior vapor barrier. Design is scheduled to start in FY21, continue through FY22, and construction is scheduled for FY23.

Capital Improvement Plan
New Projects Summary
FY20 Budget

Project Name / Location / Description	Estimated Cost
3305 - Parks CIP	
Olde Towne Plaza Museum Complex -Public Restroom Needs Study	$30,000
Project Location: Olde Towne Plaza Museum Complex, 1-9 S. Summit Ave.	
Project Description: This study will determine the adequacy of current public restroom facilities at the Community Museum and Olde Towne Plaza, 9 S. Summit Ave.	
Griffith Park - Tennis Court Lighting	$100,000
Project Location: Griffith Park, 31 S. Summit Ave.	
Project Description: Install new LED lighting with dark sky technology to the tennis courts at Griffith Park. The existing tennis courts are without lights and close in proximity to homes that border Griffith Park.	
3306 - Technology CIP	
Fuel Management System Upgrade	$65,000
Project Location: Public Works, 800 Rabbitt Road	
Project Description: This project supports the modernization of the existing fuel management system.	
Total Estimated Costs New Projects	**2,179,788**

Capital Improvement Plan

Revenues, Expenditures and Projected Fund Balances - By Fund

FY20 Budget

Fund - Name	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds							
302 - General Capital Projects	6,389,535	3,190,000	1,700,000	500,000	500,000	500,000	12,779,535
303 - Infrastructure	3,768,174	3,070,000	6,440,000	9,660,000	4,375,000	5,700,000	33,013,174
304 - Facilities	1,459,973	1,075,000	2,089,500	1,110,000	1,465,000	1,875,000	9,074,473
305 - Parks	3,270,997	864,000	2,375,500	1,148,000	875,000	550,000	9,083,497
306 - Technology	192,040	530,000	480,000	360,000	300,000	300,000	2,162,040
307 - Art in Public Places	183,300	235,000	260,000	38,000	10,000	-	726,300
Total	15,264,019	8,964,000	13,345,000	12,816,000	7,525,000	8,925,000	66,839,019
Expenditures and Uses of Funds							
302 - General Capital Projects	3,401,562	20,409,467	6,488,541	2,640,666	790,000	550,000	34,280,236
303 - Infrastructure	3,217,854	3,236,440	7,651,000	8,195,000	3,515,000	5,845,000	31,660,294
304 - Facilities	399,817	690,391	1,111,500	1,985,000	1,145,000	4,050,000	9,381,708
305 - Parks	3,176,531	2,586,824	2,335,500	1,734,000	510,000	575,000	10,917,855
306 - Technology	417,120	236,000	410,000	605,000	-	-	1,668,120
307 - Art in Public Places	16,100	390,200	185,000	160,000	20,000	-	771,300
Total	10,628,984	27,549,322	18,181,541	15,319,666	5,980,000	11,020,000	88,679,513
Net Change in Fund Balance	4,635,035	(18,585,322)	(4,836,541)	(2,503,666)	1,545,000	(2,095,000)	(21,840,494)
Projected Fund Balance							
302 - General Capital Projects	30,824,932	13,605,465	8,816,924	6,676,258	6,386,258	6,336,258	6,336,258
303 - Infrastructure	14,230,497	14,064,057	12,853,057	14,318,057	15,178,057	15,033,057	15,033,057
304 - Facilities	4,836,307	5,220,916	6,198,916	5,323,916	5,643,916	3,468,916	3,468,916
305 - Parks	4,606,573	2,883,749	2,923,749	2,337,749	2,702,749	2,677,749	2,677,749
306 - Technology	1,200,593	1,494,593	1,564,593	1,319,593	1,619,593	1,919,593	1,919,593
307 - Art in Public Places	376,861	221,661	296,661	174,661	164,661	164,661	164,661
Total	56,075,761	37,490,440	32,653,899	30,150,233	31,695,233	29,600,233	29,600,233

Capital Improvement Plan

Revenues, Expenditures and Projected Fund Balance - By Object

FY20 Budget

Object Group	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds							
434000 - State Grant - Open Space	225,000	500,000	2,654,000	-	-	-	3,379,000
434100 - State Grant - Miscellaneous	-	1,000,000	1,000,000	-	-	-	2,000,000
434940 - State Grant - Bond Bill(s)		-	-	-	-	-	-
437150 - County Grant - Miscellaneous		60,000	495,000	3,870,000	1,020,000	3,150,000	8,595,000
467200 - Miscellaneous	-	430,000	2,100,000	2,100,000	-	-	4,630,000
499000 - Transfer In - From General Fund	10,650,800	4,360,000	7,096,000	6,846,000	6,505,000	5,775,000	41,232,800
499100 - Transfer In - From CIP	4,388,219	2,614,000	-	-	-	-	7,002,219
Total	15,264,019	8,964,000	13,345,000	12,816,000	7,525,000	8,925,000	66,839,019
Expenditures and Uses of Funds							
532000 - Engineering & Architecture	1,007,669	1,470,648	1,651,451	687,637	1,055,000	95,000	5,967,405
532100 - Concept Design and Outreach	74,633	60,000	45,000	120,000	-	-	299,633
536000 - Miscellaneous Professional Services	16,130	143,000	30,000	15,000	-	-	204,130
560000 - Miscellaneous	-	-	-	-	-	-	-
532300 - Construction Oversight	-	-	-	-	-	-	-
590000 - Land		-	-	-	-	-	-
591100 - Construction	3,653,928	22,020,673	14,961,600	13,501,634	4,625,000	10,625,000	69,387,835
592000 - Software		-	-	-	-	-	-
595000 - Furniture & Equipment	1,488,406	266,000	1,076,000	680,000	-	-	3,510,406
595060 - Machinery & Equipment	-	1,305,000	100,000	-	-	-	1,405,000
597500 - Construction Management	-	-	17,490	15,395	-	-	32,885
589000 - Transfer to Other Funds	4,388,219	2,284,000	300,000	300,000	300,000	300,000	7,872,219
Total	10,628,984	27,549,322	18,181,541	15,319,666	5,980,000	11,020,000	88,679,513
Net Change in Fund Balance	4,635,035	(18,585,322)	(4,836,541)	(2,503,666)	1,545,000	(2,095,000)	(21,840,494)
Projected Fund Balance	56,075,761	37,490,440	32,653,899	30,150,233	31,695,233	29,600,233	29,600,233

302 - General Capital Projects

	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds							
434000 - State Grant - Open Space		-	2,144,000	-	-	-	2,144,000
434100 - State Grant - Miscellaneous	-	1,000,000	1,000,000	-	-	-	2,000,000
499000 - Transfer In - From General Fund	3,888,000	380,000	(1,444,000)	500,000	500,000	500,000	4,324,000
499100 - Transfer In - From CIP	2,501,535	1,810,000	-	-	-	-	4,311,535
Total	6,389,535	3,190,000	1,700,000	500,000	500,000	500,000	12,779,535
Expenditures and Uses of Funds							
532000 - Engineering & Architecture	467,239	622,092	169,451	92,637	50,000	50,000	1,451,419
536000 - Miscellaneous Professional Services	-	75,000	-	-	-	-	75,000
591100 - Construction	337,390	16,387,374	5,276,600	2,232,634	440,000	200,000	24,873,998
595000 - Furniture & Equipment	-	-	625,000	-	-	-	625,000
595060 - Machinery & Equipment	-	1,305,000	100,000	-	-	-	1,405,000
597500 - Construction Management	-	-	17,490	15,395	-	-	32,885
589000 - Transfer to Other Funds	2,596,933	2,020,000	300,000	300,000	300,000	300,000	5,816,933
Total	3,401,562	20,409,467	6,488,541	2,640,666	790,000	550,000	34,280,236
Net Change in Fund Balance	2,987,973	(17,219,467)	(4,788,541)	(2,140,666)	(290,000)	(50,000)	(21,500,701)
Projected Fund Balance	30,824,932	13,605,465	8,816,924	6,676,258	6,386,258	6,336,258	6,336,258

302 - General Capital Projects

Project	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures by Project							
0000001 - Frederick Ave - Demolition	-	70,955	-	-	-	-	70,955
0000002 - Future Property Acquisition and Disposition		-	-	-	-	-	-
0000003 - Forest Oak Cemetery	134,175	-	-	-	-	-	134,175
0000004 - Olde Towne Plaza	103,215	-	-	-	-	-	103,215
0000005 - Contingency	96,933	2,020,000	300,000	300,000	300,000	300,000	3,316,933
0000007 - Gaithersburg Police Station	125,382	14,380,477	1,614,135	2,637	-	-	16,122,631
0000008 - Crown Farm Historic Park	-	50,000	250,000	230,000	240,000	-	770,000
0000009 - Future Energy Efficiency and Conservation Projects		-	250,000	250,000	250,000	250,000	1,000,000
0000010 - Discovery Park - MedImmune	146,346	1,389,890	-	-	-	-	1,536,236
0000011 - CPSC Park	2,780,000	120,000	3,540,000	1,740,000	-	-	8,180,000
0000114 - Mayor and City Council Chambers	15,511	2,245,475	400,316	-	-	-	2,661,302
0000132 - Rolling Stock Relocation		-	-	-	-	-	-
IN999 - Olde Towne - Fiber Duct Bank Installation Project	-	132,669	134,090	118,029	-	-	384,788
Total	3,401,562	20,409,467	6,488,541	2,640,666	790,000	550,000	34,280,236

303 - Infrastructure

	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds							
437150 - County Grant - Miscellaneous		60,000	495,000	3,870,000	1,020,000	3,150,000	8,595,000
467200 - Miscellaneous	-	430,000	2,100,000	2,100,000	-	-	4,630,000
499000 - Transfer In - From General Fund	3,270,000	2,260,000	3,845,000	3,690,000	3,355,000	2,550,000	18,970,000
499100 - Transfer In - From CIP	498,174	320,000	-	-	-	-	818,174
Total	3,768,174	3,070,000	6,440,000	9,660,000	4,375,000	5,700,000	33,013,174
Expenditures and Uses of Funds							
532000 - Engineering & Architecture	393,283	671,440	850,000	310,000	875,000	45,000	3,144,723
532100 - Concept Design and Outreach	74,633	60,000	45,000	120,000	-	-	299,633
591100 - Construction	2,347,163	2,475,000	6,715,000	7,690,000	2,640,000	5,800,000	27,667,163
595000 - Furniture & Equipment	-	30,000	41,000	75,000	-	-	146,000
589000 - Transfer to Other Funds	402,776	-	-	-	-	-	402,776
Total	3,217,854	3,236,440	7,651,000	8,195,000	3,515,000	5,845,000	31,660,294
Net Change in Fund Balance	550,320	(166,440)	(1,211,000)	1,465,000	860,000	(145,000)	1,352,880
Projected Fund Balance	14,230,497	14,064,057	12,853,057	14,318,057	15,178,057	15,033,057	15,033,057

303 - Infrastructure

Project	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures by Project							
0000012 - Annual Streetlight Program	64,836	135,000	135,000	135,000	135,000	135,000	739,836
0000013 - Olde Towne LED Conversion	75,000	50,000	50,000	50,000	50,000	50,000	325,000
0000014 - Relamping of City Lights		-	-	75,000	-	-	75,000
0000015 - Dorsey Estates - Lighting	62,980	-	-	-	-	-	62,980
0000016 - MidSummer Dr - Lighting		-	-	-	-	-	-
0000017 - East Darby Ct - Sidewalk Rehab	35,000	-	-	-	-	-	35,000
0000018 - East Side of NIST - Multi-Use Path		-	-	-	120,000	1,300,000	1,420,000
0000019 - West Deer Park Road - Bicycle Connections		-	-	60,000	250,000	1,300,000	1,610,000
0000020 - QOP to Conservation Ln - Bicycle Connections	-	-	-	15,000	190,000	-	205,000
0000021 - Washingtonian Blvd - Bicycle Connections	60,398	-	200,000	1,100,000	-	-	1,360,398
0000022 - Hidden Creek Landbay - Crosswalks	33,743	-	-	-	-	-	33,743
0000023 - Olde Towne – Bicycle Connection	-	60,000	250,000	2,500,000	-	-	2,810,000
0000024 - I-370 - Bicycle Connection		-	-	60,000	100,000	550,000	710,000
0000025 - Annual Sidewalk Projects		200,000	200,000	200,000	200,000	200,000	1,000,000
0000026 - Lakelands –Washingtonian Woods - Bicycle Connection		-	45,000	150,000	550,000	-	745,000
0000027 - Olde Towne Streetscape		-	-	-	100,000	750,000	850,000
0000028 - Pavement Re-survey	140,000	-	200,000	-	200,000	-	540,000
0000029 - Road Preventative Maintenance	195,000	100,000	200,000	200,000	200,000	200,000	1,095,000
0000030 - Preventive Maintenance Program Collectors & Arterials	940,000	500,000	500,000	500,000	500,000	500,000	3,440,000
0000031 - Street Resurfacing Program	523,000	600,000	600,000	600,000	600,000	600,000	3,523,000
0000032 - Future Street Reconstruction	6,000	-	-	-	-	-	6,000
0000033 - East Deer Pk - Street Rehab	250,000	170,000	-	-	-	-	420,000
0000034 - QOB Street Rehab - Diamond Dr to First Field Rd	1,058	166,440	2,340,000	-	-	-	2,507,498
0000035 - Saybrooke View Dr - Street Rehab	220,000	-	-	-	-	-	220,000
0000036 - Operational Analysis of 6 Roundabouts	80,000	-	-	-	-	-	80,000
0000037 - N. Summit Ave and Brookes Ave - Signal Recon	22,746	250,000	-	-	-	-	272,746
0000038 - Future Signal Reconstruction		-	10,000	260,000	260,000	260,000	790,000

303 - Infrastructure

Project	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
0000039 - E. Diamond Ave and Chestnut St - Signal Recon		25,000	250,000	-	-	-	275,000
0000040 - Study on Traffic Signal Effectiveness	59,189	-	-	-	-	-	59,189
0000041 - Pilot Bike Share Program		30,000	-	-	-	-	30,000
0000042 - Annual Long Span Bridges Program	53,040	-	55,000	-	60,000	-	168,040
0000043 - Annual Bridges Culverts and Special Structures Program	252,000	-	-	-	-	-	252,000
0000044 - Blohm Park - Pedestrian Bridge	46,000	-	-	-	-	-	46,000
0000045 - Future Bridges & Culverts Projects	-	-	-	-	-	-	-
0000115 - Kentlands Blvd - Crosswalk Modifications	-	-	41,000	-	-	-	41,000
0000129 - Market Square Concept Lighting	33,630	-	-	-	-	-	33,630
0000130 - NIST Pathway		-	-	-	-	-	-
0000131 - Pedestrian Path over Great Seneca Highway	14,235	400,000	2,100,000	2,100,000	-	-	4,614,235
IN999 - Inspiration Lake Dock Replacement	-	75,000	-	-	-	-	75,000
IN999 - Park-Russell Alley Reconstruction	-	110,000	-	-	-	-	110,000
IN999 - Diamond Drive Culvert Maintenance Repair Project	12,500	320,000	-	-	-	-	332,500
IN999 - Bureau Drive Culvert Maintenance Repair	12,500	-	240,000	-	-	-	252,500
IN999 - Victory Farm Drive Culvert Maintenance Project	12,500	-	-	150,000	-	-	162,500
IN999 - Upshire Circle Culvert Maintenance Repair Project	12,500	-	-	40,000	-	-	52,500
IN999 - ZC53CPR-Tschiffely Square Culvert Maintenance Repair Project	-	15,000	85,000	-	-	-	100,000
IN999 - ZC22CPR-Tschiffely Square Road Culvert Maintenance Repair	-	30,000	150,000	-	-	-	180,000
Total	3,217,854	3,236,440	7,651,000	8,195,000	3,515,000	5,845,000	31,660,294

304 - Facilities

	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds							
499000 - Transfer In - From General Fund	1,237,500	1,075,000	2,089,500	1,110,000	1,465,000	1,875,000	8,852,000
499100 - Transfer In - From CIP	222,473	-	-	-	-	-	222,473
Total	1,459,973	1,075,000	2,089,500	1,110,000	1,465,000	1,875,000	9,074,473
Expenditures and Uses of Funds							
532000 - Engineering & Architecture	112,214	90,116	426,500	235,000	55,000	-	918,830
536000 - Miscellaneous Professional Services	6,630	-	-	-	-	-	6,630
591100 - Construction	58,500	600,275	685,000	1,750,000	1,090,000	4,050,000	8,233,775
589000 - Transfer to Other Funds	222,473	-	-	-	-	-	222,473
Total	399,817	690,391	1,111,500	1,985,000	1,145,000	4,050,000	9,381,708
Net Change in Fund Balance	1,060,156	384,609	978,000	(875,000)	320,000	(2,175,000)	(307,235)
Projected Fund Balance	4,836,307	5,220,916	6,198,916	5,323,916	5,643,916	3,468,916	3,468,916

304 - Facilities

Project	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures by Project							
0000046 - City Hall Facility Assessment	13,672	-	-	-	-	-	13,672
0000047 - City Hall - Exterior Marquee Sign	10,000	108,000	-	-	-	-	118,000
0000048 - Future City Hall Projects		-	250,000	800,000	800,000	-	1,850,000
0000049 - Public Works - Fuel Facility	30,000	50,000	520,000	-	-	-	600,000
0000050 - Public Works - Facility Assessment	40,464	10,116	-	-	-	-	50,580
0000051 - Public Works - Vehicle Wash System		467,275	-	-	-	-	467,275
0000052 - Public Works - Server Room	214,493	-	-	-	-	-	214,493
0000053 - Future PW Facility Projects		-	-	200,000	-	3,300,000	3,500,000
0000054 - Olde Towne Parking Garage - 3 Elevator Upgrades		-	112,000	950,000	-	-	1,062,000
0000055 - Public Works - Upgrade Generator	-	-	-	-	55,000	750,000	805,000
0000056 - City Hall - Upgrade Generator	-	-	-	-	-	-	-
0000057 - Public Works - Existing Salt Bldg. Structural Repairs	20,000	-	-	-	-	-	20,000
0000058 - Annual Facility Restoration Projects	19,438	-	-	-	-	-	19,438
0000059 - Utility Assessment		30,000	165,000	-	-	-	195,000
0000116 - Activity Center - Facility Assessment	26,750	-	-	-	-	-	26,750
0000117 - Casey Community Center Facility - Assessment		-	42,500	-	-	-	42,500
0000118 - City Parking Lot - Pavement Assessment		-	12,000	-	-	-	12,000
0000119 - DPW Sand Filter Outfall Replacement	25,000	25,000	-	-	-	-	50,000
FP999 - City Hall Historic Wood Siding Replacement	-	-	10,000	35,000	290,000	-	335,000
Total	399,817	690,391	1,111,500	1,985,000	1,145,000	4,050,000	9,381,708

305 - Parks

	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds							
434000 - State Grant - Open Space	225,000	500,000	510,000	-	-	-	1,235,000
499000 - Transfer In - From General Fund	1,905,000	100,000	1,865,500	1,148,000	875,000	550,000	6,443,500
499100 - Transfer In - From CIP	1,140,997	264,000	-	-	-	-	1,404,997
Total	3,270,997	864,000	2,375,500	1,148,000	875,000	550,000	9,083,497
Expenditures and Uses of Funds							
532000 - Engineering & Architecture	34,933	87,000	205,500	50,000	75,000	-	452,433
591100 - Construction	907,275	2,235,824	2,130,000	1,684,000	435,000	575,000	7,967,099
595000 - Furniture & Equipment	1,093,326	-	-	-	-	-	1,093,326
589000 - Transfer to Other Funds	1,140,997	264,000	-	-	-	-	1,404,997
Total	3,176,531	2,586,824	2,335,500	1,734,000	510,000	575,000	10,917,855
Net Change in Fund Balance	94,466	(1,722,824)	40,000	(586,000)	365,000	(25,000)	(1,834,358)
Projected Fund Balance	4,606,573	2,883,749	2,923,749	2,337,749	2,702,749	2,677,749	2,677,749

305 - Parks

Project	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures by Project							
0000060 - Water Park - Slide Replacement	1,093,326	-	-	-	-	-	1,093,326
0000061 - Activity Center - Roof Replacement		-	105,000	950,000	-	-	1,055,000
0000062 - Water Park - Filtration, Motors & Pumps		10,000	670,000	-	-	-	680,000
0000064 - Train Station & Museum - Roof Repair	149,000	27,000	-	-	-	-	176,000
0000065 - Arts Barn - Repointing Construction		125,400	-	-	-	-	125,400
0000066 - Arts Barn - Roof Replacement Construction		170,713	-	-	-	-	170,713
0000067 - Activity Center - Upgrade Generator	-	-	-	-	75,000	575,000	650,000
0000068 - Sound Study Enhancements for RPYC, OTYC and AC Main Gym		25,000	190,000	-	-	-	215,000
0000069 - Green Park - Tennis Court Rehabilitation	60,000	-	-	-	-	-	60,000
0000070 - Kelley Park - Tennis Courts Rehabilitation		-	-	-	60,000	-	60,000
0000071 - Robertson Park - Field Lighting Improvements (3 Fields)		-	975,000	-	-	-	975,000
0000072 - Kelley Park Field # 2 - Field Lighting Improvement		-	-	-	375,000	-	375,000
0000073 - Diamond Farms Park - Tennis & Basketball Court Rehab	125,000	-	-	-	-	-	125,000
0000074 - Morris Park Walker Field - Field Lighting Improvements	341,931	-	-	-	-	-	341,931
0000075 - Future Renovation of Existing Parks Projects	-	264,000	-	-	-	-	264,000
0000076 - Kentlands Mansion - Side Garden Landscaping	130,500	-	-	-	-	-	130,500
0000077 - Kentlands Mansion - Facility Needs Assessment	33,915	-	-	-	-	-	33,915
0000078 - Future Kentlands Mansion Projects	790,513	-	-	-	-	-	790,513
0000079 - Future Benjamin Gaither Center Projects	-	-	-	50,000	-	-	50,000
0000080 - Future Train Station & Museum Complex Projects	177,345	-	-	-	-	-	177,345
0000081 - Arts Barn - Boiler/Chiller/ Controls Replacement		650,711	-	-	-	-	650,711
0000082 - Robertson Park Field #3 - Synthetic Turf Installation	100,000	950,000	-	-	-	-	1,050,000

305 - Parks

Project	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
0000120 - Casey Community Center - Electronic Sign		-	-	98,000	-	-	98,000
0000121 - Community Museum - HVAC and Storage Enclosure	20,000	10,000	-	-	-	-	30,000
0000122 - Diamond Farms Park Court #3 - New Lighting		-	55,500	-	-	-	55,500
0000123 - Gymnasium Partition Replacement - Activity Center	-	40,000	145,000	-	-	-	185,000
0000124 - Kentlands Mansion - Permanent Porch Enclosure		-	65,000	636,000	-	-	701,000
0000125 - Observatory Park - Modifications and Telescope Study		50,000	-	-	-	-	50,000
0000126 - Washingtonian Woods Park - Path Replacement		264,000	-	-	-	-	264,000
0000133 - Malcolm King Park - Tennis and Basketball Courts	80,000	-	-	-	-	-	80,000
0000134 - Morris Park - Tennis Court	75,000	-	-	-	-	-	75,000
PK999 - Olde Towne Plaza Museum Complex -Public Restroom Needs Study	-	-	30,000	-	-	-	30,000
PK999 - Griffith Park - Tennis Court Lighting	-	-	100,000	-	-	-	100,000
Total	3,176,531	2,586,824	2,335,500	1,734,000	510,000	575,000	10,917,855

306 - Technology

	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds							
499000 - Transfer In - From General Fund	170,000	530,000	480,000	360,000	300,000	300,000	2,140,000
499100 - Transfer In - From CIP	22,040	-	-	-	-	-	22,040
Total	192,040	530,000	480,000	360,000	300,000	300,000	2,162,040
Expenditures and Uses of Funds							
595000 - Furniture & Equipment	395,080	236,000	410,000	605,000	-	-	1,646,080
589000 - Transfer to Other Funds	22,040	-	-	-	-	-	22,040
Total	417,120	236,000	410,000	605,000	-	-	1,668,120
Net Change in Fund Balance	(225,080)	294,000	70,000	(245,000)	300,000	300,000	493,920
Projected Fund Balance	1,200,593	1,494,593	1,564,593	1,319,593	1,619,593	1,919,593	1,919,593

306 - Technology

Project	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures by Project							
0000083 - IT - Network Infrastructure Improvements		23,000	-	-	-	-	23,000
0000084 - City - Facility Cameras System	10,660	-	20,000	20,000	-	-	50,660
0000085 - City - 16 S. Summit Network Configuration		-	95,000	-	-	-	95,000
0000086 - City - Facility Access Security Improvements		25,000	-	20,000	-	-	45,000
0000087 - City - Intranet Web Replacement	500	-	-	-	-	-	500
0000088 - IT- Remote Data Center		-	-	30,000	-	-	30,000
0000089 - PW - Energy Management System	22,000	-	-	-	-	-	22,000
0000090 - IT - Security Assessment / Testing	75,000	-	-	-	-	-	75,000
0000091 - Police - Body Camera Implementation	19,800	-	-	-	-	-	19,800
0000092 - Police - Criminal Intelligence System	29,800	-	-	-	-	-	29,800
0000093 - City - Field Asset & Work Order System	171,000	-	-	-	-	-	171,000
0000094 - Police - Public Safety Surveillance Cameras		-	-	100,000	-	-	100,000
0000095 - City - Parking Garage Technology Improvements		-	-	100,000	-	-	100,000
0000096 - City - Radio System Upgrades		88,000	70,000	-	-	-	158,000
0000097 - IT- Data Backup System	25,000	-	25,000	-	-	-	50,000
0000098 - City - Shared Server Storage		35,000	-	50,000	-	-	85,000
0000099 - City - City Hall Grounds Cameras & Network		-	-	50,000	-	-	50,000
0000100 - City - Wide-Area Network Enhancements		-	200,000	200,000	-	-	400,000
0000101 - City - 16 S. Summit Training/ Conference Rooms		-	-	35,000	-	-	35,000
0000102 - PW - Facility Management System	7,482	-	-	-	-	-	7,482
0000103 - City - Time & Attendence System Improvements	21,540	-	-	-	-	-	21,540
0000104 - City - Phone System Replacement		-	-	-	-	-	-
0000105 - City - Budget Software	34,338	-	-	-	-	-	34,338
IT999 - Fuel Management System Upgrade	-	65,000	-	-	-	-	65,000
Total	417,120	236,000	410,000	605,000	-	-	1,668,120

307 - Art in Public Places

	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds							
499000 - Transfer In - From General Fund	180,300	15,000	260,000	38,000	10,000	-	503,300
499100 - Transfer In - From CIP	3,000	220,000	-	-	-	-	223,000
Total	183,300	235,000	260,000	38,000	10,000	-	726,300
Expenditures and Uses of Funds							
536000 - Miscellaneous Professional Services	9,500	68,000	30,000	15,000	-	-	122,500
591100 - Construction	3,600	322,200	155,000	145,000	20,000	-	645,800
589000 - Transfer to Other Funds	3,000	-	-	-	-	-	3,000
Total	16,100	390,200	185,000	160,000	20,000	-	771,300
Net Change in Fund Balance	167,200	(155,200)	75,000	(122,000)	(10,000)	-	(45,000)
Projected Fund Balance	376,861	221,661	296,661	174,661	164,661	164,661	164,661

307 - Art in Public Places

Project	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures by Project							
0000107 - Olde Towne - Art Project	5,000	305,000	165,000	30,000	-	-	505,000
0000108 - Diamond Farms Skate Spot - Art Project	2,000	4,000	-	-	-	-	6,000
0000109 - Constitution Gardens - Art Project	3,000	-	-	-	-	-	3,000
0000110 - Observatory Park Armillary Sundial - Art Project	4,100	8,200	-	-	-	-	12,300
0000111 - Park Trail Markers - Art Project		-	10,000	20,000	20,000	-	50,000
0000112 - Developer Sponsored City Art Projects		-	-	-	-	-	-
0000113 - Future Art in Public Places		-	-	-	-	-	-
0000127 - 16 S. Summit Ave Building - Art Project		5,000	10,000	110,000	-	-	125,000
0000128 - City Event Banners - Art Project	2,000	68,000	-	-	-	-	70,000
Total	16,100	390,200	185,000	160,000	20,000	-	771,300

Stormwater Management Fund

Overview

FY20 Budget

Services Provided

The Stormwater Program Fund was established in FY16 to provide greater transparency regarding the allocation and use of funds collected from the Stormwater Program Fee. Funding from the Stormwater Program Fee protects the stormwater infrastructure investment made by all property owners within Gaithersburg and allows the City to comprehensively manage stormwater by fulfilling maintenance needs, controlling flooding, preventing erosion, and protecting public safety and property.

The Stormwater Program Fee is based upon the projected costs of the stormwater program to achieve compliance with the City's Municipal Separate Storm Sewer System (MS4) permit. Prior to implementing the Stormwater Program Fee, the City developed projected program costs for stormwater operations, including significant analysis of the cost of compliance for the Chesapeake Bay TMDL restoration requirements under the City's new MS4 permit. The fee rates approved by the City were not high enough to completely cover all of the expected costs of the program; as a result, the General Fund provides a subsidy to the Stormwater Fund. These funds are designated for use on Chesapeake Bay capital projects that meet the anticipated permit restoration requirements.

The Stormwater Program Fee is calculated from the amount of impervious area on a given property and is collected from all property types, including nonprofit and City-owned properties. The fee calculation is based on a billable unit of 500 square feet of impervious surface area. For example, a property owner with 1,500 square feet of impervious area would have three (3) billable units.

The Stormwater Program Fee rate represents the fee for one impervious billing unit, and is used to calculate each property's total fee. The Mayor and City Council adopt the Stormwater Program Fee rate on a yearly basis. For FY20, a rate of $32.28 was adopted for each billable unit by Council, in accordance with the adopted rate model. Therefore, in the example above the property owner would pay a total of $96.84 (3 billable units * $32.28) for the year.

The Stormwater Fund is managed by the Stormwater Management division of the Department of Public Works. Operating expenses covered by the Stormwater Fund include ongoing yearly maintenance, personnel costs for employees who are dedicated to stormwater program activities for 100% of their time, and general operating costs associated with dedicated staff, grants, asset management, and compliance with programmatic requirements of the MS4 permit. Capital expenditures include replacement costs for aging stormwater and storm drain infrastructure and capital improvement costs associated with the restoration projects required under the EPA Chesapeake Bay cleanup mandates and the City's forthcoming State-issued MS4 permit.

The City's new MS4 permit requires that stormwater management be provided for twenty percent of existing developed lands that have little or no stormwater management. It is expected that over the length of the City's current MS4 permit term the TMDL capital improvements will cost $28-35 million. Identified projects are summarized in this section and full project descriptions and costs are included in the appendix. Staff anticipates that the identified projects, if fully implemented, will fulfill the restoration requirements in the upcoming permit cycle.

At the close of FY19, the West Deer Park stream restoration project is complete and will earn the City three credits towards its impervious restoration requirements. Construction of the Lakelands Drive and Orchard Ridge Drive stream restoration projects will be completed in FY20, for an anticipated total of 18 additional restoration credits. Monitoring costs for all stream restoration projects were moved from the capital project budgets to operating to better reflect project closeout.

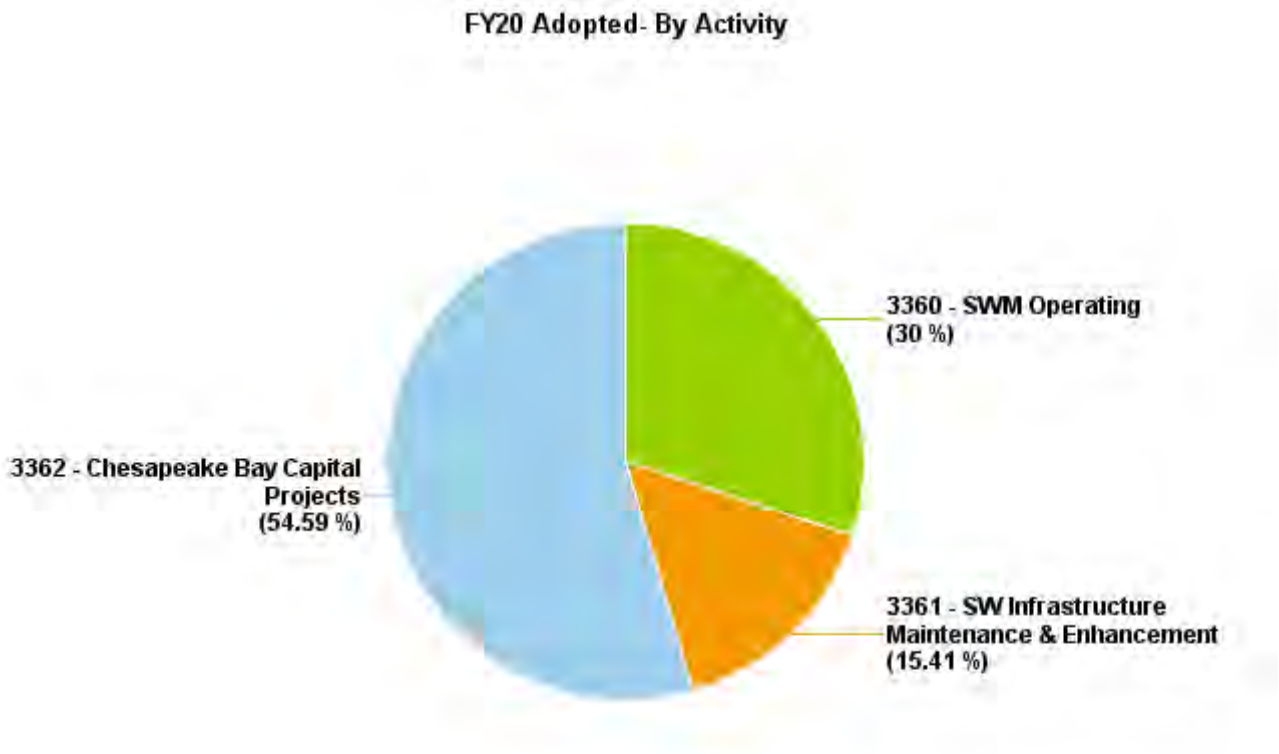
Stormwater Management Fund
Overview
FY20 Budget

Significant Changes

Activity / Object	FY19 Adopted Budget	FY20 Adopted Budget	Increase / (Decrease)
3360 - SWM Operating			
536000 - Miscellaneous Professional Services	439,500	468,000	28,500
Overall line item increase of $28,500 is due to the addition of structural engineering contract services for stormwater plans and the reduction of GIS consulting fees in FY21.			
546000 - Conf./Seminar/Class Registration	8,200	19,800	11,600
577000 - R&M Infrastructure	60,000	-	(60,000)
No culvert cleaning funds (as itemized in the fee rate model) are anticipated to be used in FY20.			
3361 - SW Infrastructure Maintenance & Enhancement			
532000 - Engineering & Architecture	25,000	160,000	135,000
Overall line item increase of $135,000 is due to transfer of post-construction stream monitoring work from the individual capital projects to the 3361 (non-TMDL capital) account. Additional funding under this line item will support A/E services for unforeseen drainage issues.			
536000 - Miscellaneous Professional Services	-	5,000	5,000
591100 - Construction	-	170,000	170,000

Stormwater Management Fund
Departmental Summary
FY20 Budget

Budget Summary by Activity	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Request	Chg	% Chg
By Activity						
3360 - SWM Operating	820,150	946,514	1,703,432	1,845,906	142,474	8.4%
3361 - SW Infrastructure Maintenance & Enhancement	44,722	70,500	640,000	948,000	308,000	48.1%
3362 - Chesapeake Bay Capital Projects	287,858	1,095,122	1,444,500	3,358,410	1,913,910	132.5%
Total	1,152,731	2,112,136	3,787,932	6,152,316	2,364,384	62.4%



Budget Summary by Object	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
By Object Category						
Personnel Services	382,513	416,094	516,249	665,053	148,804	28.8%
Operating	770,218	874,394	2,200,683	2,444,354	243,671	11.1%
Capital	-	821,648	1,071,000	3,042,908	1,971,908	184.1%
Total	1,152,731	2,112,136	3,787,932	6,152,316	2,364,384	62.4%

Stormwater Management Fund
Departmental Summary
FY20 Budget

Class Name	FY18 Adopted Budget	FY19 Adopted Budget	FY20 Adopted Budget
3360 - SWM Operating			
Civil Engineer	1	0	0
Project Manager	1	2	3
Stormwater Technician	1	1	1
Watershed Restoration Specialist	1	1	1
Stormwater Program Manager	1	1	1
Subtotal	**5**	**5**	**6**
Full-Time Personnel	5	5	6
Total	**5**	**5**	**6**

Stormwater Management Fund
7 Year Financial Plan
FY20 Budget

Revenues and Sources of Funds

Actv	Object - Name	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request	7yr Total
3360	431100 - Federal Grant - Miscellaneous	-	70,000	70,000	-	-	-	-	-	-	-	-
	449200 - Stormwater MGMT Plan Review Fees	-	35,000	60,000	40,000	30,000	30,000	30,000	30,000	30,000	-	190,000
	449300 - Stormwater Program Fee	4,321,053	5,075,000	5,125,000	5,618,000	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000	39,518,000
	461100 - Interest Earnings	176,964	187,000	175,000	234,000	234,000	234,000	234,000	234,000	234,000	234,000	1,638,000
	461101 - Change In Unrealized Gain/Loss	(116,489)	-	-	-	-	-	-	-	-	-	-
	499000 - Transfer In - From General Fund	1,207,886	1,215,977	1,215,218	1,232,365	1,231,618	1,231,618	1,231,618	1,231,618	1,231,618	1,231,618	8,622,073
	499200 - Transfer In	-	(177,546)	(95,000)	(2,158,158)	(1,649,470)	(510,000)	(6,760,604)	(7,270,000)	(631,403)	-	(18,979,635)
3362	499200 - Transfer In	-	177,546	95,000	2,158,158	1,649,470	510,000	6,760,604	7,270,000	631,403	-	18,979,635
Total Revenues and Sources of Funds		5,589,414	6,582,977	6,645,218	7,124,365	7,145,618	7,145,618	7,145,618	7,145,618	7,145,618	7,115,618	49,968,073

Expenditures and Uses of Funds

Actv	Object - Name	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request	7yr Total
3360	501000 - Full-Time Wages	289,185	304,681	375,311	470,011	493,512	518,188	544,097	571,302	599,867	629,860	3,846,421
	505200 - Other Taxable Comp.-GFIT	-	252	540	1,092	1,147	1,204	1,264	1,327	1,393	1,463	8,890
	519000 - Tuition Reimbursement	-	-	-	7,000	7,000	7,000	7,000	7,000	7,000	7,000	49,000
	510000 - FICA Taxes	21,497	23,328	29,948	37,538	39,415	41,386	43,455	45,628	47,909	50,304	305,635
	514200 - Vision Benefit	9	231	304	433	455	478	502	527	553	581	3,529
	514210 - Health Insurance	38,381	46,236	57,484	78,633	87,137	96,722	107,361	119,171	132,280	146,831	768,135
	514220 - Dental Benefit	(67)	2,778	3,647	4,654	5,122	5,378	5,647	5,929	6,225	6,536	39,491
	514230 - Long-Term Care Benefit	287	518	552	877	921	967	1,015	1,066	1,119	1,175	7,140
	514240 - Life Ins and Disability Benefit	2,910	3,057	3,612	4,878	5,122	5,378	5,647	5,929	6,225	6,536	39,715
	515000 - Retirement (401A)	22,088	24,374	31,276	39,167	41,125	43,181	45,340	47,607	49,987	52,486	318,893
	515100 - Retirement Health Savings (RHS)	-	-	1,846	-	-	-	-	-	-	-	-
	515200 - Medicare Retirement Health Savings (RHS)	-	1,500	-	6,083	6,387	6,706	7,041	7,393	7,763	8,151	49,524
	516000 - Savings Plan (401K)	8,222	9,139	11,729	14,687	15,421	16,192	17,002	17,852	18,745	19,682	119,581
	521000 - Office Supplies	320	1,200	1,200	3,300	1,800	1,800	1,800	1,800	1,800	1,800	12,600
	522000 - General Operating Supplies	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	17,500
	522500 - Program Activities	306	1,000	1,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500	10,500

Stormwater Management Fund
7 Year Financial Plan
FY20 Budget

Expenditures and Uses of Funds

Actv	Object - Name	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request	7yr Total
	525000 - Furniture/Fixture	4,528	-	750	-	-	-	-	-	-	-	-
	526000 - Machinery/Equipment	3,562	500	500	1,100	1,000	1,000	1,000	1,000	1,000	1,000	6,000
	531000 - IT (Non-Consultant) Services	170,711	224	3,032	4,197	4,085	4,085	4,085	4,085	4,085	4,085	24,510
	531500 - Software Licenses	747	-	864	2,300	-	-	-	-	-	-	-
	531600 - Software Maintenance Agreements	1,140	1,545	2,372	1,545	1,545	1,545	1,545	1,545	1,545	1,545	9,270
	536000 - Miscellaneous Professional Services	30,845	97,500	439,500	468,000	373,000	378,000	383,000	388,000	393,000	393,000	2,776,000
	536400 - Contract Maintenance Services	222,472	400,000	643,674	645,000	645,000	645,000	645,000	645,000	645,000	645,000	4,515,000
	542000 - Awards & Presentations	50	-	-	-	-	-	-	-	-	-	-
	544000 - Dues/Memberships/Certification	-	1,651	1,651	4,951	3,166	2,416	2,416	2,416	2,416	2,416	18,347
	545000 - Publications/ Resource Material	-	1,000	1,000	1,500	1,000	1,000	1,000	1,000	1,000	1,000	7,500
	546000 - Conf./Seminar/Class Registration	141	7,700	8,200	19,800	5,100	5,200	5,200	5,200	5,200	5,200	40,900
	547000 - Travel Expense	512	7,800	7,500	10,250	7,850	7,850	7,850	7,850	7,850	7,850	57,350
	547100 - Local Travel Mileage	32	-	250	-	-	-	-	-	-	-	-
	551100 - Cellular Phone	422	700	3,680	4,100	4,100	4,100	4,100	4,100	4,100	4,100	28,700
	552500 - Gasoline Expense	-	2,000	3,850	2,000	2,250	2,250	2,250	2,250	2,250	2,250	13,500
	553000 - Printing & Binding	47	-	-	-	-	-	-	-	-	-	-
	556000 - Postage	1	100	-	350	350	350	350	350	350	350	2,450
	557000 - Uniforms/ Laundry	1,100	2,000	2,160	4,960	1,960	1,960	1,960	1,960	1,960	1,960	14,220
	560000 - Miscellaneous	701	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	7,000
	574000 - R&M - Vehicles	-	2,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	17,500
	577000 - R&M Infrastructure	-	-	60,000	-	60,000	60,000	60,000	60,000	60,000	60,000	360,000
3361	532000 - Engineering & Architecture	-	-	25,000	160,000	225,000	250,000	250,000	255,000	250,000	180,000	1,570,000
	536000 - Miscellaneous Professional Services	-	-	-	5,000	-	-	-	-	-	-	5,000
	543000 - Contributions	5,222	67,000	265,000	263,000	100,000	100,000	100,000	100,000	100,000	100,000	863,000
	548100 - Sponsorships	500	3,500	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	70,000
	577000 - R&M Infrastructure	39,000	-	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	2,380,000
	591100 - Construction	-	-	-	170,000	-	-	-	-	-	-	170,000
3362	532000 - Engineering & Architecture	286,534	273,474	306,500	447,501	85,000	334,500	270,000	185,000	-	-	1,322,001
	532100 - Concept Design and Outreach	1,325	-	62,000	33,000	127,000	115,000	40,000	-	-	-	315,000

Stormwater Management Fund
7 Year Financial Plan
FY20 Budget

Expenditures and Uses of Funds

Actv	Object - Name	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request	7yr Total
	536000 - Miscellaneous Professional Services	-	-	-	5,000	-	-	-	-	-	-	5,000
	536400 - Contract Maintenance Services	-	-	5,000	-	-	-	-	-	-	-	-
	532300 - Construction Oversight	-	29,288	81,000	137,428	323,833	10,000	220,000	270,000	120,000	-	1,081,262
	590000 - Land	-	-	-	400,000	-	-	-	-	-	-	400,000
	591100 - Construction	-	792,360	990,000	2,260,480	5,900,000	500,000	6,975,000	7,500,000	1,130,000	-	24,265,480
	597500 - Construction Management	-	-	-	75,000	99,240	-	-	-	-	-	174,240
Total Expenditures and Uses of Funds		1,152,731	2,112,136	3,787,932	6,152,316	9,032,543	3,526,336	10,119,427	10,624,787	3,968,122	2,699,661	46,115,784
Revenues Over (Under) Expenditures:		4,436,683	4,470,842	2,857,286	972,049	(1,886,925)	3,619,282	(2,973,809)	(3,479,169)	3,177,496	4,415,957	3,852,289
Projected Fund Balance		13,964,644	18,435,486	16,821,930	19,407,535	17,520,610	21,139,892	18,166,083	14,686,914	17,864,410	22,280,367	

Stormwater Management Fund
Object Line Detail
FY20 Budget

3360 - SWM Operating	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request
521000 - Office Supplies							
Additional office supplies for new position	1,500	-	-	-	-	-	-
Office supplies	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Total	3,300	1,800	1,800	1,800	1,800	1,800	1,800
522000 - General Operating Supplies							
General operating supplies	1,000	1,000	1,000	1,000	1,000	1,000	1,000
MS4 permit operating costs	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Total	2,500	2,500	2,500	2,500	2,500	2,500	2,500
522500 - Program Activities							
NPDES program activities	500	500	500	500	500	500	500
Illicit discharge/spill response program materials	500	500	500	500	500	500	500
Green Up Day annual cleanup	500	500	500	500	500	500	500
Total	1,500	1,500	1,500	1,500	1,500	1,500	1,500
526000 - Machinery/Equipment							
Miscellaneous computer devices and supplies	-	1,000	1,000	1,000	1,000	1,000	1,000
Waterproof camera for pipe inspections	600	-	-	-	-	-	-
Miscellaneous computer devices & supplies	500	-	-	-	-	-	-
Total	1,100	1,000	1,000	1,000	1,000	1,000	1,000

Stormwater Management Fund
Object Line Detail
FY20 Budget

3360 - SWM Operating	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request
531000 - IT (Non-Consultant) Services							
Additional RSMeans licenses	-	2,381	2,381	2,381	2,381	2,381	2,381
Service - software (Adobe Acrobat Pro DC) (2)	-	224	224	224	224	224	224
Service - software (Adobe Creative Cloud for Teams) (2)	-	1,480	1,480	1,480	1,480	1,480	1,480
Service - software (Adobe Acrobat Pro DC) (2)	224	-	-	-	-	-	-
Service - software (Adobe Creative Cloud for Teams) (2)	1,480	-	-	-	-	-	-
Additional Adobe Acrobat subscription	112	-	-	-	-	-	-
Additional RSMeans licenses (2)	2,381	-	-	-	-	-	-
Total	4,197	4,085	4,085	4,085	4,085	4,085	4,085
531500 - Software Licenses							
Additional Adobe and Bluebeam licenses for plan review responsibilities	1,000	-	-	-	-	-	-
Additional Microsoft license	700	-	-	-	-	-	-
Additional Bluebeam Digital Review license	600	-	-	-	-	-	-
Total	2,300	-	-	-	-	-	-
531600 - Software Maintenance Agreements							
Maintenance - software (Bluebeam Revu) (3)	-	405	405	405	405	405	405
Maintenance - software (Microsoft CALs) (6)	-	1,140	1,140	1,140	1,140	1,140	1,140
Maintenance - software (Bluebeam Revu) (3)	405	-	-	-	-	-	-
Maintenance - software (Microsoft CALs) (6)	1,140	-	-	-	-	-	-
Total	1,545	1,545	1,545	1,545	1,545	1,545	1,545

Stormwater Management Fund
Object Line Detail
FY20 Budget

3360 - SWM Operating	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request
536000 - Miscellaneous Professional Services							
City storm drain inspections	253,000	258,000	263,000	268,000	273,000	278,000	278,000
Stormwater pond bathymetric studies	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Stormwater Program Fee rate model revisions	85,000	-	-	-	-	-	-
Geographic Information Systems (GIS) consulting services	15,000	-	-	-	-	-	-
Structural Engineer review of stormwater plans	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Total	468,000	373,000	378,000	383,000	388,000	393,000	393,000
536400 - Contract Maintenance Services							
Inlet/catch basin inspections	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Inlet/catch basin cleaning and repairs	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Public underground facility inspections	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Public underground facility cleaning and maintenance	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Public aboveground facility inspections	85,000	85,000	85,000	85,000	85,000	85,000	85,000
Public aboveground facility maintenance	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Private underground facility inspections	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Private aboveground facility inspections	75,000	75,000	75,000	75,000	75,000	75,000	75,000
On-call illicit discharge spill response and cleanup	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Storm drain maintenance and drainage issue repair	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Total	645,000	645,000	645,000	645,000	645,000	645,000	645,000

Stormwater Management Fund
Object Line Detail
FY20 Budget

3360 - SWM Operating	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request
544000 - Dues/Memberships/Certification							
Professional Engineer license renewal	1,850	-	-	-	-	-	-
Professional dues & certification fees	600	600	600	600	600	600	600
Professional Engineer license renewal	76	76	76	76	76	76	76
Center for Watershed Protection membership	500	500	500	500	500	500	500
Stormwater management professional certification	450	140	140	140	140	140	140
CSI Construction Documents Technologist (CDT) exam registration	375	750	-	-	-	-	-
CSI annual membership (4)	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Total	4,951	3,166	2,416	2,416	2,416	2,416	2,416
545000 - Publications/ Resource Material							
Magazines, books & resource materials	1,500	1,000	1,000	1,000	1,000	1,000	1,000
Total	1,500	1,000	1,000	1,000	1,000	1,000	1,000
546000 - Conf./Seminar/Class Registration							
Conference registration and training costs for Professional Engineer license maintenance	10,000	-	-	-	-	-	-
Chesapeake Watershed Forum regional conference	600	600	600	600	600	600	600
Local conferences and seminars	2,500	2,500	2,500	2,500	2,500	2,500	2,500
National stormwater management conference	1,400	1,400	1,500	1,500	1,500	1,500	1,500
Professional Engineer training	600	600	600	600	600	600	600
Certified Construction Manager certification	4,700	-	-	-	-	-	-
Total	19,800	5,100	5,200	5,200	5,200	5,200	5,200

Stormwater Management Fund
Object Line Detail
FY20 Budget

3360 - SWM Operating	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request
547000 - Travel Expense							
Travel expense	1,500	1,500	1,500	1,500	1,500	1,500	1,500
National stormwater conference	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Certified Construction Manager training program	2,400	-	-	-	-	-	-
Local travel expense mileage reimbursement for staff	350	350	350	350	350	350	350
Total	10,250	7,850	7,850	7,850	7,850	7,850	7,850
551100 - Cellular Phone							
Cellular phone device costs	500	500	500	500	500	500	500
Cellular phone plan costs	3,600	3,600	3,600	3,600	3,600	3,600	3,600
Total	4,100	4,100	4,100	4,100	4,100	4,100	4,100
552500 - Gasoline Expense							
Stormwater vehicles - 87 Octane fuel	2,000	-	-	-	-	-	-
Vehicle & equipment gasoline expense	-	2,250	2,250	2,250	2,250	2,250	2,250
Total	2,000	2,250	2,250	2,250	2,250	2,250	2,250
556000 - Postage							
Postage	350	350	350	350	350	350	350
Total	350	350	350	350	350	350	350
557000 - Uniforms/ Laundry							
Safety gear, work boots, and uniform expenses for new Stormwater Project Manager	2,500	-	-	-	-	-	-
Uniforms/laundry - safety shoes	960	960	960	960	960	960	960
Uniforms/laundry - clothing and safety apparel	1,500	1,000	1,000	1,000	1,000	1,000	1,000
Total	4,960	1,960	1,960	1,960	1,960	1,960	1,960

Stormwater Management Fund
Object Line Detail
FY20 Budget

3360 - SWM Operating	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request
560000 - Miscellaneous							
Miscellaneous	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total	1,000	1,000	1,000	1,000	1,000	1,000	1,000
574000 - R&M - Vehicles							
Repair & maintenance - vehicles	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Total	2,500	2,500	2,500	2,500	2,500	2,500	2,500
577000 - R&M Infrastructure							
R&M infrastructure	-	60,000	60,000	60,000	60,000	60,000	60,000
Total	-	60,000	60,000	60,000	60,000	60,000	60,000

Stormwater Management Fund
Object Line Detail
FY20 Budget

3360 - SWM Operating	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request
449200 - Stormwater MGMT Plan Review Fees							
Stormwater and sediment control plan review fees	40,000	30,000	30,000	30,000	30,000	30,000	-
Total	40,000	30,000	30,000	30,000	30,000	30,000	-
449300 - Stormwater Program Fee							
Stormwater Program Fee	5,618,000	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000
Total	5,618,000	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000
461100 - Interest Earnings							
Interest	234,000	234,000	234,000	234,000	234,000	234,000	234,000
Total	234,000	234,000	234,000	234,000	234,000	234,000	234,000
499000 - Transfer In - From General Fund							
General Fund support for Stormwater Program Fund	1,062,818	1,062,818	1,062,818	1,062,818	1,062,818	1,062,818	1,062,818
City-paid Stormwater Program Fees for homeowner hardship accounts	28,354	25,800	25,800	25,800	25,800	25,800	25,800
City-paid Stormwater Fees for City-owned properties	141,193	143,000	143,000	143,000	143,000	143,000	143,000
Total	1,232,365	1,231,618	1,231,618	1,231,618	1,231,618	1,231,618	1,231,618
499200 - Transfer In							
Project funding	(2,158,158)	(1,649,470)	(510,000)	(6,760,604)	(7,270,000)	(631,403)	-
Total	(2,158,158)	(1,649,470)	(510,000)	(6,760,604)	(7,270,000)	(631,403)	-

3361 - SW Infrastructure Maintenance & Enhancement	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request
532000 - Engineering & Architecture							
Green Streets engineering services	-	50,000	50,000	50,000	50,000	50,000	-

Stormwater Management Fund
Object Line Detail
FY20 Budget

3361 - SW Infrastructure Maintenance & Enhancement	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request
532000 - Engineering & Architecture							
SW00002 - Muddy Branch/West Deer Park stream restoration - Post-construction monitoring report	5,000	5,000	5,000	5,000	5,000	-	-
SW00004 - Girard Street Stream stream restoration - Post-construction monitoring report	-	-	5,000	5,000	5,000	5,000	5,000
SW00005 - Victory Farm stream restoration - Post-construction monitoring report	-	-	10,000	10,000	10,000	10,000	10,000
SW00007 - Lakelands Drive stream restoration - Post-construction monitoring report	-	5,000	5,000	5,000	5,000	5,000	-
SW00008 - Orchard Ridge Drive stream restoration - Post-construction monitoring report	-	5,000	5,000	5,000	5,000	5,000	-
SW00009 - Watkins Mill Road stream restoration - Post-construction monitoring report	-	5,000	5,000	5,000	5,000	5,000	-
SW00010 - Travis Avenue stream restoration - Post-construction monitoring report	-	5,000	5,000	5,000	5,000	5,000	-
SW00011 - Solitaire Court stream restoration - Post-construction monitoring report	-	-	5,000	5,000	5,000	5,000	5,000
SW00012 - Rabbitt Road stream restoration - Post-construction monitoring report	-	-	-	-	5,000	5,000	5,000
SW00015 - Solitaire Court stream restoration extension - Post-construction monitoring report	-	-	5,000	5,000	5,000	5,000	5,000
Engineering services for drainage improvements	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Survey of Infrastructure and extents of repairs (Limited Topographical Survey)	5,000	-	-	-	-	-	-
Total	160,000	225,000	250,000	250,000	255,000	250,000	180,000
536000 - Miscellaneous Professional Services							
CCTV investigation of Storm Drain Inlets and Pipes to determine if collapse has occurred	5,000	-	-	-	-	-	-
Total	5,000	-	-	-	-	-	-

Stormwater Management Fund
Object Line Detail
FY20 Budget

3361 - SW Infrastructure Maintenance & Enhancement	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request
543000 - Contributions							
Restoration grants for non-profits	263,000	100,000	100,000	100,000	100,000	100,000	100,000
Total	263,000	100,000	100,000	100,000	100,000	100,000	100,000
548100 - Sponsorships							
Rainscapes Rewards program	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total	10,000	10,000	10,000	10,000	10,000	10,000	10,000
577000 - R&M Infrastructure							
Corrugated metal pipe (CMP) replacement	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Drainage issue repairs and improvements	140,000	140,000	140,000	140,000	140,000	140,000	140,000
Total	340,000	340,000	340,000	340,000	340,000	340,000	340,000
591100 - Construction							
Construction of storm drain repair and drainage improvements	170,000	-	-	-	-	-	-
Total	170,000	-	-	-	-	-	-

Stormwater Management Fund
Project List - Expenditures
FY20 Budget

Proj	Project Name	Est'd Credits	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request	7yr Total
SW00024	Bridalwood Retrofit	12	-	-	-	-	-	30,000	70,000	550,000	-	-	650,000
SW00025	Turtle Pond Retrofit	4	-	-	-	-	-	-	30,000	70,000	550,000	-	650,000
SW00026	Hyde Park Retrofit	3	-	-	-	-	-	35,000	85,000	550,000	-	-	670,000
SW00027	Carriage Hills Retrofit	3	-	-	-	-	-	35,000	85,000	550,000	-	-	670,000
SW00028	Woodland Hills Retrofit	7	-	-	-	-	-	15,000	40,000	15,000	300,000	-	370,000
SW999	DI002 - 100 Water Street - Stream Erosion	1	-	-	-	501,000	-	350,000	-	-	-	-	851,000
SW999	DI003 - 101 Oakton Road - Storm Drain Repair	0	-	-	-	80,000	-	-	-	-	-	-	80,000
SW999	DI005 - 14 Chestnut Street - Storm Drain Repair / Drain Imp.	0	-	-	-	100,000	-	-	-	-	-	-	100,000
SW00002	Muddy Branch West Deer	3	-	-	5,000	-	-	-	-	-	-	-	-
SW00004	Girard Street Stream	6	2,140	46,859	70,000	56,962	726,785	-	-	-	-	-	783,747
SW00005	Victory Farm	150	6,188	66,465	45,000	117,707	2,378,655	-	-	-	-	-	2,496,362
SW00006	Amberfield	10	-	-	-	-	-	-	-	100,000	400,000	-	500,000
SW00007	Lakelands Drive Stream	10	2,382	410,824	545,000	151,733	-	-	-	-	-	-	151,733
SW00008	Orchard Ridge Drive Stream	8	2,382	410,824	526,000	151,732	-	-	-	-	-	-	151,732
SW00009	Watkins Mill Road Stream	5	82,368	27,148	5,000	1,118,366	-	-	-	-	-	-	1,118,366
SW00010	Travis Avenue Stream	4	55,210	29,768	4,000	756,077	-	-	-	-	-	-	756,077
SW00011	Solitaire Court Stream	6	69,830	5,178	6,000	-	1,023,168	-	-	-	-	-	1,023,168
SW00012	Rabbitt Road Stream	7	38,104	-	-	-	22,500	95,000	525,000	-	-	-	642,500
SW00015	Solitaire Court Stream Restoration Extension	5	29,255	74,556	35,000	77,697	1,140,534	-	-	-	-	-	1,218,231
SW00017	Quince Orchard Blvd. Recon SWM	0	-	-	-	-	250,000	-	-	-	-	-	250,000
SW00018	Kelley Park - Tennis Courts	1	-	-	-	-	-	-	-	-	-	-	-
SW00019	Kelley Park - Parking Lot	1	-	-	-	-	-	-	-	-	-	-	-
SW00020	Victory Farm Retrofit - WSSC	0	-	-	95,000	89,135	803,931	-	-	-	-	-	893,066
SW00021	Casey Community Site Installation	1	-	-	-	-	77,000	160,000	-	-	-	-	237,000

Stormwater Management Fund

Project List - Expenditures

FY20 Budget

Proj	Project Name	Est'd Credits	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request	7yr Total
SW00022	Brighton Weir Retrofit	0	-	-	85,000	33,000	85,000	102,000	6,120,000	6,120,000	-	-	12,460,000
SW00023	Green Park Retrofit	6	-	-	-	-	27,500	137,500	550,000	-	-	-	715,000
SW00029	DI001 - 122 & 124 Woodland Road	0	-	23,500	23,500	125,000	-	-	-	-	-	-	125,000
	Total	**253**	**287,858**	**1,095,122**	**1,444,500**	**3,358,410**	**6,535,073**	**959,500**	**7,505,000**	**7,955,000**	**1,250,000**	**-**	**27,562,983**

Forest Conservation Fund

Fund Overview

FY20 Budget

Under the Maryland Natural Resources Code and City Code of Ordinances, the City has established a forestry in-lieu fee. This fee is charged when a developer cannot meet forest conservation planting requirements on-site. The City maintains a Forest Conservation Fund to account for the receipt and spending of forestry in-lieu fees.

The City's fee is made up of two parts: the State of Maryland identified minimum (currently $0.30/sq ft in priority funding areas which include the City of Gaithersburg) to be adjusted annually for inflation by the State, and a City fee. The total fee is currently $3.00/sq ft. Eligible expenditures under Maryland Code are:

"Reforestation and afforestation, including the costs directly related to site identification, acquisition, pre-purchase and preparation, maintenance of existing forests, and achieving urban canopy goals"

According to the City's Code of Ordinances, in-lieu fees that exceed the State minimums may be used for any purpose related to, and furthering the implementation of, the City's urban forestry goals. For spending purposes, the City considers the State and the City's eligibility requirements to be the same and only expenditures meeting both will be charged to this fund.

This fund is overseen by staff within the Planning and Code Administration Department. There are no personnel costs charged to this fund.

This section of the budget includes a fund overview and line item detail schedule.

Forest Conservation Fund
Fund Summary
FY20 Budget

	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
Revenues and Sources of Funds						
449150 - Environmental Fees	12,765	-	-	-	-	-
461100 - Interest Earnings	9,793	10,000	1,700	13,000	11,300	664.71%
461101 - Change In Unrealized Gain/Loss	(6,020)	-	-	-	-	-
Total Revenues and Sources of Funds	16,538	10,000	1,700	13,000	11,300	664.71%
Expenditures and Uses of Funds						
522000 - General Operating Supplies	6,565	18,200	20,300	20,300	-	-
526000 - Machinery/Equipment	-	-	-	-	-	-
531000 - IT (Non-Consultant) Services	-	1,000	1,000	1,000	-	-
531500 - Software Licenses	1,000	-	-	-	-	-
536000 - Miscellaneous Professional Services	-	-	-	-	-	-
551100 - Cellular Phone	-	480	480	480	-	-
573000 - R&M - Machinery & Equipment	-	500	500	450	(50)	(10.00%)
Total Expenditures and Uses of Funds	7,565	20,180	22,280	22,230	(50)	(0.22%)
Net Change in Fund Balance	8,973	(10,180)	(20,580)	(9,230)		
Beginning Fund Balance	709,568	718,541	718,541	708,361		
Projected Fund Balance	718,541	708,361	697,961	699,131		

Forest Conservation Fund
Object Detail - Line Description

FY20 Budget

Operating Expenditures	FY20 Adopted Budget
522000 - General Operating Supplies	
Street tree replacement	10,000
FY19 volunteer planting project	10,000
Public outreach seedlings	300
Total	20,300
531000 - IT (Non-Consultant) Services	
	1,000
Total	1,000
551100 - Cellular Phone	
	480
Total	480
573000 - R&M - Machinery & Equipment	
	450
Total	450
Total Operating Expenditures	**22,230**

Asset Replacement Fund

Fund Overview

FY20 Budget

The Asset Replacement Fund's purpose is to accumulate funding for equipment, vehicles, and software systems that will need to be replaced in future years. This can be differentiated from the Capital Budget as the Capital Budget accumulates funding for buildings, land or land improvements, and infrastructure. New equipment and vehicles assets are funded in the General Fund operating budget, unless associated with a capital project or stormwater uses.

Assets may be included in the Asset Replacement Fund if they individually cost more than $5,000 or if they would cost more than $5,000 when considered as a group of assets. Assets may be considered to be grouped together if they are likely to be replaced at the same time or as a group/set. The Asset Replacement Fund has been further broken down into several asset categories as follows:

• Gaithersburg Television – This category includes funding for assets used by the Gaithersburg Television activity, such as the cameras, editing system, and audio/visual equipment located in the Control Room, Council Chambers, and City Hall Gallery. For operating purposes, this activity falls within and is managed by the Department of Community and Public Relations.

• Information Technology and Security – This category includes funding for Citywide technology assets such as large software applications, services, network infrastructure and storage, police in-squad video systems and radios, phone system, copiers, printers, computers, monitors, and scanners. This category is managed by the Department of Information Technology.

• Parks, Recreation and Culture – This category includes funding for assets found at the City's recreational facilities such as the Water Park, Activity Center, Senior Center, Youth Centers, Arts Barn, Mansion, and displays used for the Winter Lights event. Some examples of these assets include: the splash pool play structure, filters and pool interiors, and over 160 light displays. This category is managed by the Department of Parks, Recreation & Culture.

• Police Equipment – This category includes funding for assets used within police operations such as vests, tasers, K9 units, guns, and rifles. This category is managed by the Department of Police.

• City Vehicles & Public Works Equipment – This category includes all City vehicles, playground assets and public works equipment. Some examples of these assets include: playground equipment at City parks, police cars, and snow and various yard equipment. This category is managed by the Department of Public Works.

Each category is supported by a detailed asset inventory list. This information is used to develop the funding needed for each asset which can be thought of as approximating straight-line depreciation. Funding is accumulated until the asset has reached the end of its estimated life. At that point, the City would have the funds saved to replace the asset. The Asset Replacement Fund is funded through a transfer from the General Fund.

Although the asset inventory is used to calculate the amount needed to set aside annually, departments are not guaranteed the right to replace a fully funded asset simply because it is funded.

Assets are also not necessarily replaced simply because they have reached the end of the estimated life span. Individual departments would evaluate whether the asset can continue to be used and would only request to replace those assets that need to be replaced due to obsolesce, inefficiency, and high incidence of repair.

In some years in the past, the City did not fully fund all of the asset replacement accounts. As a result, some of the replacement accounts have less funding than their calculated balances. The FY19 funding represents the calculated funding using the asset inventory list plus 25% of the shortage in the City Vehicles and Public Works Equipment replacement category. This would allow for that category to be funded at the calculated balances over the next several budget cycles.

The following page summarizes the funding being added to each category, followed by the budgeted list of FY20 purchases to be paid for out of this fund.

Asset Replacement Fund
Fund Summary
FY20 Budget

Object - Name	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
Revenues and Sources of Funds						
3810 - Gaithersburg TV Asset Replacement	-	179,000	179,000	31,000	(148,000)	(82.68%)
3820 - IT & Security Asset Replacement	437,544	301,000	301,000	459,000	158,000	52.49%
3830 - PR&C Asset Replacement	176,566	188,000	188,000	165,000	(23,000)	(12.23%)
3840 - Police Asset Replacement	41,705	42,000	42,000	36,000	(6,000)	(14.29%)
3850 - City Vehicle & PW Asset Replacement	1,337,400	1,464,000	1,464,000	1,797,000	333,000	22.75%
Total Revenues and Sources of Funds	1,993,215	2,174,000	2,174,000	2,488,000	314,000	14.44%
Expenditures and Uses of Funds						
595110 - Gaithersburg Television FA Replace	-	-	60,000	690,000	630,000	1,050.00%
595120 - IT and Security FA Replacement	336,830	205,352	199,320	499,600	300,280	150.65%
595130 - Parks, Rec, & Culture FA Replacem	50,290	109,124	102,500	108,550	6,050	5.90%
595140 - Police Equipment FA Replacement	16,105	35,200	35,200	9,754	(25,446)	(72.29%)
595150 - City Vehicles & PW FA Replacement	1,419,998	3,146,216	2,523,000	1,819,800	(703,200)	(27.87%)
Total Expenditures and Uses of Funds	1,823,223	3,495,892	2,920,020	3,127,704	207,684	7.11%
Net Change in Fund Balance	169,992	(1,321,892)	(746,020)	(639,704)		
Projected Balance						
3810 - Gaithersburg TV Asset Replacement	556,700	735,700	675,700	76,700		
3820 - IT & Security Asset Replacement	3,307,765	3,403,413	3,409,445	3,362,813		
3830 - PR&C Asset Replacement	795,617	874,493	881,117	930,943		
3840 - Police Asset Replacement	100,180	106,980	106,980	133,226		
3850 - City Vehicle & PW Asset Replacement	6,213,680	4,531,464	5,154,680	4,508,664		
Total Projected Balance	10,973,942	9,652,050	10,227,922	9,012,346		

Asset Replacement Fund
Purchase Requests
FY20 Budget

Category and Description	Age	Location	Unit No.	Qty	Unit Cost	FY20 Request
3810 - Gaithersburg TV Asset Replacement						
Transfer to Council Chambers	1	0	0	1	630,000	630,000
Playback System carried from FY19 (includes equipment, installation, and training costs)	9	1213	0	1	60,000	60,000
Total				2	690,000	690,000
3820 - IT & Security Asset Replacement						
Misc. Hardware Contingency (due to equipment failures)	1	1145	0	1	25,000	25,000
Olde Towne Youth Center Audio Studio Workstation	1	1145	0	1	8,000	8,000
Fargo Card Printers	1	1145	0	2	3,000	6,000
Wireless Connection to Museum	1	1145	0	2	3,000	6,000
In-car Video Wireless Access Points	1	1145	0	6	1,200	7,200
Replacement Network Cameras (8)	1	1145	0	8	800	6,400
Public Safety Camera Refits	1	1145	0	1	20,000	20,000
Replacement laptops (10)	1	1145	0	10	1,200	12,000
Replacement desktops (60)	1	1145	0	60	900	54,000
Camera System Servers	1	1145	0	2	12,000	24,000
Backup Servers	1	1145	0	2	9,000	18,000
Domain Controller Servers	1	1145	0	2	5,000	10,000
Tape Drives (4) and Chassis (2)	1	1145	0	1	18,000	18,000
Secondary Mass Storage Devices	1	1145	0	1	30,000	30,000
Cisco Wireless Controller and Access Points (31)	1	1145	0	1	60,000	60,000
Cisco Catalyst Switches (11)	1	1145	0	1	82,000	82,000
Virtual Machine Host Servers	1	1145	0	4	20,000	80,000
3-inch aerial imagery	1	1146	0	1	33,000	33,000
Total				106	332,100	499,600
3830 - PR&C Asset Replacement						
Phase 2 - Replace Fresnel lighting instruments with LED version	15	1423	0	3	3,000	9,000
Light Board	15	1423	0	1	10,000	10,000
Replace ellipsoidal lighting instruments with LED version	15	1423	0	3	3,000	9,000
Triceps Extension Machine - Fitness Zone/Activity Center	20+	1426	0	1	2,600	2,600

Asset Replacement Fund
Purchase Requests
FY20 Budget

Category and Description	Age	Location	Unit No.	Qty	Unit Cost	FY20 Request
3830 - PR&C Asset Replacement						
Large Winter Lights Displays	20+	1430	0	4	15,650	62,600
Medium Winter Lights Displays	20+	1430	0	2	7,675	15,350
Total				14	41,925	108,550
3840 - Police Asset Replacement						
Tasers	5	1211	63	7	1,022	7,154
Ballistic Vests	5	1211	58	2	1,300	2,600
Total				9	2,322	9,754
3850 - City Vehicle & PW Asset Replacement						
Unit # 1233 2008 Ford Escape	11	1131	1233	1	28,400	28,400
Unit # 1234 2008 Ford Escape	11	1131	1234	1	28,400	28,400
Unit # 2210 2009 Chevy work van for the Facilities Division	10	1150	2210	1	30,000	30,000
Unit # 2221 2009 Chevy work van for the Facilities Division	10	1150	2221	1	30,000	30,000
Unit # 2201 2009 Ford Escape Hybrid	10	1150	2201	1	29,000	29,000
Unit # 2180 2010 Chevy Express van Animal Control van	9	1198	2180	1	30,000	30,000
Unit # 2190 2011 Chevy Express van Animal Control van	9	1198	2190	1	30,000	30,000
Unit # 7826 2010 Crown Vic	9	1211	7826	1	45,000	45,000
Unit # 7836 2011 Chevrolet Tahoe K-9	8	1211	7836	1	45,000	45,000
Unit # 7837 2012 Dodge Charger Police vehicle	7	1211	7837	1	45,000	45,000
Unit # 7848 2012 Dodge Charger Police vehicle	7	1211	7848	1	45,000	45,000
Unit # 7849 2012 Dodge Charger Police vehicle	7	1211	7849	1	45,000	45,000
Unit # 7850 2012 Dodge Charger Police vehicle	7	1211	7850	1	45,000	45,000

Asset Replacement Fund
Purchase Requests
FY20 Budget

Category and Description	Age	Location	Unit No.	Qty	Unit Cost	FY20 Request
3850 - City Vehicle & PW Asset Replacement						
Unit # 7851 2012 Dodge Charger Police vehicle	7	1211	7851	1	45,000	45,000
Unit # 7852 2012 Dodge Charger Police vehicle	7	1211	7852	1	45,000	45,000
Unit # 7854 2012 Dodge Charger Police vehicle	7	1211	7854	1	45,000	45,000
Unit # 7855 2012 Dodge Charger Police vehicle	7	1211	7855	1	45,000	45,000
Unit # 2415 2009 Chevrolet utility body pick up with plow and salter	10	1312	2415	1	44,000	44,000
Unit # 3617 2009 International dump truck with plow and salter	10	1312	3617	1	150,000	150,000
Unit # 6428 2003 Vibromax Roller	16	1312	6428	1	32,000	32,000
Unit # 6642 1997 Tour master trailer	20+	1312	6642	1	17,000	17,000
Unit # 6451 1999 Hudson tilt trailer	20	1312	6451	1	12,000	12,000
Unit # 2550 2007 Chevrolet chipper truck	12	1341	2550	1	90,000	90,000
Unit # 3923 2007 Chevrolet 8500 Single axle dump truck	12	1343	3923	1	150,000	150,000
Unit # 5901 2001 John Deere tractor	18	1343	5901	1	47,000	47,000
Unit # 6963 2006 Haulmark trailer	13	1343	6963	1	10,300	10,300
Unit # 6964 2008 Hudson trailer	11	1343	6964	1	6,800	6,800
Unit # 3430 2005 Chevrolet boom truck	14	1344	3430	1	136,000	136,000
Unit # 6615 2003 Peterson dump trailer	14	1344	6615	1	33,500	33,500
Unit # 6616 2005 Peterson dump trailer	13	1344	6616	1	33,500	33,500
Unit # 6650 2006 ODB leaf vacuum for the swap loader truck	11	1344	6650	1	20,200	20,200
Unit # 6652 2008 ODB tow behind leaf vacuum	11	1344	6652	1	20,800	20,800

Asset Replacement Fund
Purchase Requests
FY20 Budget

Category and Description	Age	Location	Unit No.	Qty	Unit Cost	FY20 Request
3850 - City Vehicle & PW Asset Replacement						
Unit # 6471 2006 Solar Tech message board	13	1344	6471	1	22,950	22,950
Unit # 6472 2006 Solar Tech message board	13	1344	6472	1	22,950	22,950
Diamond Farms Park - 857 Quince Orchard Blvd, Little Tykes 2-5 playground	19	1344	0	1	50,000	50,000
Travis Park - 200 Travis Ave, landscape structures 2-5 and 5-12 playgrounds	18	1344	0	1	175,000	175,000
Unit # 5901 2001 John Deere tractor	18	5901	5901	1	45,000	45,000
Unit # 7848 2012 Dodge Charger Police Vehicle	7	7848	7848	1	45,000	45,000
Total				38	1,819,800	1,819,800

Housing Program Fund

Fund Overview

FY20 Budget

The City established a separate Housing Program Fund in FY18 to provide greater transparency for the Housing Initiatives Fund (HIF), for funding dedicated to the Gaithersburg Homeownership Assistance Loan Program (GHALP), and for other affordable housing-related projects approved by the City Council. This fund is managed by the Housing and Community Development staff in the Office of the City Manager.

Housing Initiatives Fund Revenue (HIF)

Initially funded by the Crown Farm developer, the Housing Initiatives Fund collected $3,000,000 to support affordable housing projects for low and moderate income residents. Due to high condominium fees at Copley at Crown, the City Council approved a fee- in-lieu payment from Streetscape Partners, resulting in a payment of $1,444,845 for 23 MPDUs required but not built.

In FY20, the City anticipates repayment of two outstanding loans and interest earnings from Montgomery Housing Partnership. Anticipated future HIF payments will be from any profits from the sale of an MPDU or WFHU following expiration of the 30 year control period. Except for HUD revenue from CDBG-funded loans, repayments from the City's GHALP program will go back into the HIF.

HIF Expenditures

In FY20, HIF funds of $250,000 will be used to expand homeownership opportunities in areas of the City outside of HUD designated LMI census blocks; $200,000 in loans to developers offering affordable housing opportunities in the City; $400,000 in loans to multi-family property owners adding approved upgrades to their properties; and $75,000 in miscellaneous projects including deferred loans to residential property owners wishing to add accessibility enhancements to their homes.

Operating Expenditure Descriptions

Housing Initiatives Expenditures – Expenditures within this budget category would be funded from money received under the City's HIF.

Rental Assistance – a short term housing assistance program for low income seniors, which terminated in June 2018.

New Housing Project – Funds budgeted for new initiatives to improve housing opportunities in the City.

GHALP Loans – Qualified buyers are eligible for up to $12,000 or $25,000 using a combination of HIF funds ($250,000), City Fund expenditures ($240,000) and/or CDBG funds ($254,611). Based on prior year funding, the City anticipates approximately 45 loans in FY20.

Community Development Block Grant (CDBG) Expenditures – Expenditures within this budget category would be funded by the federal government through CDBG funding. Funds used under this program carry eligibility criteria, and loan repayments received from loans made with these funds must comply with CDBG program restrictions.

City Fund Expenditures – Expenditures within this budget category would be funded from the City's General Fund. This funding satisfies any match requirements under the CDBG program and may be used for households up to 100 percent of AMI. Repayments from these loans are expected to remain within this fund for the GHALP program or other affordable housing programs as approved by the City Council.

Housing Program Fund
Fund Summary
FY20 Budget

	FY18 Actuals	FY19 Projection	FY19 Adopted Budget	FY20 Adopted Budget	Chg	% Chg
Revenues and Sources of Funds						
433100 - Federal Grant - CDBG	308,138	279,615	254,605	262,632	8,027	3.2%
461100 - Interest Earnings	23,235	25,000	-	31,000	31,000	-
461101 - Change In Unrealized Gain/Loss	(15,971)	-	-	-	-	-
461500 - Interest on Loans	-	26,268	14,720	36,496	21,776	147.9%
467280 - Housing Initiative Fund	-	1,444,845	1,000,000	752,500	(247,500)	(24.8%)
499000 - Transfer In - From General Fund	5,163,961	240,000	240,000	240,000	-	-
Total Revenues and Sources of Funds	5,479,363	2,015,728	1,509,325	1,322,628	(186,697)	(12.4%)
Expenditures and Uses of Funds						
536000 - Miscellaneous Professional Services	-	7,000	13,000	5,000	(8,000)	(61.5%)
543000 - Contributions	43,800	-	-	-	-	-
560000 - Miscellaneous	5,700	75,000	675,000	675,000	-	-
562000 - Homeownership Assistance Program	-	680,610	654,605	778,631	124,026	18.9%
Total Expenditures and Uses of Funds	49,500	762,610	1,342,605	1,458,631	116,026	8.6%
Net Change in Fund Balance	5,429,863	1,253,118	166,720	(136,003)		
Beginning Fund Balance	-	5,429,863	5,429,863	6,682,981		
Projected Balance	5,429,863	6,682,981	5,596,583	6,546,978		

Housing Program Fund
Object Detail - Line Description
FY20 Budget

Operating Expenditures	FY20 Adopted Budget
536000 - Miscellaneous Professional Services	
FHA consultant	5,000
Total	**5,000**
560000 - Miscellaneous	
Miscellaneous	75,000
Developer loans	200,000
M/F loans	400,000
Total	**675,000**
562000 - Homeownership Assistance Program	
Homeownership Assistance Program	528,631
HIF loan transfer	250,000
Total	**778,631**
Total Operating Expenditures	**1,458,631**

Glossary

FY20 Budget

Definitions of terms and acronyms used in the Operating Budget and Capital Improvements Plan are listed below and on the pages that follow.

401 (a). City of Gaithersburg's Money Purchase Retirement Plan.

401 (a) Money Purchase Supplemental Retirement Plan. This retirement plan is available to 40 hour employees that have physically demanding jobs. This retirement plan has a gradual vesting schedule; and employees are fully vested after 10 years of service.

401 (k). City of Gaithersburg's salary deferral Savings Plan.

457 Plan. City of Gaithersburg's Deferred Compensation Plan.

Accounting System. The total structure of records and procedures, which identify, record, classify, summarize, and report information on the financial position and results of operations of the City.

Accrual Basis of Accounting. The method of accounting where transactions are recognized when they occur, regardless of the timing of related cash flows.

ADA. Americans with Disabilities Act.

Ad Valorem. Imposed at a percentage rate of property value.

Annexation. The incorporation of additional land within the domain of the City.

Appropriation. An authorization made by the Mayor and Council that permits City Departments to make expenditures of governmental resources for specific purposes within a specific time frame.

Assessable Base. The total value of all real and personal property in the City, which is used as a basis for levying taxes. Tax exempt property is excluded from the assessable base.

Assessed Valuation. A percentage of appraisal value assigned to real estate and personal property for use as a basis of levying property taxes.

Assigned Fund Balance. Fund balance amounts that are constrained by the City's intent to be used for specific purposes.

Assets. Resources owned or held by the City, which have a monetary value.

Balanced Budget. A budget in which revenues, including the use of fund balance, are equal to or greater than expenditures.

Budget. A plan of financial operation comprised of an estimate of expenditures for a fiscal year and the means of financing those expenditures to fund City services.

Budget Year. The Fiscal year (July 1st through June 30th) for which the budget is adopted.

CAFR. Comprehensive Annual Financial Report. The CAFR is the governmental unit's official annual financial statements report.

CALEA. Commission on Accreditation for Law Enforcement Agencies.

Capital Budget. The annual adoption by the Mayor and Council of project appropriations used for the acquisition or construction of major capital facilities. Capital budgets may include multi-year contracts for which a total appropriation covering several years' planned expenditures are required.

Capital Outlay. Expenditures which may result in the acquisition of, or addition to, fixed assets. Any item with an expected life of more than one year and a value of more than $500 is considered a capital outlay.

Glossary

FY20 Budget

Capital Improvements Plan (CIP). The annual plan or schedule of project expenditures for public facilities and infrastructure with estimated project costs, sources of funding, and timing of work over a five-year period.

***Committed Fund Balance*.** Fund balance amounts that can only be used for specific purposes pursuant to constraints imposed by the formal action of the Mayor and City Council.

***Community Development Block Grant (CDBG*).** A Federal grant program administered by the U. S. Department of Housing and Urban Development.

Constant Yield. The tax rate that maintains the revenue from property taxes at the same level as the prior year. This rate is computed by the State Department of Assessments and Taxation each year on the basis of the new, adjusted assessable base for each jurisdiction. New property appearing on the tax rolls for the first time is excluded from the calculation.

Contingency. Funds budgeted for use in unforeseen circumstances.

CPSC. Consumer Product Safety Commission.

Department. A major administrative unit of the City which indicates overall management responsibility for an operation or group of related operations within a functional area.

Depreciation. An allocation made for the decrease in value of physical assets through wear, deterioration, or obsolescence.

DeSellum. One of the oldest families in the City of Gaithersburg. The family owned a sod turf farm which was used at the White House and the land from which many of the City's neighborhoods were formed.

Distinguished Budget Presentation Award Program. A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

Division. An area of the governmental activity organized as an administrative or functional unit within a department.

Encumbrance. Obligations incurred in the form of purchase orders, contracts, and similar items that will become payable when goods are delivered or services rendered.

Enterprise Funds: Funds used to account for activities which are expected to be 100% self supporting through user charges.

Escrow. Money or a bond held by the City for fulfillment of certain conditions, or construction agreements.

Expenditure. An amount of money disbursed for the purchase of goods and services.

Fees and Credits. Income from any billable service or sale made by the City; for example, program registration fees, permit fees, and licenses.

FHA. Federal Housing Administration.

Fiduciary Funds. Funds that cannot be used to support the government's own programs. It includes pension trust funds and agency funds.

Fiscal Year (FY). Any yearly accounting period, regardless of its relationship to a calendar year. The fiscal year for the City begins on July 1 of each year and ends on June 30 of the following year; it is designated by the calendar year in which it ends. For example, fiscal year 2018 began on July 1, 2017, and ended on June 30, 2018.

Fixed Assets. Assets of a long-term character, which are intended to continue to be held and used by the City. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment costing $5,000 or more.

Fringe Benefits. Employer payments for social security, retirement, group health, dental insurance, and life insurance.

FTE. Full-Time Equivalent positions calculated by dividing hours of work per year by the number of hours worked per year by a full-time employee.

Fund. A financial entity to account for revenues and expenditures which are segregated for the purpose of conducting specific operations for attaining certain objectives in accordance with special regulations, restrictions, or limitations and constituting an independent fiscal and accounting entity.

***Fund Balance*.** The excess of assets over liabilities for governmental fund types, sometimes called surplus or reserves. Fund balance can also be thought of as the cumulative balance of revenues exceeding expenditures.

GAC. Gaithersburg Aquatic Center.

General Fund. The general operating fund that is used to account for all financial resources except for those required to be accounted for in another fund. This is the principal fund of the City and accounts for the normal recurring activities of the City.

Geographic Information System (GIS). The system is used to analyze or display data spatially. GIS most often is represented in the form of multiple pieces of information displayed on a map.

***Governmental Accounting Standards Board (GASB*).** The independent agency established under the Financial Accounting Foundation in 1984 as the official body designated to set accounting and financial reporting standards for state and local governments.

Governmental Fund Types. Funds which measure changes in financial position, rather than net income. The City includes the majority of its activities in the General Fund and the Capital Projects Fund.

Government Finance Officers Association (GFOA). An association of public finance professionals founded in 1906 as the Municipal Finance Officers Association.

Grant. A county, state, or federal financial assistance award making payment in cash or in kind for a specified program.

HOA. Homeowners' Association.

HVAC. Heating, Ventilation, and Air Conditioning.

ICMA. International City/County Management Association.

Infrastructure. The physical assets of the City (streets, sidewalks, buildings, etc.).

Intergovernmental Revenues. Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Investments. Securities, bonds, and real property held for the production of revenues in the form of interest, dividends, and rental or lease payments.

Levy. (Verb) To impose taxes for the support of City government activities. (Noun) The total amount of taxes imposed by the City government.

LF. Linear Feet.

Liabilities. Obligations incurred in past or current transactions requiring present or future settlement.

Line Item. Detailed expenditure classification established to budget and account for specific goods and services.

M&CC. Mayor and City Council.

MCPS. Montgomery County Public Schools.

MEL. Maximum Expansion Limits.

MHz. Megahertz.

Mission Statement. A brief description of the purpose and functions of a department.

Mobile Data Terminal (MDT). An MDT is essentially a mobile computer. The City deploys MDT's in police cars for access to critical public safety information.

Modified Accrual Basis of Accounting. Under the modified accrual basis of accounting, revenues are recognized when measurable and available as current assets. Expenditures are generally recognized when the related services or goods are received and the liability is incurred. The City's governmental funds use the modified accrual basis of accounting.

N/A. Not available.

Non-Departmental Expenditures. Operating expenditures which are not charged directly to specific departments but are a cost to the City as a whole, such as general liability and casualty insurance.

Object Classification. A grouping of line items on the basis of the type of goods or services purchased; for example, personal services, operating, and capital outlay.

Objectives. Measurable statements of what a program will accomplish to achieve Citywide goals and desired community outcomes.

Obligation. A future expenditure requirement incurred by voluntary agreement or legal action.

Ordinance. A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the City.

OTAC. Olde Towne Advisory Committee.

Other Post-Employment Benefits (OPEB). Post-employment benefits provided by an employer to plan participants, beneficiaries and covered dependents through a plan or other arrangement that is separate from a plan to provide retirement income. OPEB also include post-employment health care benefits provided through a public employee retirement system or pension plan. In addition to post-employment health care benefits (such as illness, dental, vision and hearing), OPEB may include life insurance and disability income.

Pay-As-You-Go. Capital expenditures included in the Capital Improvements Plan, which are fully funded by contributions from the General Fund, State Government or County Government.

PCI. Pavement Condition Index.

Per Capita. Per unit of population; by or for each person in the City.

Personnel Services. Expenditures, which include salary costs for full-time, part-time, and employment agreements, overtime expenditures, and all associated fringe benefits.

PR&C. Parks, Recreation & Culture.

Program Open Space (POS). A grant program offered by the State of Maryland for the acquisition and development of raw land to park use.

Property Tax. A tax levied on all real and certain personal property, tangible and intangible, according to the property's assessed valuation.

Proprietary Fund. A fund type established for those activities which are designed to recover all costs through user fees.

Purchase Order. A document, which authorizes the delivery of specified merchandise or the rendering of certain services and the making of charge for them.

PW. Public Works.

QOB. Quince Orchard Blvd.

R&M. Repair and Maintenance.

Reappropriation. Statutory action to continue the availability, whether for the same or different purposes, of all or part of the unobligated portion of a budget into the next fiscal year.

Reserves. See Fund Balance.

Resolution. A special or temporary order of the City Council; an order requiring less legal formality than an ordinance or statute.

Resources. The actual assets of the City, such as cash, taxes, receivables, land and buildings, including estimated revenues applying to the current fiscal year.

Restricted Fund Balance. Fund balance amounts that can only be used for specific purposes, when the constraint has been placed on the use by third parties or enabling legislation.

Revenue. Monies received or collected by the City as income, including such items as tax payments, fees, receipts from other governments, fines, forfeitures, and interest income.

Self-Insurance. Refers to the City's participation in the Montgomery County self-insurance fund. Self-insurance allows the City to closely realize the actual claim experience as well as pool insurance buying power with other participating agencies.

Stipend. A fixed and regular payment, such as a salary for services rendered or an allowance.

Stormwater Management. A means of controlling the quantity and quality of stormwater runoff.

Strategic Plan. A plan adopted by the City Council which establishes a City government mission statement, a number of high priority strategic goals, and specific strategies and objectives required to achieve the goals.

Structurally Balanced Budget. A budget in which recurring revenues meet or exceed recurring expenditures.

Tangible Personal Properties. It is everything used in business and other income generating occupations, it includes: machinery, equipment, furniture and fixtures, but does not include real estate.

Tax Base. The part of the economy against which a tax is levied.

Tax Duplication. A state of affairs whereby both Montgomery County and the City of Gaithersburg levy property taxes on property in Gaithersburg to pay for services rendered by the City. The County makes a lump sum payment to the City as a mechanism for alleviating the inequities otherwise created by the duplicate taxation.

Taxes. Mandatory charge levied by the City for the purpose of financing services performed for the common benefit.

Tax Rate. The amount levied per $100 of assessed property value, as determined by the State assessor, on property within the City of Gaithersburg.

Transfer. Payments made from one operating fund to another as a contribution to defray the recipient fund's costs.

***Unassigned Fund Balance*.** The residual classification for General Fund, fund balance. This category of fund balance represents fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the General Fund.

User Fees. Charges for services, such as the use of public property, paid by those actually benefiting from the service.

Vision. A long-term desired end state.

WP. Water Park at Bohrer Park.

Zoning. The partitioning of the City by ordinance into sections reserved for different purposes (e.g. residential, commercial, and historic).

Appendix

CIP Project Summary

FY20 Budget

	FY19				FY20			FY21			FY22			FY23			FY24			Total All Years	
	Beg Balance	Projected Revenue	Projected Expend	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Total Rev	Expend
General Capital Projects																					
0000001 - Frederick Ave - Demolition	27,807	38,000	-	65,807	10,000	70,955	4,852	-	-	4,852	-	-	4,852	-	-	4,852	-	-	4,852	48,000	70,955
0000002 - Future Property Acquisition and Disposition	862,487	-	-	862,487	-	-	862,487	-	-	862,487	-	-	862,487	-	-	862,487	-	-	862,487	-	-
0000003 - Forest Oak Cemetery	132,640	1,535	134,175	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,535	134,175
0000004 - Olde Towne Plaza	158,527	-	103,215	55,312	-	-	55,312	-	-	55,312	-	-	55,312	-	-	55,312	-	-	55,312	-	103,215
0000005 - Contingency	1,487,714	1,750,000	96,933	3,140,781	150,000	2,020,000	1,270,781	300,000	300,000	1,270,781	300,000	300,000	1,270,781	300,000	300,000	1,270,781	300,000	300,000	1,270,781	3,100,000	3,316,933
0000006 - Future Edison Park Dr Project	1,000,000	-		1,000,000	-		1,000,000	-		1,000,000	-		1,000,000	-		1,000,000	-		1,000,000	-	
0000007 - Gaithersburg Police Station	13,111,964	1,290,000	125,382	14,276,582	1,000,000	14,380,477	896,105	1,000,000	1,614,135	281,970	-	2,637	279,333	-	-	279,333	-	-	279,333	3,290,000	16,122,631
0000008 - Crown Farm Historic Park	2,543,561	-	-	2,543,561	-	50,000	2,493,561	-	250,000	2,243,561	-	230,000	2,013,561	-	240,000	1,773,561	-	-	1,773,561	-	770,000
0000009 - Future Energy Efficiency and Conservation Projects	553,056	300,000	-	853,056	-	-	853,056	200,000	250,000	803,056	200,000	250,000	753,056	200,000	250,000	703,056	200,000	250,000	653,056	1,100,000	1,000,000
0000010 - Discovery Park - MedImmune	1,391,919	-	146,346	1,245,573	150,000	1,389,890	5,683	-	-	5,683	-	-	5,683	-	-	5,683	-	-	5,683	150,000	1,536,236
0000011 - CPSC Park	6,517,229	1,890,000	2,780,000	5,627,229	-	120,000	5,507,229	-	3,540,000	1,967,229	-	1,740,000	227,229	-	-	227,229	-	-	227,229	1,890,000	8,180,000
0000114 - Mayor and City Council Chambers	36,308	1,120,000	15,511	1,140,797	1,610,000	2,245,475	505,322	-	400,316	105,006	-	-	105,006	-	-	105,006	-	-	105,006	2,730,000	2,661,302
0000132 - Rolling Stock Relocation	13,748	-	-	13,748	70,000	-	83,748	-	-	83,748	-	-	83,748	-	-	83,748	-	-	83,748	70,000	-
GC999 - Olde Towne - Fiber Duct Bank Installation Project	-	-	-	-	200,000	132,669	67,331	200,000	134,090	133,241	-	118,029	15,212	-	-	15,212	-	-	15,212	400,000	384,788
General Capital Projects Fund Total	**27,836,959**	**6,389,535**	**3,401,562**	**30,824,933**	**3,190,000**	**20,409,467**	**13,605,466**	**1,700,000**	**6,488,541**	**8,816,925**	**500,000**	**2,640,666**	**6,676,259**	**500,000**	**790,000**	**6,386,259**	**500,000**	**550,000**	**6,336,259**	**12,779,535**	**34,280,236**
Infrastructure																					
0000012 - Annual Streetlight Program	164,683	180,348	64,836	280,195	125,000	135,000	270,195	125,000	135,000	260,195	125,000	135,000	250,195	125,000	135,000	240,195	-	135,000	105,195	680,348	739,836
0000013 - Olde Towne LED Conversion	50,000	50,000	75,000	25,000	50,000	50,000	25,000	50,000	50,000	25,000	50,000	50,000	25,000	50,000	50,000	25,000	50,000	50,000	25,000	300,000	325,000
0000014 - Relamping of City Lights	75,000	-	-	75,000	-	-	75,000	-	-	75,000	75,000	75,000	75,000	-	-	75,000	-	-	75,000	75,000	75,000
0000015 - Dorsey Estates - Lighting	62,980		62,980	-		-	-		-	-		-	-		-	-		-	-		62,980
0000016 - MidSummer Dr - Lighting	26,154		-	26,154		-	26,154		-	26,154		-	26,154		-	26,154		-	26,154		-
0000017 - East Darby Ct - Sidewalk Rehab	50,000	-	35,000	15,000	-	-	15,000	-	-	15,000	-	-	15,000	-	-	15,000	-	-	15,000	-	35,000
0000018 - East Side of NIST - Multi-Use Path	120,000	-	-	120,000	-	-	120,000	-	-	120,000	-	-	120,000	-	120,000	-	1,300,000	1,300,000	-	1,300,000	1,420,000
0000019 - West Deer Park Road - Bicycle Connections	233,000	-	-	233,000	-	-	233,000	-	-	233,000	60,000	60,000	233,000	250,000	250,000	233,000	1,300,000	1,300,000	233,000	1,610,000	1,610,000
0000020 - QOP to Conservation Ln - Bicycle Connections	53,689	-	-	53,689	155,000	-	208,689	-	-	208,689	-	15,000	193,689	-	190,000	3,689	-	-	3,689	155,000	205,000
0000021 - Washingtonian Blvd - Bicycle Connections	45,000	15,398	60,398	-	-	-	-	200,000	200,000	-	1,100,000	1,100,000	-	-	-	-	-	-	-	1,315,398	1,360,398
0000022 - Hidden Creek Landbay - Crosswalks	33,743		33,743	-		-	-		-	-		-	-		-	-		-	-		33,743
0000023 - Olde Towne – Bicycle Connection	110,000	200,000	-	310,000	-	60,000	250,000	-	250,000	-	2,500,000	2,500,000	-	-	-	-	-	-	-	2,700,000	2,810,000
0000024 - I-370 - Bicycle Connection	50,000	-	-	50,000	-	-	50,000	-	-	50,000	10,000	60,000	-	100,000	100,000	-	550,000	550,000	-	660,000	710,000
0000025 - Annual Sidewalk Projects	485,000	33,743	-	518,743	-	200,000	318,743	100,000	200,000	218,743	200,000	200,000	218,743	200,000	200,000	218,743	200,000	200,000	218,743	733,743	1,000,000
0000026 - Lakelands –Washingtonian Woods - Bicycle Connection	30,000	-	-	30,000	-	-	30,000	15,000	45,000	-	150,000	150,000	-	550,000	550,000	-	-	-	-	715,000	745,000
0000027 - Olde Towne Streetscape	923,113		-	923,113		-	923,113		-	923,113		-	923,113		100,000	823,113		750,000	73,113		850,000

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CIP Project Summary

FY20 Budget

	FY19				FY20			FY21			FY22			FY23			FY24			Total All Years	
	Beg Balance	Projected Revenue	Projected Expend	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Total Rev	Expend
Infrastructure																					
0000028 - Pavement Re-survey	298,093	-	140,000	158,093	-	-	158,093	100,000	200,000	58,093	100,000	-	158,093	100,000	200,000	58,093	100,000	-	158,093	400,000	540,000
0000029 - Road Preventative Maintenance	105,000	100,000	195,000	10,000	100,000	100,000	10,000	200,000	200,000	10,000	200,000	200,000	10,000	200,000	200,000	10,000	200,000	200,000	10,000	1,000,000	1,095,000
0000030 - Preventive Maintenance Program Collectors & Arterials	1,040,000	500,000	940,000	600,000	500,000	500,000	600,000	500,000	500,000	600,000	500,000	500,000	600,000	500,000	500,000	600,000	500,000	500,000	600,000	3,000,000	3,440,000
0000031 - Street Resurfacing Program	827,349	600,000	523,000	904,349	600,000	600,000	904,349	600,000	600,000	904,349	600,000	600,000	904,349	600,000	600,000	904,349	600,000	600,000	904,349	3,600,000	3,523,000
0000032 - Future Street Reconstruction	3,486,806	700,000	6,000	4,180,806	500,000	-	4,680,806	700,000	-	5,380,806	700,000	-	6,080,806	700,000	-	6,780,806	700,000	-	7,480,806	4,000,000	6,000
0000033 - East Deer Park Drive - Street Rehab	495,000	-	250,000	245,000	-	170,000	75,000	-	-	75,000	-	-	75,000	-	-	75,000	-	-	75,000	-	420,000
0000034 - QOB Street Rehab - Diamond Dr to First Field Rd	2,268,591	-	1,058	2,267,533	-	166,440	2,101,093	250,000	2,340,000	11,093	-	-	11,093	-	-	11,093	-	-	11,093	250,000	2,507,498
0000035 - Saybrooke View Dr - Street Rehab	220,000	6,000	220,000	6,000	-	-	6,000	-	-	6,000	-	-	6,000	-	-	6,000	-	-	6,000	6,000	220,000
0000036 - Operational Analysis of 7 Roundabouts	50,000	30,000	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	80,000
0000037 - N. Summit Ave and Brookes Ave - Signal Recon	250,000	12,750	22,746	240,004	10,000	250,000	4	-	-	4	-	-	4	-	-	4	-	-	4	22,750	272,746
0000038 - Future Signal Reconstruction	542,940	100,000	-	642,940	-	-	642,940	-	10,000	632,940	200,000	260,000	572,940	200,000	260,000	512,940	200,000	260,000	452,940	700,000	790,000
0000039 - E. Diamond Ave and Chestnut St - Signal Recon	10,000	-	-	10,000	50,000	25,000	35,000	225,000	250,000	10,000	-	-	10,000	-	-	10,000	-	-	10,000	275,000	275,000
0000040 - Study on Traffic Signal Effectiveness	60,000	-	59,189	811	-	-	811	-	-	811	-	-	811	-	-	811	-	-	811	-	59,189
0000041 - Pilot Bike Share Program	267,080	-	-	267,080	30,000	30,000	267,080	-	-	267,080	-	-	267,080	-	-	267,080	-	-	267,080	30,000	30,000
0000042 - Annual Long Span Bridges Program	282,540	-	53,040	229,500	-	-	229,500	-	55,000	174,500	-	-	174,500	-	60,000	114,500	-	-	114,500	-	168,040
0000043 - Annual Bridges Culverts and Special Structures Program	252,000	-	252,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	252,000
0000044 - Blohm Park - Pedestrian Bridge	46,000	-	46,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	46,000
0000045 - Future Bridges & Culverts Projects	603,871	1,094,935	-	1,698,806	-	-	1,698,806	800,000	-	2,498,806	800,000	-	3,298,806	800,000	-	4,098,806	-	-	4,098,806	3,494,935	-
0000115 - Kentlands Blvd - Crosswalk Modifications	-	95,000	-	95,000	-	-	95,000	-	41,000	54,000	-	-	54,000	-	-	54,000	-	-	54,000	95,000	41,000
0000129 - Market Square Concept Lighting	34,285	-	33,630	655	-	-	655	-	-	655	-	-	655	-	-	655	-	-	655	-	33,630
0000130 - NIST Pathway	4,310	-	-	4,310	-	-	4,310	-	-	4,310	-	-	4,310	-	-	4,310	-	-	4,310	-	-
0000131 - Pedestrian Path over Great Seneca Highway	23,950	-	14,235	9,715	400,000	400,000	9,715	2,100,000	2,100,000	9,715	2,100,000	2,100,000	9,715	-	-	9,715	-	-	9,715	4,600,000	4,614,235
IN999 - Inspiration Lake Dock Replacement	-	-	-	-	75,000	75,000	-	-	-	-	-	-	-	-	-	-	-	-	-	75,000	75,000
IN999 - Park - Russell Alley Reconstruction	-	-	-	-	110,000	110,000	-	-	-	-	-	-	-	-	-	-	-	-	-	110,000	110,000
IN999 - Diamond Drive Culvert Maintenance Repair Project	-	12,500	12,500	-	320,000	320,000	-	-	-	-	-	-	-	-	-	-	-	-	-	332,500	332,500
IN999 - Bureau Drive Culvert Maintenance Repair	-	12,500	12,500	-	-	-	-	240,000	240,000	-	-	-	-	-	-	-	-	-	-	252,500	252,500
IN999 - Victory Farm Drive Culvert Maintenance Project	-	12,500	12,500	-	-	-	-	-	-	-	150,000	150,000	-	-	-	-	-	-	-	162,500	162,500

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FY20 Budget

	FY19				FY20			FY21			FY22			FY23			FY24			Total All Years	
	Beg Balance	Projected Revenue	Projected Expend	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Total Rev	Expend
Infrastructure																					
IN999 - Upshire Cir. Culvert Maintenance Repair Project	-	12,500	12,500	-	-	-	-	-	-	-	40,000	40,000	-	-	-	-	-	-	-	52,500	52,500
IN999 - ZC53CPR-Tschiffely Square Culvert Maintenance Repair Project	-	-	-	-	15,000	15,000	-	85,000	85,000	-	-	-	-	-	-	-	-	-	-	100,000	100,000
IN999 - ZC22CPR-Tschiffely Square Road Culvert Maintenance Repair	-	-	-	-	30,000	30,000	-	150,000	150,000	-	-	-	-	-	-	-	-	-	-	180,000	180,000
Infrastructure Fund Total	**13,680,177**	**3,768,174**	**3,217,854**	**14,230,496**	**3,070,000**	**3,236,440**	**14,064,056**	**6,440,000**	**7,651,000**	**12,853,056**	**9,660,000**	**8,195,000**	**14,318,056**	**4,375,000**	**3,515,000**	**15,178,056**	**5,700,000**	**5,845,000**	**15,033,056**	**33,013,174**	**31,660,294**
Facilities																					
0000046 - City Hall Facility Assessment	13,672	-	13,672	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,672
0000047 - City Hall - Exterior Marquee Sign	98,000	25,000	10,000	113,000	-	108,000	5,000	-	-	5,000	-	-	5,000	-	-	5,000	-	-	5,000	25,000	118,000
0000048 - Future City Hall Projects	1,162,940	207,042	-	1,369,982	200,000	-	1,569,982	200,000	250,000	1,519,982	200,000	800,000	919,982	200,000	800,000	319,982	200,000	-	519,982	1,207,042	1,850,000
0000049 - Public Works - Fuel Facility	600,000	-	30,000	570,000	-	50,000	520,000	-	520,000	-	-	-	-	-	-	-	-	-	-	-	600,000
0000050 - Public Works - Facility Assessment	85,000	-	40,464	44,536	-	10,116	34,420	-	-	34,420	-	-	34,420	-	-	34,420	-	-	34,420	-	50,580
0000051 - Public Works - Vehicle Wash System	469,400		-	469,400		467,275	2,125		-	2,125		-	2,125		-	2,125		-	2,125		467,275
0000052 - Public Works - Server Room	214,493		214,493	-		-	-		-	-		-	-		-	-		-	-		214,493
0000053 - Future PW Facility Projects	662,772	1,090,431	-	1,753,203	875,000	-	2,628,203	875,000	-	3,503,203	875,000	200,000	4,178,203	875,000	-	5,053,203	875,000	3,300,000	2,628,203	5,465,431	3,500,000
0000054 - Olde Towne Parking Garage - 3 Elevator Upgrades	187,000	-	-	187,000	-	-	187,000	950,000	112,000	1,025,000	-	950,000	75,000	-	-	75,000	-	-	75,000	950,000	1,062,000
0000055 - Public Works - Upgrade Generator	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	55,000	45,000	800,000	750,000	95,000	900,000	805,000
0000057 - Public Works - Existing Salt Bldg. Structural Repairs	106,000	-	20,000	86,000	-	-	86,000	-	-	86,000	-	-	86,000	-	-	86,000	-	-	86,000	-	20,000
0000058 - Annual Facility Restoration Projects	19,438	-	19,438	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	19,438
0000059 - Utility Assessment	157,435	45,000	-	202,435	-	30,000	172,435	-	165,000	7,435	-	-	7,435	-	-	7,435	-	-	7,435	45,000	195,000
0000116 - Activity Center - Facility Assessment	-	42,500	26,750	15,750	-	-	15,750	-	-	15,750	-	-	15,750	-	-	15,750	-	-	15,750	42,500	26,750
0000117 - Casey Community Center Facility - Assessment	-	-	-	-	-	-	-	42,500	42,500	-	-	-	-	-	-	-	-	-	-	42,500	42,500
0000118 - City Parking Lot - Pavement Assessment	-	-	-	-	-	-	-	12,000	12,000	-	-	-	-	-	-	-	-	-	-	12,000	12,000
0000119 - DPW Sand Filter Outfall Replacement	-	50,000	25,000	25,000	-	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000
FP999 - City Hall Historic Wood Siding Replacement	-	-	-	-	-	-	-	10,000	10,000	-	35,000	35,000	-	290,000	290,000	-	-	-	-	335,000	335,000
Facilities Fund Total	**3,776,151**	**1,459,973**	**399,817**	**4,836,306**	**1,075,000**	**690,391**	**5,220,915**	**2,089,500**	**1,111,500**	**6,198,915**	**1,110,000**	**1,985,000**	**5,323,915**	**1,465,000**	**1,145,000**	**5,643,915**	**1,875,000**	**4,050,000**	**3,468,915**	**9,074,473**	**9,381,708**
Parks																					
0000060 - Water Park - Slide Replacement	800,000	400,000	1,093,326	106,674	-	-	106,674	-	-	106,674	-	-	106,674	-	-	106,674	-	-	106,674	400,000	1,093,326
0000061 - Activity Center - Roof Replacement	928,838	-	-	928,838	-	-	928,838	50,000	105,000	873,838	76,500	950,000	338	-	-	338	-	-	338	126,500	1,055,000
0000062 - Water Park - Filtration, Motors & Pumps	-	-	-	-	100,000	10,000	90,000	580,000	670,000	-	-	-	-	-	-	-	-	-	-	680,000	680,000
0000063 - Future Bohrer Park at Summit Hall Projects	-	50,000		50,000	50,000		100,000	50,000		150,000	48,500		198,500	50,000		248,500	50,000		298,500	298,500	

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	FY19				FY20			FY21			FY22			FY23			FY24			Total All Years	
	Beg Balance	Projected Revenue	Projected Expend	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Total Rev	Expend
Parks																					
0000064 - Train Station & Museum - Roof Repair	56,935	300,000	149,000	207,935	-	27,000	180,935	-	-	180,935	-	-	180,935	-	-	180,935	-	-	180,935	300,000	176,000
0000065 - Arts Barn - Repointing Construction	125,400	-	-	125,400	-	125,400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125,400
0000066 - Arts Barn - Roof Replacement Construction	300,001	-	-	300,001	-	170,713	129,288	-	-	129,288	-	-	129,288	-	-	129,288	-	-	129,288	-	170,713
0000067 - Activity Center - Upgrade Generator	-	-	-	-	-	-	-	-	-	-	-	-	-	150,000	75,000	75,000	500,000	575,000	-	650,000	650,000
0000068 - Sound Study Enhancements for RPYC, OTYC and AC Main Gym	-	-	-	-	50,000	25,000	25,000	185,000	190,000	20,000	-	-	20,000	-	-	20,000	-	-	20,000	235,000	215,000
0000069 - Green Park - Tennis Court Rehabilitation	60,000	-	60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000
0000070 - Kelley Park - Tennis Courts Rehabilitation	60,000	-	-	60,000	-	-	60,000	-	-	60,000	-	-	60,000	-	60,000	-	-	-	-	-	60,000
0000071 - Robertson Park - Field Lighting Improvements (3 Fields)	80,657	-	-	80,657	-	-	80,657	925,000	975,000	30,657	-	-	30,657	-	-	30,657	-	-	30,657	925,000	975,000
0000072 - Kelley Park Field # 2 - Field Lighting Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	375,000	375,000	-	-	-	-	375,000	375,000
0000073 - Diamond Farms Park - Tennis & Basketball Court Rehab	125,000	-	125,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125,000
0000074 - Morris Park Walker Field - Field Lighting Improvements	345,000	-	341,931	3,069	-	-	3,069	-	-	3,069	-	-	3,069	-	-	3,069	-	-	3,069	-	341,931
0000075 - Future Renovation of Existing Parks Projects	20,000	1,140,997	-	1,160,997	-	264,000	896,997	300,000	-	1,196,997	300,000	-	1,496,997	300,000	-	1,796,997	-	-	1,796,997	2,040,997	264,000
0000076 - Kentlands Mansion - Side Garden Landscaping	130,499	-	130,499	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	130,499
0000077 - Kentlands Mansion - Facility Needs Assessment	33,914	-	33,914	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33,914
0000078 - Future Kentlands Mansion Projects	590,513	200,000	790,513	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000	790,513
0000079 - Future Benjamin Gaither Center Projects	106,445	-	-	106,445	-	-	106,445	-	-	106,445	-	50,000	56,445	-	-	56,445	-	-	56,445	-	50,000
0000080 - Future Train Station & Museum Complex Projects	177,345	-	177,345	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	177,345
0000081 - Arts Barn - Boiler/Chiller/ Controls Replacement	330,766	-	-	330,766	350,000	650,711	30,055	-	-	30,055	-	-	30,055	-	-	30,055	-	-	30,055	350,000	650,711
0000082 - Robertson Park Field #3 - Synthetic Turf Installation	85,793	965,000	100,000	950,793	-	950,000	793	-	-	793	-	-	793	-	-	793	-	-	793	965,000	1,050,000
0000120 - Casey Community Center - Electronic Sign	-	-	-	-	-	-	-	-	-	-	98,000	98,000	-	-	-	-	-	-	-	98,000	98,000
0000121 - Community Museum - HVAC and Storage Enclosure	-	30,000	20,000	10,000	-	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	30,000
0000122 - Diamond Farms Park Court #3 - New Lighting	-	-	-	-	-	-	-	55,500	55,500	-	-	-	-	-	-	-	-	-	-	55,500	55,500
0000123 - Gymnasium Partition Replacement - Activity Center	-	185,000	-	185,000	-	40,000	145,000	-	145,000	-	-	-	-	-	-	-	-	-	-	185,000	185,000
0000124 - Kentlands Mansion - Permanent Porch Enclosure	-	-	-	-	-	-	-	100,000	65,000	35,000	625,000	636,000	24,000	-	-	24,000	-	-	24,000	725,000	701,000
0000125 - Observatory Park - Modifications and Telescope Study	-	-	-	-	50,000	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000
0000126 - Washingtonian Woods Park - Path Replacement	-	-	-	-	264,000	264,000	-	-	-	-	-	-	-	-	-	-	-	-	-	264,000	264,000

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	Beg Balance	Projected Revenue	Projected Expend	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Total Rev	Expend
Parks																					
0000133 - Malcolm King Park - Tennis and Basketball Courts	80,000	-	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	80,000
0000134 - Morris Park - Tennis Court	75,000	-	75,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,000
PK999 - Olde Towne Plaza Museum Complex -Public Restroom Needs Study	-	-	-	-	-	-	-	30,000	30,000	-	-	-	-	-	-	-	-	-	-	30,000	30,000
PK999 - Griffith Park - Tennis Court Lighting	-	-	-	-	-	-	-	100,000	100,000	-	-	-	-	-	-	-	-	-	-	100,000	100,000
Parks Fund Total	**4,512,107**	**3,270,997**	**3,176,531**	**4,606,573**	**864,000**	**2,586,824**	**2,883,749**	**2,375,500**	**2,335,500**	**2,923,749**	**1,148,000**	**1,734,000**	**2,337,749**	**875,000**	**510,000**	**2,702,749**	**550,000**	**575,000**	**2,677,749**	**9,083,497**	**10,917,855**
Technology																					
0000083 - IT - Network Infrastructure Improvements	97,613	-	-	97,613	-	23,000	74,613	-	-	74,613	-	-	74,613	-	-	74,613	-	-	74,613	-	23,000
0000084 - City - Facility Cameras System	51,465	-	10,660	40,805	-	-	40,805	-	20,000	20,805	-	20,000	805	-	-	805	-	-	805	-	50,660
0000085 - City - 16 S. Summit Ave. Network Configuration	50,000	-	-	50,000	50,000	-	100,000	-	95,000	5,000	-	-	5,000	-	-	5,000	-	-	5,000	50,000	95,000
0000086 - City - Facility Access Security Improvements	69,523	-	-	69,523	-	25,000	44,523	-	-	44,523	-	20,000	24,523	-	-	24,523	-	-	24,523	-	45,000
0000087 - City - Intranet Web Replacement	500	-	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500
0000088 - IT- Remote Data Center	30,000	-	-	30,000	-	-	30,000	-	-	30,000	-	30,000	-	-	-	-	-	-	-	-	30,000
0000089 - PW - Energy Management System	50,000	-	22,000	28,000	-	-	28,000	-	-	28,000	-	-	28,000	-	-	28,000	-	-	28,000	-	22,000
0000090 - IT - Security Assessment / Testing	75,000	-	75,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,000
0000091 - Police - Body Camera Implementation	44,910	-	19,800	25,110	-	-	25,110	-	-	25,110	-	-	25,110	-	-	25,110	-	-	25,110	-	19,800
0000092 - Police - Criminal Intelligence System	200,000	-	29,800	170,200	-	-	170,200	-	-	170,200	-	-	170,200	-	-	170,200	-	-	170,200	-	29,800
0000093 - City - Field Asset & Work Order System	200,000	-	171,000	29,000	-	-	29,000	-	-	29,000	-	-	29,000	-	-	29,000	-	-	29,000	-	171,000
0000094 - Police - Public Safety Surveillance Cameras	100,000	-	-	100,000	-	-	100,000	-	-	100,000	-	100,000	-	-	-	-	-	-	-	-	100,000
0000095 - City - Parking Garage Technology Improvements	51,019	50,000	-	101,019	-	-	101,019	-	-	101,019	-	100,000	1,019	-	-	1,019	-	-	1,019	50,000	100,000
0000096 - City - Radio System Upgrades	50,000	-	-	50,000	75,000	88,000	37,000	50,000	70,000	17,000	-	-	17,000	-	-	17,000	-	-	17,000	125,000	158,000
0000097 - IT- Data Backup System	30,000	-	25,000	5,000	-	-	5,000	25,000	25,000	5,000	-	-	5,000	-	-	5,000	-	-	5,000	25,000	50,000
0000098 - City - Shared Server Storage	-	20,000	-	20,000	20,000	35,000	5,000	20,000	-	25,000	25,000	50,000	-	-	-	-	-	-	-	85,000	85,000
0000099 - City - City Hall Grounds Cameras & Network	-	50,000	-	50,000	-	-	50,000	-	-	50,000	-	50,000	-	-	-	-	-	-	-	50,000	50,000
0000100 - City - Wide-Area Network Enhancements	187,000	50,000	-	237,000	85,000	-	322,000	85,000	200,000	207,000	-	200,000	7,000	-	-	7,000	-	-	7,000	220,000	400,000
0000101 - City - 16 S. Summit Ave. Training/Conference Rooms	-	-	-	-	-	-	-	-	-	-	35,000	35,000	-	-	-	-	-	-	-	35,000	35,000
0000102 - PW - Facility Management System	24,056		7,482	16,574		-	16,574		-	16,574		-	16,574		-	16,574		-	16,574		7,482
0000103 - City - Time & Attendence System Improvements	21,540		21,540	-		-	-		-	-		-	-		-	-		-	-		21,540

Appendix

CIP Project Summary

FY20 Budget

	FY19				FY20			FY21			FY22			FY23			FY24			Total All Years	
	Beg Balance	Projected Revenue	Projected Expend	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Revenue Budget	Expend Budget	Ending Balance	Total Rev	Expend
Technology																					
0000104 - City - Phone System Replacement	15,726		-	15,726		-	15,726		-	15,726		-	15,726		-	15,726		-	15,726		-
0000105 - City - Budget Software	62,322		34,338	27,984		-	27,984		-	27,984		-	27,984		-	27,984		-	27,984		34,338
0000106 - Future Technology Projects	15,000	22,040		37,040	235,000		272,040	300,000		572,040	300,000		872,040	300,000		1,172,040	300,000		1,472,040	1,457,040	
IT999 - Fuel Management System Upgrade	-	-	-	-	65,000	65,000	-	-	-	-	-	-	-	-	-	-	-	-	-	65,000	65,000
Technology Fund Total	**1,425,673**	**192,040**	**417,120**	**1,200,594**	**530,000**	**236,000**	**1,494,594**	**480,000**	**410,000**	**1,564,594**	**360,000**	**605,000**	**1,319,594**	**300,000**	**-**	**1,619,594**	**300,000**	**0**	**1,919,594**	**2,162,040**	**1,668,120**
Art in Public Places																					
0000107 - Olde Towne - Art Project	93,000	100,000	5,000	188,000	220,000	305,000	103,000	180,000	165,000	118,000	-	30,000	88,000	-	-	88,000	-	-	88,000	500,000	505,000
0000108 - Diamond Farms Skate Spot - Art Project	2,000	4,000	2,000	4,000	2,000	4,000	2,000	-	-	2,000	-	-	2,000	-	-	2,000	-	-	2,000	6,000	6,000
0000109 - Constitution Gardens - Art Project	3,000	-	3,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000
0000110 - Observatory Park Armillary Sundial - Art Project	8,000	4,300	4,100	8,200	8,000	8,200	8,000	-	-	8,000	-	-	8,000	-	-	8,000	-	-	8,000	12,300	12,300
0000111 - Park Trail Markers - Art Project	40,000	-	-	40,000	-	-	40,000	-	10,000	30,000	-	20,000	10,000	10,000	20,000	-	-	-	-	10,000	50,000
0000112 - Developer Sponsored City Art Projects	18,000	-	-	18,000	-	-	18,000	-	-	18,000	-	-	18,000	-	-	18,000	-	-	18,000	-	-
0000113 - Future Art in Public Places	45,661	3,000	-	48,661	-	-	48,661	-	-	48,661	-	-	48,661	-	-	48,661	-	-	48,661	3,000	-
0000127 - 16 S. Summit Ave Building - Art Project	-	2,000	-	2,000	5,000	5,000	2,000	80,000	10,000	72,000	38,000	110,000	-	-	-	-	-	-	-	125,000	125,000
0000128 - City Event Banners - Art Project	-	70,000	2,000	68,000	-	68,000	-	-	-	-	-	-	-	-	-	-	-	-	-	70,000	70,000
Art in Public Places Fund Total	**209,661**	**183,300**	**16,100**	**376,861**	**235,000**	**390,200**	**221,661**	**260,000**	**185,000**	**296,661**	**38,000**	**160,000**	**174,661**	**10,000**	**20,000**	**164,661**	**0**	**0**	**164,661**	**726,300**	**771,300**
Total Capital Improvements	**51,440,726**	**15,264,019**	**10,628,984**	**56,075,763**	**8,964,000**	**27,549,322**	**37,490,441**	**13,345,000**	**18,181,541**	**32,653,900**	**12,816,000**	**15,319,666**	**30,150,234**	**7,525,000**	**5,980,000**	**31,695,234**	**8,925,000**	**11,020,000**	**29,600,234**	**66,839,019**	**88,679,513**

Appendix
CIP Project Detail
FY20 Budget

Project 0000001 - Frederick Ave - Demolition

Fund 302 - General Capital

Project Manager Melanie Brown

Project Description

Project Location: 303 - 307 S. Frederick Ave.

Project Description: These three residential structures are to be demolished and the parcels will be held for future redevelopment. Demolition of the 305 building was completed in FY18. The demolition of 303 & 307 S. Frederick Ave. will be completed in FY20.

Operating Budget Impacts

This project will have minor operating budget impacts including future mowing and property tax since the property is being held for future redevelopment.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	38,000	10,000	-	-	-	-	48,000
499100 - Transfer In - From CIP	315,000	-	-	-	-	-	-	315,000
Total Revenues and Sources of Funds	315,000	38,000	10,000	-	-	-	-	363,000
Expenditures and Uses of Funds								
536000 - Miscellaneous Professional Services	3,564	-	-	-	-	-	-	3,564
590000 - Land	314,229	-	-	-	-	-	-	314,229
591100 - Construction	14,400	-	70,955	-	-	-	-	85,355
Total Expenditures and Uses of Funds	332,193	-	70,955	-	-	-	-	403,148
Net Change in Fund Balance	(17,193)	38,000	(60,955)	-	-	-	-	(40,148)
Beginning Fund Balance	45,000	-	-	-	-	-	-	45,000
Projected Fund Balance	**27,807**	**65,807**	**4,852**	**4,852**	**4,852**	**4,852**	**4,852**	**4,852**

Appendix
CIP Project Detail
FY20 Budget

Project	0000002 - Future Property Acquisition and Disposition	**Fund**	302 - General Capital
		Project Manager	Dennis Enslinger

Project Description

Project Location: Citywide

Project Description: The City of Gaithersburg has not traditionally issued bonds for capital improvement projects. Instead, it has set aside funding to allow the City to operate under a pay-as-you-go method. This project establishes funding in future years to meet its future property acquisition under this philosophy. This also allows the City to take up opportunities when they become available which is not always related to the budget timeline. When specific projects are identified, funds and expenditures will be transferred to a new project.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds	315,000	-	-	-	-	-	-	315,000
Total Expenditures and Uses of Funds	315,000	-	-	-	-	-	-	315,000
Net Change in Fund Balance	(315,000)	-	-	-	-	-	-	(315,000)
Beginning Fund Balance	1,177,487	-	-	-	-	-	-	1,177,487
Projected Fund Balance	**862,487**	**862,487**	**862,487**	**862,487**	**862,487**	**862,487**	**862,487**	**862,487**

Appendix
CIP Project Detail
FY20 Budget

Project 0000003 - Forest Oak Cemetery

Fund 302 - General Capital

Project Manager Kevin Etters

Project Description

Project Location: 400 N. Frederick Ave.

Project Description: This project will remove the existing gateway fence and landscape at the Forest Oak Cemetery. A new gateway fence, archway, entrance sign, and landscape will be constructed and installed. The project was completed in FY19.

Operating Budget Impacts

The City will have additional maintenance requirements for the section abutting the N. Frederick Ave. right-of-way which will result in an increase in the operating budget. Landscaping of new plantings and general maintenance of the brick wall/pillars and metal archway over the life of the structure will be required.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	82,000	-	-	-	-	-	-	82,000
499100 - Transfer In - From CIP	50,733	1,535	-	-	-	-	-	52,268
Total Revenues and Sources of Funds	132,733	1,535	-	-	-	-	-	134,268
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	4,330	-	-	-	-	-	-	4,330
591100 - Construction	93,361	134,175	-	-	-	-	-	227,536
Total Expenditures and Uses of Funds	97,691	134,175	-	-	-	-	-	231,866
Net Change in Fund Balance	35,042	(132,640)	-	-	-	-	-	(97,598)
Beginning Fund Balance	97,598	-	-	-	-	-	-	97,598
Projected Fund Balance	**132,640**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000004 - Olde Towne Plaza

Fund 302 - General Capital

Project Manager Thomas Lonergan

Project Description

Project Location: Olde Towne Park Plaza, 1 S. Summit Ave.

Project Description: This project involves the redevelopment and enhancement with additional plaza space and an interactive fountain. Additional improvements include the removal of the old plaza and streetscape hardscape components and the replacement of pavers, concrete curb and gutter, asphalt, stormwater management infiltration areas, storm drain, landscaping, lighting, and site furnishings. Work was completed in FY18.

Operating Budget Impacts

The City will have additional maintenance because of new features such as the interactive fountain.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	100,000	-	-	-	-	-	-	100,000
499100 - Transfer In - From CIP	500,000	-	-	-	-	-	-	500,000
Total Revenues and Sources of Funds	600,000	-	-	-	-	-	-	600,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	22,041	-	-	-	-	-	-	22,041
591100 - Construction	1,577,161	103,215	-	-	-	-	-	1,680,376
Total Expenditures and Uses of Funds	1,599,201	103,215	-	-	-	-	-	1,702,416
Net Change in Fund Balance	(999,201)	(103,215)	-	-	-	-	-	(1,102,416)
Beginning Fund Balance	1,157,728	-	-	-	-	-	-	1,157,728
Projected Fund Balance	**158,527**	**55,312**	**55,312**	**55,312**	**55,312**	**55,312**	**55,312**	**55,312**

Appendix
CIP Project Detail
FY20 Budget

Project 0000005 - Contingency

Fund 302 - General Capital

Project Manager Dennis Enslinger

Project Description

Project Location: Citywide

Project Description: This project supports funding for small capital projects identified during the fiscal year that were unanticipated during the budget process and provides contingency funding for other CIP projects in the case of cost overages or changes in scope. Typically, project costs are charged to the related project and funding is transferred from this CIP to assist the under funded project.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	275,000	200,000	150,000	300,000	300,000	300,000	300,000	1,825,000
499100 - Transfer In - From CIP		1,550,000	-	-	-	-	-	1,550,000
Total Revenues and Sources of Funds	275,000	1,750,000	150,000	300,000	300,000	300,000	300,000	3,375,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	1,768	-	-	-	-	-	-	1,768
560000 - Miscellaneous	(757)	-	-	-	-	-	-	(757)
589000 - Transfer to Other Funds	1,139,813	96,933	2,020,000	300,000	300,000	300,000	300,000	4,456,746
591100 - Construction	58,378	-	-	-	-	-	-	58,378
Total Expenditures and Uses of Funds	1,199,202	96,933	2,020,000	300,000	300,000	300,000	300,000	4,516,135
Net Change in Fund Balance	(924,202)	1,653,067	(1,870,000)	-	-	-	-	(1,141,135)
Beginning Fund Balance	2,411,916	-	-	-	-	-	-	2,411,916
Projected Fund Balance	**1,487,714**	**3,140,781**	**1,270,781**	**1,270,781**	**1,270,781**	**1,270,781**	**1,270,781**	**1,270,781**

Appendix
CIP Project Detail
FY20 Budget

Project 0000006 - Future Edison Park Dr Project

Fund 302 - General Capital

Project Manager TBD

Project Description

Project Location: 51 Edison Park Drive

Project Description: The City originally acquired this parcel for the construction of an indoor aquatic center. The City decided not to move forward with the project. Development and/or disposition of this site is pending future Mayor and City Council direction. This site was acquired with Project Open Space funding so there are restrictions on its use and disposition.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance	1,000,000	-	-	-	-	-	-	1,000,000
Projected Fund Balance	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000007 - Gaithersburg Police Station

Fund 302 - General Capital

Project Manager Ron Kaczmarek

Project Description

Project Location: 16 South Summit Ave.

Project Description: Conversion of a 3-story office building purchased by the City to be repurposed into a new police station. Design will be completed in FY19 with construction starting in FY20 and ending in late FY21 or early FY22. It is anticipated that the building will be occupied in late FY21 or early FY22.

Operating Budget Impacts

The City will have additional annual maintenance costs related to the renovation of this building.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
434100 - State Grant - Miscellaneous		-	1,000,000	1,000,000	-	-	-	2,000,000
499000 - Transfer In - From General Fund	2,300,000	340,000	-	-	-	-	-	2,640,000
499100 - Transfer In - From CIP	230,543	950,000	-	-	-	-	-	1,180,543
Total Revenues and Sources of Funds	2,530,543	1,290,000	1,000,000	1,000,000	-	-	-	5,820,543
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	558,047	125,382	410,477	9,135	2,637	-	-	1,105,678
536000 - Miscellaneous Professional Services		-	75,000	-	-	-	-	75,000
591100 - Construction		-	13,120,000	1,080,000	-	-	-	14,200,000
595000 - Furniture & Equipment		-	-	525,000	-	-	-	525,000
595060 - Machinery & Equipment		-	775,000	-	-	-	-	775,000
Total Expenditures and Uses of Funds	558,047	125,382	14,380,477	1,614,135	2,637	-	-	16,680,678
Net Change in Fund Balance	1,972,496	1,164,618	(13,380,477)	(614,135)	(2,637)	-	-	(10,860,135)
Beginning Fund Balance	11,139,468	-	-	-	-	-	-	11,139,468
Projected Fund Balance	**13,111,964**	**14,276,582**	**896,105**	**281,970**	**279,333**	**279,333**	**279,333**	**279,333**

Appendix
CIP Project Detail
FY20 Budget

Project 0000008 - Crown Farm Historic Park

Fund 302 - General Capital

Project Manager Melanie Brown

Project Description

Project Location: Crown Farm Park, 403 Decoverly Drive

Project Description: The City will acquire this public park site from the developers of the Crown Neighborhood. This project will support its development as a park and rehabilitate several historic farm buildings located on the site. The project will be done in three phases and is anticipated to start in FY20 and be completed in FY22. This schedule is dependent on taking ownership of the park parcel from the developer of Crown Farm.

Operating Budget Impacts

There will be additional annual operating costs such as mowing and operational upkeep associated with this park since it will be a new asset.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	70,000	-	-	-	70,000
591100 - Construction		-	50,000	180,000	230,000	240,000	-	700,000
Total Expenditures and Uses of Funds		-	50,000	250,000	230,000	240,000	-	770,000
Net Change in Fund Balance	-	-	(50,000)	(250,000)	(230,000)	(240,000)	-	(770,000)
Beginning Fund Balance	2,543,561	-	-	-	-	-	-	2,543,561
Projected Fund Balance	**2,543,561**	**2,543,561**	**2,493,561**	**2,243,561**	**2,013,561**	**1,773,561**	**1,773,561**	**1,773,561**

Appendix
CIP Project Detail
FY20 Budget

Project 0000009 - Future Energy Efficiency and Conservation Projects

Fund 302 - General Capital

Project Manager Ron Kaczmarek

Project Description

Project Location: Various City facilities

Project Description: The City of Gaithersburg has not traditionally issued bonds for capital improvement projects. Instead, it has set aside funding to allow the City to operate under a pay-as-you-go method. This project establishes funding in future years to address energy efficiency and conservation projects under this philosophy. When specific projects are identified, funds and expenditures will be transferred to a new project.

Using a Maryland State Energy grant, the City conducted an energy assessment of our facilities that serve low income families in FY18 (paid for out of this fund). This assessment was completed in FY19 and identified a number of energy conservation projects that have been prioritize for these facilities. FY19 funding has been moved to FY21 and will be transferred to a specific project once the scope of a specific project is finalized.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	300,000	300,000	-	200,000	200,000	200,000	200,000	1,400,000
Total Revenues and Sources of Funds	300,000	300,000	-	200,000	200,000	200,000	200,000	1,400,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	50,000	50,000	50,000	50,000	200,000
591100 - Construction		-	-	200,000	200,000	200,000	200,000	800,000
Total Expenditures and Uses of Funds		-	-	250,000	250,000	250,000	250,000	1,000,000
Net Change in Fund Balance	300,000	300,000	-	(50,000)	(50,000)	(50,000)	(50,000)	400,000
Beginning Fund Balance	253,056	-	-	-	-	-	-	253,056
Projected Fund Balance	**553,056**	**853,056**	**853,056**	**803,056**	**753,056**	**703,056**	**653,056**	**653,056**

Appendix
CIP Project Detail
FY20 Budget

Project 0000010 - Discovery Park - MedImmune

Fund 302 - General Capital

Project Manager Melanie Brown

Project Description

Project Location: Discovery Park, 601 Orchard Ridge Drive

Project Description: The City acquired this parcel in 2010 for a new public park. Although the main focus of the park will be passive in nature, there will be additional amenities constructed as part of the improvements. Currently, the plan calls for several small picnic areas, pathways and a small nature play area. The design phase will be completed in FY19. Construction to start and finish in FY20.

Operating Budget Impacts

This project will have additional annual operating costs such as mowing and playground upkeep once it is completed with the addition of the new park amenities.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	150,000	-	-	-	-	150,000
Total Revenues and Sources of Funds		-	150,000	-	-	-	-	150,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	85,543	46,346	19,890	-	-	-	-	151,779
591100 - Construction	(7,967)	100,000	1,370,000	-	-	-	-	1,462,033
Total Expenditures and Uses of Funds	77,576	146,346	1,389,890	-	-	-	-	1,613,813
Net Change in Fund Balance	(77,576)	(146,346)	(1,239,890)	-	-	-	-	(1,463,813)
Beginning Fund Balance	1,469,495	-	-	-	-	-	-	1,469,495
Projected Fund Balance	**1,391,919**	**1,245,573**	**5,682**	**5,682**	**5,682**	**5,682**	**5,682**	**5,682**

Appendix
CIP Project Detail
FY20 Budget

Project 0000011 - CPSC Park

Fund 302 - General Capital

Project Manager Sunil Prithviraj

Project Description

Project Location: 10901 Darnestown Road

Project Description: The City acquired the former Consumer Products Safety Commission parcel from the Federal Government for the purpose of constructing a new park. Construction includes major improvements such as walking paths, recreation areas, and allocation of space for future recreation facilities. Additional funding was added to FY19. Design will continue through FY20 with construction scheduled for FY21 and FY22. This project is being funded with Program Open Space (POS) funding which requires a minimum 20% match and is subject to prevailing wage if the POS funding exceeds 50%, which is not expected.

Operating Budget Impacts

Once completed, this project will require additional operating funds including utilities, park maintenance and personnel to maintain and operate the new park.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
434000 - State Grant - Open Space		-	-	2,144,000	-	-	-	2,144,000
499000 - Transfer In - From General Fund	725,000	1,890,000	-	(2,144,000)	-	-	-	471,000
Total Revenues and Sources of Funds	725,000	1,890,000	-	-	-	-	-	2,615,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	225,903	280,000	120,000	40,000	40,000	-	-	705,903
589000 - Transfer to Other Funds		2,500,000	-	-	-	-	-	2,500,000
591100 - Construction		-	-	3,500,000	1,700,000	-	-	5,200,000
Total Expenditures and Uses of Funds	225,903	2,780,000	120,000	3,540,000	1,740,000	-	-	8,405,903
Net Change in Fund Balance	499,097	(890,000)	(120,000)	(3,540,000)	(1,740,000)	-	-	(5,790,903)
Beginning Fund Balance	6,018,132	-	-	-	-	-	-	6,018,132
Projected Fund Balance	**6,517,229**	**5,627,229**	**5,507,229**	**1,967,229**	**227,229**	**227,229**	**227,229**	**227,229**

Appendix
CIP Project Detail
FY20 Budget

Project 0000114 - Mayor and City Council Chambers

Fund 302 - General Capital

Project Manager Ron Kaczmarek

Project Description

Project Location: 16 S. Summit Ave.

Project Description: This project involves the relocation of the Mayor and City Council Chambers to 16 S. Summit Ave. from City Hall. This project is scheduled to coincide with the Gaithersburg Police Station with design completing in FY19 and construction beginning in FY20.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	1,120,000	-	-	-	-	-	1,120,000
499100 - Transfer In - From CIP	51,869	-	1,610,000	-	-	-	-	1,661,869
Total Revenues and Sources of Funds	51,869	1,120,000	1,610,000	-	-	-	-	2,781,869
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		15,511	15,475	316	-	-	-	31,302
536000 - Miscellaneous Professional Services	15,561	-	-	-	-	-	-	15,561
591100 - Construction		-	1,700,000	200,000	-	-	-	1,900,000
595000 - Furniture & Equipment		-	-	100,000	-	-	-	100,000
595060 - Machinery & Equipment		-	530,000	100,000	-	-	-	630,000
Total Expenditures and Uses of Funds	15,561	15,511	2,245,475	400,316	-	-	-	2,676,863
Net Change in Fund Balance	36,308	1,104,489	(635,475)	(400,316)	-	-	-	105,006
Beginning Fund Balance								
Projected Fund Balance	**36,308**	**1,140,797**	**505,322**	**105,006**	**105,006**	**105,006**	**105,006**	**105,006**

Appendix
CIP Project Detail
FY20 Budget

Project 0000132 - Rolling Stock Relocation

Fund 302 - General Capital

Project Manager Mark Kile

Project Description

Project Location: Adjacent to the Gaithersburg Community Museum, 9 S. Summit Ave.

Project Description: Relocation of the rolling stock (train car) from the old Fishman property to City of Gaithersburg property.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	70,000	-	-	-	-	70,000
499100 - Transfer In - From CIP	45,000	-	-	-	-	-	-	45,000
Total Revenues and Sources of Funds	45,000	-	70,000	-	-	-	-	115,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	31,253	-	-	-	-	-	-	31,253
Total Expenditures and Uses of Funds	31,253	-	-	-	-	-	-	31,253
Net Change in Fund Balance	13,748	-	70,000	-	-	-	-	83,748
Beginning Fund Balance								
Projected Fund Balance	**13,748**	**13,748**	**83,748**	**83,748**	**83,748**	**83,748**	**83,748**	**83,748**

Appendix
CIP New Project Detail
FY20 Budget

Project Olde Towne - Fiber Duct Bank Installation Project

Fund 302 - General Capital

Project Manager Guy Goodenough / Ron Kaczmarek

Project Description

Project Location: In the Olde Towne Area around the following City Facilities (City Hall, City Hall Concert Pavilion, 16 S. Summit Ave., and Olde Towne Parking Garage)

Project Description: This project consists of the installation of underground fiber duct bank to interconnect City Facilities that are not currently on the City's Network. The project will be designed in FY20 and constructed in FY21 and FY22.

Operating Budget Impacts

This would be considered a new asset; it will need to be added to the asset replacement calculations once it is completed.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	-	200,000	-	-	-	200,000
499100 - Transfer In - From CIP	-	-	200,000	-	-	-	-	200,000
Total Revenues and Sources of Funds	-	-	200,000	200,000	-	-	-	400,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	-	-	56,250	-	-	-	-	56,250
591100 - Construction	-	-	76,419	116,600	102,634	-	-	295,653
597500 - Construction Management	-	-	-	17,490	15,395	-	-	32,885
Total Expenditures and Uses of Funds	-	-	132,669	134,090	118,029	-	-	384,788
Net Change in Fund Balance	-	-	67,331	65,910	(118,029)	-	-	15,212
Beginning Fund Balance								
Projected Fund Balance	**-**	**-**	**67,331**	**133,241**	**15,212**	**15,212**	**15,212**	**15,212**

Appendix
CIP Project Detail
FY20 Budget

Project 0000012 - Annual Streetlight Program

Fund 303 - Infrastructure

Project Manager Michael Johnson

Project Description

Project Location: Citywide

Project Description: The City of Gaithersburg has not traditionally issued bonds for capital improvement projects. Instead, it has set aside funding to allow the City to operate under a pay-as-you-go method. This project establishes funding in future years to fund the Annual Streetlight Replacement Program under this philosophy. This is a program to install additional "infill" lighting in older communities to bring the lighting levels to the same level as those in newer communities. When specific projects are identified, funds and expenditures will be transferred to a new project.

Operating Budget Impacts

There will be additional operating budget impacts related to additional electrical charges. When possible LED light fixtures are used.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	114,683	125,000	125,000	125,000	125,000	125,000	-	739,683
499100 - Transfer In - From CIP		55,348	-	-	-	-	-	55,348
Total Revenues and Sources of Funds	114,683	180,348	125,000	125,000	125,000	125,000	-	795,031
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	35,000	35,000	35,000	35,000	35,000	175,000
591100 - Construction		64,836	100,000	100,000	100,000	100,000	100,000	564,836
Total Expenditures and Uses of Funds		64,836	135,000	135,000	135,000	135,000	135,000	739,836
Net Change in Fund Balance	114,683	115,512	(10,000)	(10,000)	(10,000)	(10,000)	(135,000)	55,195
Beginning Fund Balance	50,000	-	-	-	-	-	-	50,000
Projected Fund Balance	**164,683**	**280,195**	**270,195**	**260,195**	**250,195**	**240,195**	**105,195**	**105,195**

Appendix
CIP Project Detail
FY20 Budget

Project 0000013 - Olde Towne LED Conversion

Fund 303 - Infrastructure

Project Manager Michael Johnson

Project Description

Project Location: Olde Towne

Project Description: This an ongoing project for the conversion of HPS lights in Olde Towne to LED. FY19 funding will be utilized for the conversion of lights in 3 parking lots in Olde Towne. Future funding will support the conversion and installation of new lights along both Summit Ave. and E. Diamond Ave.

Operating Budget Impacts

Because the Olde Towne area is not on a separate metered system, the City will not see a decrease in electrical costs because of the PEPCO tariff for LED fixtures.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Total Revenues and Sources of Funds	-	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Expenditures and Uses of Funds								
591100 - Construction		75,000	50,000	50,000	50,000	50,000	50,000	325,000
Total Expenditures and Uses of Funds		75,000	50,000	50,000	50,000	50,000	50,000	325,000
Net Change in Fund Balance	-	(25,000)	-	-	-	-	-	(25,000)
Beginning Fund Balance	50,000	-	-	-	-	-	-	50,000
Projected Fund Balance	**50,000**	**25,000**	**25,000**	**25,000**	**25,000**	**25,000**	**25,000**	**25,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000014 - Relamping of City Lights

Fund 303 - Infrastructure

Project Manager Diane Archer

Project Description

Project Location: Citywide

Project Description: This is a program for the group re-lamping of all City maintained lights on a four-year cycle. This program includes replacing all light bulbs, washing and cleaning all luminaires, as well as general maintenance to replace any worn or missing parts.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	-	75,000	-	-	75,000
Total Revenues and Sources of Funds		-	-	-	75,000	-	-	75,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		-	-	-	75,000	-	-	75,000
Total Expenditures and Uses of Funds		-	-	-	75,000	-	-	75,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance	75,000	-	-	-	-	-	-	75,000
Projected Fund Balance	**75,000**	**75,000**	**75,000**	**75,000**	**75,000**	**75,000**	**75,000**	**75,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000015 - Dorsey Estates - Lighting

Fund 303 - Infrastructure

Project Manager Gizachew Tiruneh

Project Description

Project Location: Dorsey Estates Neighborhood

Project Description: This project is for removal of existing and outdated lighting equipment and replacement with a new metered LED lighting system. This project has been completed and will be closed. Any remaining amount will be transferred to annual streetlight program (Project no. 0000012).

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		55,348	-	-	-	-	-	55,348
591100 - Construction	81,763	7,632	-	-	-	-	-	89,395
Total Expenditures and Uses of Funds	81,763	62,980	-	-	-	-	-	144,743
Net Change in Fund Balance	(81,763)	(62,980)	-	-	-	-	-	(144,743)
Beginning Fund Balance	144,743	-	-	-	-	-	-	144,743
Projected Fund Balance	**62,980**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000016 - MidSummer Dr - Lighting

Fund 303 - Infrastructure

Project Manager Sandra Gross

Project Description

Project Location: MidSummer Drive

Project Description: This project was completed and will be closed with the remaining balance transferred to the Annual Streetlighting Program (Project no. 0000012). This is an infill project for the installation of 19 new composite poles and colonial-style fixtures along Midsummer Drive. Funding for this project was programmed in FY17 and construction will be completed in FY18.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
591100 - Construction	40,005	-	-	-	-	-	-	40,005
Total Expenditures and Uses of Funds	40,005	-	-	-	-	-	-	40,005
Net Change in Fund Balance	(40,005)	-	-	-	-	-	-	(40,005)
Beginning Fund Balance	66,159	-	-	-	-	-	-	66,159
Projected Fund Balance	**26,154**	**26,154**	**26,154**	**26,154**	**26,154**	**26,154**	**26,154**	**26,154**

Appendix
CIP Project Detail
FY20 Budget

Project 0000017 - East Darby Ct - Sidewalk Rehab

Fund 303 - Infrastructure

Project Manager Sandra Gross

Project Description

Project Location: East Darby Court

Project Description: The proposed drainage rehabilitation area is located at the northern end of East Darby Court within the existing parking bay. The scope of the project will be to perform an analysis of the existing drainage area and existing drainage structure, and to implement additional storm drain measures recommended by the study. This project was funded for both design and construction in FY18. However due to neighborhood outreach, required as part of this project, construction will be delayed until FY19.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
591100 - Construction		35,000	-	-	-	-	-	35,000
Total Expenditures and Uses of Funds		35,000	-	-	-	-	-	35,000
Net Change in Fund Balance	-	(35,000)	-	-	-	-	-	(35,000)
Beginning Fund Balance	50,000	-	-	-	-	-	-	50,000
Projected Fund Balance	**50,000**	**15,000**	**15,000**	**15,000**	**15,000**	**15,000**	**15,000**	**15,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000018 - East Side of NIST - Multi-Use Path

Fund 303 - Infrastructure

Project Manager TBD

Project Description

Project Location: East side of NIST between MD 117 and Muddy Branch Road

Project Description: This project is for the construction of a multi-use path along the east side of NIST between MD 117 and Muddy Branch Road. This project may be eligible for funding through the City funds held in the Montgomery County's Development Impact Fund. If funding is not available, the City may not pursue this project. This project was originally scheduled for design in FY18 and construction in FY19. Based on changing priorities, it is currently scheduled for design in FY23 and construction in FY24.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
437150 - County Grant - Miscellaneous		-	-	-	-	120,000	1,300,000	1,420,000
499000 - Transfer In - From General Fund	48,000	-	-	-	-	(120,000)	-	(72,000)
Total Revenues and Sources of Funds	48,000	-	-	-	-	-	1,300,000	1,348,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	-	-	120,000	-	120,000
591100 - Construction		-	-	-	-	-	1,300,000	1,300,000
Total Expenditures and Uses of Funds		-	-	-	-	120,000	1,300,000	1,420,000
Net Change in Fund Balance	48,000	-	-	-	-	(120,000)	-	(72,000)
Beginning Fund Balance	72,000	-	-	-	-	-	-	72,000
Projected Fund Balance	**120,000**	**120,000**	**120,000**	**120,000**	**120,000**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000019 - West Deer Park Road - Bicycle Connections	**Fund**	303 - Infrastructure
		Project Manager	Mark Kile

Project Description

Project Location: West Deer Park between S. Frederick Ave. and Muddy Branch Road

Project Description: The project involves the design and construction of a low-stress bicycle connection between S. Frederick Ave. (MD 355) and East Deer Park Drive. This project may be eligible for funding through the City funds held in the Montgomery County's Development Impact Fund. If funding is not available, the City may not pursue this project. This project was originally scheduled for design alternatives in FY19, but was moved to FY22 based on changing priorities. Final design is scheduled for FY23 and construction in FY24.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
437150 - County Grant - Miscellaneous		-	-	-	60,000	250,000	1,300,000	1,610,000
499000 - Transfer In - From General Fund	71,311	-	-	-	-	-	-	71,311
Total Revenues and Sources of Funds	71,311	-	-	-	60,000	250,000	1,300,000	1,681,311
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	-	-	250,000	-	250,000
532100 - Concept Design and Outreach		-	-	-	60,000	-	-	60,000
591100 - Construction		-	-	-	-	-	1,300,000	1,300,000
Total Expenditures and Uses of Funds		-	-	-	60,000	250,000	1,300,000	1,610,000
Net Change in Fund Balance	71,311	-	-	-	-	-	-	71,311
Beginning Fund Balance	161,689	-	-	-	-	-	-	161,689
Projected Fund Balance	**233,000**	**233,000**	**233,000**	**233,000**	**233,000**	**233,000**	**233,000**	**233,000**

Appendix
CIP Project Detail
FY20 Budget

Project	0000020 - QOP to Conservation Ln - Bicycle Connections	**Fund**	303 - Infrastructure
		Project Manager	Mark Kile

Project Description

Project Location: Between Quince Orchard Park Neighborhood and Conservation Lane

Project Description: Retrofit of the existing off-road pathway to meet existing standards between Quince Orchard Park Neighborhood and Conservation Lane. Design will take place in FY22. Construction was originally scheduled for FY19 but it was moved to FY23 due to changing priorities.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	53,689	-	155,000	-	-	-	-	208,689
Total Revenues and Sources of Funds	53,689	-	155,000	-	-	-	-	208,689
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	-	15,000	-	-	15,000
591100 - Construction		-	-	-	-	190,000	-	190,000
Total Expenditures and Uses of Funds		-	-	-	15,000	190,000	-	205,000
Net Change in Fund Balance	53,689	-	155,000	-	(15,000)	(190,000)	-	3,689
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**53,689**	**53,689**	**208,689**	**208,689**	**193,689**	**3,689**	**3,689**	**3,689**

Appendix
CIP Project Detail
FY20 Budget

Project	0000021 - Washingtonian Blvd - Bicycle Connections	**Fund**	303 - Infrastructure
		Project Manager	Mark Kile

Project Description

Project Location: Washingtonian Blvd. - between Sam Eig Highway and Fields Road

Project Description: This project involves the design and construction of low-stress bicycle connections along Washingtonian Blvd. from Sam Eig Highway to Fields Road. This project may be eligible for funding through the City funds held in the Montgomery County's Development Impact Fund. If funding is not available, the City may not pursue this project. Concept level design is underway in FY19. Final engineering is anticipated in FY21, and construction is planned in FY22.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
437150 - County Grant - Miscellaneous		-	-	200,000	1,100,000	-	-	1,300,000
499000 - Transfer In - From General Fund	45,000	-	-	-	-	-	-	45,000
499100 - Transfer In - From CIP		15,398	-	-	-	-	-	15,398
Total Revenues and Sources of Funds	45,000	15,398	-	200,000	1,100,000	-	-	1,360,398
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	-	-	-	200,000	-	-	-	200,000
532100 - Concept Design and Outreach		60,398	-	-	-	-	-	60,398
591100 - Construction		-	-	-	1,100,000	-	-	1,100,000
Total Expenditures and Uses of Funds	-	60,398	-	200,000	1,100,000	-	-	1,360,398
Net Change in Fund Balance	45,000	(45,000)	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**45,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000022 - Hidden Creek Landbay - Crosswalks

Fund 303 - Infrastructure

Project Manager Upton Reed

Project Description

Project Location: Hidden Creek Landbay Neighborhood

Project Description: This project involves the repair and replacement of decorative crosswalks in the Hidden Creek Landbay I community. This project was completed in FY18.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		33,743	-	-	-	-	-	33,743
591100 - Construction	1,257	-	-	-	-	-	-	1,257
Total Expenditures and Uses of Funds	1,257	33,743	-	-	-	-	-	35,000
Net Change in Fund Balance	(1,257)	(33,743)	-	-	-	-	-	(35,000)
Beginning Fund Balance	35,000	-	-	-	-	-	-	35,000
Projected Fund Balance	**33,743**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000023 - Olde Towne – Bicycle Connection

Fund 303 - Infrastructure

Project Manager Mark Kile

Project Description

Project Location: Olde Towne from Train Station to City limits

Project Description: This project involves the design and construction of a low-stress bike connection from Olde Towne near the Train Station to the City limits. The intent is to connect to the Montgomery County bike system which ultimately leads to Shady Grove METRO. This project may be eligible for funding through the City funds held in the Montgomery County's Development Impact Fund. If funding is not available, the City may not pursue this project. Concept level design is anticipated in FY20. Final design is planned for FY21 with construction in FY22.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
437150 - County Grant - Miscellaneous		-	60,000	250,000	2,500,000	-	-	2,810,000
499000 - Transfer In - From General Fund	80,000	200,000	(60,000)	(250,000)	-	-	-	(30,000)
Total Revenues and Sources of Funds	80,000	200,000	-	-	2,500,000	-	-	2,780,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	250,000	-	-	-	250,000
532100 - Concept Design and Outreach		-	60,000	-	-	-	-	60,000
591100 - Construction		-	-	-	2,500,000	-	-	2,500,000
Total Expenditures and Uses of Funds		-	60,000	250,000	2,500,000	-	-	2,810,000
Net Change in Fund Balance	80,000	200,000	(60,000)	(250,000)	-	-	-	(30,000)
Beginning Fund Balance	30,000	-	-	-	-	-	-	30,000
Projected Fund Balance	**110,000**	**310,000**	**250,000**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000024 - I-370 - Bicycle Connection

Fund 303 - Infrastructure

Project Manager Mark Kile

Project Description

Project Location: I-370 from Summit Hall Road to Industrial Drive

Project Description: This project is for design and construction of a low-stress bicycle connection for I-370 from Summit Hall Road to Industrial Drive. This project may be eligible for funding through the City funds held in the Montgomery County's Development Impact Fund. If funding is not available, the City may not pursue this project. Design alternatives will be developed in FY22. Final design is scheduled in FY23 with construction in FY24.

Operating Budget Impacts

Upon completion, this project will require additional operating funds to maintain the constructed facility.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
437150 - County Grant - Miscellaneous		-	-	-	60,000	100,000	550,000	710,000
499000 - Transfer In - From General Fund		-	-	-	(50,000)	-	-	(50,000)
Total Revenues and Sources of Funds		-	-	-	10,000	100,000	550,000	660,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	-	-	100,000	-	100,000
532100 - Concept Design and Outreach		-	-	-	60,000	-	-	60,000
591100 - Construction		-	-	-	-	-	550,000	550,000
Total Expenditures and Uses of Funds		-	-	-	60,000	100,000	550,000	710,000
Net Change in Fund Balance	-	-	-	-	(50,000)	-	-	(50,000)
Beginning Fund Balance	50,000	-	-	-	-	-	-	50,000
Projected Fund Balance	**50,000**	**50,000**	**50,000**	**50,000**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000025 - Annual Sidewalk Projects

Fund 303 - Infrastructure

Project Manager Mark Scafide

Project Description

Project Location: Citywide

Project Description: This annual project is for the retrofit of existing sidewalks based on the results of the FY19 pavement resurvey. A survey of both on-road sidewalks and off-road pathways will be included as part of the pavement resurvey. The Pavement Condition Index is used to determine projects for the first two years of the CIP with the out years being place holders for future projects.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	100,000	200,000	200,000	200,000	700,000
499100 - Transfer In - From CIP		33,743	-	-	-	-	-	33,743
Total Revenues and Sources of Funds		33,743	-	100,000	200,000	200,000	200,000	733,743
Expenditures and Uses of Funds								
591100 - Construction		-	200,000	200,000	200,000	200,000	200,000	1,000,000
Total Expenditures and Uses of Funds		-	200,000	200,000	200,000	200,000	200,000	1,000,000
Net Change in Fund Balance	-	33,743	(200,000)	(100,000)	-	-	-	(266,257)
Beginning Fund Balance	485,000	-	-	-	-	-	-	485,000
Projected Fund Balance	**485,000**	**518,743**	**318,743**	**218,743**	**218,743**	**218,743**	**218,743**	**218,743**

Appendix
CIP Project Detail
FY20 Budget

Project	0000026 - Lakelands –Washingtonian Woods - Bicycle Connection	**Fund**	303 - Infrastructure
		Project Manager	Mark Kile

Project Description

Project Location: Lakelands neighborhood and Washingtonian Woods neighborhood

Project Description: This project is for the design and construction of a bicycle path connection between the Lakelands and Washingtonian Woods neighborhoods. This project may be eligible for funding through the City funds held in the Montgomery County's Development Impact Fund. If funding is not available, the City may not pursue this project. Concept level design is anticipated in FY21. Final design is scheduled for FY22 with construction in FY23.

Operating Budget Impacts

Upon completion, this project will require additional operating funds to maintain the constructed facility.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
437150 - County Grant - Miscellaneous		-	-	45,000	150,000	550,000	-	745,000
Total Revenues and Sources of Funds	30,000	-	-	45,000	150,000	550,000	-	745,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	-	150,000	-	-	150,000
532100 - Concept Design and Outreach		-	-	45,000	-	-	-	45,000
591100 - Construction		-	-	-	-	550,000	-	550,000
Total Expenditures and Uses of Funds		-	-	45,000	150,000	550,000	-	745,000
Net Change in Fund Balance	30,000	-	-	(30,000)	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**30,000**	**30,000**	**30,000**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000027 - Olde Towne Streetscape

Fund 303 - Infrastructure

Project Manager Michael Johnson

Project Description

Project Location: Olde Towne

Project Description: This project involves the design and construction for streetscape improvements along E. Diamond Ave. and portions of N. Summit Ave.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	-	-	100,000	-	100,000
589000 - Transfer to Other Funds	500,000	-	-	-	-	-	-	500,000
591100 - Construction	-	-	-	-	-	-	750,000	750,000
Total Expenditures and Uses of Funds	500,000	-	-	-	-	100,000	750,000	1,350,000
Net Change in Fund Balance	(500,000)	-	-	-	-	(100,000)	(750,000)	(1,350,000)
Beginning Fund Balance	1,423,113	-	-	-	-	-	-	1,423,113
Projected Fund Balance	**923,113**	**923,113**	**923,113**	**923,113**	**923,113**	**823,113**	**73,113**	**73,113**

Appendix
CIP Project Detail
FY20 Budget

Project 0000028 - Pavement Re-survey

Fund 303 - Infrastructure

Project Manager Michael Johnson

Project Description

Project Location: Citywide

Project Description: The City performs a survey of all City maintained roadways on a two year basis and to evaluate the condition of City roadways. These surveys rate the surface condition of the pavement using a Pavement Condition Index. This rating provides the City with an objective and rational basis for programming maintenance and repair needs and priorities in a proactive comprehensive fashion. This system may also include an evaluation of sidewalks and paths in the City. Surveys are scheduled for FY19, FY21, FY23 and FY25.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	100,000	100,000	100,000	100,000	400,000
Total Revenues and Sources of Funds		-	-	100,000	100,000	100,000	100,000	400,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		140,000	-	200,000	-	200,000	-	540,000
536000 - Miscellaneous Professional Services	1,908	-	-	-	-	-	-	1,908
Total Expenditures and Uses of Funds	1,908	140,000	-	200,000	-	200,000	-	541,908
Net Change in Fund Balance	(1,908)	(140,000)	-	(100,000)	100,000	(100,000)	100,000	(141,908)
Beginning Fund Balance	300,000	-	-	-	-	-	-	300,000
Projected Fund Balance	**298,093**	**158,093**	**158,093**	**58,093**	**158,093**	**58,093**	**158,093**	**158,093**

Appendix
CIP Project Detail
FY20 Budget

Project 0000029 - Road Preventative Maintenance

Fund 303 - Infrastructure

Project Manager Michael Johnson

Project Description

Project Location: Citywide

Project Description: This annual program provides for the preventive maintenance of local City streets. One dollar spent on preventive maintenance could eliminate or delay spending $6 to 10 dollars on rehabilitation at a later date. The City uses a road pavement index survey to develop its preventative maintenance program. The Pavement Condition Index is used to determine projects for the first two years of the CIP with out years being place holders for future projects. For FY20, the City anticipates to provide crack-sealing preventive maintenance on 15 streets throughout the City.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	100,000	100,000	200,000	200,000	200,000	200,000	1,000,000
Total Revenues and Sources of Funds	-	100,000	100,000	200,000	200,000	200,000	200,000	1,000,000
Expenditures and Uses of Funds								
591100 - Construction	-	195,000	100,000	200,000	200,000	200,000	200,000	1,095,000
Total Expenditures and Uses of Funds	-	195,000	100,000	200,000	200,000	200,000	200,000	1,095,000
Net Change in Fund Balance	-	(95,000)	-	-	-	-	-	(95,000)
Beginning Fund Balance	105,000	-	-	-	-	-	-	105,000
Projected Fund Balance	**105,000**	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000030 - Preventive Maintenance Program Collectors & Arterials

Fund 303 - Infrastructure

Project Manager Michael Johnson

Project Description

Project Location: Citywide

Project Description: This annual program provides preventive maintenance for City collectors and arterials. This will be done by providing a microsurfacing treatment to these roadway to extend the life of the pavement. It is a cost-effective method to renew the road surface and seal minor cracks and other irregularities. This creates a protective layer which preserves the underlying structure and prevents the need for more expensive repairs in the future. The Pavement Condition Index is used to determine projects for the first two years of the CIP with out years being place holders for future projects. For FY20, the City anticipates microsurfacing projects on two streets:

1.Tschiffley Square Road from Kentlands Blvd. to Darnestown Road.
2. Story Drive from School Drive to Diamondback Drive.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	580,000	500,000	500,000	500,000	500,000	500,000	500,000	3,580,000
Total Revenues and Sources of Funds	580,000	500,000	500,000	500,000	500,000	500,000	500,000	3,580,000
Expenditures and Uses of Funds								
591100 - Construction		940,000	500,000	500,000	500,000	500,000	500,000	3,440,000
Total Expenditures and Uses of Funds		940,000	500,000	500,000	500,000	500,000	500,000	3,440,000
Net Change in Fund Balance	580,000	(440,000)	-	-	-	-	-	140,000
Beginning Fund Balance	460,000	-	-	-	-	-	-	460,000
Projected Fund Balance	**1,040,000**	**600,000**	**600,000**	**600,000**	**600,000**	**600,000**	**600,000**	**600,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000031 - Street Resurfacing Program

Fund 303 - Infrastructure

Project Manager Upton Reed

Project Description

Project Location: Citywide

Project Description: This annual project is a rehabilitation program to eliminate roadway defects that affect ride quality and water intrusion into the road base. This work includes milling of the existing pavement, patching of problem areas as needed, then overlaying a new surface as well as the replacement of deteriorated curb and gutter and sidewalk. The Pavement Condition Index is used to determine projects for the first two years with out years being place holders for future projects. In FY20, the City anticipates resurfacing projects for two streets:

1. Firstfield Road from Clopper Road to Quince Orchard Road.
2. Russell Ave. from E. Diamond Ave. to Walker Ave.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	420,000	600,000	600,000	600,000	600,000	600,000	600,000	4,020,000
Total Revenues and Sources of Funds	420,000	600,000	600,000	600,000	600,000	600,000	600,000	4,020,000
Expenditures and Uses of Funds								
591100 - Construction	534,838	523,000	600,000	600,000	600,000	600,000	600,000	4,057,838
Total Expenditures and Uses of Funds	534,838	523,000	600,000	600,000	600,000	600,000	600,000	4,057,838
Net Change in Fund Balance	(114,838)	77,000	-	-	-	-	-	(37,838)
Beginning Fund Balance	942,187	-	-	-	-	-	-	942,187
Projected Fund Balance	**827,349**	**904,349**	**904,349**	**904,349**	**904,349**	**904,349**	**904,349**	**904,349**

Appendix
CIP Project Detail
FY20 Budget

Project 0000032 - Future Street Reconstruction

Fund 303 - Infrastructure

Project Manager TBD

Project Description

Project Location: Citywide

Project Description: The City of Gaithersburg has not traditionally issued bonds for capital improvement projects. Instead, it has set aside funding to allow the City to operate under a pay-as-you-go method. This project establishes funding in future years to meet its future street rehabilitation/reconstruction needs under this philosophy. When specific projects are identified, funds and expenditures will be transferred to a new project. Possible treatment strategies include the City's current method of "reconstruction" in which the roadway is patched and used as the new base, then a overlay is added to the roadway. At the same time all new curb and gutter is replaced and tied into the new road surface. Some roadways may require full reconstruction which requires replacement of the entire base of the street. The Pavement Condition Index survey is used to identify specific projects.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	1,000,000	700,000	500,000	700,000	700,000	700,000	700,000	5,000,000
Total Revenues and Sources of Funds	1,000,000	700,000	500,000	700,000	700,000	700,000	700,000	5,000,000
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		6,000	-	-	-	-	-	6,000
Total Expenditures and Uses of Funds		6,000	-	-	-	-	-	6,000
Net Change in Fund Balance	1,000,000	694,000	500,000	700,000	700,000	700,000	700,000	4,994,000
Beginning Fund Balance	2,486,806	-	-	-	-	-	-	2,486,806
Projected Fund Balance	**3,486,806**	**4,180,806**	**4,680,806**	**5,380,806**	**6,080,806**	**6,780,806**	**7,480,806**	**7,480,806**

Appendix
CIP Project Detail
FY20 Budget

Project 0000033 - East Deer Park Drive - Street Rehab

Fund 303 - Infrastructure

Project Manager Upton Reed

Project Description

Project Location: East Deer Park Drive

Project Description: This project is for the rehabilitation of East Deer Park Drive. Possible treatment strategies include the City's current method of "reconstruction" in which the roadway is patched and used as the new base, then a overlay is added to the roadway. At the same time all new curb and gutter is replaced and tied into the new road surface. Some roadways may require full reconstruction which requires replacement of the entire base of the street. The construction is scheduled to begin in FY19.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
591100 - Construction		250,000	170,000	-	-	-	-	420,000
Total Expenditures and Uses of Funds		250,000	170,000	-	-	-	-	420,000
Net Change in Fund Balance	-	(250,000)	(170,000)	-	-	-	-	(420,000)
Beginning Fund Balance	495,000	-	-	-	-	-	-	495,000
Projected Fund Balance	**495,000**	**245,000**	**75,000**	**75,000**	**75,000**	**75,000**	**75,000**	**75,000**

Appendix
CIP Project Detail
FY20 Budget

Project	0000034 - QOB Street Rehab - Diamond Dr to First Field Rd	**Fund**	303 - Infrastructure
		Project Manager	Mark Kile

Project Description

Project Location: Quince Orchard Blvd. between Firstfield Road and Quince Orchard Road

Project Description: This is a comprehensive reconstruction and streetscape project that includes the rehabilitation of Quince Orchard Blvd. from Firstfield Road to Diamond Drive, as well as the replacement of sidewalk and the removal and replacement of street trees. As part of this project, the construction of a protected bike facility along Firstfield Road and Quince Orchard Blvd. from MD 117 to MD 124 and a protected Bike Lane along Rabbitt Road from the Robertson Park Youth Center to Quince Orchard Blvd. will take place. In addition, the existing HPS lights along Quince Orchard Blvd. will be replaced with new LED lights. Stormwater management features will be included in this project but funded from the SWM CIP.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	260,317	-	-	250,000	-	-	-	510,317
Total Revenues and Sources of Funds	260,317	-	-	250,000	-	-	-	510,317
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	186,409	1,058	166,440	-	-	-	-	353,907
591100 - Construction		-	-	2,340,000	-	-	-	2,340,000
Total Expenditures and Uses of Funds	186,409	1,058	166,440	2,340,000	-	-	-	2,693,907
Net Change in Fund Balance	73,908	(1,058)	(166,440)	(2,090,000)	-	-	-	(2,183,590)
Beginning Fund Balance	2,194,683	-	-	-	-	-	-	2,194,683
Projected Fund Balance	**2,268,591**	**2,267,533**	**2,101,093**	**11,093**	**11,093**	**11,093**	**11,093**	**11,093**

Appendix
CIP Project Detail
FY20 Budget

Project 0000035 - Saybrooke View Dr - Street Rehab

Fund 303 - Infrastructure

Project Manager Upton Reed

Project Description

Project Location: Saybrooke View Drive

Project Description: The project involves the rehabilitation of Saybrooke View Drive. Possible treatment strategies include The City's current method of "reconstruction" in which the roadway is patched and used as the new base, then an overlay is added to the roadway. At the same time, all new curb and gutter is replaced and tied into the new road surface. Some roadways may require full reconstruction which requires replacement of the entire base of the street. Construction was completed in FY19.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499100 - Transfer In - From CIP		6,000	-	-	-	-	-	6,000
Total Revenues and Sources of Funds		6,000	-	-	-	-	-	6,000
Expenditures and Uses of Funds								
591100 - Construction	-	220,000	-	-	-	-	-	220,000
Total Expenditures and Uses of Funds	-	220,000	-	-	-	-	-	220,000
Net Change in Fund Balance	-	(214,000)	-	-	-	-	-	(214,000)
Beginning Fund Balance	220,000	-	-	-	-	-	-	220,000
Projected Fund Balance	**220,000**	**6,000**	**6,000**	**6,000**	**6,000**	**6,000**	**6,000**	**6,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000036 - Operational Analysis of 7 Roundabouts

Fund 303 - Infrastructure

Project Manager Mark Kile

Project Description

Project Location: Citywide

Project Description: This project will include an assessment of seven (7) of the City's modern roundabouts. Operational effectiveness, safety, roundabout geometry, and level of illumination of roundabouts and approach roads assessment will be conducted to provide recommendations on bringing these traffic control devices up to current day practices. Future construction projects may be developed based on the findings of these studies. This project was originally scheduled for FY18.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499100 - Transfer In - From CIP		30,000	-	-	-	-	-	30,000
Total Revenues and Sources of Funds		30,000	-	-	-	-	-	30,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		80,000	-	-	-	-	-	80,000
Total Expenditures and Uses of Funds		80,000	-	-	-	-	-	80,000
Net Change in Fund Balance	-	(50,000)	-	-	-	-	-	(50,000)
Beginning Fund Balance	50,000	-	-	-	-	-	-	50,000
Projected Fund Balance	**50,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000037 - N. Summit Ave and Brookes Ave - Signal Recon	**Fund**	303 - Infrastructure
		Project Manager	Mark Kile

Project Description

Project Location: N. Summit Ave. and Brooks Ave. intersection

Project Description: Replacement of the traffic signal at N. Summit Ave. and Brooks Ave. This project was originally scheduled for design in FY17 and construction in FY18. This project has been rescheduled for final design in FY19 and construction in FY20.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	10,000	-	-	-	-	10,000
499100 - Transfer In - From CIP		12,750	-	-	-	-	-	12,750
Total Revenues and Sources of Funds		12,750	10,000	-	-	-	-	22,750
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		22,746	-	-	-	-	-	22,746
591100 - Construction		-	250,000	-	-	-	-	250,000
Total Expenditures and Uses of Funds		22,746	250,000	-	-	-	-	272,746
Net Change in Fund Balance	-	(9,996)	(240,000)	-	-	-	-	(249,996)
Beginning Fund Balance	250,000	-	-	-	-	-	-	250,000
Projected Fund Balance	**250,000**	**240,004**	**4**	**4**	**4**	**4**	**4**	**4**

Appendix
CIP Project Detail
FY20 Budget

Project 0000038 - Future Signal Reconstruction

Fund 303 - Infrastructure

Project Manager Michael Johnson

Project Description

Project Location: Citywide

Project Description: The City of Gaithersburg has not traditionally issued bonds for capital improvement projects. Instead, it has set aside funding to allow the City to operate under a pay-as-you-go method. This project establishes funding in future years to meet its future traffic signal reconfiguration under this philosophy. When specific projects are identified, funds and expenditures will be transferred to a new project.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	385,000	100,000	-	-	200,000	200,000	200,000	1,085,000
Total Revenues and Sources of Funds	385,000	100,000	-	-	200,000	200,000	200,000	1,085,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	10,000	10,000	10,000	10,000	40,000
591100 - Construction		-	-	-	250,000	250,000	250,000	750,000
Total Expenditures and Uses of Funds		-	-	10,000	260,000	260,000	260,000	790,000
Net Change in Fund Balance	385,000	100,000	-	(10,000)	(60,000)	(60,000)	(60,000)	295,000
Beginning Fund Balance	157,940	-	-	-	-	-	-	157,940
Projected Fund Balance	**542,940**	**642,940**	**642,940**	**632,940**	**572,940**	**512,940**	**452,940**	**452,940**

Appendix
CIP Project Detail
FY20 Budget

Project	0000039 - E. Diamond Ave and Chestnut St - Signal Recon	**Fund**	303 - Infrastructure
		Project Manager	Mark Kile

Project Description

Project Location: E. Diamond Ave. and Chestnut St.

Project Description: Design and reconstruction of the signal at E. Diamond Ave. and Chestnut St. Design in FY20 with construction in FY21.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	50,000	225,000	-	-	-	275,000
Total Revenues and Sources of Funds		-	50,000	225,000	-	-	-	275,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	25,000	-	-	-	-	25,000
591100 - Construction		-	-	250,000	-	-	-	250,000
Total Expenditures and Uses of Funds		-	25,000	250,000	-	-	-	275,000
Net Change in Fund Balance	-	-	25,000	(25,000)	-	-	-	-
Beginning Fund Balance	10,000	-	-	-	-	-	-	10,000
Projected Fund Balance	**10,000**	**10,000**	**35,000**	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000040 - Study on Traffic Signal Effectiveness

Fund 303 - Infrastructure

Project Manager Mark Kile

Project Description

Project Location: Citywide

Project Description: The intent of this project is to look at seven signalized and one all-way stop intersection locations to determine what revisions to the existing traffic control should occur. The seven signalized intersections are:
1. E. Diamond Ave. and Summit Ave.
2. N. Summit Ave. and Brookes Ave.
3. E. Diamond Ave. and Chestnut St.
4. Russell Ave. and Odend'hal Ave.
5. Russell Ave. and Lakeforest Blvd.
6. Russell Ave. and Christopher Ave.
7. E. Diamond Ave. and Girard St.

The 8th project intersection is Kentlands Blvd. and the all-way stop at the entrance to Whole Foods, which is currently not a signalized intersection.

This is proposed to be executed in three phases. 1. Evaluation of operational effectiveness of each location and any recommendations to improve their effectiveness. The recommendations for the traffic signals could include phasing or timing changes or could recommend that the existing traffic control be replaced with a more effective control. 2. Based on this evaluation, as well as an existing assessment of the condition of the traffic signals, projects will be selected to move forward to design. 3. Construction of modifications.

Project is expected to be completed in FY19. Due to the cost associated with the entire process, it is likely that the individual projects will be executed over several years.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	15,000	-	-	-	-	-	-	15,000
Total Revenues and Sources of Funds	15,000	-	-	-	-	-	-	15,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	-	46,439	-	-	-	-	-	46,439
589000 - Transfer to Other Funds		12,750	-	-	-	-	-	12,750
Total Expenditures and Uses of Funds	-	59,189	-	-	-	-	-	59,189

Net Change in Fund Balance	15,000	(59,189)	-	-	-	-	-	(44,189)
Beginning Fund Balance	45,000	-	-	-	-	-	-	45,000
Projected Fund Balance	**60,000**	**811**	**811**	**811**	**811**	**811**	**811**	**811**

Appendix
CIP Project Detail
FY20 Budget

Project 0000041 - Pilot Bike Share Program

Fund 303 - Infrastructure

Project Manager Dennis Enslinger

Project Description

Project Location: Crown Farm and Rio Developments

Project Description: This program will support a pilot bike share program through the purchase and installation of two bike share stations located at Crown Farm and at Rio developments. Funding for the project will be reimbursed by the Montgomery County Transportation Development Impact Tax. This project is scheduled to be completed in FY20.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
467200 - Miscellaneous		-	30,000	-	-	-	-	30,000
499000 - Transfer In - From General Fund	125,000	-	-	-	-	-	-	125,000
Total Revenues and Sources of Funds	125,000	-	30,000	-	-	-	-	155,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		-	30,000	-	-	-	-	30,000
Total Expenditures and Uses of Funds		-	30,000	-	-	-	-	30,000
Net Change in Fund Balance	125,000	-	-	-	-	-	-	125,000
Beginning Fund Balance	142,080	-	-	-	-	-	-	142,080
Projected Fund Balance	**267,080**	**267,080**	**267,080**	**267,080**	**267,080**	**267,080**	**267,080**	**267,080**

Appendix
CIP Project Detail
FY20 Budget

Project 0000042 - Annual Long Span Bridges Program

Fund 303 - Infrastructure

Project Manager Michael Johnson

Project Description

Project Location: Citywide

Project Description: This project provides for the biennial maintenance for the following long span bridges: Bureau Drive, Diamond Drive, Solitaire Ct., Upshire Cir., and Victory Farm Drive. The City conducts biennial inspections of its long-span bridges and then conducts any necessary repairs in the following year.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	194,142	-	-	-	-	-	-	194,142
Total Revenues and Sources of Funds	194,142	-	-	-	-	-	-	194,142
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		53,040	-	55,000	-	60,000	-	168,040
536000 - Miscellaneous Professional Services	42,460	-	-	-	-	-	-	42,460
Total Expenditures and Uses of Funds	42,460	53,040	-	55,000	-	60,000	-	210,500
Net Change in Fund Balance	151,682	(53,040)	-	(55,000)	-	(60,000)	-	(16,358)
Beginning Fund Balance	130,858	-	-	-	-	-	-	130,858
Projected Fund Balance	**282,540**	**229,500**	**229,500**	**174,500**	**174,500**	**114,500**	**114,500**	**114,500**

Appendix
CIP Project Detail
FY20 Budget

Project	0000043 - Annual Bridges Culverts and Special Structures Program	**Fund**	303 - Infrastructure
		Project Manager	Michael Johnson

Project Description

Project Location: Citywide

Project Description: This annual project supports funding for an ongoing program to maintain all City-owned bridges, culverts, pedestrian, and other “special” structures such as the Olde Towne parking garage skywalk, and more than 65 high mast arm light poles. Each year the City inspects a series of structures which help to guide the following year’s maintenance program. More refined cost estimates for design and maintenance will be identified during the inspection process. It is recommended to close this project as each structure design or maintenance repair will be requested as a standalone project. This project will be closed and the balance transferred to Project no. 0000045 - Future Bridges & Culverts Projects in FY19.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		248,935	-	-	-	-	-	248,935
591100 - Construction	-	3,065	-	-	-	-	-	3,065
Total Expenditures and Uses of Funds	-	252,000	-	-	-	-	-	252,000
Net Change in Fund Balance	-	(252,000)	-	-	-	-	-	(252,000)
Beginning Fund Balance	252,000	-	-	-	-	-	-	252,000
Projected Fund Balance	**252,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000044 - Blohm Park - Pedestrian Bridge

Fund 303 - Infrastructure

Project Manager Gizachew Tiruneh

Project Description

Project Location: Blohm Park, 18900 Watkins Mill Road

Project Description: The City has decided to remove this bridge due to channel choking and structural damage caused by debris impact. Removal will be handled by SWM division as part of the Travis Stream restoration project. This project is closed and the remaining balance is transferred to 0000045 Future Bridges & Culverts Projects in FY19.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		46,000	-	-	-	-	-	46,000
Total Expenditures and Uses of Funds		46,000	-	-	-	-	-	46,000
Net Change in Fund Balance	-	(46,000)	-	-	-	-	-	(46,000)
Beginning Fund Balance	46,000	-	-	-	-	-	-	46,000
Projected Fund Balance	**46,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000045 - Future Bridges & Culverts Projects

Fund 303 - Infrastructure

Project Manager TBD

Project Description

Project Location: Citywide

Project Description: The City of Gaithersburg has not traditionally issued bonds for capital improvement projects. Instead, it has set aside funding to allow the City to operate under a pay-as-you-go method. This project establishes funding in future years to meet its future bridge and culvert improvements under this philosophy. Many of the City's long span bridges represent significant assets. This project serves as a holding place for future projects.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	605,858	800,000	-	800,000	800,000	800,000	-	3,805,858
499100 - Transfer In - From CIP		294,935	-	-	-	-	-	294,935
Total Revenues and Sources of Funds	605,858	1,094,935	-	800,000	800,000	800,000	-	4,100,793
Expenditures and Uses of Funds								
536000 - Miscellaneous Professional Services	1,987	-	-	-	-	-	-	1,987
Total Expenditures and Uses of Funds	1,987	-	-	-	-	-	-	1,987
Net Change in Fund Balance	603,871	1,094,935	-	800,000	800,000	800,000	-	4,098,806
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**603,871**	**1,698,806**	**1,698,806**	**2,498,806**	**3,298,806**	**4,098,806**	**4,098,806**	**4,098,806**

Appendix
CIP Project Detail
FY20 Budget

Project 0000115 - Kentlands Blvd - Crosswalk Modifications

Fund 303 - Infrastructure

Project Manager Michael Johnson

Project Description

Project Location: Kentlands Blvd. between Great Seneca Highway and Orchard Ridge Road

Project Description: This project involves making modifications to the existing crosswalks along Kentland Blvd. to assist in pedestrian movement in the corridor. The project also involves the installation of a Rectangular Rapid Flashing Beacon (RRFB) as part of a test pilot program. This project is scheduled for FY21.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	95,000	-	-	-	-	-	95,000
Total Revenues and Sources of Funds	-	95,000	-	-	-	-	-	95,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		-	-	41,000	-	-	-	41,000
Total Expenditures and Uses of Funds	-	-	-	41,000	-	-	-	41,000
Net Change in Fund Balance	-	95,000	-	(41,000)	-	-	-	54,000
Beginning Fund Balance								
Projected Fund Balance	**-**	**95,000**	**95,000**	**54,000**	**54,000**	**54,000**	**54,000**	**54,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000129 - Market Square Concept Lighting

Fund 303 - Infrastructure

Project Manager Kevin Etters

Project Description

Project Location: 40 Market St., Kentlands Community

Project Description: This project will add two (2) wooden light poles and accent LED string lighting throughout the park area.

Operating Budget Impacts

Maintenance of string lighting and changing LED lights, if necessary.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499100 - Transfer In - From CIP	40,000	-	-	-	-	-	-	40,000
Total Revenues and Sources of Funds	40,000	-	-	-	-	-	-	40,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	5,715	-	-	-	-	-	-	5,715
591100 - Construction	-	33,630	-	-	-	-	-	33,630
Total Expenditures and Uses of Funds	5,715	33,630	-	-	-	-	-	39,345
Net Change in Fund Balance	34,285	(33,630)	-	-	-	-	-	655
Beginning Fund Balance								
Projected Fund Balance	**34,285**	**655**	**655**	**655**	**655**	**655**	**655**	**655**

Appendix
CIP Project Detail
FY20 Budget

Project 0000130 - NIST Pathway

Fund 303 - Infrastructure

Project Manager TBD

Project Description

Project Location: East side of MD 124 - Quince Orchard Road

Project Description: Multi-use path on the east side of MD 124 - Quince Orchard Road. This is the City's contribution to the project that is being constructed by MDSHA.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499100 - Transfer In - From CIP	90,000	-	-	-	-	-	-	90,000
Total Revenues and Sources of Funds	90,000	-	-	-	-	-	-	90,000
Expenditures and Uses of Funds								
590000 - Land	5,643	-	-	-	-	-	-	5,643
591100 - Construction	80,047	-	-	-	-	-	-	80,047
Total Expenditures and Uses of Funds	85,690	-	-	-	-	-	-	85,690
Net Change in Fund Balance	4,310	-	-	-	-	-	-	4,310
Beginning Fund Balance								
Projected Fund Balance	**4,310**	**4,310**	**4,310**	**4,310**	**4,310**	**4,310**	**4,310**	**4,310**

Appendix
CIP Project Detail
FY20 Budget

Project	0000131 - Pedestrian Path over Great Seneca Highway	**Fund**	303 - Infrastructure
		Project Manager	Michael Johnson

Project Description

Project Location: Intersection of Great Seneca Highway and Kentlands Blvd.

Project Description: The concept design has been completed in FY18/FY19, and the detailed design is planned for FY20, with construction planned for FY21 and FY22.

Operating Budget Impacts

This structure will be a new asset and will require annual maintenance and additional operating budget.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
467200 - Miscellaneous		-	400,000	2,100,000	2,100,000	-	-	4,600,000
499100 - Transfer In - From CIP	75,000	-	-	-	-	-	-	75,000
Total Revenues and Sources of Funds	75,000	-	400,000	2,100,000	2,100,000	-	-	4,675,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	51,050	-	400,000	100,000	100,000	-	-	651,050
532100 - Concept Design and Outreach		14,235	-	-	-	-	-	14,235
591100 - Construction		-	-	2,000,000	2,000,000	-	-	4,000,000
Total Expenditures and Uses of Funds	51,050	14,235	400,000	2,100,000	2,100,000	-	-	4,665,285
Net Change in Fund Balance	23,950	(14,235)	-	-	-	-	-	9,715
Beginning Fund Balance								
Projected Fund Balance	**23,950**	**9,715**	**9,715**	**9,715**	**9,715**	**9,715**	**9,715**	**9,715**

Appendix
CIP New Project Detail
FY20 Budget

Project Inspiration Lake Dock Replacement

Fund 303 - Infrastructure

Project Manager Mark Kile

Project Description

Project Location: Inspiration Lake waterfront

Project Description: This project will be for replacement of an existing structurally deficient dock with a new one at the Inspiration Lake waterfront.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	75,000	-	-	-	-	75,000
Total Revenues and Sources of Funds	-	-	75,000	-	-	-	-	75,000
Expenditures and Uses of Funds								
591100 - Construction	-	-	75,000	-	-	-	-	75,000
Total Expenditures and Uses of Funds	-	-	75,000	-	-	-	-	75,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP New Project Detail
FY20 Budget

Project Park - Russell Alley Reconstruction

Fund 303 - Infrastructure

Project Manager Upton Reed

Project Description

Project Location: Alley between Park Ave. and Russell Ave.

Project Description: This project will be for the reconstruction of an existing alley that connects Park Ave. and Russell Ave.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	110,000	-	-	-	-	110,000
Total Revenues and Sources of Funds	-	-	110,000	-	-	-	-	110,000
Expenditures and Uses of Funds								
591100 - Construction	-	-	110,000	-	-	-	-	110,000
Total Expenditures and Uses of Funds	-	-	110,000	-	-	-	-	110,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP New Project Detail
FY20 Budget

Project Diamond Drive Culvert Maintenance Repair Project

Fund 303 - Infrastructure

Project Manager TBD

Project Description

Project Location: Diamond Drive over a tributary leading to Clopper Lake (about 300 ft. west of Diamond Drive and Quince Orchard Blvd. intersection).

Project Description: The structure (MG-07) carries a primary residential roadway and is composed of two cells, each 8'X5'4" arch shape metal pipes. This structure is not on the National Bridge Inventory. The major repair items will be circumferential pipe plating at selected locations, and full length longitudinal pipe plating for both cells.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	-	-	-	-	-	-
499100 - Transfer In - From CIP	-	12,500	320,000	-	-	-	-	332,500
Total Revenues and Sources of Funds	-	12,500	320,000	-	-	-	-	332,500
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	-	12,500	-	-	-	-	-	12,500
591100 - Construction	-	-	320,000	-	-	-	-	320,000
Total Expenditures and Uses of Funds	-	12,500	320,000	-	-	-	-	332,500
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP New Project Detail
FY20 Budget

Project Bureau Drive Culvert Maintenance Repair

Fund 303 - Infrastructure

Project Manager TBD

Project Description

Project Location: Bureau Drive over a tributary to Long Draught Branch (about 200 feet north of W. Diamond Ave. and Bureau Drive intersection)

Project Description: The structure (MG-02) is on the National Bridge Inventory and carries an arterial roadway. It is comprised of a single cell corrugated steel arch at the upstream end and a double cell corrugated aluminum pipe arch at the downstream end. The major repair items will include replacement of the drain pipes at the north wall of the single pipe arch.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	-	240,000	-	-	-	240,000
499100 - Transfer In - From CIP	-	12,500	-	-	-	-	-	12,500
Total Revenues and Sources of Funds	-	12,500	-	240,000	-	-	-	252,500
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	-	12,500	-	-	-	-	-	12,500
591100 - Construction	-	-	-	240,000	-	-	-	240,000
Total Expenditures and Uses of Funds	-	12,500	-	240,000	-	-	-	252,500
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP New Project Detail
FY20 Budget

Project Victory Farm Drive Culvert Maintenance Project

Fund 303 - Infrastructure

Project Manager TBD

Project Description

Project Location: This structure is located on Victory Farm Drive over a tributary to Whetstone Run (between Girard St. and Belle Grove Road)

Project Description: The structure (MG-05) carries an arterial roadway and is comprised of a two cell corrugated metal pipe structure. The deficiencies, observed during the inspection of this structure by Montgomery County, will be repaired per the detail design performed by the City following the inspection. The major repair items will be circumferential pipe plating at selected locations to address corrosions and section losses.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	-	-	150,000	-	-	150,000
499100 - Transfer In - From CIP	-	12,500	-	-	-	-	-	12,500
Total Revenues and Sources of Funds	-	12,500	-	-	150,000	-	-	162,500
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	-	12,500	-	-	-	-	-	12,500
591100 - Construction	-	-	-	-	150,000	-	-	150,000
Total Expenditures and Uses of Funds	-	12,500	-	-	150,000	-	-	162,500
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP New Project Detail
FY20 Budget

Project Upshire Cir. Culvert Maintenance Repair Project

Fund 303 - Infrastructure

Project Manager TBD

Project Description

Project Location: This structure is located on Upshire Cir. over a tributary to Shady Branch (about 600 feet north of Upshire Cir. and Midsummer Cir. intersection)

Project Description: The deficiencies, observed during the inspection of this structure (MG-04) by Montgomery County, will be repaired per the detail design performed by the City following the inspection. The structure carries a secondary residential roadway and is on the National Bridge Inventory.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	-	-	40,000	-	-	40,000
499100 - Transfer In - From CIP	-	12,500	-	-	-	-	-	12,500
Total Revenues and Sources of Funds	-	12,500	-	-	40,000	-	-	52,500
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	-	12,500	-	-	-	-	-	12,500
591100 - Construction	-	-	-	-	40,000	-	-	40,000
Total Expenditures and Uses of Funds	-	12,500	-	-	40,000	-	-	52,500
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP New Project Detail
FY20 Budget

Project	ZC53CPR-Tschiffely Square Culvert Maintenance Repair Project	**Fund**	303 - Infrastructure
		Project Manager	TBD

Project Description

Project Location: The structure is located on Tschiffely Square Road over a tributary to Lake Helene

Project Description: The structure is a 42" diameter RC pipe. The inspection consultant recommends replacing two pipes and performing other repair works due to spalls and cracks on the concrete pipes. To address the issues observed properly, engineering drawings need to be developed for maintenance, repair work/ construction.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	15,000	85,000	-	-	-	100,000
Total Revenues and Sources of Funds	-	-	15,000	85,000	-	-	-	100,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	-	-	15,000	-	-	-	-	15,000
591100 - Construction	-	-	-	85,000	-	-	-	85,000
Total Expenditures and Uses of Funds	-	-	15,000	85,000	-	-	-	100,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP New Project Detail
FY20 Budget

Project	ZC22CPR-Tschiffely Square Road Culvert Maintenance Repair	**Fund**	303 - Infrastructure
		Project Manager	TBD

Project Description

Project Location: The structure is located on Tschiffely Square Road over a tributary to Lake Lynette

Project Description: Based on the inspection outcome, the inspection consultant recommends replacement of the headwall. Detailed engineering needs to be performed for the headwall structural analysis and design and to develop engineering drawings and specifications for the re-construction of the head wall and other associated repair work.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	30,000	150,000	-	-	-	180,000
Total Revenues and Sources of Funds	-	-	30,000	150,000	-	-	-	180,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	-	-	30,000	-	-	-	-	30,000
591100 - Construction	-	-	-	150,000	-	-	-	150,000
Total Expenditures and Uses of Funds	-	-	30,000	150,000	-	-	-	180,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP Project Detail
FY20 Budget

Project 0000046 - City Hall Facility Assessment

Fund 304 - Facilities

Project Manager Sunil Prithviraj

Project Description

Project Location: City Hall, 31 S. Summit Ave.

Project Description: This project involves conducting a Building Facility Condition Assessment of the major building components (HVAC, roof, etc.) and determining future departmental space needs. This study will help to develop future projects and associated costs within the City Hall facility. The study is completed and final report was delivered. Recommend that this project be closed out.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
536000 - Miscellaneous Professional Services	46,328	6,630	-	-	-	-	-	52,958
589000 - Transfer to Other Funds		7,042	-	-	-	-	-	7,042
Total Expenditures and Uses of Funds	46,328	13,672	-	-	-	-	-	60,000
Net Change in Fund Balance	(46,328)	(13,672)	-	-	-	-	-	(60,000)
Beginning Fund Balance	60,000	-	-	-	-	-	-	60,000
Projected Fund Balance	**13,672**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000047 - City Hall - Exterior Marquee Sign

Fund 304 - Facilities

Project Manager Sunil Prithviraj

Project Description

Project Location: Near 31 S. Summit Ave (City Hall) and City Hall Concert Pavilion

Project Description: This project involves the consolidation of the City Hall Marquee and the Concert Pavilion sign into one digital sign. The digital sign will allow the City to promote upcoming events and activities. The project will be designed in FY19 and constructed in FY20.

Operating Budget Impacts

This item will need be added to the asset replacement list once the project is completed. This project will also add roughly $1,200 annually to City Hall Buildings and Grounds account (1151) for additional electrical usage for this sign and, $45 monthly service charge for wireless communication.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	25,000	-	-	-	-	-	25,000
Total Revenues and Sources of Funds	-	25,000	-	-	-	-	-	25,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		10,000	-	-	-	-	-	10,000
591100 - Construction		-	108,000	-	-	-	-	108,000
Total Expenditures and Uses of Funds		10,000	108,000	-	-	-	-	118,000
Net Change in Fund Balance	-	15,000	(108,000)	-	-	-	-	(93,000)
Beginning Fund Balance	98,000	-	-	-	-	-	-	98,000
Projected Fund Balance	**98,000**	**113,000**	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000048 - Future City Hall Projects

Fund 304 - Facilities

Project Manager Dennis Enslinger

Project Description

Project Location: City Hall, 31 S. Summit Ave.

Project Description: The City of Gaithersburg has not traditionally issued bonds for capital improvement projects. Instead, it has set aside funding to allow the City to operate under a pay-as-you-go method. This project establishes funding in future years to meet City Hall improvements under this philosophy. When specific projects are identified, funds and expenditures will be transferred to a new project.

The City conducted a Facility Condition Assessment and User Needs Analysis of City Hall in FY18. Based on the recommendations of the study, a number of projects will need to be created to address items from this study. Design of some of the highest priority items should take place in FY21 with construction to address the projects starting in FY22 and FY23 to coincide with the completion of the new police station.

Operating Budget Impacts

There will be short term operating impacts to handle relocation of staff while these projects are ongoing.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,400,000
499100 - Transfer In - From CIP		7,042	-	-	-	-	-	7,042
Total Revenues and Sources of Funds	200,000	207,042	200,000	200,000	200,000	200,000	200,000	1,407,042
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	250,000	-	-	-	250,000
591100 - Construction	326,877	-	-	-	800,000	800,000	-	1,926,877
Total Expenditures and Uses of Funds	326,877	-	-	250,000	800,000	800,000	-	2,176,877
Net Change in Fund Balance	(126,877)	207,042	200,000	(50,000)	(600,000)	(600,000)	200,000	(769,835)
Beginning Fund Balance	1,289,817	-	-	-	-	-	-	1,289,817
Projected Fund Balance	**1,162,940**	**1,369,982**	**1,569,982**	**1,519,982**	**919,982**	**319,982**	**519,982**	**519,982**

Appendix
CIP Project Detail
FY20 Budget

Project 0000049 - Public Works - Fuel Facility

Fund 304 - Facilities

Project Manager McNeal Brown

Project Description

Project Location: Public Works, 800 Rabbitt Road

Project Description: This project consists of the replacement of three 10K gallon fuel tanks, new pumps, dispensing units, above-ground diesel exhaust fluid (DEF) tank and enclosure, air hose & compressor, vehicle vacuum and all of the associated plumbing and electrical work. The new tanks will have the added benefit of allowing the City to go to a higher concentration of ethanol in our unleaded gas (cars) and continuing to use bio-diesel (trucks). Schedule: A/E design portion of this project will take place in FY19 ($30K) to FY20 ($50K). Construction portion will start and end in FY21 ($520K). All of the fuel tanks have reached the end of their useful lives (25 years) and need to be replaced.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	212,228	-	-	-	-	-	-	212,228
Total Revenues and Sources of Funds	212,228	-	-	-	-	-	-	212,228
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		30,000	50,000	-	-	-	-	80,000
591100 - Construction		-	-	520,000	-	-	-	520,000
Total Expenditures and Uses of Funds		30,000	50,000	520,000	-	-	-	600,000
Net Change in Fund Balance	212,228	(30,000)	(50,000)	(520,000)	-	-	-	(387,772)
Beginning Fund Balance	387,772	-	-	-	-	-	-	387,772
Projected Fund Balance	**600,000**	**570,000**	**520,000**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000050 - Public Works - Facility Assessment

Fund 304 - Facilities

Project Manager Melanie Brown

Project Description

Project Location: Public Works, 800 Rabbitt Road

Project Description: The project will be to conduct a Facility Needs Assessment and update to 2006 DPW Master Plan. The assessment is scheduled to start in FY19 and be completed in FY20.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		40,464	10,116	-	-	-	-	50,580
Total Expenditures and Uses of Funds		40,464	10,116	-	-	-	-	50,580
Net Change in Fund Balance	-	(40,464)	(10,116)	-	-	-	-	(50,580)
Beginning Fund Balance	85,000	-	-	-	-	-	-	85,000
Projected Fund Balance	**85,000**	**44,536**	**34,420**	**34,420**	**34,420**	**34,420**	**34,420**	**34,420**

Appendix
CIP Project Detail
FY20 Budget

Project 0000051 - Public Works - Vehicle Wash System

Fund 304 - Facilities

Project Manager Kevin Etters

Project Description

Project Location: Public Works, 800 Rabbitt Road

Project Description: This project is for the design, manufacture, and installation of a new vehicle wash system. The wash system will be installed within an existing structure at the Department of Public Works facility. This will be a design-build project. This project was originally scheduled in FY16 and moved to FY17. It is currently scheduled to be completed in FY20, with design possible in late FY19.

Operating Budget Impacts

A good vehicle wash facility can be expected to lower maintenance costs on vehicles, due to proper removal of salt residue.
However, the wash system can be expected to increase water and sewer usage and other utility costs.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	30,600	-	-	-	-	-	-	30,600
591100 - Construction		-	467,275	-	-	-	-	467,275
Total Expenditures and Uses of Funds	30,600	-	467,275	-	-	-	-	497,875
Net Change in Fund Balance	(30,600)	-	(467,275)	-	-	-	-	(497,875)
Beginning Fund Balance	500,000	-	-	-	-	-	-	500,000
Projected Fund Balance	**469,400**	**469,400**	**2,125**	**2,125**	**2,125**	**2,125**	**2,125**	**2,125**

Appendix
CIP Project Detail
FY20 Budget

Project 0000052 - Public Works - Server Room

Fund 304 - Facilities

Project Manager Melanie Brown

Project Description

Project Location: Public Works, 800 Rabbitt Road

Project Description: The project scope has been combined with Project no. 0000053 - Future PW Facility Projects and will be executed when that project happens. All funding for this project has been transferred to this project. This project will be closed.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	507	-	-	-	-	-	-	507
589000 - Transfer to Other Funds		214,493	-	-	-	-	-	214,493
Total Expenditures and Uses of Funds	507	214,493	-	-	-	-	-	215,000
Net Change in Fund Balance	(507)	(214,493)	-	-	-	-	-	(215,000)
Beginning Fund Balance	215,000	-	-	-	-	-	-	215,000
Projected Fund Balance	**214,493**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000053 - Future PW Facility Projects

Fund 304 - Facilities

Project Manager Dennis Enslinger

Project Description

Project Location: Public Works, 800 Rabbit Road

Project Description: The City of Gaithersburg has not traditionally issued bonds for capital improvement projects. Instead, it has set aside funding to allow the City to operate under a pay-as-you-go method. This project establishes funding in future years to meet Public Works facility improvements under this philosophy. When specific projects are identified, funds and expenditures will be transferred to a new project.

The City is conducting a Facility Condition Assessment and User Needs Analysis of the Public Works Facility in FY19. Based on the recommendations of the study, a number of projects will need to be created to address items from this study. It is anticipated design of recommended improvements will begin in FY22 and construction in FY24 & FY25.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	662,772	875,000	875,000	875,000	875,000	875,000	875,000	5,912,772
499100 - Transfer In - From CIP		215,431	-	-	-	-	-	215,431
Total Revenues and Sources of Funds	662,772	1,090,431	875,000	875,000	875,000	875,000	875,000	6,128,203
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	-	200,000	-	-	200,000
591100 - Construction		-	-	-	-	-	3,300,000	3,300,000
Total Expenditures and Uses of Funds		-	-	-	200,000	-	3,300,000	3,500,000
Net Change in Fund Balance	662,772	1,090,431	875,000	875,000	675,000	875,000	(2,425,000)	2,628,203
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**662,772**	**1,753,203**	**2,628,203**	**3,503,203**	**4,178,203**	**5,053,203**	**2,628,203**	**2,628,203**

Appendix
CIP Project Detail
FY20 Budget

Project	0000054 - Olde Towne Parking Garage - 3 Elevator Upgrades	**Fund**	304 - Facilities
		Project Manager	McNeal Brown

Project Description

Project Location: Olde Towne Parking Garage, 112 Olde Towne Ave.

Project Description: This project involves the design and construction of three new elevators at the Old Towne Parking Garage (OTPG). The elevator cars, controls, hydraulic fluid pumps, signals, sump pumps, tamper switches and pistons will all be replaced. The recommended course strategy for this work is to procure it through a Design-Build project. Schedule: The A/E design portion of this project will take place in FY21 ($112K) with the construction taking place in FY22 ($950K). Justification: A Facility Needs Assessment was completed in 2018 and called for the elevator replacements.

Operating Budget Impacts

No additional operating impacts are expected. We anticipate a decrease in electric and maintenance costs due to these upgrades.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	950,000	-	-	-	950,000
Total Revenues and Sources of Funds		-	-	950,000	-	-	-	950,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	112,000	-	-	-	112,000
591100 - Construction		-	-	-	950,000	-	-	950,000
Total Expenditures and Uses of Funds		-	-	112,000	950,000	-	-	1,062,000
Net Change in Fund Balance	-	-	-	838,000	(950,000)	-	-	(112,000)
Beginning Fund Balance	187,000	-	-	-	-	-	-	187,000
Projected Fund Balance	**187,000**	**187,000**	**187,000**	**1,025,000**	**75,000**	**75,000**	**75,000**	**75,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000055 - Public Works - Upgrade Generator

Fund 304 - Facilities

Project Manager Ron Kaczmarek

Project Description

Project Location: Public Works Complex, 800 Rabbitt Road

Project Description: As part of the Public Works (PW) Complex improvement project, it is anticipated that the current generator at PW will need to be upgraded. The current generator will not be able to handle the additional load for current projects such as the vehicle wash, and any other facility enhancements. Also, the current generator only supports the fuel pumps and very few operational needs within the facility. If an emergency occurred, multiple areas like the fleet shop and other equipment areas would need power to support hurricane, earthquake, and snow removal operations. The generator design will coincide with the larger PW construction project, and design will begin in FY23 and construction in FY24 & FY25.

Operating Budget Impacts

Operating impacts will be additional service contract costs which are roughly $3,500 per year and additional fuel costs charged to Account 1153 - Building & Grounds - Public Service Facility.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	-	-	100,000	800,000	900,000
Total Revenues and Sources of Funds		-	-	-	-	100,000	800,000	900,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	-	-	55,000	-	55,000
591100 - Construction		-	-	-	-	-	750,000	750,000
Total Expenditures and Uses of Funds		-	-	-	-	55,000	750,000	805,000
Net Change in Fund Balance	-	-	-	-	-	45,000	50,000	95,000
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**45,000**	**95,000**	**95,000**

Appendix
CIP Project Detail
FY20 Budget

Project	0000057 - Public Works - Existing Salt Bldg. Structural Repairs	**Fund**	304 - Facilities
		Project Manager	McNeal Brown

Project Description

Project Location: Public Works Facility, 800 Rabbitt Road

Project Description: The project consist of installing two new overhead rolling doors and their associated hoisting mechanisms. This work is needed to protect the salt and snow melting products which are stored in the building. This project will be completed in FY19 ($20K). This project will be closed upon completion and the remaining balance transferred to Future PW Facility Projects (Project no. 0000053).

Operating Budget Impacts

None expected.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	106,000	-	-	-	-	-	-	106,000
Total Revenues and Sources of Funds	106,000	-	-	-	-	-	-	106,000
Expenditures and Uses of Funds								
591100 - Construction		20,000	-	-	-	-	-	20,000
Total Expenditures and Uses of Funds		20,000	-	-	-	-	-	20,000
Net Change in Fund Balance	106,000	(20,000)	-	-	-	-	-	86,000
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**106,000**	**86,000**	**86,000**	**86,000**	**86,000**	**86,000**	**86,000**	**86,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000058 - Annual Facility Restoration Projects

Fund 304 - Facilities

Project Manager Ron Kaczmarek

Project Description

Project Location: All City Facilities

Project Description: This project will be used to cover various roof and shell projects, painting/carpeting/flooring projects, equipment upgrades, and other maintenance upgrades at various City facilities that are not planned for in the operating budget. The funds being requested should only be used for one year then go back into the General Fund. Recommendation is that this money be put into the operational budget starting in FY19 going forward, as that is what its used for. Project should be closed.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	420,000	-	-	-	-	-	-	420,000
499100 - Transfer In - From CIP	80,000	-	-	-	-	-	-	80,000
Total Revenues and Sources of Funds	500,000	-	-	-	-	-	-	500,000
Expenditures and Uses of Funds								
536000 - Miscellaneous Professional Services	323,415	-	-	-	-	-	-	323,415
560000 - Miscellaneous	118,656	-	-	-	-	-	-	118,656
589000 - Transfer to Other Funds		938	-	-	-	-	-	938
591100 - Construction	18,504	18,500	-	-	-	-	-	37,004
595060 - Machinery & Equipment	19,987	-	-	-	-	-	-	19,987
Total Expenditures and Uses of Funds	480,562	19,438	-	-	-	-	-	500,000
Net Change in Fund Balance	19,438	(19,438)	-	-	-	-	-	0
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**19,438**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000059 - Utility Assessment

Fund 304 - Facilities

Project Manager Ron Kaczmarek

Project Description

Project Location: Robertson Park, 801 Rabbitt Road & Bohrer Park, 506 S. Frederick Ave.

Project Description: Based on a utility study done in FY18, this proposed project is to install sub-meters at two park locations: Robinson Park Youth Center (to track the amount of water the irrigation system uses for the sports fields), and Bohrer Park complex (to add additional electrical water meters to track usage by the various buildings/structures). This project is being conducted to assist the City in tracking reduction of utility use and the City's carbon footprint. Design will take place in FY20 with construction taking place in either FY21 or FY22. Any remaining funds not used for design would be available for construction.

Operating Budget Impacts

Based on these energy projects, there will be a decrease in the operating line items for electric, water, and natural gas based on the projects selected.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	45,000	-	-	-	-	-	45,000
499100 - Transfer In - From CIP	265,000	-	-	-	-	-	-	265,000
Total Revenues and Sources of Funds	265,000	45,000	-	-	-	-	-	310,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	30,000	-	-	-	-	30,000
536000 - Miscellaneous Professional Services	257,565	-	-	-	-	-	-	257,565
591100 - Construction		-	-	165,000	-	-	-	165,000
Total Expenditures and Uses of Funds	257,565	-	30,000	165,000	-	-	-	452,565
Net Change in Fund Balance	7,435	45,000	(30,000)	(165,000)	-	-	-	(142,565)
Beginning Fund Balance	150,000	-	-	-	-	-	-	150,000
Projected Fund Balance	**157,435**	**202,435**	**172,435**	**7,435**	**7,435**	**7,435**	**7,435**	**7,435**

Appendix
CIP Project Detail
FY20 Budget

Project 0000116 - Activity Center - Facility Assessment

Fund 304 - Facilities

Project Manager Sunil Prithviraj

Project Description

Project Location: Bohrer Park Activity Center, 506 S. Frederick Ave.

Project Description: This project involves conducting a Facility Condition Assessment (FCA) and Facility User Needs Analysis (FUNA) by an A/E Professional. This project is scheduled to start and be completed in FY19.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	42,500	-	-	-	-	-	42,500
Total Revenues and Sources of Funds	-	42,500	-	-	-	-	-	42,500
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		26,750	-	-	-	-	-	26,750
Total Expenditures and Uses of Funds		26,750	-	-	-	-	-	26,750
Net Change in Fund Balance	-	15,750	-	-	-	-	-	15,750
Beginning Fund Balance								
Projected Fund Balance	**-**	**15,750**	**15,750**	**15,750**	**15,750**	**15,750**	**15,750**	**15,750**

Appendix
CIP Project Detail
FY20 Budget

Project	0000117 - Casey Community Center Facility - Assessment	**Fund**	304 - Facilities
		Project Manager	McNeal Brown

Project Description

Project Location: Casey Community Center, 810 S. Frederick Ave.

Project Description: The project will be to conduct a Facility Condition Assessment (FCA) and Facility User Needs Analysis (FUNA). This project is scheduled for FY21.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	42,500	-	-	-	42,500
Total Revenues and Sources of Funds		-	-	42,500	-	-	-	42,500
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	42,500	-	-	-	42,500
Total Expenditures and Uses of Funds		-	-	42,500	-	-	-	42,500
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000118 - City Parking Lot - Pavement Assessment

Fund 304 - Facilities

Project Manager Ron Kaczmarek

Project Description

Project Location: Citywide

Project Description: This project involves conducting a Pavement Condition Index inspection on existing parking lots. This data will be used to determine future maintenance needs. It is anticipated that this assessment will identify additional capital projects. This project is scheduled for FY21.

Operating Budget Impacts

Still Study will result in a Maintenance Program for our parking lots that will be funded from our operating budget and additional future CIP Projects.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	12,000	-	-	-	12,000
Total Revenues and Sources of Funds		-	-	12,000	-	-	-	12,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	12,000	-	-	-	12,000
Total Expenditures and Uses of Funds		-	-	12,000	-	-	-	12,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000119 - DPW Sand Filter Outfall Replacement

Fund 304 - Facilities

Project Manager Meredith Strider

Project Description

Project Location: Public Works Department, 800 Rabbitt Road

Project Description: Replacement of the outfall pipe from the sand filter facility located at the Public Works maintenance yard. Per the CCTV inspection footage and inspection report, the existing corrugated metal pipe (CMP) is severely corroded and close to critical failure. Staff recommends replacement of the outfall pipe with reinforced concrete pipe. No SWM credits are available for conveyance infrastructure replacement. This project is scheduled for design with construction to start in FY19 and construction to finish in FY20.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	50,000	-	-	-	-	-	50,000
Total Revenues and Sources of Funds	-	50,000	-	-	-	-	-	50,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		5,000	-	-	-	-	-	5,000
591100 - Construction		20,000	25,000	-	-	-	-	45,000
Total Expenditures and Uses of Funds		25,000	25,000	-	-	-	-	50,000
Net Change in Fund Balance	-	25,000	(25,000)	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	**-**	**25,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY20 Budget

Project City Hall Historic Wood Siding Replacement

Fund 304 - Facilities

Project Manager Sunil Prithviraj

Project Description

Project Location: City Hall, 31 S. Summit Ave.

Project Description: The project involves replacing the wood siding, fascia and trim boards on the wood frame portion of City Hall. The project work scope also includes installing missing sheathing and exterior vapor barrier. Design is scheduled to start in FY21, continue through FY22, and construction is scheduled for FY23.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	-	10,000	35,000	290,000	-	335,000
Total Revenues and Sources of Funds	-	-	-	10,000	35,000	290,000	-	335,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	-	-	-	10,000	35,000	-	-	45,000
536000 - Miscellaneous Professional Services	-	-	-	-	-	-	-	-
591100 - Construction	-	-	-	-	-	290,000	-	290,000
Total Expenditures and Uses of Funds	-	-	-	10,000	35,000	290,000	-	335,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000060 - Water Park - Slide Replacement

Fund 305 - Parks

Project Manager Sunil Prithviraj

Project Description

Project Location: Gaithersburg Water Park, 512 S. Frederick Ave.

Project Description: Replacement of existing waterslides and waterslide tower at the Gaithersburg Water Park. The project has been moved from FY18 to FY19 to coincide with the offseason of the water park. This project is being funded with Program Open Space (POS) funding which requires a minimum 20% match and is subject to prevailing wage if the POS funding exceeds 50%.

Operating Budget Impacts

New slide to be added to the asset replacement.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
434000 - State Grant - Open Space		225,000	-	-	-	-	-	225,000
499000 - Transfer In - From General Fund	315,000	175,000	-	-	-	-	-	490,000
Total Revenues and Sources of Funds	315,000	400,000	-	-	-	-	-	715,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment	-	1,093,326	-	-	-	-	-	1,093,326
Total Expenditures and Uses of Funds	-	1,093,326	-	-	-	-	-	1,093,326
Net Change in Fund Balance	315,000	(693,326)	-	-	-	-	-	(378,326)
Beginning Fund Balance	485,000	-	-	-	-	-	-	485,000
Projected Fund Balance	**800,000**	**106,674**	**106,674**	**106,674**	**106,674**	**106,674**	**106,674**	**106,674**

Appendix
CIP Project Detail
FY20 Budget

Project 0000061 - Activity Center - Roof Replacement

Fund 305 - Parks

Project Manager Sunil Prithviraj

Project Description

Project Location: Activity Center, 506 S. Frederick Ave.

Project Description: Design and construction of the roof replacement of the Activity Center (all roof portions, both flat and angled sections). As part of this design, an analysis will be done on the roofing structure to determine whether either the flat portion or the slope structure of the roof can support solar panels. This project will correct the number of leaks that have occurred over the last two years in the flat section of the roof mainly over the PR&C office and storage areas. Also, the roofing assessment revealed when one of the metal panels came loose that the way the panels are fastened are no longer the industry acceptable practice. The design will occur in FY21 with construction scheduled for FY22.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	315,000	-	-	50,000	76,500	-	-	441,500
Total Revenues and Sources of Funds	315,000	-	-	50,000	76,500	-	-	441,500
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	105,000	-	-	-	105,000
591100 - Construction		-	-	-	950,000	-	-	950,000
Total Expenditures and Uses of Funds		-	-	105,000	950,000	-	-	1,055,000
Net Change in Fund Balance	315,000	-	-	(55,000)	(873,500)	-	-	(613,500)
Beginning Fund Balance	613,838	-	-	-	-	-	-	613,838
Projected Fund Balance	**928,838**	**928,838**	**928,838**	**873,838**	**338**	**338**	**338**	**338**

Appendix
CIP Project Detail
FY20 Budget

Project 0000062 - Water Park - Filtration, Motors & Pumps

Fund 305 - Parks

Project Manager Sunil Prithviraj

Project Description

Project Location: Gaithersburg Water Park, 506 S. Frederick Ave.

Project Description: This project involves the design and replacement of the pumps, motors and filtration system for the Water Park complex. The project will be coordinated as design-build and is scheduled to occur in FY20 and FY21. This project is being funded with Program Open Space (POS) funding which requires a minimum 20% match and is subject to prevailing wage if the POS funding exceeds 50%.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
434000 - State Grant - Open Space		-	-	510,000	-	-	-	510,000
499000 - Transfer In - From General Fund		-	100,000	70,000	-	-	-	170,000
Total Revenues and Sources of Funds		-	100,000	580,000	-	-	-	680,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	10,000	-	-	-	-	10,000
591100 - Construction		-	-	670,000	-	-	-	670,000
Total Expenditures and Uses of Funds		-	10,000	670,000	-	-	-	680,000
Net Change in Fund Balance	-	-	90,000	(90,000)	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**-**	**-**	**90,000**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000063 - Future Bohrer Park at Summit Hall Projects	**Fund**	305 - Parks
		Project Manager	Dennis Enslinger

Project Description

Project Location: Bohrer Park at Summit Hall, 506 S. Frederick Ave.

Project Description: The City of Gaithersburg has not traditionally issued bonds for capital improvement projects. Instead, it has set aside funding to allow the City to operate under a pay-as-you-go method. This project establishes funding in future years to meet its future Bohrer Park renovation and improvements under this philosophy. When specific projects are identified, funds and expenditures will be transferred to a new project.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	50,000	50,000	50,000	48,500	50,000	50,000	298,500
Total Revenues and Sources of Funds	-	50,000	50,000	50,000	48,500	50,000	50,000	298,500
Net Change in Fund Balance	-	50,000	50,000	50,000	48,500	50,000	50,000	298,500
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**-**	**50,000**	**100,000**	**150,000**	**198,500**	**248,500**	**298,500**	**298,500**

Appendix
CIP Project Detail
FY20 Budget

Project 0000064 - Train Station & Museum - Roof Repair

Fund 305 - Parks

Project Manager Melanie Brown

Project Description

Project Location: Train Station and Museum Complex, 5 & 9 S. Summit Ave.

Project Description: This project involves the design and construction of the gutter system and selective roof repair to include the soffit and fascia of the Train Station and Museum buildings. Since the roof was last replaced (roughly 10 years ago) it appears that the internal gutter system has failed which has caused damage to the soffit and fascia. The design started in FY18 and was completed in FY19. Construction will start in FY19 and finish in FY20. Budget has decreased as the scope has changed from a complete roof replacement to a selective roof repair.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	300,000	-	-	-	-	-	300,000
Total Revenues and Sources of Funds	-	300,000	-	-	-	-	-	300,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	18,065	24,000	2,000	-	-	-	-	44,065
591100 - Construction		125,000	25,000	-	-	-	-	150,000
Total Expenditures and Uses of Funds	18,065	149,000	27,000	-	-	-	-	194,065
Net Change in Fund Balance	(18,065)	151,000	(27,000)	-	-	-	-	105,935
Beginning Fund Balance	75,000	-	-	-	-	-	-	75,000
Projected Fund Balance	**56,935**	**207,935**	**180,935**	**180,935**	**180,935**	**180,935**	**180,935**	**180,935**

Appendix
CIP Project Detail
FY20 Budget

Project 0000065 - Arts Barn - Repointing Construction

Fund 305 - Parks

Project Manager McNeal Brown

Project Description

Project Location: Arts Barn, 311 Kent Square Road

Project Description: This project requires selected brick and mortar repointing on the Arts Barn exterior brick walls due to the loss of mortar in some areas, as well as concrete repairs to the side steps. Schedule: This work has been moved to FY20 ($125.4K) to coincide with the Boiler/Cooling Tower/Controls project's removal since the building will be closed for roughly a 30-day period.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
591100 - Construction		-	125,400	-	-	-	-	125,400
Total Expenditures and Uses of Funds		-	125,400	-	-	-	-	125,400
Net Change in Fund Balance	-	-	(125,400)	-	-	-	-	(125,400)
Beginning Fund Balance	125,400	-	-	-	-	-	-	125,400
Projected Fund Balance	**125,400**	**125,400**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000066 - Arts Barn - Roof Replacement Construction	**Fund**	305 - Parks
		Project Manager	Melanie Brown

Project Description

Project Location: Arts Barn, 311 Kent Square Road

Project Description: This project is for design, construction, and construction administration of the roof replacement at the Kentlands Arts Barn. A study will evaluate the existing roof structure and its condition and make recommendations for replacement material. Design was completed in FY17. However, the project was delayed to determine which roof material was the most appropriate and cost effective. The construction is scheduled to start and be completed in FY20. Budget has decreased as the materials have changed to a more cost effective choice to match the existing materials.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	16,611	-	-	-	-	-	-	16,611
591100 - Construction		-	170,713	-	-	-	-	170,713
Total Expenditures and Uses of Funds	16,611	-	170,713	-	-	-	-	187,324
Net Change in Fund Balance	(16,611)	-	(170,713)	-	-	-	-	(187,324)
Beginning Fund Balance	316,611	-	-	-	-	-	-	316,611
Projected Fund Balance	**300,001**	**300,001**	**129,288**	**129,288**	**129,288**	**129,288**	**129,288**	**129,288**

Appendix
CIP Project Detail
FY20 Budget

Project 0000067 - Activity Center - Upgrade Generator

Fund 305 - Parks

Project Manager Ron Kaczmarek

Project Description

Project Address: Activity Center, 506 S. Frederick Ave.

Project Description: Replace and upgrade the building generator at the Activity Center in response to an issue that occurred in the winter of 2016 when the building was used as a Red Cross Shelter. Currently, portions of the building do not have backup power, so additional capacity is necessary in key locations. Project Schedule: This project is schedule to occur in FY23 with the design and construction in FY24. However, a decision can be made by the M&CC not to use this facility as a Red Cross Shelter, thus eliminating this project from the CIP.

Operating Budget Impacts

Impacts to budget include additional service contract cost to maintain generator which is about $3,500 per year, plus an additional diesel fuel expense for operation.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	-	-	150,000	500,000	650,000
Total Revenues and Sources of Funds		-	-	-	-	150,000	500,000	650,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	-	-	75,000	-	75,000
591100 - Construction		-	-	-	-	-	575,000	575,000
Total Expenditures and Uses of Funds		-	-	-	-	75,000	575,000	650,000
Net Change in Fund Balance	-	-	-	-	-	75,000	(75,000)	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**75,000**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000068 - Sound Study Enhancements for RPYC, OTYC and AC Main Gym	**Fund**	305 - Parks
		Project Manager	Sunil Prithviraj

Project Description

Project Location: Olde Towne Youth Center (OTYC), 301 Teachers Way; Robertson Park Youth Center (RPYC), 801 Rabbitt Road and Bohrer Park Activity Center (BPAC), 506 S. Frederick Ave.

Project Description: This project is to mitigate sound issues at the following locations: Olde Towne Youth Center, Robertson Park Youth Center, and Bohrer Park Activity Center in the main gym. A sound study was completed in FY17 and made recommendations for each building. The work scope includes replacement and repair of HVAC ducts, replacement and repair of interior doors and windows, installation of sound absorption panels, and repair wall finishes. Design will take place in FY20 with construction scheduled for FY21.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	50,000	185,000	-	-	-	235,000
499100 - Transfer In - From CIP	6,668	-	-	-	-	-	-	6,668
Total Revenues and Sources of Funds	6,668	-	50,000	185,000	-	-	-	241,668
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	6,668	-	25,000	-	-	-	-	31,668
591100 - Construction		-	-	190,000	-	-	-	190,000
Total Expenditures and Uses of Funds	6,668	-	25,000	190,000	-	-	-	221,668
Net Change in Fund Balance	-	-	25,000	(5,000)	-	-	-	20,000
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**-**	**-**	**25,000**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000069 - Green Park - Tennis Court Rehabilitation

Fund 305 - Parks

Project Manager Kevin Etters

Project Description

Project Location: Green Park, 151 Bickerstaff Way

Project Description: This project involves the resurfacing and restriping of the existing tennis court at Green Park. Construction to start in early 2018 and be completed in the fall of 2018. This project is complete. The remaining balance will be transferred to Future Renovation of Existing Parks Projects (Project no. 0000075).

Operating Budget Impacts

This project will result in ongoing maintenance of the striping and playing surface. No additional staffing will be required to address this.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	60,000	-	-	-	-	-	-	60,000
Total Revenues and Sources of Funds	60,000	-	-	-	-	-	-	60,000
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		28,481	-	-	-	-	-	28,481
591100 - Construction	-	31,519	-	-	-	-	-	31,519
Total Expenditures and Uses of Funds	-	60,000	-	-	-	-	-	60,000
Net Change in Fund Balance	60,000	(60,000)	-	-	-	-	-	(0)
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**60,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000070 - Kelley Park - Tennis Courts Rehabilitation

Fund 305 - Parks

Project Manager Kevin Etters

Project Description

Project Location: Kelley Park, 400 Victory Farm Drive

Project Description: This project was pushed to FY23 due to the possibility of a new school site.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	60,000	-	-	-	-	-	-	60,000
Total Revenues and Sources of Funds	60,000	-	-	-	-	-	-	60,000
Expenditures and Uses of Funds								
591100 - Construction		-	-	-	-	60,000	-	60,000
Total Expenditures and Uses of Funds		-	-	-	-	60,000	-	60,000
Net Change in Fund Balance	60,000	-	-	-	-	(60,000)	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**60,000**	**60,000**	**60,000**	**60,000**	**60,000**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000071 - Robertson Park - Field Lighting Improvements (3 Fields)	**Fund**	305 - Parks
		Project Manager	Kevin Etters

Project Description

Project Location: Robertson Park, 801 Rabbitt Road

Project Description: This project involves the replacement of sports field lighting on three fields (two baseball and one multipurpose) at Robertson Park. The new lighting will be LED. This project is a design-build project. Construction is scheduled for FY21.

Operating Budget Impacts

The City should see a cost savings for using LED lights.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	80,657	-	-	925,000	-	-	-	1,005,657
Total Revenues and Sources of Funds	80,657	-	-	925,000	-	-	-	1,005,657
Expenditures and Uses of Funds								
591100 - Construction		-	-	975,000	-	-	-	975,000
Total Expenditures and Uses of Funds		-	-	975,000	-	-	-	975,000
Net Change in Fund Balance	80,657	-	-	(50,000)	-	-	-	30,657
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**80,657**	**80,657**	**80,657**	**30,657**	**30,657**	**30,657**	**30,657**	**30,657**

Appendix
CIP Project Detail
FY20 Budget

Project	0000072 - Kelley Park Field # 2 - Field Lighting Improvement	**Fund**	305 - Parks
		Project Manager	Kevin Etters

Project Description

Project Location: Kelley Park, 400 Victory Farm Drive

Project Description: This project involves the replacement of sports field lighting replacement at Kelley Park Field #2. The new system will improve the illumination of the athletic field to 50/30 LED lighting. This will be a complete system including all of the piers, electrical, poles and lamps. This project will be a design-build project. The project is scheduled for FY23.

Operating Budget Impacts

The City should see a cost saving with the installation of the LED lighting system.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	-	-	375,000	-	375,000
Total Revenues and Sources of Funds		-	-	-	-	375,000	-	375,000
Expenditures and Uses of Funds								
591100 - Construction		-	-	-	-	375,000	-	375,000
Total Expenditures and Uses of Funds		-	-	-	-	375,000	-	375,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP Project Detail
FY20 Budget

Project	0000073 - Diamond Farms Park - Tennis & Basketball Court Rehab	**Fund**	305 - Parks
		Project Manager	Kevin Etters

Project Description

Project Location: Diamond Farms Park, 857 Quince Orchard Blvd.

Project Description: This is an asphalt tennis (3) and basketball court (1) resurfacing project consisting of installing a new asphalt playing surface (with sports lines for tennis, basketball, and pickleball) and new sports equipment. Construction will start in Spring 2018, when the weather is conducive, and will be finished in FY19. This project is complete. The remaining balance will be transferred to Future Renovation of Existing Parks Projects (Project no. 0000075).

Operating Budget Impacts

This project will require ongoing maintenance costs associated with line striping and playing surface.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	29,343	-	-	-	-	-	-	29,343
499100 - Transfer In - From CIP	50,000	-	-	-	-	-	-	50,000
Total Revenues and Sources of Funds	79,343	-	-	-	-	-	-	79,343
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		6,357	-	-	-	-	-	6,357
591100 - Construction	-	118,643	-	-	-	-	-	118,643
Total Expenditures and Uses of Funds	-	125,000	-	-	-	-	-	125,000
Net Change in Fund Balance	79,343	(125,000)	-	-	-	-	-	(45,657)
Beginning Fund Balance	45,657	-	-	-	-	-	-	45,657
Projected Fund Balance	**125,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000074 - Morris Park Walker Field - Field Lighting Improvements	**Fund**	305 - Parks
		Project Manager	Kevin Etters

Project Description

Project Location: Morris Park, 520 Summit Hall Road

Project Description: This project involves the replacement of the existing sports field lighting at Walker Field with a 50/30 LED system. This will be a design-build project which will be initiated in FY18 but construction will be completed in FY19.

Operating Budget Impacts

The City should see cost savings from the new LED lighting system which will reduce the operating budget expenditure for this field.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	250,000	-	-	-	-	-	-	250,000
Total Revenues and Sources of Funds	250,000	-	-	-	-	-	-	250,000
Expenditures and Uses of Funds								
591100 - Construction	-	341,931	-	-	-	-	-	341,931
Total Expenditures and Uses of Funds	-	341,931	-	-	-	-	-	341,931
Net Change in Fund Balance	250,000	(341,931)	-	-	-	-	-	(91,931)
Beginning Fund Balance	95,000	-	-	-	-	-	-	95,000
Projected Fund Balance	**345,000**	**3,069**	**3,069**	**3,069**	**3,069**	**3,069**	**3,069**	**3,069**

Appendix
CIP Project Detail
FY20 Budget

Project	0000075 - Future Renovation of Existing Parks Projects	**Fund**	305 - Parks
		Project Manager	Dennis Enslinger

Project Description

Project Location: Citywide

Project Description: The City of Gaithersburg has not traditionally issued bonds for capital improvement projects. Instead, it has set aside funding to allow the City to operate under a pay-as-you-go method. This project establishes funding in future years to meet its future park renovation and improvements under this philosophy. As new projects come online, a new specific project page is created and funding is transferred from this project to the new project within the Parks CIP Fund.

During FY19, the following projects were closed with the remaining balance transferred into this project: Green Park - Tennis Court Rehabilitation ('69), Diamond Farms Park - Tennis & Basketball Court Rehab ('73), Kentlands Mansion - Side Garden ('76), Kentlands Mansion - Facility Needs Assessment ('77), Future Kentlands Mansion Projects ('78), Future Train Station & Museum Complex ('80), Malcolm King Park - Tennis & Basketball Courts ('133), and Morris Park - Tennis Court ('134). Funding of $264,000 will be transferred out to the Washingtonian Woods Park - Path Replacement Project ('126) in FY20.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	20,000	-	-	300,000	300,000	300,000	-	920,000
499100 - Transfer In - From CIP		1,140,997	-	-	-	-	-	1,140,997
Total Revenues and Sources of Funds	20,000	1,140,997	-	300,000	300,000	300,000	-	2,060,997
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		-	264,000	-	-	-	-	264,000
Total Expenditures and Uses of Funds		-	264,000	-	-	-	-	264,000
Net Change in Fund Balance	20,000	1,140,997	(264,000)	300,000	300,000	300,000	-	1,796,997
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**20,000**	**1,160,997**	**896,997**	**1,196,997**	**1,496,997**	**1,796,997**	**1,796,997**	**1,796,997**

Appendix
CIP Project Detail
FY20 Budget

Project	0000076 - Kentlands Mansion - Side Garden Landscaping	**Fund**	305 - Parks
		Project Manager	Sean Stevens

Project Description

Project Location: Kentlands Mansion, 320 Kent Square Road

Project Description: The project involves construction of a side garden at the Kentlands Mansion for use as an outdoor wedding venue. This project will enhance the marketability of the mansion for outdoor weddings. This project will be completed in the fourth quarter of FY18. This project is complete. The remaining balance will be transferred to Renovation of Existing Parks (Project no. 0000075).

Operating Budget Impacts

This project will increase the operating budget with only minor maintenance costs.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	898	-	-	-	-	-	-	898
589000 - Transfer to Other Funds		105,139	-	-	-	-	-	105,139
591100 - Construction	253,603	25,360	-	-	-	-	-	278,963
Total Expenditures and Uses of Funds	254,501	130,499	-	-	-	-	-	385,000
Net Change in Fund Balance	(254,501)	(130,499)	-	-	-	-	-	(385,000)
Beginning Fund Balance	385,000	-	-	-	-	-	-	385,000
Projected Fund Balance	**130,499**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000077 - Kentlands Mansion - Facility Needs Assessment	**Fund**	305 - Parks
		Project Manager	Melanie Brown

Project Description

Project Location: Kentlands Mansion, 320 Kent Square Road

Project Description: This project involved the development of a Facility Condition Assessment and a Facility Needs Assessment (covering the next 10 years) for the Kentlands Mansion. This study will be used to develop and prioritize future capital improvement projects. The Facility Condition Assessment and User Needs Analysis was completed in FY18. Any work that will come from the Study will be a separate and distinct project. This project is complete and shall be closed and any additional money transferred to Project no. 0000075, Future Renovation of Existing Parks Projects.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		5,933	-	-	-	-	-	5,933
536000 - Miscellaneous Professional Services	51,086	-	-	-	-	-	-	51,086
589000 - Transfer to Other Funds		27,981	-	-	-	-	-	27,981
Total Expenditures and Uses of Funds	51,086	33,914	-	-	-	-	-	85,000
Net Change in Fund Balance	(51,086)	(33,914)	-	-	-	-	-	(85,000)
Beginning Fund Balance	85,000	-	-	-	-	-	-	85,000
Projected Fund Balance	**33,914**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000078 - Future Kentlands Mansion Projects

Fund 305 - Parks

Project Manager Dennis Enslinger

Project Description

Project Location: Kentlands Mansion, 320 Kent Square Road

Project Description: No planned projects, balance to be transferred to Project no. 0000075, Future Renovation of Existing Parks Projects.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	450,000	200,000	-	-	-	-	-	650,000
Total Revenues and Sources of Funds	450,000	200,000	-	-	-	-	-	650,000
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		790,513	-	-	-	-	-	790,513
Total Expenditures and Uses of Funds		790,513	-	-	-	-	-	790,513
Net Change in Fund Balance	450,000	(590,513)	-	-	-	-	-	(140,513)
Beginning Fund Balance	140,513	-	-	-	-	-	-	140,513
Projected Fund Balance	**590,513**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000079 - Future Benjamin Gaither Center Projects

Fund 305 - Parks

Project Manager Dennis Enslinger

Project Description

Project Location: Benjamin Gaither Center, 80 A Bureau Drive

Project Description: The City of Gaithersburg has not traditionally issued bonds for capital improvement projects. Instead, it has set aside funding to allow the City to operate under a pay-as-you-go method. This project establishes funding in future years to meet its Benjamin Gaither Center renovation and improvements under this philosophy. When specific projects are identified, funds and expenditures will be transferred to a new project.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	-	50,000	-	-	50,000
Total Expenditures and Uses of Funds		-	-	-	50,000	-	-	50,000
Net Change in Fund Balance	-	-	-	-	(50,000)	-	-	(50,000)
Beginning Fund Balance	106,445	-	-	-	-	-	-	106,445
Projected Fund Balance	**106,445**	**106,445**	**106,445**	**106,445**	**56,445**	**56,445**	**56,445**	**56,445**

Appendix
CIP Project Detail
FY20 Budget

Project	0000080 - Future Train Station & Museum Complex Projects	**Fund**	305 - Parks
		Project Manager	Dennis Enslinger

Project Description

Project Location: Train Station and Museum Complex, 5 & 9 S. Summit Ave.

Project Description: The City of Gaithersburg has not traditionally issued bonds for capital improvement projects. Instead, it has set aside funding to allow the City to operate under a pay-as-you-go method. This project establishes funding in future years to meet its future Train Station & Museum Complex renovation and improvements under this philosophy. When specific projects are identified, funds and expenditures will be transferred to a new project. There were no expected future projects to be funded from this project. The remaining balance was transferred to Future Renovation of Existing Parks (Project no. 0000075). Future projects needed at this site would be established as new projects.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	15,000	-	-	-	-	-	-	15,000
Total Revenues and Sources of Funds	15,000	-	-	-	-	-	-	15,000
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		177,345	-	-	-	-	-	177,345
Total Expenditures and Uses of Funds		177,345	-	-	-	-	-	177,345
Net Change in Fund Balance	15,000	(177,345)	-	-	-	-	-	(162,345)
Beginning Fund Balance	162,345	-	-	-	-	-	-	162,345
Projected Fund Balance	**177,345**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000081 - Arts Barn - Boiler/Chiller/Controls Replacement

Fund 305 - Parks

Project Manager McNeal Brown

Project Description

Project Location: Arts Barn, 311 Kent Square Road

Project Description: This project involves the replacement of the cooling tower, building controls, the boiler and twenty-three (23) water sourced heat pumps. Cash reallocation was requested to complete the project due to changes in scope (addition of three (3) air handling units) and to account for increases in the costs of labor and materials ($270,711). Construction costs now stand at $650,711.00. Schedule: This project was moved from FY17 to FY20 to consolidate work items and to limit the impact on Arts Barn operations.

Operating Budget Impacts

The City will see a cost savings in electric and natural gas for this building related to the installation of new energy efficient equipment.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	350,000	-	-	-	-	350,000
Total Revenues and Sources of Funds		-	350,000	-	-	-	-	350,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	44,234	-	-	-	-	-	-	44,234
591100 - Construction		-	650,711	-	-	-	-	650,711
Total Expenditures and Uses of Funds	44,234	-	650,711	-	-	-	-	694,945
Net Change in Fund Balance	(44,234)	-	(300,711)	-	-	-	-	(344,945)
Beginning Fund Balance	375,000	-	-	-	-	-	-	375,000
Projected Fund Balance	**330,766**	**330,766**	**30,055**	**30,055**	**30,055**	**30,055**	**30,055**	**30,055**

Appendix
CIP Project Detail
FY20 Budget

Project	0000082 - Robertson Park Field #3 - Synthetic Turf Installation	**Fund**	305 - Parks
		Project Manager	Kevin Etters

Project Description

Project Location: Robertson Park, 801 Rabbitt Road

Project Description: The project involves construction of a synthetic turf field on the soccer/multi-use field #3. This project is a design-build project. The project is expected to be begin in FY19 with construction completed in FY20. This project is funded through Program Open Space (POS) funding, which requires a minimum match of 20% and requires compliance with prevailing wage if the POS funds exceed 50%.

Operating Budget Impacts

There will be additional maintenance costs associated with this field construction. Possible cost increases will be infill material.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
434000 - State Grant - Open Space		-	500,000	-	-	-	-	500,000
499000 - Transfer In - From General Fund	-	965,000	(500,000)	-	-	-	-	465,000
Total Revenues and Sources of Funds	-	965,000	-	-	-	-	-	965,000
Expenditures and Uses of Funds								
591100 - Construction		100,000	950,000	-	-	-	-	1,050,000
Total Expenditures and Uses of Funds		100,000	950,000	-	-	-	-	1,050,000
Net Change in Fund Balance	-	865,000	(950,000)	-	-	-	-	(85,000)
Beginning Fund Balance	85,793	-	-	-	-	-	-	85,793
Projected Fund Balance	**85,793**	**950,793**	**793**	**793**	**793**	**793**	**793**	**793**

Appendix
CIP Project Detail
FY20 Budget

Project	0000120 - Casey Community Center - Electronic Sign	**Fund**	305 - Parks
		Project Manager	Sunil Prithviraj

Project Description

Project Location: Casey Community Center, 810 S. Frederick Ave.

Project Description: This project involves the replacement of the existing message board sign with an electronic message board sign at Casey Community Center. This project is scheduled for FY22 as a design-build project.

Operating Budget Impacts

This item will need to be added to the asset replacement list once the project is completed. This project will also add approximately $1,200 annually to Account 1160, Building & Grounds - Casey Community Center, for the additional electrical usage for this sign and a $45 monthly service charge for wireless communication.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	-	98,000	-	-	98,000
Total Revenues and Sources of Funds		-	-	-	98,000	-	-	98,000
Expenditures and Uses of Funds								
591100 - Construction		-	-	-	98,000	-	-	98,000
Total Expenditures and Uses of Funds		-	-	-	98,000	-	-	98,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP Project Detail
FY20 Budget

Project	0000121 - Community Museum - HVAC and Storage Enclosure	**Fund**	305 - Parks
		Project Manager	Sunil Prithviraj

Project Description

Project Location: Community Museum, 9 S. Summit Ave. and B&O Train Station, 5 S. Summit Ave.

Project Description: This project involves the redesign of the HVAC enclosure at the Community Museum and reconfiguration of the storage space at B&O Train Station. This project's design is scheduled for FY19 and construction is scheduled for FY20.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	30,000	-	-	-	-	-	30,000
Total Revenues and Sources of Funds	-	30,000	-	-	-	-	-	30,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		5,000	-	-	-	-	-	5,000
591100 - Construction		15,000	10,000	-	-	-	-	25,000
Total Expenditures and Uses of Funds		20,000	10,000	-	-	-	-	30,000
Net Change in Fund Balance	-	10,000	(10,000)	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	**-**	**10,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000122 - Diamond Farms Park Court #3 - New Lighting	**Fund**	305 - Parks
		Project Manager	Kevin Etters

Project Description

Project Location: Diamond Farms Park, 857 Quince Orchard Blvd.

Project Description: This project involves the addition of lighting to existing tennis/pickleball courts at Diamond Farms Court #3. This is a design-build project and is scheduled for FY21.

Operating Budget Impacts

This project will require additional operating funds for electricity and annual maintenance supplies.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	55,500	-	-	-	55,500
Total Revenues and Sources of Funds		-	-	55,500	-	-	-	55,500
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	5,500	-	-	-	5,500
591100 - Construction		-	-	50,000	-	-	-	50,000
Total Expenditures and Uses of Funds		-	-	55,500	-	-	-	55,500
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000123 - Gymnasium Partition Replacement - Activity Center	**Fund**	305 - Parks
		Project Manager	McNeal Brown

Project Description

Project Location: Bohrer Park Activity Center, 506 S. Frederick Ave.

Project Description: This project involves the replacement of the partition between the two gyms in the Activity Center. Schedule: This project was moved from FY19 and design ($40K) will now start in FY20. Construction ($145K) is anticipated to be completed in FY21.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	185,000	-	-	-	-	-	185,000
Total Revenues and Sources of Funds	-	185,000	-	-	-	-	-	185,000
Expenditures and Uses of Funds								
591100 - Construction		-	40,000	145,000	-	-	-	185,000
Total Expenditures and Uses of Funds		-	40,000	145,000	-	-	-	185,000
Net Change in Fund Balance	-	185,000	(40,000)	(145,000)	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	**-**	**185,000**	**145,000**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000124 - Kentlands Mansion - Permanent Porch Enclosure	**Fund**	305 - Parks
		Project Manager	Melanie Brown

Project Description

Project Location: Kentlands Mansion, 320 Kent Square Road

Project Description: This project assesses the feasibility of enclosing the canopied back porch of the Kentlands Mansion to create a temperature controlled, permanent sunroom with ADA accessibility, and an adjoining outdoor dining/seating terrace. (Design is scheduled for FY21 with construction to start in FY22.)

Operating Budget Impacts

There would be an increase in PR&C in-house custodial budget due to the increase in square footage. Additionally, there would be an increase in refuse, utilities, and repair & maintenance costs to Account 1158, Building & Grounds - Kentlands Mansion, in the DPW budget.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	100,000	625,000	-	-	725,000
Total Revenues and Sources of Funds		-	-	100,000	625,000	-	-	725,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	-	65,000	-	-	-	65,000
591100 - Construction		-	-	-	636,000	-	-	636,000
Total Expenditures and Uses of Funds		-	-	65,000	636,000	-	-	701,000
Net Change in Fund Balance	-	-	-	35,000	(11,000)	-	-	24,000
Beginning Fund Balance								
Projected Fund Balance	**-**	**-**	**-**	**35,000**	**24,000**	**24,000**	**24,000**	**24,000**

Appendix
CIP Project Detail
FY20 Budget

Project	0000125 - Observatory Park - Modifications and Telescope Study	**Fund**	305 - Parks
		Project Manager	Melanie Brown

Project Description

Project Location: International Latitude Observatory Park, 100 DeSellum Ave.

Project Description: This project would investigate the modifications necessary to the existing building or construction of a new building to allow for a computerized telescope at Observatory Park. The feasibility study is scheduled for FY20 which could result in a future project.

Operating Budget Impacts

Budget impacts include: Regular maintenance to telescope and or structure. Electric and data line costs to go along with security cameras and/or other access control devices. Labor costs include additional part-time staff trained to operate astronomical equipment. These assets may need to be added to the asset replacement list, and a new account code may need to be created solely for Observatory Park.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	50,000	-	-	-	-	50,000
Total Revenues and Sources of Funds		-	50,000	-	-	-	-	50,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture		-	50,000	-	-	-	-	50,000
Total Expenditures and Uses of Funds		-	50,000	-	-	-	-	50,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000126 - Washingtonian Woods Park - Path Replacement	**Fund**	305 - Parks
		Project Manager	Sean Stevens

Project Description

Project Location: Washingtonian Woods Park, 341 Upshire Cir.

Project Description: This project involves the replacement of the asphalt hiking path. This project is needed as the path is over twenty years old, past its anticipated replacement cycle, and is beginning to be a maintenance problem. The path is one mile long and four feet wide. This project is scheduled for FY20.

Operating Budget Impacts

Repaving this path should reduce maintenance for the next several years. Currently the Streets Maintenance Team needs to grind parts of the path every year.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499100 - Transfer In - From CIP		-	264,000	-	-	-	-	264,000
Total Revenues and Sources of Funds		-	264,000	-	-	-	-	264,000
Expenditures and Uses of Funds								
591100 - Construction		-	264,000	-	-	-	-	264,000
Total Expenditures and Uses of Funds		-	264,000	-	-	-	-	264,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000133 - Malcolm King Park - Tennis and Basketball Courts	**Fund**	305 - Parks
		Project Manager	Kevin Etters

Project Description

Project Location: Malcolm King Park, 1200 West Side Drive

Project Description: This project involves the resurfacing and restriping of the existing tennis court and basketball courts at Malcolm King Park. Construction started in early 2018 and was completed in the summer of 2018.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499100 - Transfer In - From CIP	80,000	-	-	-	-	-	-	80,000
Total Revenues and Sources of Funds	80,000	-	-	-	-	-	-	80,000
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		3,100	-	-	-	-	-	3,100
591100 - Construction	-	76,900	-	-	-	-	-	76,900
Total Expenditures and Uses of Funds	-	80,000	-	-	-	-	-	80,000
Net Change in Fund Balance	80,000	(80,000)	-	-	-	-	-	(0)
Beginning Fund Balance								
Projected Fund Balance	**80,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000134 - Morris Park - Tennis Court

Fund 305 - Parks

Project Manager Kevin Etters

Project Description

Project Location: Morris Park, 520 Summit Hall Road

Project Description: This project involves the resurfacing and restriping of the existing tennis court at Morris Park. Construction to start in early 2018 and be completed in the fall of 2018.

Operating Budget Impacts

Ongoing maintenance costs associated with striping and playing surface will result.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499100 - Transfer In - From CIP	75,000	-	-	-	-	-	-	75,000
Total Revenues and Sources of Funds	75,000	-	-	-	-	-	-	75,000
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		2,080	-	-	-	-	-	2,080
591100 - Construction	-	72,920	-	-	-	-	-	72,920
Total Expenditures and Uses of Funds	-	75,000	-	-	-	-	-	75,000
Net Change in Fund Balance	75,000	(75,000)	-	-	-	-	-	0
Beginning Fund Balance								
Projected Fund Balance	**75,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY20 Budget

Project Olde Towne Plaza Museum Complex -Public Restroom Needs Study

Fund 305 - Parks

Project Manager Sunil Prithviraj

Project Description

Project Location: Olde Towne Plaza Museum Complex, 1-9 S. Summit Ave.

Project Description: This study will determine the adequacy of current public restroom facilities at the Community Museum and Olde Towne Plaza, 9 S. Summit Ave.

Operating Budget Impacts

This project could impact the operating budget through additional custodial, maintenance and utility costs.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	-	30,000	-	-	-	30,000
Total Revenues and Sources of Funds	-	-	-	30,000	-	-	-	30,000
Expenditures and Uses of Funds								
532000 - Engineering & Architecture	-	-	-	30,000	-	-	-	30,000
Total Expenditures and Uses of Funds	-	-	-	30,000	-	-	-	30,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP New Project Detail
FY20 Budget

Project Griffith Park - Tennis Court Lighting

Fund 305 - Parks

Project Manager Kevin Etters

Project Description

Project Location: Griffith Park, 31 S. Summit Ave.

Project Description: Install new LED lighting with dark sky technology to the tennis courts at Griffith Park. The existing tennis courts are without lights and close in proximity to homes that border Griffith Park.

Operating Budget Impacts

There will be a increase in electrical costs for Griffith Park with the installation of the new lights.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	-	100,000	-	-	-	100,000
Total Revenues and Sources of Funds	-	-	-	100,000	-	-	-	100,000
Expenditures and Uses of Funds								
591100 - Construction	-	-	-	100,000	-	-	-	100,000
Total Expenditures and Uses of Funds	-	-	-	100,000	-	-	-	100,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP Project Detail
FY20 Budget

Project 0000083 - IT - Network Infrastructure Improvements

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Citywide

Project Description: This project supports improving the City's network infrastructure.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	13,000	-	-	-	-	-	-	13,000
Total Revenues and Sources of Funds	13,000	-	-	-	-	-	-	13,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment	8,387	-	23,000	-	-	-	-	31,387
Total Expenditures and Uses of Funds	8,387	-	23,000	-	-	-	-	31,387
Net Change in Fund Balance	4,613	-	(23,000)	-	-	-	-	(18,387)
Beginning Fund Balance	93,000	-	-	-	-	-	-	93,000
Projected Fund Balance	**97,613**	**97,613**	**74,613**	**74,613**	**74,613**	**74,613**	**74,613**	**74,613**

Appendix
CIP Project Detail
FY20 Budget

Project 0000084 - City - Facility Cameras System

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Citywide

Project Description: This ongoing project is for the build-out of the City's networked security cameras and supporting infrastructure (servers, storage, etc.).

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
595000 - Furniture & Equipment	10,535	10,660	-	20,000	20,000	-	-	61,195
Total Expenditures and Uses of Funds	10,535	10,660	-	20,000	20,000	-	-	61,195
Net Change in Fund Balance	(10,535)	(10,660)	-	(20,000)	(20,000)	-	-	(61,195)
Beginning Fund Balance	62,000	-	-	-	-	-	-	62,000
Projected Fund Balance	**51,465**	**40,805**	**40,805**	**20,805**	**805**	**805**	**805**	**805**

Appendix
CIP Project Detail
FY20 Budget

Project	0000085 - City - 16 S. Summit Ave. Network Configuration	**Fund**	306 - Technology
		Project Manager	Pete Cottrell

Project Description

Project Location: 16 S. Summit Ave.

Project Description: This project supports the acquisition of network services for the new 16 S. Summit Ave. building and the integration of the site into the City's network.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	50,000	-	-	-	-	50,000
Total Revenues and Sources of Funds		-	50,000	-	-	-	-	50,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		-	-	95,000	-	-	-	95,000
Total Expenditures and Uses of Funds		-	-	95,000	-	-	-	95,000
Net Change in Fund Balance	-	-	50,000	(95,000)	-	-	-	(45,000)
Beginning Fund Balance	50,000	-	-	-	-	-	-	50,000
Projected Fund Balance	**50,000**	**50,000**	**100,000**	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000086 - City - Facility Access Security Improvements

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Citywide

Project Description: This project supports the addition of City facilities to the City's access control system.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
595000 - Furniture & Equipment	10,477	-	25,000	-	20,000	-	-	55,477
Total Expenditures and Uses of Funds	10,477	-	25,000	-	20,000	-	-	55,477
Net Change in Fund Balance	(10,477)	-	(25,000)	-	(20,000)	-	-	(55,477)
Beginning Fund Balance	80,000	-	-	-	-	-	-	80,000
Projected Fund Balance	**69,523**	**69,523**	**44,523**	**44,523**	**24,523**	**24,523**	**24,523**	**24,523**

Appendix
CIP Project Detail
FY20 Budget

Project 0000087 - City - Intranet Web Replacement

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Citywide

Project Description: This project supports the implementation of an intranet website to replace the current CityNet site.
This project is complete and can be closed.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		500	-	-	-	-	-	500
592000 - Software	27,500	-	-	-	-	-	-	27,500
Total Expenditures and Uses of Funds	27,500	500	-	-	-	-	-	28,000
Net Change in Fund Balance	(27,500)	(500)	-	-	-	-	-	(28,000)
Beginning Fund Balance	28,000	-	-	-	-	-	-	28,000
Projected Fund Balance	**500**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000088 - IT- Remote Data Center

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Public Works, 800 Rabbitt Road

Project Description: This project supports the building of a true datacom/small server room at the PW facility.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		-	-	-	30,000	-	-	30,000
Total Expenditures and Uses of Funds		-	-	-	30,000	-	-	30,000
Net Change in Fund Balance	-	-	-	-	(30,000)	-	-	(30,000)
Beginning Fund Balance	30,000	-	-	-	-	-	-	30,000
Projected Fund Balance	**30,000**	**30,000**	**30,000**	**30,000**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000089 - PW - Energy Management System

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Public Works, 800 Rabbitt Road

Project Description: This project is to implement a system which allows Facilities to track and report on energy usage and costs.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		22,000	-	-	-	-	-	22,000
Total Expenditures and Uses of Funds		22,000	-	-	-	-	-	22,000
Net Change in Fund Balance	-	(22,000)	-	-	-	-	-	(22,000)
Beginning Fund Balance	50,000	-	-	-	-	-	-	50,000
Projected Fund Balance	**50,000**	**28,000**	**28,000**	**28,000**	**28,000**	**28,000**	**28,000**	**28,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000090 - IT - Security Assessment / Testing

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Citywide

Project Description: This project supports the selection and engagement of a vendor to perform an independent 3rd-party security evaluation of the City's network and computer systems.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		75,000	-	-	-	-	-	75,000
Total Expenditures and Uses of Funds		75,000	-	-	-	-	-	75,000
Net Change in Fund Balance	-	(75,000)	-	-	-	-	-	(75,000)
Beginning Fund Balance	75,000	-	-	-	-	-	-	75,000
Projected Fund Balance	**75,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000091 - Police - Body Camera Implementation

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Citywide

Project Description: This project supports the implementation of the body-worn cameras system for the Police Department.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
595000 - Furniture & Equipment	45,090	19,800	-	-	-	-	-	64,890
Total Expenditures and Uses of Funds	45,090	19,800	-	-	-	-	-	64,890
Net Change in Fund Balance	(45,090)	(19,800)	-	-	-	-	-	(64,890)
Beginning Fund Balance	90,000	-	-	-	-	-	-	90,000
Projected Fund Balance	**44,910**	**25,110**	**25,110**	**25,110**	**25,110**	**25,110**	**25,110**	**25,110**

Appendix
CIP Project Detail
FY20 Budget

Project 0000092 - Police - Criminal Intelligence System

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Police Department, 14 Fulks Corner Ave.

Project Description: This project funds the selection and implementation of a system to be used by the Police Department to manage the input and retrieval of source and contact information and provide search capability on system data.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		29,800	-	-	-	-	-	29,800
Total Expenditures and Uses of Funds	-	29,800	-	-	-	-	-	29,800
Net Change in Fund Balance	-	(29,800)	-	-	-	-	-	(29,800)
Beginning Fund Balance	200,000	-	-	-	-	-	-	200,000
Projected Fund Balance	**200,000**	**170,200**	**170,200**	**170,200**	**170,200**	**170,200**	**170,200**	**170,200**

Appendix
CIP Project Detail
FY20 Budget

Project 0000093 - City - Field Asset & Work Order System

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Citywide

Project Description: This project funds the selection and implementation of a system to catalog and manage various types of field assets (light poles, street signs, stormwater features, etc.).

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		171,000	-	-	-	-	-	171,000
Total Expenditures and Uses of Funds		171,000	-	-	-	-	-	171,000
Net Change in Fund Balance	-	(171,000)	-	-	-	-	-	(171,000)
Beginning Fund Balance	200,000	-	-	-	-	-	-	200,000
Projected Fund Balance	**200,000**	**29,000**	**29,000**	**29,000**	**29,000**	**29,000**	**29,000**	**29,000**

Appendix
CIP Project Detail
FY20 Budget

Project	0000094 - Police - Public Safety Surveillance Cameras	**Fund**	306 - Technology
		Project Manager	Pete Cottrell

Project Description

Project Location: Olde Towne

Project Description: This project supports the replacement and enhancement of the public safety cameras system installed in Olde Towne on Summit Ave. and E. Diamond Ave.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		-	-	-	100,000	-	-	100,000
Total Expenditures and Uses of Funds		-	-	-	100,000	-	-	100,000
Net Change in Fund Balance	-	-	-	-	(100,000)	-	-	(100,000)
Beginning Fund Balance	100,000	-	-	-	-	-	-	100,000
Projected Fund Balance	**100,000**	**100,000**	**100,000**	**100,000**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000095 - City - Parking Garage Technology Improvements	**Fund**	306 - Technology
		Project Manager	Pete Cottrell

Project Description

Project Location: Olde Towne Parking Garage, 112 Olde Towne Ave.

Project Description: This project would support the introduction of technology (security cameras, parking management/payment systems, etc.) into the Olde Towne parking garage, if the decision is made to move in that direction.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	50,000	-	-	-	-	-	50,000
Total Revenues and Sources of Funds	-	50,000	-	-	-	-	-	50,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		-	-	-	100,000	-	-	100,000
Total Expenditures and Uses of Funds		-	-	-	100,000	-	-	100,000
Net Change in Fund Balance	-	50,000	-	-	(100,000)	-	-	(50,000)
Beginning Fund Balance	51,019	-	-	-	-	-	-	51,019
Projected Fund Balance	**51,019**	**101,019**	**101,019**	**101,019**	**1,019**	**1,019**	**1,019**	**1,019**

Appendix
CIP Project Detail
FY20 Budget

Project 0000096 - City - Radio System Upgrades

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Citywide

Project Description: This project would support the replacement and enhancement of the City's radio system, including: the transition from analog to digital technology, a second antenna for improved coverage, and possibly the collection of GPS-based location information.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	75,000	50,000	-	-	-	125,000
Total Revenues and Sources of Funds		-	75,000	50,000	-	-	-	125,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		-	88,000	70,000	-	-	-	158,000
Total Expenditures and Uses of Funds		-	88,000	70,000	-	-	-	158,000
Net Change in Fund Balance	-	-	(13,000)	(20,000)	-	-	-	(33,000)
Beginning Fund Balance	50,000	-	-	-	-	-	-	50,000
Projected Fund Balance	**50,000**	**50,000**	**37,000**	**17,000**	**17,000**	**17,000**	**17,000**	**17,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000097 - IT- Data Backup System

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: City Hall, 31 S. Summit Ave.

Project Description: This project supports the maintenance and expansion of the City's data backup system, which includes software and hardware components.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	25,000	-	-	-	25,000
Total Revenues and Sources of Funds		-	-	25,000	-	-	-	25,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment	-	25,000	-	25,000	-	-	-	50,000
Total Expenditures and Uses of Funds	-	25,000	-	25,000	-	-	-	50,000
Net Change in Fund Balance	-	(25,000)	-	-	-	-	-	(25,000)
Beginning Fund Balance	30,000	-	-	-	-	-	-	30,000
Projected Fund Balance	**30,000**	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000098 - City - Shared Server Storage

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: City Hall, 31 S. Summit Ave.

Project Description: This project supports the expansion of the City's Shared Storage infrastructure, which provides disk storage space for user and system data files and for the Virtual Machine (VM) infrastructure.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	20,000	20,000	20,000	25,000	-	-	85,000
Total Revenues and Sources of Funds	-	20,000	20,000	20,000	25,000	-	-	85,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		-	35,000	-	50,000	-	-	85,000
Total Expenditures and Uses of Funds		-	35,000	-	50,000	-	-	85,000
Net Change in Fund Balance	-	20,000	(15,000)	20,000	(25,000)	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**-**	**20,000**	**5,000**	**25,000**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000099 - City - City Hall Grounds Cameras & Network	**Fund**	306 - Technology
		Project Manager	Pete Cottrell

Project Description

Project Location: City Hall, 31 S. Summit Ave.

Project Description: This project would support the expansion of the City's network and camera system into the City Hall parking area. The project is dependent upon PW/Facilities redoing the lights in the parking lot, because the cameras and the network would require cabling to be installed in new conduit laid under the pavement. The project is only speculative at this time, as no timetable for PW work is known.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	50,000	-	-	-	-	-	50,000
Total Revenues and Sources of Funds	-	50,000	-	-	-	-	-	50,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		-	-	-	50,000	-	-	50,000
Total Expenditures and Uses of Funds		-	-	-	50,000	-	-	50,000
Net Change in Fund Balance	-	50,000	-	-	(50,000)	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**-**	**50,000**	**50,000**	**50,000**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000100 - City - Wide-Area Network Enhancements

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Citywide

Project Description: This project will support architectural updates and expansions to the City's Wide-Area Network (WAN), which connects all City sites on an internal network.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	187,000	50,000	85,000	85,000	-	-	-	407,000
Total Revenues and Sources of Funds	187,000	50,000	85,000	85,000	-	-	-	407,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		-	-	200,000	200,000	-	-	400,000
Total Expenditures and Uses of Funds		-	-	200,000	200,000	-	-	400,000
Net Change in Fund Balance	187,000	50,000	85,000	(115,000)	(200,000)	-	-	7,000
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**187,000**	**237,000**	**322,000**	**207,000**	**7,000**	**7,000**	**7,000**	**7,000**

Appendix
CIP Project Detail
FY20 Budget

Project	0000101 - City - 16 S. Summit Ave. Training/ Conference Rooms	**Fund**	306 - Technology
		Project Manager	Pete Cottrell

Project Description

Project Location: 16 S. Summit Ave.

Project Description: This project will support the addition of computers and presentation systems for conference rooms in the new 16 S. Summit Ave. building, as well as implementation of a computer-based training facility. The training room portion may be dependent upon a phase 2 implementation for the remaining third floor space after the first phase has been completed.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	-	35,000	-	-	35,000
Total Revenues and Sources of Funds		-	-	-	35,000	-	-	35,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment		-	-	-	35,000	-	-	35,000
Total Expenditures and Uses of Funds		-	-	-	35,000	-	-	35,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP Project Detail
FY20 Budget

Project 0000102 - PW - Facility Management System

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Public Works, 800 Rabbitt Road

Project Description: This project supports the implementation of a Facility Computerized Maintenance Management System (CMMS), which will be used by the Facilities Division. The system will hold the inventory that is maintained by Facilities, and it will provide a work-order interface to manage and track requests and maintenance tasks. This project is anticipated to be completed in FY19.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
592000 - Software	15,944	-	-	-	-	-	-	15,944
595000 - Furniture & Equipment		7,482	-	-	-	-	-	7,482
Total Expenditures and Uses of Funds	15,944	7,482	-	-	-	-	-	23,426
Net Change in Fund Balance	(15,944)	(7,482)	-	-	-	-	-	(23,426)
Beginning Fund Balance	40,000	-	-	-	-	-	-	40,000
Projected Fund Balance	**24,056**	**16,574**	**16,574**	**16,574**	**16,574**	**16,574**	**16,574**	**16,574**

Appendix
CIP Project Detail
FY20 Budget

Project	0000103 - City - Time & Attendence System Improvements	**Fund**	306 - Technology
		Project Manager	Pete Cottrell

Project Description

Project Location: City Hall, 31 S. Summit Ave.

Project Description: This project supports the addition of two modules (Mobile, Accruals) to the City's Kronos-based Time & Attendance system. Funds are going towards software costs and professional services for the implementation. This project is completed.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		21,540	-	-	-	-	-	21,540
595000 - Furniture & Equipment	8,460	-	-	-	-	-	-	8,460
Total Expenditures and Uses of Funds	8,460	21,540	-	-	-	-	-	30,000
Net Change in Fund Balance	(8,460)	(21,540)	-	-	-	-	-	(30,000)
Beginning Fund Balance	30,000	-	-	-	-	-	-	30,000
Projected Fund Balance	**21,540**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000104 - City - Phone System Replacement

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Citywide

Project Description: This project supports the implementation of an enterprise VOIP-based phone system, replacing a dozen separate systems. This project is complete and can be closed.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
595000 - Furniture & Equipment	9,274	-	-	-	-	-	-	9,274
Total Expenditures and Uses of Funds	9,274	-	-	-	-	-	-	9,274
Net Change in Fund Balance	(9,274)	-	-	-	-	-	-	(9,274)
Beginning Fund Balance	25,000	-	-	-	-	-	-	25,000
Projected Fund Balance	**15,726**	**15,726**	**15,726**	**15,726**	**15,726**	**15,726**	**15,726**	**15,726**

Appendix
CIP Project Detail
FY20 Budget

Project 0000105 - City - Budget Software

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: City Hall, 31 S. Summit Ave.

Project Description: This project supports the implementation of an enterprise budget preparation and analytics system, replacing a system developed in-house more than a decade ago. This project has been completed.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
592000 - Software	169,678	-	-	-	-	-	-	169,678
595000 - Furniture & Equipment		34,338	-	-	-	-	-	34,338
Total Expenditures and Uses of Funds	169,678	34,338	-	-	-	-	-	204,016
Net Change in Fund Balance	(169,678)	(34,338)	-	-	-	-	-	(204,016)
Beginning Fund Balance	232,000	-	-	-	-	-	-	232,000
Projected Fund Balance	**62,322**	**27,984**	**27,984**	**27,984**	**27,984**	**27,984**	**27,984**	**27,984**

Appendix
CIP Project Detail
FY20 Budget

Project 0000106 - Future Technology Projects

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Citywide

Project Description: This is a placeholder for future projects.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	235,000	300,000	300,000	300,000	300,000	1,435,000
499100 - Transfer In - From CIP		22,040	-	-	-	-	-	22,040
Total Revenues and Sources of Funds		22,040	235,000	300,000	300,000	300,000	300,000	1,457,040
Net Change in Fund Balance	-	22,040	235,000	300,000	300,000	300,000	300,000	1,457,040
Beginning Fund Balance	15,000	-	-	-	-	-	-	15,000
Projected Fund Balance	**15,000**	**37,040**	**272,040**	**572,040**	**872,040**	**1,172,040**	**1,472,040**	**1,472,040**

Appendix
CIP New Project Detail
FY20 Budget

Project Fuel Management System Upgrade

Fund 306 - Technology

Project Manager Pete Cottrell

Project Description

Project Location: Public Works, 800 Rabbitt Road

Project Description: This project supports the modernization of the existing fuel management system.

Operating Budget Impacts

The new sensors will replace the current ones, which have been under maintenance, so it is anticipated that operating budget costs will be similar.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	-	65,000	-	-	-	-	65,000
Total Revenues and Sources of Funds	-	-	65,000	-	-	-	-	65,000
Expenditures and Uses of Funds								
595000 - Furniture & Equipment	-	-	65,000	-	-	-	-	65,000
Total Expenditures and Uses of Funds	-	-	65,000	-	-	-	-	65,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	-	-	-	-	-	-	-	-

Appendix
CIP Project Detail
FY20 Budget

Project 0000107 - Olde Towne - Art Project

Fund 307 - Art in Public Places

Project Manager Denise Kayser

Project Description

Project Location: Olde Towne, South Side of E. Diamond Ave.

Project Description: The Olde Towne Art Project will result in a destination art installation that will further the economic development initiatives of Olde Towne. Two contiguous sites are included in this project: the E. Diamond Ave. side of the former Y-Site (now an apartment building called the Crossings at Olde Towne) and the City garage and pedestrian bridge over the CSX tracks. This project is in the solicitation stage and will move to design in FY20, with construction in FY20 and FY21 and installation in FY21 and FY22. It is anticipated that these funds will provide for all costs related to the design, construction and installation of this project.

Operating Budget Impacts

This project will increase the operating budget with ongoing electrical utility, equipment upgrades/replacements, and maintenance costs.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	100,000	-	180,000	-	-	-	280,000
499100 - Transfer In - From CIP		-	220,000	-	-	-	-	220,000
Total Revenues and Sources of Funds	-	100,000	220,000	180,000	-	-	-	500,000
Expenditures and Uses of Funds								
536000 - Miscellaneous Professional Services		5,000	55,000	10,000	5,000	-	-	75,000
591100 - Construction		-	250,000	155,000	25,000	-	-	430,000
Total Expenditures and Uses of Funds		5,000	305,000	165,000	30,000	-	-	505,000
Net Change in Fund Balance	-	95,000	(85,000)	15,000	(30,000)	-	-	(5,000)
Beginning Fund Balance	93,000	-	-	-	-	-	-	93,000
Projected Fund Balance	**93,000**	**188,000**	**103,000**	**118,000**	**88,000**	**88,000**	**88,000**	**88,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000108 - Diamond Farms Skate Spot - Art Project

Fund 307 - Art in Public Places

Project Manager Denise Kayser

Project Description

Project Location: Diamond Farms Skate Spot, 857 Quince Orchard Blvd.

Project Description: Install original artwork at the Diamond Farms Skate Spot on Quince Orchard Road that will spur community gathering and pride of place. The artist for this project has been selected and contract negotiations are in progress. Design will be completed in FY19. Construction and installation will take place in FY20.

Operating Budget Impacts

This project will increase the operating budget with only minor maintenance costs.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	4,000	2,000	-	-	-	-	6,000
Total Revenues and Sources of Funds	-	4,000	2,000	-	-	-	-	6,000
Expenditures and Uses of Funds								
536000 - Miscellaneous Professional Services		2,000	-	-	-	-	-	2,000
591100 - Construction		-	4,000	-	-	-	-	4,000
Total Expenditures and Uses of Funds		2,000	4,000	-	-	-	-	6,000
Net Change in Fund Balance	-	2,000	(2,000)	-	-	-	-	-
Beginning Fund Balance	2,000	-	-	-	-	-	-	2,000
Projected Fund Balance	**2,000**	**4,000**	**2,000**	**2,000**	**2,000**	**2,000**	**2,000**	**2,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000109 - Constitution Gardens - Art Project

Fund 307 - Art in Public Places

Project Manager Denise Kayser

Project Description

Project Location: Constitution Gardens Park, 112 Brookes Ave.

Project Description: This project was completed in FY19 and involved the construction of a children's entrance feature for Constitution Gardens. Created by Jay Hall Carpenter, this artwork is a focal point for the Garden and provides children with a fanciful portal for entering this award-winning park. Balance to be transferred to Project no. 0000113 - Future Art in Public Places.

Operating Budget Impacts

This project will increase the operating budget with only minor maintenance costs.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Expenditures and Uses of Funds								
589000 - Transfer to Other Funds		3,000	-	-	-	-	-	3,000
Total Expenditures and Uses of Funds		3,000	-	-	-	-	-	3,000
Net Change in Fund Balance	-	(3,000)	-	-	-	-	-	(3,000)
Beginning Fund Balance	3,000	-	-	-	-	-	-	3,000
Projected Fund Balance	**3,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project	0000110 - Observatory Park Armillary Sundial - Art Project	**Fund**	307 - Art in Public Places
		Project Manager	Denise Kayser

Project Description

Project Location: Observatory Park, 100 DeSellum Avenue

Project Description: This unique project will result in an artist-made armillary sundial that will serve to commemorate the historic Gaithersburg Latitude Observatory. The armillary sundial will be configured specifically to the Observatory's location on Earth, and will be a scientifically accurate educational tool as well as an aesthetic object. This project requires approval from the Maryland Historic Trust (MHT) and the Historic District Commission (HDC). Design will occur in FY19 after receiving the required approvals, and construction and installation will occur in FY20.

Operating Budget Impacts

This project will increase the operating budget with only minor maintenance costs.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	4,300	8,000	-	-	-	-	12,300
Total Revenues and Sources of Funds	-	4,300	8,000	-	-	-	-	12,300
Expenditures and Uses of Funds								
536000 - Miscellaneous Professional Services	-	500	-	-	-	-	-	500
591100 - Construction		3,600	8,200	-	-	-	-	11,800
Total Expenditures and Uses of Funds	-	4,100	8,200	-	-	-	-	12,300
Net Change in Fund Balance	-	200	(200)	-	-	-	-	-
Beginning Fund Balance	8,000	-	-	-	-	-	-	8,000
Projected Fund Balance	**8,000**	**8,200**	**8,000**	**8,000**	**8,000**	**8,000**	**8,000**	**8,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000111 - Park Trail Markers - Art Project

Fund 307 - Art in Public Places

Project Manager Denise Kayser

Project Description

Project Location: Citywide Park Locations

Project Description: This project includes the creation of artist-made trail markers that will define the interconnectivity of City parks and the development of a comprehensive, multi-year plan for the implementation of the project. Because of the depth of planning required, and the number of high-profile projects already planned for FY19-FY21, this project is being deferred until FY21. This project offers corporate and developer funding opportunities.

Operating Budget Impacts

This project will increase the operating budget with only minor maintenance costs.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund		-	-	-	-	10,000	-	10,000
Total Revenues and Sources of Funds		-	-	-	-	10,000	-	10,000
Expenditures and Uses of Funds								
536000 - Miscellaneous Professional Services		-	-	10,000	-	-	-	10,000
591100 - Construction		-	-	-	20,000	20,000	-	40,000
Total Expenditures and Uses of Funds		-	-	10,000	20,000	20,000	-	50,000
Net Change in Fund Balance	-	-	-	(10,000)	(20,000)	(10,000)	-	(40,000)
Beginning Fund Balance	40,000	-	-	-	-	-	-	40,000
Projected Fund Balance	**40,000**	**40,000**	**40,000**	**30,000**	**10,000**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000112 - Developer Sponsored City Art Projects

Fund 307 - Art in Public Places

Project Manager Denise Kayser

Project Description

Project Location: Citywide

Project Description: The project serves as a source for possible developer sponsored art projects which are not individually programmed. Projects will be recognized and recommended by the City Planning and Code Administration as meeting the criteria for participating in the City's Arts in Public Places program. Preliminary tasks for such a project include assessment of site for suitability and development of design criteria, and solicitation. Because these projects are not known at the time of the budget, the expenditures serve as place holders and any remaining funds are returned to the Future Art in Public Places project. No anticipated expenditures in FY20.

Operating Budget Impacts

This project will increase the operating budget with only minor maintenance costs.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	18,000	-	-	-	-	-	-	18,000
Total Revenues and Sources of Funds	18,000	-	-	-	-	-	-	18,000
Net Change in Fund Balance	18,000	-	-	-	-	-	-	18,000
Beginning Fund Balance	-	-	-	-	-	-	-	-
Projected Fund Balance	**18,000**	**18,000**	**18,000**	**18,000**	**18,000**	**18,000**	**18,000**	**18,000**

Appendix
CIP Project Detail
FY20 Budget

Project 0000113 - Future Art in Public Places

Fund 307 - Art in Public Places

Project Manager Denise Kayser

Project Description

Project Location: Citywide

Project Description: This project serves as a place holder for future projects not yet defined in scope or location, which require dedicated funding sources. This allows the City to take advantage of public art opportunities when projects are time-sensitive such as when external grant and donor funding is available. When a project is developed, a new project will be established and funding will be transferred from this project.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	43,000	-	-	-	-	-	-	43,000
499100 - Transfer In - From CIP		3,000	-	-	-	-	-	3,000
Total Revenues and Sources of Funds	43,000	3,000	-	-	-	-	-	46,000
Net Change in Fund Balance	43,000	3,000	-	-	-	-	-	46,000
Beginning Fund Balance	2,661	-	-	-	-	-	-	2,661
Projected Fund Balance	**45,661**	**48,661**	**48,661**	**48,661**	**48,661**	**48,661**	**48,661**	**48,661**

Appendix
CIP Project Detail
FY20 Budget

Project 0000127 - 16 S. Summit Ave Building - Art Project

Fund 307 - Art in Public Places

Project Manager Denise Kayser

Project Description

Project Location: 16 S. Summit Ave.

Project Description: This project involves the design, construction and installation of a sculptural art piece at the municipal building at 16 S. Summit Ave. that reflects community service, diversity and citizenship in Gaithersburg. This project is scheduled to begin in FY20 and continue through FY22.

Operating Budget Impacts

This project will impact the operational budget through additional maintenance requirements.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	2,000	5,000	80,000	38,000	-	-	125,000
Total Revenues and Sources of Funds	-	2,000	5,000	80,000	38,000	-	-	125,000
Expenditures and Uses of Funds								
536000 - Miscellaneous Professional Services		-	5,000	10,000	10,000	-	-	25,000
591100 - Construction		-	-	-	100,000	-	-	100,000
Total Expenditures and Uses of Funds		-	5,000	10,000	110,000	-	-	125,000
Net Change in Fund Balance	-	2,000	-	70,000	(72,000)	-	-	-
Beginning Fund Balance								
Projected Fund Balance	**-**	**2,000**	**2,000**	**72,000**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY20 Budget

Project 0000128 - City Event Banners - Art Project

Fund 307 - Art in Public Places

Project Manager Denise Kayser

Project Description

Project Location: Olde Towne and MD 355 Corridor

Project Description: Design and construction of artist-designed street banners that graphically reference Gaithersburg with quality-of-life imagery that depicts the City's arts and culture, parks, community engagement, diversity, history and heritage. Banners will be installed in Olde Towne and along Maryland Route 355. The project has been on hold while waiting for Pepco's approval to use their poles. A formal agreement between the City and Pepco was entered into mid-year FY19, but final approval for the use of specific poles has not yet been received. Banners design will begin FY19 and will be completed in FY20. Construction and installation are dependent on Pepco and an easement approval from the State Highway Administration.

Operating Budget Impacts

There will be construction and Pepco fees to upgrade selected poles; in-house installation and maintenance costs; equipment and banner replacements.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	Total
Revenues and Sources of Funds								
499000 - Transfer In - From General Fund	-	70,000	-	-	-	-	-	70,000
Total Revenues and Sources of Funds	-	70,000	-	-	-	-	-	70,000
Expenditures and Uses of Funds								
536000 - Miscellaneous Professional Services		2,000	8,000	-	-	-	-	10,000
591100 - Construction		-	60,000	-	-	-	-	60,000
Total Expenditures and Uses of Funds		2,000	68,000	-	-	-	-	70,000
Net Change in Fund Balance	-	68,000	(68,000)	-	-	-	-	-
Beginning Fund Balance								
Projected Fund Balance	**-**	**68,000**	**-**	**-**	**-**	**-**	**-**	**-**

SportsFest Medals

Appendix

Stormwater Projects Summary

By Project, By Fund

	FY19			FY20		FY21		FY22		FY23		FY24		FY25		FY26			Total All Years	
	Beg. Balance	Proj'd Rev.	Proj'd Expend.	Rev. Budget	Expend Budget	Rev. Budget	Expend Budget	Rev. Budget	Expend Budget	Rev. Budget	Expend Budget	Rev. Budget	Expend Budget	Rev. Budget	Expend Budget	Rev. Budget	Expend Budget	Ending Balance	Rev.	Expend
Stormwater Management																				
SW00002 - Muddy Branch West Deer	37,416				-		-		-		-		-		-		-	37,416		-
SW00004 - Girard Street Stream	492,824		46,859	1,080	56,962	336,702	726,785	-	-	-	-	-	-	-	-	-	-	-	337,782	830,606
SW00005 - Victory Farm	2,613,733	12,733	66,465	-	117,707	-	2,378,655	-	-	-	-	-	-	-	-	-	-	63,639	12,733	2,562,827
SW00006 - Amberfield	468,597	-		-	-	-	-	-	-	-	-	-	100,000	31,403	400,000	-	-	-	31,403	500,000
SW00007 - Lakelands Drive Stream	617,618		410,824	-	151,733	-	-	-	-	-	-	-	-	-	-	-	-	55,061	-	562,557
SW00008 - Orchard Ridge Drive Stream	557,618		410,824	4,938	151,732	-	-	-	-	-	-	-	-	-	-	-	-	-	4,938	562,556
SW00009 - Watkins Mill Road Stream	387,632	39,516	27,148	718,366	1,118,366	-	-	-	-	-	-	-	-	-	-	-	-	-	757,882	1,145,514
SW00010 - Travis Avenue Stream	308,790	20,978	29,768	456,077	756,077	-	-	-	-	-	-	-	-	-	-	-	-	-	477,055	785,845
SW00011 - Solitaire Court Stream	518,170	17,008	5,178	-	-	493,168	1,023,168	-	-	-	-	-	-	-	-	-	-	-	510,176	1,028,346
SW00012 - Rabbitt Road Stream	551,896			-	-	-	22,500	-	95,000	90,604	525,000	-	-	-	-	-	-	-	90,604	642,500
SW00015 - Solitaire Court Stream Restoration Extension	440,745	63,811	74,556	77,697	77,697	710,534	1,140,534	-	-	-	-	-	-	-	-	-	-	1	852,042	1,292,787
SW00017 - Quince Orchard Blvd. Recon SWM	250,000				-		250,000		-		-		-		-		-	-		250,000
SW00018 - Kelley Park - Tennis Courts	74,000	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	74,000	-	-
SW00019 - Kelley Park - Parking Lot	74,000				-		-		-		-		-		-		-	74,000		-
SW00020 - Victory Farm Retrofit - WSSC	690,000		-	94,000	89,135	109,066	803,931	-	-	-	-	-	-	-	-	-	-	-	203,066	893,066
SW00021 - Casey Community Site Installation	77,000			-	-	-	77,000	160,000	160,000	-	-	-	-	-	-	-	-	-	160,000	237,000
SW00022 - Brighton Weir Retrofit	220,000			-	33,000	-	85,000	-	102,000	6,120,000	6,120,000	6,120,000	6,120,000	-	-	-	-	-	12,240,000	12,460,000
SW00023 - Green Park Retrofit	165,000			-	-	-	27,500	-	137,500	550,000	550,000	-	-	-	-	-	-	-	550,000	715,000
SW00024 - Bridalwood Retrofit	600,000			-	-	-	-	-	30,000	-	70,000	50,000	550,000	-	-	-	-	-	50,000	650,000
SW00025 - Turtle Pond Retrofit	350,000			-	-	-	-	-	-	-	30,000	-	70,000	300,000	550,000	-	-	-	300,000	650,000
SW00026 - Hyde Park Retrofit	120,000			-	-	-	-	-	35,000	-	85,000	550,000	550,000	-	-	-	-	-	550,000	670,000
SW00027 - Carriage Hills Retrofit	120,000			-	-	-	-	-	35,000	-	85,000	550,000	550,000	-	-	-	-	-	550,000	670,000
SW00028 - Woodland Hills Retrofit	70,000			-	-	-	-	-	15,000	-	40,000	-	15,000	300,000	300,000	-	-	-	300,000	370,000
SW00029 - DI001 - 122 & 124 Woodland Road	-	23,500	23,500	125,000	125,000	-	-	-	-	-	-	-	-	-	-	-	-	-	148,500	148,500
SW999 - DI002 - 100 Water Street - Stream Erosion	-	-	-	501,000	501,000	-	-	350,000	350,000	-	-	-	-	-	-	-	-	-	851,000	851,000
SW999 - DI003 - 101 Oakton Road - Storm Drain Repair	-	-	-	80,000	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	80,000	80,000
SW999 - DI005 - 14 Chestnut Street - Storm Drain Repair / Drain Imp.	-	-	-	100,000	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000
Stormwater Management Fund Total	**9,805,039**	**177,546**	**1,095,122**	**2,158,158**	**3,358,410**	**1,649,470**	**6,535,073**	**510,000**	**959,500**	**6,760,604**	**7,505,000**	**7,270,000**	**7,955,000**	**631,403**	**1,250,000**	**-**	**-**	**304,117**	**19,157,181**	**28,658,105**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00002 - Muddy Branch West Deer **Project Manager** TBD

Project Description **Estimated Credits** 3

Project Location: Muddy Branch Tributary, near the intersection of MD 355 (S. Frederick Ave.) and West Deer Park Road

Project Description: This project was constructed in FY17, and is now closed. Costs for the five-year monitoring period were moved to the infrastructure maintenance portion of the Stormwater Program Fund. The City will need to monitor the project for five years following project completion, with an estimated cost of $5,000 per year.

Operating Budget Impacts

Stream restoration projects require five (5) years of post-construction monitoring and the cost is noted under the Infrastructure Maintenance (3361) portion of the Stormwater Fund budget.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	37,416	-	-	-	-	-	-	-	-	37,416
Projected Fund Balance	**37,416**	**37,416**	**37,416**	**37,416**	**37,416**	**37,416**	**37,416**	**37,416**	**37,416**	**37,416**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00004 - Girard Street Stream **Project Manager** William Robinson

Project Description **Estimated Credits** 6

Project Location: North of Girard St., to the northeast of the intersection of Girard St. and Whetstone Glen St.

Project Description: The project includes stream restoration of approximately 930 linear feet (LF), which will include reconnecting, grading, stabilizing, realigning, and repairing the existing stream channel (sites 2012-1a and 2012-2 per the Middle Great Seneca Creek Watershed Study). The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 3-9 credits.

The original anticipated budget has been amended from $510K to $897K, due to market price changes, scope revisions for wet pond design (refer to SW00005) and to include construction management services.

Schedule Impacts: The original timeframe contemplated completion of the concept phase in FY18 with full design proceeding in FY19 and construction beginning in FY20. During the concept phase, it was determined that the scope of the Victory Farm project (SW00005) could be revised to increase the credit achieved with minor impacts to these stream designs. This scope revision was finalized in March 2019 resulting in the revised schedule of 60% design completion in FY19, 100% design completion in FY20, and construction in FY21.

Operating Budget Impacts

Stream restoration projects require five (5) years of post-construction monitoring and the cost is noted under the Infrastructure Maintenance (3361) portion of the Stormwater Fund budget.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	1,080	336,702	-	-	-	-	-	337,782
Total Revenues and Sources of Funds	-	-	1,080	336,702	-	-	-	-	-	337,782
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	2,140	46,859	56,962	-	-	-	-	-	-	105,961
532300 - Construction Oversight	-	-	-	106,785	-	-	-	-	-	106,785
591100 - Construction	-	-	-	620,000	-	-	-	-	-	620,000
Total Expenditures and Uses of Funds	2,140	46,859	56,962	726,785	-	-	-	-	-	832,746
Net Change in Fund Balance	(2,140)	(46,859)	(55,882)	(390,083)	-	-	-	-	-	(494,964)
Beginning Fund Balance	494,964	-	-	-	-	-	-	-	-	494,964
Projected Fund Balance	**492,824**	**445,965**	**390,083**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00005 - Victory Farm **Project Manager** William Robinson

Project Description **Estimated Credits** 150

Project Location: South of Forest Oak Middle School (sites 2012-1a and 2012-2 per the Middle Great Seneca Creek Watershed Study)

Project Description: The stormwater facility is an existing concrete structure which retains stormwater in a stream over a large area. It was constructed in 1973 and modified in 1999; the original scope contemplated minor revisions to the concrete structure to better retain stormwater and reduce erosion. During the concept phase it was determined that retrofitting a pond would better serve the needs of the City as it greatly increases pollutant removal and erosion reduction. The potential credit achievement has been estimated at 150 credits.

The original anticipated budget has been amended from $2.62M to $2.56M, due to the cost of increased design and construction management services being offset by forecasted construction scope of the pond retrofit.

Schedule Impacts: The original time frame contemplated completion of the concept phase in FY18 with full design proceeding in FY19 and construction beginning in FY20. The scope revision of the pond retrofit was finalized in March 2019, resulting in the revised schedule of 100% design completion in FY20 and construction in FY21.

Operating Budget Impacts

The retrofit of the pond to a wet pond will most likely require additional maintenance of inspections, dredging and re-grading of the pond bottom, and concrete structure repairs periodically.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	12,733	-	-	-	-	-	-	-	12,733
Total Revenues and Sources of Funds	-	12,733	-	-	-	-	-	-	-	12,733
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	6,188	66,465	117,707	-	-	-	-	-	-	190,360
532300 - Construction Oversight	-	-	-	128,655	-	-	-	-	-	128,655
591100 - Construction	-	-	-	2,250,000	-	-	-	-	-	2,250,000
Total Expenditures and Uses of Funds	6,188	66,465	117,707	2,378,655	-	-	-	-	-	2,569,015
Net Change in Fund Balance	(6,188)	(53,732)	(117,707)	(2,378,655)	-	-	-	-	-	(2,556,282)
Beginning Fund Balance	2,619,920	-	-	-	-	-	-	-	-	2,619,920
Projected Fund Balance	**2,613,733**	**2,560,001**	**2,442,293**	**63,638**	**63,638**	**63,638**	**63,638**	**63,638**	**63,638**	**63,638**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00006 - Amberfield **Project Manager** TBD

Project Description **Estimated Credits** 10

Project Location: The north side of MD 119 (Great Seneca Highway) near Muddy Branch Road

Project Description: This is an existing HOA stormwater management facility, originally implemented in 1987. Currently, it is a dry pond providing only water quantity treatment (no water quality treatment). The scope of the project will be to retrofit this facility to incorporate water quality treatment to maximize credit achievement for the 12 impervious drainage acres flowing to the facility.

This project's design was budgeted within FY16, placed on hold in FY17, and subsequently moved to FY19 to allow for the development and approval of a City policy in performing work on HOA facilities. Currently, the concept options will be completed in FY18. Concept layout decision with public outreach and final design will be completed in FY24. Construction is planned for FY25.

Operating Budget Impacts

TBD; City may assume structural maintenance responsibility depending on HOA facility policy.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	-	-	-	-	-	31,403	-	31,403
Total Revenues and Sources of Funds	-	-	-	-	-	-	-	31,403	-	31,403
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	-	-	-	-	-	100,000	-	-	100,000
532300 - Construction Oversight	-	-	-	-	-	-	-	40,000	-	40,000
591100 - Construction	-	-	-	-	-	-	-	360,000	-	360,000
Total Expenditures and Uses of Funds	-	-	-	-	-	-	100,000	400,000	-	500,000
Net Change in Fund Balance	-	-	-	-	-	-	(100,000)	(368,597)	-	(468,597)
Beginning Fund Balance	468,597	-	-	-	-	-	-	-	-	468,597
Projected Fund Balance	**468,597**	**468,597**	**468,597**	**468,597**	**468,597**	**468,597**	**368,597**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00007 - Lakelands Drive Stream **Project Manager** William Robinson

Project Description **Estimated Credits** 10

Project Location: The north side of MD 119 (Great Seneca Highway), across from Lakelands Drive (site T3.1 per the Muddy Branch Watershed Study)

Project Description: The project includes stream restoration of approximately 900 linear feet (LF), which will include reconnecting, grading, stabilizing, realigning, and repairing the existing stream channel. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 8-12 credits.

The original anticipated budget has been amended from $625K to $565K based on actual awarded contract amounts for construction and construction administration.

Schedule Impacts: The original time frame contemplated construction being completed in FY19. However, due to stream closure requirements in the spring (state mandated), the remaining portion of construction and planting season will occur in FY20. Therefore, the updated schedule is as follows: Construction began in FY19 and will be completed in FY20.

Operating Budget Impacts

Stream restoration projects require five (5) years of post-construction monitoring and the cost is noted under the Infrastructure Maintenance (3361) portion of the Stormwater Fund budget.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	2,382	-	-	-	-	-	-	-	-	2,382
532300 - Construction Oversight	-	14,644	19,673	-	-	-	-	-	-	34,317
591100 - Construction	-	396,180	132,060	-	-	-	-	-	-	528,240
Total Expenditures and Uses of Funds	2,382	410,824	151,733	-	-	-	-	-	-	564,939
Net Change in Fund Balance	(2,382)	(410,824)	(151,733)	-	-	-	-	-	-	(564,939)
Beginning Fund Balance	620,000	-	-	-	-	-	-	-	-	620,000
Projected Fund Balance	**617,618**	**206,794**	**55,061**	**55,061**	**55,061**	**55,061**	**55,061**	**55,061**	**55,061**	**55,061**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00008 - Orchard Ridge Drive Stream **Project Manager** William Robinson

Project Description **Estimated Credits** 8

Project Location: The north side of Orchard Ridge Drive, near the intersection of Medimmune Way (site T-2.3 per the Muddy Branch Watershed Study)

Project Description: The project includes stream restoration of approximately 850 linear feet (LF), which will include reconnecting, grading, stabilizing, realigning, and repairing the existing stream channel. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 8-12 credits.

The original anticipated budget has been amended from $605K to $564K based on actual awarded contract amounts for construction and construction administration.

Schedule Impacts: The original time frame contemplated construction being completed in FY19. However, due to stream closure requirements in the spring (state mandated), the remaining portion of construction and planting season will occur in FY20. Therefore, the updated schedule is as follows: Construction began in FY19 and will be completed in FY20.

Operating Budget Impacts

Stream restoration projects require five (5) years of post-construction monitoring and the cost is noted under the Infrastructure Maintenance (3361) portion of the Stormwater Fund budget.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	4,938	-	-	-	-	-	-	4,938
Total Revenues and Sources of Funds	-	-	4,938	-	-	-	-	-	-	4,938
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	2,382	-	-	-	-	-	-	-	-	2,382
532300 - Construction Oversight	-	14,644	19,672	-	-	-	-	-	-	34,316
591100 - Construction	-	396,180	132,060	-	-	-	-	-	-	528,240
Total Expenditures and Uses of Funds	2,382	410,824	151,732	-	-	-	-	-	-	564,938
Net Change in Fund Balance	(2,382)	(410,824)	(146,794)	-	-	-	-	-	-	(560,000)
Beginning Fund Balance	560,000	-	-	-	-	-	-	-	-	560,000
Projected Fund Balance	**557,618**	**146,794**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00009 - Watkins Mill Road Stream **Project Manager** William Robinson

Project Description **Estimated Credits** 5

Project Location: The west side of Watkins Mill Road, in the northwest portion of Blohm Park (site GST-1 per the Middle Great Seneca Creek Watershed Study)

Project Description: The project includes stream restoration of approximately 1,300 linear feet (LF), which will include reconnecting, grading, stabilizing, realigning, and repairing the existing stream channel. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 3-8 credits.

The original anticipated budget has been amended from $495K to $1.227M due to market price changes as well as the expansion of construction management services to ensure quality assurance goals are met.

Schedule Impacts: The original time frame contemplated complete of design in FY18, but scope revisions due to the status of bridge inspections delayed final design until FY19. Therefore, the updated schedule is as follows: 100% design completion in FY19, and construction to begin in FY20.

Operating Budget Impacts

Stream restoration projects require five (5) years of post-construction monitoring and the cost is noted under the Infrastructure Maintenance (3361) portion of the Stormwater Fund budget.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	39,516	718,366	-	-	-	-	-	-	757,882
Total Revenues and Sources of Funds	-	39,516	718,366	-	-	-	-	-	-	757,882
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	82,368	27,148	-	-	-	-	-	-	-	109,516
532300 - Construction Oversight	-	-	50,856	-	-	-	-	-	-	50,856
591100 - Construction	-	-	1,020,510	-	-	-	-	-	-	1,020,510
597500 - Construction Management	-	-	47,000	-	-	-	-	-	-	47,000
Total Expenditures and Uses of Funds	82,368	27,148	1,118,366	-	-	-	-	-	-	1,227,882
Net Change in Fund Balance	(82,368)	12,368	(400,000)	-	-	-	-	-	-	(470,000)
Beginning Fund Balance	470,000	-	-	-	-	-	-	-	-	470,000
Projected Fund Balance	**387,632**	**400,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00010 - Travis Avenue Stream **Project Manager** William Robinson

Project Description **Estimated Credits** 4

Project Location: The west side of Watkins Mill Road, between Watkins Mill Road and Knoll Mist Lane (sites GST-2a and GST-2b per the Middle Great Seneca Creek Watershed Study)

Project Description: The project includes stream restoration of approximately 900 linear feet (LF), which will include reconnecting, grading, stabilizing, realigning, and repairing the existing stream channel. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 3-8 credits.

The original anticipated budget has been amended from $389K to $841K due to market price changes as well as the expansion of construction management services to ensure quality assurance goals are met.

Schedule Impacts: The original time frame contemplated complete of design in FY18, but scope revisions due to the status of bridge inspections delayed final design until FY19. Therefore, the updated schedule is as follows: 100% design completion in FY19, and construction to begin in FY20.

Operating Budget Impacts

Stream restoration projects require five (5) years of post-construction monitoring and the cost is noted under the Infrastructure Maintenance (3361) portion of the Stormwater Fund budget.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	20,978	456,077	-	-	-	-	-	-	477,055
Total Revenues and Sources of Funds	-	20,978	456,077	-	-	-	-	-	-	477,055
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	55,210	29,768	-	-	-	-	-	-	-	84,978
532300 - Construction Oversight	-	-	47,227	-	-	-	-	-	-	47,227
591100 - Construction	-	-	680,850	-	-	-	-	-	-	680,850
597500 - Construction Management	-	-	28,000	-	-	-	-	-	-	28,000
Total Expenditures and Uses of Funds	55,210	29,768	756,077	-	-	-	-	-	-	841,055
Net Change in Fund Balance	(55,210)	(8,790)	(300,000)	-	-	-	-	-	-	(364,000)
Beginning Fund Balance	364,000	-	-	-	-	-	-	-	-	364,000
Projected Fund Balance	**308,790**	**300,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00011 - Solitaire Court Stream **Project Manager** William Robinson

Project Description **Estimated Credits** 6

Project Location: North of the Solitaire Court cul-de-sac (site GST-4 per the Lower Great Seneca Creek Watershed Study)

Project Description: The project includes stream restoration of approximately 1,068 linear feet (LF), which will include reconnecting, grading, stabilizing, realigning, and repairing the existing stream channel. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 3-10 credits.

The original anticipated budget has been amended from $603K, to $1.098M, due to market price changes and scope revisions to include construction management services.

Schedule Impacts: The original time frame contemplated completion of design in FY18. However, scope revisions delayed 90% and 100% designs. Therefore the updated schedule is as follows: 100% design completion in FY19, and construction in FY21.

Operating Budget Impacts

Stream restoration projects require five (5) years of post-construction monitoring and the cost is noted under the Infrastructure Maintenance (3361) portion of the Stormwater Fund budget.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	17,008	-	493,168	-	-	-	-	-	510,176
Total Revenues and Sources of Funds	-	17,008	-	493,168	-	-	-	-	-	510,176
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	69,830	5,178	-	-	-	-	-	-	-	75,008
532300 - Construction Oversight	-	-	-	33,168	-	-	-	-	-	33,168
591100 - Construction	-	-	-	930,000	-	-	-	-	-	930,000
597500 - Construction Management	-	-	-	60,000	-	-	-	-	-	60,000
Total Expenditures and Uses of Funds	69,830	5,178	-	1,023,168	-	-	-	-	-	1,098,176
Net Change in Fund Balance	(69,830)	11,830	-	(530,000)	-	-	-	-	-	(588,000)
Beginning Fund Balance	588,000	-	-	-	-	-	-	-	-	588,000
Projected Fund Balance	**518,170**	**530,000**	**530,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00012 - Rabbitt Road Stream **Project Manager** William Robinson

Project Description **Estimated Credits** 7

Project Location: North of Rabbitt Road between Pointer Ridge Drive and Quince Orchard Blvd.

Project Description: The stream section (including site Rabbitt East #4 Stream Restoration per the Lower Great Seneca Creek Watershed Study) includes over 1,100 linear feet located on Long Draught Branch Tributary. The scope of the project will range from spot treatment to full restoration depending on degradation and consultant's recommendations during the design process. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 4-10 credits.

Upfront work, including survey and concept layouts, was submitted to DPW in FY18. Due to staffing concerns, this project was put on hold until FY21, when concept vetting is anticipated to occur. Final Design Plans (30% through 100%) is anticipated for FY22 and construction is anticipated to occur in FY23, requiring funds of approximately $525,000 to support the construction and construction administration of this project. The City will need to monitor the project for five years following project completion, with an estimated cost of $5,000 per year.

Operating Budget Impacts

Stream restoration projects require five (5) years of post-construction monitoring and the cost is noted under the Infrastructure Maintenance (3361) portion of the Stormwater Fund budget.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	-	-	-	90,604	-	-	-	90,604
Total Revenues and Sources of Funds	-	-	-	-	-	90,604	-	-	-	90,604
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	36,779	-	-	-	95,000	-	-	-	-	131,779
532100 - Concept Design and Outreach	1,325	-	-	22,500	-	-	-	-	-	23,825
532300 - Construction Oversight	-	-	-	-	-	50,000	-	-	-	50,000
591100 - Construction	-	-	-	-	-	475,000	-	-	-	475,000
Total Expenditures and Uses of Funds	38,104	-	-	22,500	95,000	525,000	-	-	-	680,604
Net Change in Fund Balance	(38,104)	-	-	(22,500)	(95,000)	(434,396)	-	-	-	(590,000)
Beginning Fund Balance	590,000	-	-	-	-	-	-	-	-	590,000
Projected Fund Balance	**551,896**	**551,896**	**551,896**	**529,396**	**434,396**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00015 - Solitaire Court Stream Restoration Extension

Project Manager William Robinson

Project Description

Estimated Credits 5

Project Location: South of the intersection of Solitaire Court and Quince Orchard Blvd.

Project Description: This project originally contemplated a stormwater facility located at the 54" pipe outfall and associated 267 linear feet (LF) of stream restoration south of the intersection of Solitaire Court and Quince Orchard Boulevard. The stormwater facility proved infeasible due to physical constraints. Also, during the stream restoration design, it was noted that the existing extents of the floodplain encroach onto a resident's property past the platted building restriction line. Therefore, the stream restoration was extended such that the stream would be restored and the floodplain encroachment reduced. The scope of the project will include reconnecting, grading, stabilizing, realigning, and repairing the existing stream channel. The funding for the facility has been reallocated to the stream restoration extension. The potential credit achievement has increased from 2 to 8 credits to 4 to 10 credits.

The original anticipated budget has been amended from $819K to $1.322M due to market price shifts for the 267 LF of stream as well as the scope revision for the stream extension, an additional 970 LF.

Schedule Impacts: Community Outreach and 60% design of the extension will be completed in FY19. Remaining design will be completed in FY20 and construction to be completed in FY21.

Operating Budget Impacts

Stream restoration projects require five (5) years of post-construction monitoring and the cost is noted under the Infrastructure Maintenance (3361) portion of the Stormwater Fund budget.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	63,811	77,697	710,534	-	-	-	-	-	852,042
Total Revenues and Sources of Funds	-	63,811	77,697	710,534	-	-	-	-	-	852,042
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	29,255	74,556	77,697	-	-	-	-	-	-	181,508
532300 - Construction Oversight	-	-	-	43,294	-	-	-	-	-	43,294
591100 - Construction	-	-	-	1,080,000	-	-	-	-	-	1,080,000
597500 - Construction Management	-	-	-	17,240	-	-	-	-	-	17,240
Total Expenditures and Uses of Funds	29,255	74,556	77,697	1,140,534	-	-	-	-	-	1,322,042
Net Change in Fund Balance	(29,255)	(10,745)	-	(430,000)	-	-	-	-	-	(470,000)
Beginning Fund Balance	470,000	-	-	-	-	-	-	-	-	470,000
Projected Fund Balance	**440,745**	**430,000**	**430,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00017 - Quince Orchard Blvd. Recon SWM

Project Manager TBD

Project Description

Estimated Credits 0

Project Location: Along Quince Orchard Blvd., from Rabbitt Road to Diamond Drive

Project Description: This project will support the design and construction of corresponding stormwater management for the Quince Orchard Blvd. reconstruction project. The scope of the project is to provide enhanced stormwater treatment along Quince Orchard Blvd. where no stormwater treatment currently exists. Funding has been moved to FY21 to allow for further scoping of the overall project.

Operating Budget Impacts

New facilities will enter the City's maintenance and inspection program.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Expenditures and Uses of Funds										
591100 - Construction	-	-	-	250,000	-	-	-	-	-	250,000
Total Expenditures and Uses of Funds	-	-	-	250,000	-	-	-	-	-	250,000
Net Change in Fund Balance	-	-	-	(250,000)	-	-	-	-	-	(250,000)
Beginning Fund Balance	250,000	-	-	-	-	-	-	-	-	250,000
Projected Fund Balance	**250,000**	**250,000**	**250,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00018 - Kelley Park - Tennis Courts **Project Manager** TBD

Project Description **Estimated Credits** 1

Project Location: West of the existing tennis courts in Kelley Park, 400 Victory Farm Drive

Project Description: This project is currently on hold pending the selection of a future school site; schedule and funding will be updated in future budget cycles once additional information is available.

The scope of the project will be to provide a facility that maximizes credit achievement for the 1 impervious drainage acre flowing to the facility. Concept through final design was anticipated for FY20 with construction being completed in FY21; the schedule will be updated once additional information is available.

Operating Budget Impacts

New facilities will enter the City's inspection and maintenance program. Primary maintenance for the proposed facility includes annual landscaping.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	74,000	-	-	-	-	-	-	-	-	74,000
Projected Fund Balance	**74,000**	**74,000**	**74,000**	**74,000**	**74,000**	**74,000**	**74,000**	**74,000**	**74,000**	**74,000**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00019 - Kelley Park - Parking Lot **Project Manager** TBD

Project Description **Estimated Credits** 1

Project Location: In or near the existing parking lot in Kelley Park, 400 Victory Farm Drive

Project Description: This project is currently on hold pending the selection of a future school site; schedule and funding will be updated in future budget cycles once additional information is available.

The scope of the project will be to provide a facility and/or eliminate impervious area in order to maximize credit achievement for the 1 impervious drainage acre flowing to the facility. Concept through final design was anticipated for FY20 with construction being completed in FY21; the schedule will be updated once additional information is available.

Operating Budget Impacts

New facilities will enter the City's inspection and maintenance program. Primary maintenance for the proposed facility includes annual landscaping.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	74,000	-	-	-	-	-	-	-	-	74,000
Projected Fund Balance	**74,000**	**74,000**	**74,000**	**74,000**	**74,000**	**74,000**	**74,000**	**74,000**	**74,000**	**74,000**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00020 - Victory Farm Retrofit - WSSC **Project Manager** William Robinson

Project Description **Estimated Credits** 0

Project Location: South of Forest Oak Middle School (sites 2012-1a and 2012-2 per the Middle Great Seneca Creek Watershed Study)

Project Description: This project is related to the Victory Farm Stream Restoration (SW00004) / Pond Retrofit (SW00005). The stormwater pond retrofit impacts a portion of public sewer in the area. This project includes sewer relocation as necessary to construct the pond retrofit. The scope of the relocation replaces approximately 1,200 linear feet of sewer from inside the pond footprint to outside the bounds of the pond. While there is no direct MS4 Permit credit associated with this work, it is necessary to complete as part of the pond retrofit and its approximate 150 credits achievement.

The original anticipated budget has been amended from $725K to $894K, due to updated scope of construction against forecast market prices on construction.

Schedule Impacts: WSSC Sewer Relocation Plans will be developed and permitted in FY20 with construction in FY21.

Operating Budget Impacts

N/A; Relocated sewer will be maintained by WSSC after construction and/or maintenance bond release.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	94,000	109,066	-	-	-	-	-	203,066
Total Revenues and Sources of Funds	-	-	94,000	109,066	-	-	-	-	-	203,066
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	-	89,135	-	-	-	-	-	-	89,135
532300 - Construction Oversight	-	-	-	11,931	-	-	-	-	-	11,931
591100 - Construction	-	-	-	770,000	-	-	-	-	-	770,000
597500 - Construction Management	-	-	-	22,000	-	-	-	-	-	22,000
Total Expenditures and Uses of Funds	-	-	89,135	803,931	-	-	-	-	-	893,066
Net Change in Fund Balance	-	-	4,865	(694,865)	-	-	-	-	-	(690,000)
Beginning Fund Balance	690,000	-	-	-	-	-	-	-	-	690,000
Projected Fund Balance	**690,000**	**690,000**	**694,865**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00021 - Casey Community Site Installation

Project Manager TBD

Project Description

Estimated Credits 1

Project Location: Casey Community Center, 810 S. Frederick Avenue

Project Description: A feasible project was originally identified at this site during the Muddy Branch Watershed Assessment. The goal of this project is to build upon that feasible project to provide a site-wide stormwater management system.

Due to the complexity of this project, an initial feasibility study will be conducted for the site in FY21 ($16,500). Design costs in FY21 are contingent upon favorable findings of the initial feasibility study. Long range plans estimate that in FY22 funds will support the construction and construction oversight of this project.

Operating Budget Impacts

New facilities will enter the City's inspection and maintenance program. Primary maintenance for the proposed facility includes annual landscaping.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	-	-	160,000	-	-	-	-	160,000
Total Revenues and Sources of Funds	-	-	-	-	160,000	-	-	-	-	160,000
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	-	-	45,000	-	-	-	-	-	45,000
532100 - Concept Design and Outreach	-	-	-	32,000	-	-	-	-	-	32,000
532300 - Construction Oversight	-	-	-	-	10,000	-	-	-	-	10,000
591100 - Construction	-	-	-	-	150,000	-	-	-	-	150,000
Total Expenditures and Uses of Funds	-	-	-	77,000	160,000	-	-	-	-	237,000
Net Change in Fund Balance	-	-	-	(77,000)	-	-	-	-	-	(77,000)
Beginning Fund Balance	77,000	-	-	-	-	-	-	-	-	77,000
Projected Fund Balance	**77,000**	**77,000**	**77,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00022 - Brighton Weir Retrofit **Project Manager** TBD

Project Description **Estimated Credits** 0

Project Location: City-owned dry pond, near the end of School Drive and Coral Reef Drive

Project Description: This facility was originally implemented in the 1970s and subsequently repaired in 2004. Currently, it provides little water quantity and no water quality treatment. The scope of the project will be to expand upon a previously completed feasibility study and ultimately install a stormwater management facility to utilize the existing facility to maximize credit achievement for the approximately 764 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 450-600 credits.

Due to the complexity of this project, a feasibility study will be started in FY20 and completed in FY21. Final design will begin in FY21 and will be completed in FY22, with construction occurring in FY23 and FY24. This project will be closed after completion.

Operating Budget Impacts

N/A; existing facility will continue to be inspected and maintained per current schedule. Additional impacts will be assessed upon completion of concept design.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	-	-	-	6,120,000	6,120,000	-	-	12,240,000
Total Revenues and Sources of Funds	-	-	-	-	-	6,120,000	6,120,000	-	-	12,240,000
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	-	-	40,000	102,000	-	-	-	-	142,000
532100 - Concept Design and Outreach	-	-	33,000	45,000	-	-	-	-	-	78,000
532300 - Construction Oversight	-	-	-	-	-	120,000	120,000	-	-	240,000
591100 - Construction	-	-	-	-	-	6,000,000	6,000,000	-	-	12,000,000
Total Expenditures and Uses of Funds	-	-	33,000	85,000	102,000	6,120,000	6,120,000	-	-	12,460,000
Net Change in Fund Balance	-	-	(33,000)	(85,000)	(102,000)	-	-	-	-	(220,000)
Beginning Fund Balance	220,000	-	-	-	-	-	-	-	-	220,000
Projected Fund Balance	**220,000**	**220,000**	**187,000**	**102,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00023 - Green Park Retrofit **Project Manager** TBD

Project Description **Estimated Credits** 6

Project Location: City-owned dry pond, near the end of Curry Ford Lane and Sam Eig Highway

Project Description: This facility was originally approved in 1991. Currently, it only provides water quantity and no water quality treatment as it was designed to the 1985 Stormwater Management standards. A preliminary concept for this side was prepared during the Muddy Branch Watershed Assessment with a focus on the lowest cost and lowest impact to surrounding areas. The scope of this project will be to review in detail all options based on the current best management practices and in accordance with the needs of the existing space. The potential credit achievement has been estimated at 5-8 credits.

Concept design will be conducted in FY21 with final design in FY22, contingent upon favorable findings of the concept design and construction in FY23.

Operating Budget Impacts

The existing facility will continue to be inspected and maintained per current schedule. Additional impacts will be assessed upon completion of concept design.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	-	-	-	550,000	-	-	-	550,000
Total Revenues and Sources of Funds	-	-	-	-	-	550,000	-	-	-	550,000
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	-	-	-	137,500	-	-	-	-	137,500
532100 - Concept Design and Outreach	-	-	-	27,500	-	-	-	-	-	27,500
532300 - Construction Oversight	-	-	-	-	-	50,000	-	-	-	50,000
591100 - Construction	-	-	-	-	-	500,000	-	-	-	500,000
Total Expenditures and Uses of Funds	-	-	-	27,500	137,500	550,000	-	-	-	715,000
Net Change in Fund Balance	-	-	-	(27,500)	(137,500)	-	-	-	-	(165,000)
Beginning Fund Balance	165,000	-	-	-	-	-	-	-	-	165,000
Projected Fund Balance	**165,000**	**165,000**	**165,000**	**137,500**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00024 - Bridalwood Retrofit **Project Manager** TBD

Project Description **Estimated Credits** 12

Project Location: City-owned dry pond, between Bradenton Court and Great Seneca Highway

Project Description: This facility was estimated to be implemented between 1980-1990. Currently, it provides little water quantity and no water quality treatment. The scope of the project will be to install a stormwater management facility to utilize existing facility to maximize credit achievement for the approximately 29.7 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 10-15 credits.

It is anticipated that the concept design will be conducted in FY22. Final design will occur in FY23 which is contingent upon favorable findings of the concept design. Construction is slated for FY24.

Operating Budget Impacts

The existing facility will continue to be inspected and maintained per current schedule. Additional impacts will be assessed upon completion of concept design.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	-	-	-	-	50,000	-	-	50,000
Total Revenues and Sources of Funds	-	-	-	-	-	-	50,000	-	-	50,000
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	-	-	-	-	70,000	-	-	-	70,000
532100 - Concept Design and Outreach	-	-	-	-	30,000	-	-	-	-	30,000
532300 - Construction Oversight	-	-	-	-	-	-	50,000	-	-	50,000
591100 - Construction	-	-	-	-	-	-	500,000	-	-	500,000
Total Expenditures and Uses of Funds	-	-	-	-	30,000	70,000	550,000	-	-	650,000
Net Change in Fund Balance	-	-	-	-	(30,000)	(70,000)	(500,000)	-	-	(600,000)
Beginning Fund Balance	600,000	-	-	-	-	-	-	-	-	600,000
Projected Fund Balance	**600,000**	**600,000**	**600,000**	**600,000**	**570,000**	**500,000**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00025 - Turtle Pond Retrofit **Project Manager** TBD

Project Description **Estimated Credits** 4

Project Location: City-owned dry pond, near the intersection of Still Creek Lane and Turtle Pond Lane

Project Description: This facility was estimated to be implemented between 2002-2003. Currently, it provides little water quantity and no water quality treatment. The scope of the project will be to install a stormwater management facility to utilize the existing facility to maximize credit achievement for the approximately 5 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 3-5 credits.

It is anticipated that the concept design will be completed in FY23, with the final design completed in FY24. This is contingent upon favorable findings of the concept design. Construction is slated for FY25.

Operating Budget Impacts

The existing facility will continue to be inspected and maintained per current schedule. Additional impacts will be assessed upon completion of concept design.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	-	-	-	-	-	300,000	-	300,000
Total Revenues and Sources of Funds	-	-	-	-	-	-	-	300,000	-	300,000
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	-	-	-	-	-	70,000	-	-	70,000
532100 - Concept Design and Outreach	-	-	-	-	-	30,000	-	-	-	30,000
532300 - Construction Oversight	-	-	-	-	-	-	-	50,000	-	50,000
591100 - Construction	-	-	-	-	-	-	-	500,000	-	500,000
Total Expenditures and Uses of Funds	-	-	-	-	-	30,000	70,000	550,000	-	650,000
Net Change in Fund Balance	-	-	-	-	-	(30,000)	(70,000)	(250,000)	-	(350,000)
Beginning Fund Balance	350,000	-	-	-	-	-	-	-	-	350,000
Projected Fund Balance	**350,000**	**350,000**	**350,000**	**350,000**	**350,000**	**320,000**	**250,000**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00026 - Hyde Park Retrofit **Project Manager** TBD

Project Description **Estimated Credits** 3

Project Location: Between Carlsbad Drive and Christopher Avenue

Project Description: This appears to be an existing HOA-owned sediment control basin with documentation supporting the original intent to convert it into a stormwater management facility. This project site was estimated to be implemented in the 1970s. Currently, it provides no water quantity and no water quality treatment. The scope of the project will be to install a stormwater management facility to utilize the existing project site to maximize credit achievement for the approximately 3 impervious drainage acres flowing to the facility.

This project was budgeted within FY18 and subsequently moved to FY21 to allow for the development and approval of a City policy in performing work on HOA facilities. It is anticipated that the concept design will be conducted in FY22. Final design will occur in FY23, contingent upon favorable findings of the concept design. Construction is slated for FY24.

Operating Budget Impacts

To be determined. The City may assume structural maintenance responsibility depending on HOA facility policy.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	-	-	-	-	550,000	-	-	550,000
Total Revenues and Sources of Funds	-	-	-	-	-	-	550,000	-	-	550,000
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	-	-	-	-	85,000	-	-	-	85,000
532100 - Concept Design and Outreach	-	-	-	-	35,000	-	-	-	-	35,000
532300 - Construction Oversight	-	-	-	-	-	-	50,000	-	-	50,000
591100 - Construction	-	-	-	-	-	-	500,000	-	-	500,000
Total Expenditures and Uses of Funds	-	-	-	-	35,000	85,000	550,000	-	-	670,000
Net Change in Fund Balance	-	-	-	-	(35,000)	(85,000)	-	-	-	(120,000)
Beginning Fund Balance	120,000	-	-	-	-	-	-	-	-	120,000
Projected Fund Balance	**120,000**	**120,000**	**120,000**	**120,000**	**85,000**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00027 - Carriage Hills Retrofit **Project Manager** TBD

Project Description **Estimated Credits** 3

Project Location: Near the end of Wild Forest Drive

Project Description: This appears to be an existing HOA-owned sediment basin with documentation supporting the original intent to convert it into a stormwater management facility. This project site is estimated to have been implemented between 1981-1987. Currently, it provides no water quantity and no water quality treatment. The scope of the project will be to install a stormwater management facility to utilize the existing project site to maximize credit achievement for the approximately 3 impervious drainage acres flowing to the facility.

This project was budgeted within FY18 and subsequently moved to FY21 to allow for the development and approval of a City policy in performing work on HOA facilities. It is anticipated that the concept design will be conducted in FY22. Final design will occur in FY23, contingent upon favorable findings of the concept design. Construction is slated for FY24.

Operating Budget Impacts

To be determined; The City may assume structural maintenance responsibility depending on HOA facility policy.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	-	-	-	-	550,000	-	-	550,000
Total Revenues and Sources of Funds	-	-	-	-	-	-	550,000	-	-	550,000
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	-	-	-	-	85,000	-	-	-	85,000
532100 - Concept Design and Outreach	-	-	-	-	35,000	-	-	-	-	35,000
532300 - Construction Oversight	-	-	-	-	-	-	50,000	-	-	50,000
591100 - Construction	-	-	-	-	-	-	500,000	-	-	500,000
Total Expenditures and Uses of Funds	-	-	-	-	35,000	85,000	550,000	-	-	670,000
Net Change in Fund Balance	-	-	-	-	(35,000)	(85,000)	-	-	-	(120,000)
Beginning Fund Balance	120,000	-	-	-	-	-	-	-	-	120,000
Projected Fund Balance	**120,000**	**120,000**	**120,000**	**120,000**	**85,000**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00028 - Woodland Hills Retrofit **Project Manager** TBD

Project Description **Estimated Credits** 7

Project Location: Near the intersection of Travis Avenue and Watkins Mill Road

Project Description: This is an existing HOA-owned dry pond estimated to have been implemented in the 1980s. Currently, it provides little water quantity and no water quality treatment. The scope of the project will be to install a stormwater management facility to utilize the existing facility to maximize credit achievement for the approximately 8.6 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 6-8 credits.

This project was budgeted within FY18 and subsequently moved to FY21 to allow for development and approval of City policy in performing work on HOA facilities. It is anticipated that the concept design will begin in FY22 and completed in FY23. Final design will begin in FY23, which is contingent upon favorable findings of the concept design. Final design is anticipated to be completed in FY24 with construction occurring in FY25.

Operating Budget Impacts

To be determined; The City may assume structural maintenance responsibility depending on HOA facility policy.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	-	-	-	-	-	300,000	-	300,000
Total Revenues and Sources of Funds	-	-	-	-	-	-	-	300,000	-	300,000
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	-	-	-	-	30,000	15,000	-	-	45,000
532100 - Concept Design and Outreach	-	-	-	-	15,000	10,000	-	-	-	25,000
532300 - Construction Oversight	-	-	-	-	-	-	-	30,000	-	30,000
591100 - Construction	-	-	-	-	-	-	-	270,000	-	270,000
Total Expenditures and Uses of Funds	-	-	-	-	15,000	40,000	15,000	300,000	-	370,000
Net Change in Fund Balance	-	-	-	-	(15,000)	(40,000)	(15,000)	-	-	(70,000)
Beginning Fund Balance	70,000	-	-	-	-	-	-	-	-	70,000
Projected Fund Balance	**70,000**	**70,000**	**70,000**	**70,000**	**55,000**	**15,000**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY20 Budget

Project SW00029 - DI001 - 122 & 124 Woodland Road

Project Manager TBD

Project Description

Estimated Credits 0

Project Location: 122-124 Woodlawn Road

Project Description: This project will address the drainage issue at 122 & 124 Woodland Road. The existing headwall and downstream storm drain pipe are inadequate to convey larger storm events, creating ponding and flash flooding for these two properties.

Operating Budget Impacts

None. Once corrective action taken, normal maintenance will be routine.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	23,500	125,000	-	-	-	-	-	-	148,500
Total Revenues and Sources of Funds	-	23,500	125,000	-	-	-	-	-	-	148,500
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	23,500	-	-	-	-	-	-	-	23,500
591100 - Construction	-	-	125,000	-	-	-	-	-	-	125,000
Total Expenditures and Uses of Funds	-	23,500	125,000	-	-	-	-	-	-	148,500
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance										
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater New Project Detail
FY20 Budget

Project SW999 - DI002 - 100 Water Street - Stream Erosion

Project Manager TBD

Project Description

Estimated Credits 1

Project Location: 100 Water Street

Project Description: This project is located in the Lower Great Seneca Watershed and defines the scope of remediation of severe erosion to the Long Draught stream behind 100 Water Street. The scope of the project includes geotechnical testing, surveyor services, engineering services, and contemplates acquiring adjacent property(ies) to increase the protection footprint. The scope of remediation will include reconnecting, grading, stabilizing, realigning, and repairing the existing stream channel.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	501,000	-	350,000	-	-	-	-	851,000
Total Revenues and Sources of Funds	-	-	501,000	-	350,000	-	-	-		851,000
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	-	101,000	-	-	-	-	-	-	101,000
590000 - Land	-	-	400,000	-	-	-	-	-	-	400,000
591100 - Construction	-	-	-	-	350,000	-	-	-	-	350,000
Total Expenditures and Uses of Funds	-	-	501,000	-	350,000	-	-	-		851,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance										
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater New Project Detail
FY20 Budget

Project SW999 - DI003 - 101 Oakton Road - Storm Drain Repair

Project Manager TBD

Project Description

Estimated Credits **0**

Project Location: 101 Oakton Road

Project Description: This project is to investigate and remediate two runs of storm drain in the Deer Park subdivision. WSSC's recent water rehabilitation noted a damaged CMP storm drain near 101 Oakton. The storm drain system leaves Oakton Road and proceeds, in an easement, behind 410 Woodland and 101 Oakton. There are grated inlets in both lots. Because this system has a backup system (an at-grade swale behind the homes), there is no immediate danger. However, the potential collapsed pipe and system should be investigated and corrective action taken if needed.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	80,000	-	-	-	-	-	-	80,000
Total Revenues and Sources of Funds	-	-	80,000	-	-	-	-	-		80,000
Expenditures and Uses of Funds										
536000 - Miscellaneous Professional Servi	-	-	5,000	-	-	-	-	-	-	5,000
591100 - Construction	-	-	75,000	-	-	-	-	-	-	75,000
Total Expenditures and Uses of Funds	-	-	80,000	-	-	-	-	-		80,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance										
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater New Project Detail
FY20 Budget

Project SW999 - DI005 - 14 Chestnut Street - Storm Drain Repair / Drain Imp.

Project Manager TBD

Project Description

Estimated Credits **0**

Project Location: 14 Chestnut Street

Project Description: This project repairs / replaces failing infrastructure of a 15" CMP (it is rusted out and collapsing) with 15" Reinforced Concrete Pipe (RCP) as well as at-grade improvements such as pavement and curb/gutter. No records exist for the storm drain design, so a limited topographical survey will be required to ensure replacement mitigates the extents of improvements. Driveway access to adjacent business will be maintained as much as possible via construction phasing and traffic controls.

	FY18 Actuals	FY19 Projection	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Total
Revenues and Sources of Funds										
499200 - Transfer In	-	-	100,000	-	-	-	-	-	-	100,000
Total Revenues and Sources of Funds	-	-	100,000	-	-	-	-	-		100,000
Expenditures and Uses of Funds										
532000 - Engineering & Architecture	-	-	5,000	-	-	-	-	-	-	5,000
591100 - Construction	-	-	95,000	-	-	-	-	-	-	95,000
Total Expenditures and Uses of Funds	-	-	100,000	-	-	-	-	-		100,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance										
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

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