City of Gaithersburg, MD
Proposed Budget

For the Fiscal Year Ended
July 1, 2020 to June 30, 2021

FY2021

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FY21 Budget

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Construction of Gaithersburg's Discovery Park

Gaithersburg
A CHARACTER COUNTS! CITY

March 31, 2020

Mayor and City Council and Citizens of Gaithersburg:

We are pleased to submit the proposed Fiscal Year 2021 (FY21) 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. Following the virtual budget forum, the Mayor and City Council this year held their annual retreat to address the long term community priorities. Comments and feedback from both the forum and the retreat are reflected in the priorities addressed in this proposed budget.

We are happy to report that, once again, no tax increase is being proposed. The rate would remain 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 proposed expenditure budget for FY21 is $72.0 million, representing a 5.4 percent increase from FY20. This increase is composed of the following factors:

- Increase of $1.8 million from FY20 to FY21 in the transfer to the City's Capital Improvement Plan
- Funding for six 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 5.9 percent. The City is continuing to experience growth in its real property and income tax bases, demonstrating strength in the local economy. In contrast to this trend, the City anticipates a slowing of permit revenue in the next few fiscal years. The City is reaching a point where there may be fewer new, large developments. This will lead to a plateauing of future revenue growth from that source.

The FY21 Proposed Budget uses $1.9 million of funds on hand to balance revenues with expenditures. This is a decrease of $0.2 million from FY20. 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

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

MAYOR
Jud Ashman

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

CITY MANAGER
Tony Tomasello

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.

The CIP structure was modified in FY19 to reflect individual capital project identification and funding. This move from budgeting only by category of capital spending to individual capital projects allows for better identification of recurring versus one-time capital needs.

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 FY21 budget and CIP continue this trend of asset and facility assessments and include 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 FY21 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 proposed budget, we are 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 proposed FY21 budget:

City Administration

- Work with MCPS to finalize agreement for proposed new elementary school for the Gaithersburg Cluster and present to M&CC for consideration
- Determine areas where the work of the Racial Equity Learning Cohort may be applied within City programs, processes and services

Community and Public Relations

- Conduct campaign to increase resident engagement by highlighting City employees and volunteers through social media and newsletter features
- Explore the establishment of a Gaithersburg area Coalition of Addiction Prevention and Treatment organizations to address substance use

Economic Development

- Support repositioning and/or redevelopment of Lakeforest Mall properties
- 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
- Educate stakeholders/promote benefits of new Opportunity Zone program as it relates to new investment within City's designated census tracts

Housing

- Determine potential infill sites for affordable housing in conjunction with Economic Development
- Work with Neighborhood Services and Community Services to reduce the number of households receiving "writs of eviction" and the subsequent loss of their housing

Planning and Development

- Transition from Energov's (City's permitting software) Citizen's Access Port (CAP) to Customer Self-Service (CSS) account
- Facilitate next steps in the Lakeforest Mall redevelopment

Police

- Implement Focused Enforcement Area initiatives focused on specific geographical areas within the City to strengthen the working relationships between the department, citizens and businesses in those areas

Recreation and Environment

- Partner with Gaithersburg Giants to introduce and implement a baseball youth initiative pilot program
- Develop and present new rate model for Stormwater Program Fee
- Track and develop a plan to reduce community recycling contamination levels
- Expand compost drop off program

Transportation and Infrastructure

- Complete evaluations of three school sites within the City for school zone effectiveness and capacity to support the Safe Routes to School program
- Begin construction of the park at the former CPSC site
- Complete the construction of the new Police Station and Mayor & City Council Chambers

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 now over 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

Rafiu O. Ighile
Director of Finance

About the City

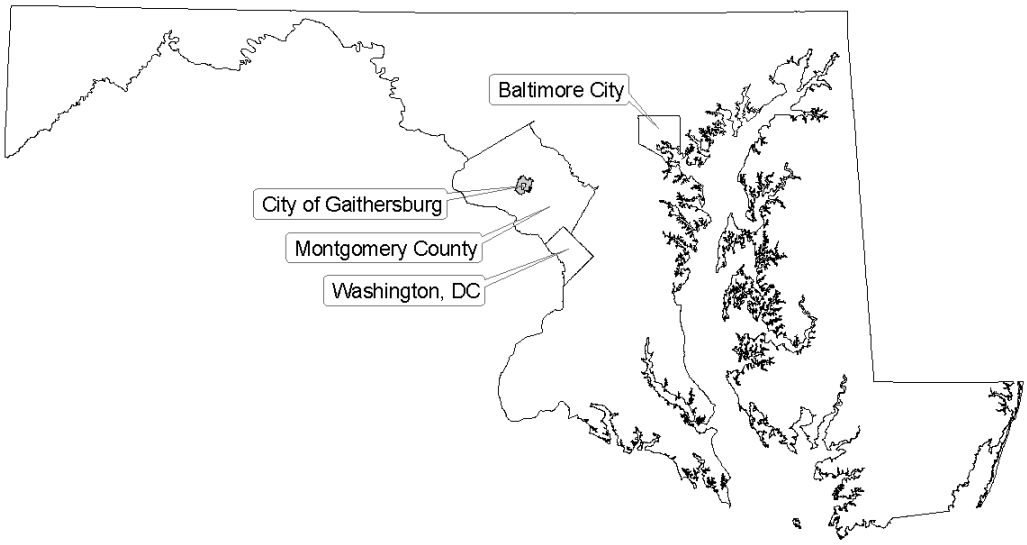
Community Profile

FY21 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 70,010 as of July 1, 2019. 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.



American Community Survey Data	Gaithersburg	Maryland
Population, 2018 estimate	68,294	6,042,718
Population, 2010 (April 1) estimates base	59,903	5,773,794
Population, percent change – April 1, 2010 to July 1, 2018	14.0%	4.7%
Population, 2010	59,933	5,773,552
Persons under 5 years, percent , 2014-2018 (a)	7.4%	6.0%
Persons under 18 years, percent, 2014-2018 (a)	23.4%	22.1%
Persons 65 years and over, percent, 2014-2018 (a)	11.5%	15.4%
Female persons, percent, 2014-2018 (a)	50.7%	51.5%
White alone, percent, 2014-2018 (a) (b)	47.9%	54.7%
Black or African American alone, percent, 2014-2018 (a) (b)	17.6%	30.0%
American Indian and Alaska Native alone, percent, 2014-2018 (a) (b)	0.4%	0.2%
Asian alone, percent, 2014-2018 (a) (b)	18.6%	6.3%
Native Hawaiian and Other Pacific Islander alone, percent, 2014-2018 (a) (b)	0.0%	0.1%
Two or more races, percent, 2014-2018 (a)	4.6%	3.7%
Hispanic or Latino, percent, 2014-2018 (a) (c)	25.9%	10.4%
White alone, not Hispanic or Latino, percent, 2014-2018 (a)	34.3%	50.2%
Veterans, 2014-2018	2,524	372,462
Foreign born persons, percent, 2014-2018	39.1%	15.1%
Housing units, 2014-2018	25,910	2,437,740
Owner-occupied housing unit rate, 2014-2018	50.5%	66.8%
Median value of owner-occupied housing units, 2014-2018	$ 389,700	$ 305,500
Median gross rent, 2014-2018	$ 1,697	$ 1,357
Households, 2014-2018	24,540	2,192,598
Persons per household, 2014-2018	2.74	2.67
Living in same house 1 year ago, percent of persons age 1 year+, 2014-2018	79.9%	86.2%
Language other than English spoken at home, percent of persons age 5 years+, 2014-2018	50.0%	18.4%
High school graduate or higher, percent of persons age 25 years+, 2014-2018	87.7%	90.0%
Bachelor's degree or higher, percent of persons age 25 years+, 2014-2018	53.2%	39.6%
Mean travel time to work (minutes), workers age 16 years+, 2014-2018	33.2	32.9
Median household income (in 2017 dollars), 2014-2018	$ 86,427	$ 81,868
Per capita income in last 12 months (in 2017 dollars), 2014-2018	$ 42,084	$ 40,517

(a) Estimate for Gaithersburg is drawn from 2014-2018 American Community Survey estimates, but Maryland estimates reflect Vintage 2018 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, Data Main; U.S. Census Bureau, 2014-2018 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 summer Book Festival and Winter Lights.

The City's Book Festival was 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 380 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 a special night of 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
AstraZeneca	321,762,001	3.06%
Asbury Methodist Village	232,142,666	2.21%
Alexandria Real Estate Equities	189,260,601	1.80%
BF Saul	164,629,534	1.56%
RPAI	133,286,033	1.27%
Bozzuto	119,861,567	1.14%
Federal Realty Investment Trust	111,988,767	1.06%
Orlo Gaithersburg LLC	106,550,000	1.01%
BP Realty Investment	104,220,067	0.99%
Magruder Companies	97,928,300	0.93%
Total	$ 1,581,629,536	15.03%
Total Assessed Valuation	$ 10,520,093,928	

Major Employers

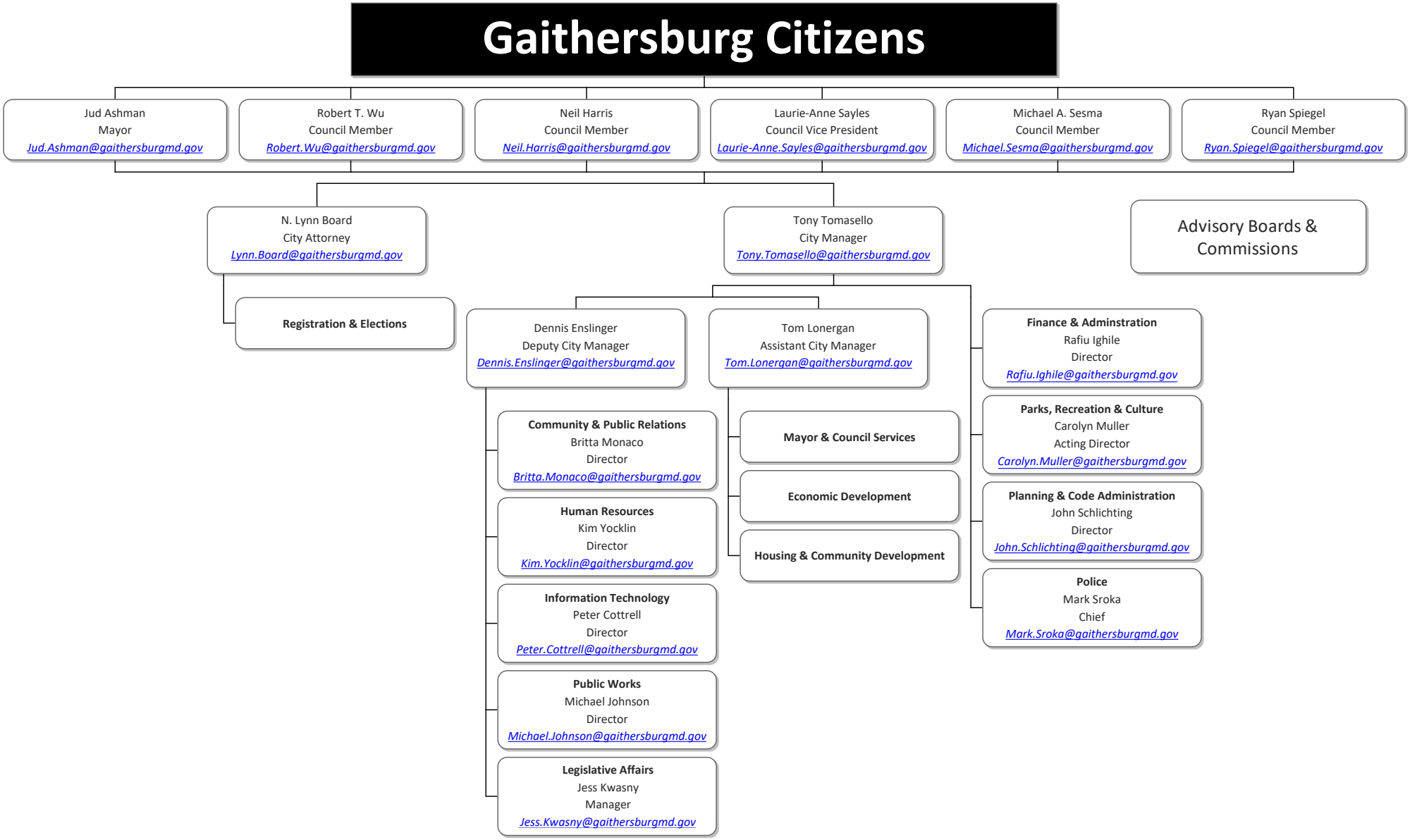
Employer	Number of Employees*	Percentage of Total County Employment
National Institute of Standards and Technology	2,730	0.49%
AstraZeneca	2,290	0.41%
Leidos (former Lockheed Martin)	1,200	0.22%
Asbury Methodist Village	820	0.15%
GeneDx, Inc	556	0.10%
Sodexo USA	511	0.09%
Hughes Network Systems, LLC	450	0.08%
Adventist HealthCare	400	0.07%
Emergent BioSolutions	387	0.07%
Kaiser Permanente	350	0.06%
Total	9,694	1.74%
Total Montgomery County Civilian Labor Force	556,916	

*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
Human Resources	Kim Yocklin
Information Technology	Peter Cottrell
Parks, Recreation & Culture	Carolyn Muller
Planning & Code Administration	John Schlichting
Police	Mark Sroka
Public Works	Michael Johnson
Department of Finance & Administration	
Accounting Specialist	Diana Aguinaga
Accountant II	Vacant
Administrative Assistant	Brittany Saravia
Chief Accountant	Francis Dohnji
Comptroller	Janice Hartman
Director	Rafiu Ighile
Finance Systems Support Manager	Vacant
Payroll Coordinator	Larry Salins
Procurement Division Chief	Vacant
Senior Accounting Technician	Witarani Doyle
Senior Budget Analyst	Nathan Bassett

City of Gaithersburg, Maryland



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

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

The Strategic Plan is so integral to the budget process that it is included in the City's budget document and highlights are included in the budget letter. The Strategic Plan showcases how the City links our current year action steps to our long-term vision of the City. The final version of the FY21 Strategic Plan will be included in the FY21 Adopted Budget.

PAGES HELD FOR STRATEGIC PLAN

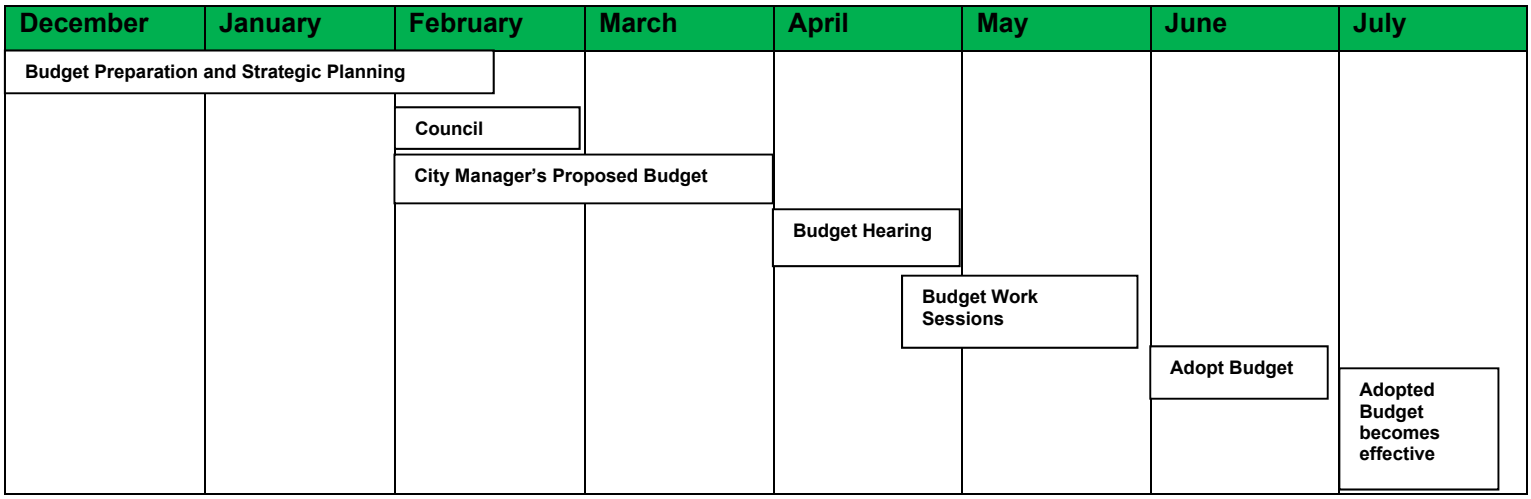
About the Budget

Budget Timeline and Process

FY21 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

OCTOBER 7, 2019
- Go Live - all parts of the budget software are open for departments to start preparing requests and submissions

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

JANUARY 27, 2020
- 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 5, 2020
- Operating budgets and significant change forms due from Department Heads
- Special fund budgets due

FEBRUARY 24, 2020
- Mayor & City Council Retreat

FEBRUARY 10 – FEBRUARY 14, 2020
- Director of Finance and Administration begins review and meetings with Department Heads

FEBRUARY 18 – FEBRUARY 26, 2020
- City Manager, Deputy City Manager, and Director of Finance and Administration conduct review meetings with Department Heads

FEBRUARY 28, 2020
- Budget Ordinance materials submitted to Mayor & City Council package for March 16th meeting

MARCH 16, 2020
- Introduce Budget Ordinance for Public Hearing at Mayor & City Council meeting

MARCH 31, 2020
- Send proposed budget to Mayor and City Council

APRIL 2, 2020
- Advertise Constant Yield Tax Rate Public Hearing (Public Hearing after seven days' notice)

APRIL 6, 2020
- Proposed budget available to public

APRIL 9, 2020
- Advertise Budget Public Hearing (Public Hearing after seven days' notice)

APRIL 20, 2020
- Conduct Public Hearing on Constant Yield Tax Rate
- Conduct Public Hearing on Budget

APRIL 27 (APRIL 28, if necessary), 2020
- Conduct Budget Work Session(s)

MAY 13, 2020
- Close record on Budget Public Hearing (Wednesday at 5pm)
- Budget Ordinance changed and prepared for adoption

MAY 15, 2020
- Submit materials for Mayor & City Council package for June 3 meeting

JUNE 1, 2020
- Present budget, fee schedule and rules and regulations for adoption at Mayor & City Council meeting

JUNE 4, 2020
- Budget adoption ad runs in Washington Post
- Budget adoption ad posted on web

JULY 1, 2020
- 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, 2019

Christopher P. Morrill

Executive Director

The City's 2020 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 draft budget ordinance is included on the following pages.

ORDINANCE NO. _____

ORDINANCE ADOPTING THE CITY BUDGET FOR THE FISCAL YEAR JULY 1, 2020, THROUGH JUNE 30, 2021, AND LEVYING AN AD VALOREM TAX ON ALL ASSESSABLE PROPERTY WITHIN THE CITY OF GAITHERSBURG, MARYLAND

WHEREAS, the proposed budget for the 2020-21 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 2020-21 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, 2020, through June 30, 2021, be and it hereby is proposed as follows:

ANTICIPATED REVENUES

Local Taxes	$33,608,200	
Licenses & Permits	$4,479,780	
Intergovernmental Revenue	$20,447,086	
Charges for Services	$5,723,314	
Fines & Forfeitures	$2,200,000	
Miscellaneous Revenues	$3,604,372	
Anticipated Revenues		$70,062,752
Reappropriation		$1,911,973
Total Anticipated Revenues and Sources of Funds		$71,974,725

DRAFT

PROPOSED EXPENDITURES		
City Manager's Office	$2,237,256	
Office of the City Attorney	$862,468	
Community & Public Relations	$3,580,257	
Finance & Administration	$5,540,815	
Human Resources	$1,300,845	
Information Technology	$2,316,481	
Parks, Recreation & Culture	$9,958,211	
Planning & Code Administration	$5,727,716	
Police Department	$9,893,608	
Public Works	$15,820,521	
Operating Total		$57,238,178

PROPOSED TRANSFERS		
Transfer to Asset Replacement Funds	$2,827,000	
Transfer to Capital Improvement Funds	$8,200,000	
Transfer to Housing Program Fund	$240,000	
Transfer to Other Post Employment Benefit Trust	$3,300,000	
Transfer to Stormwater Fund	$169,547	
Total Transfers		$14,736,547
Total Proposed Expenditures and Uses of Funds		$71,974,725

OTHER REVENUES APPROPRIATED FOR	
Stormwater Fund	$5,978,000
Housing Fund	$342,072
Forest Conservation Fund	$21,000

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.

DRAFT

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

ADOPTED by the City Council this 1st day of June, 2020.

_____
JUD ASHMAN, MAYOR and
President of the Council

DELIVERED to the Mayor of the City of Gaithersburg this 1st day of June, 2020.
APPROVED by the Mayor of the City of Gaithersburg this 1st day of June, 2020.

_____
JUD ASHMAN, MAYOR

THIS IS TO CERTIFY, that the foregoing Ordinance was adopted by the City Council of the City of Gaithersburg, in public meeting assembled on the 1st day of June, 2020; and that the same was APPROVED by the Mayor of the City of Gaithersburg on the 1st day of June, 2020. This Ordinance will become effective on the 1st day of July, 2020.

_____
City Manager

DRAFT

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.

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 was a new fund beginning in FY16.

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.

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 was a new fund in FY18.

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.

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 was a new fund in FY17.

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.

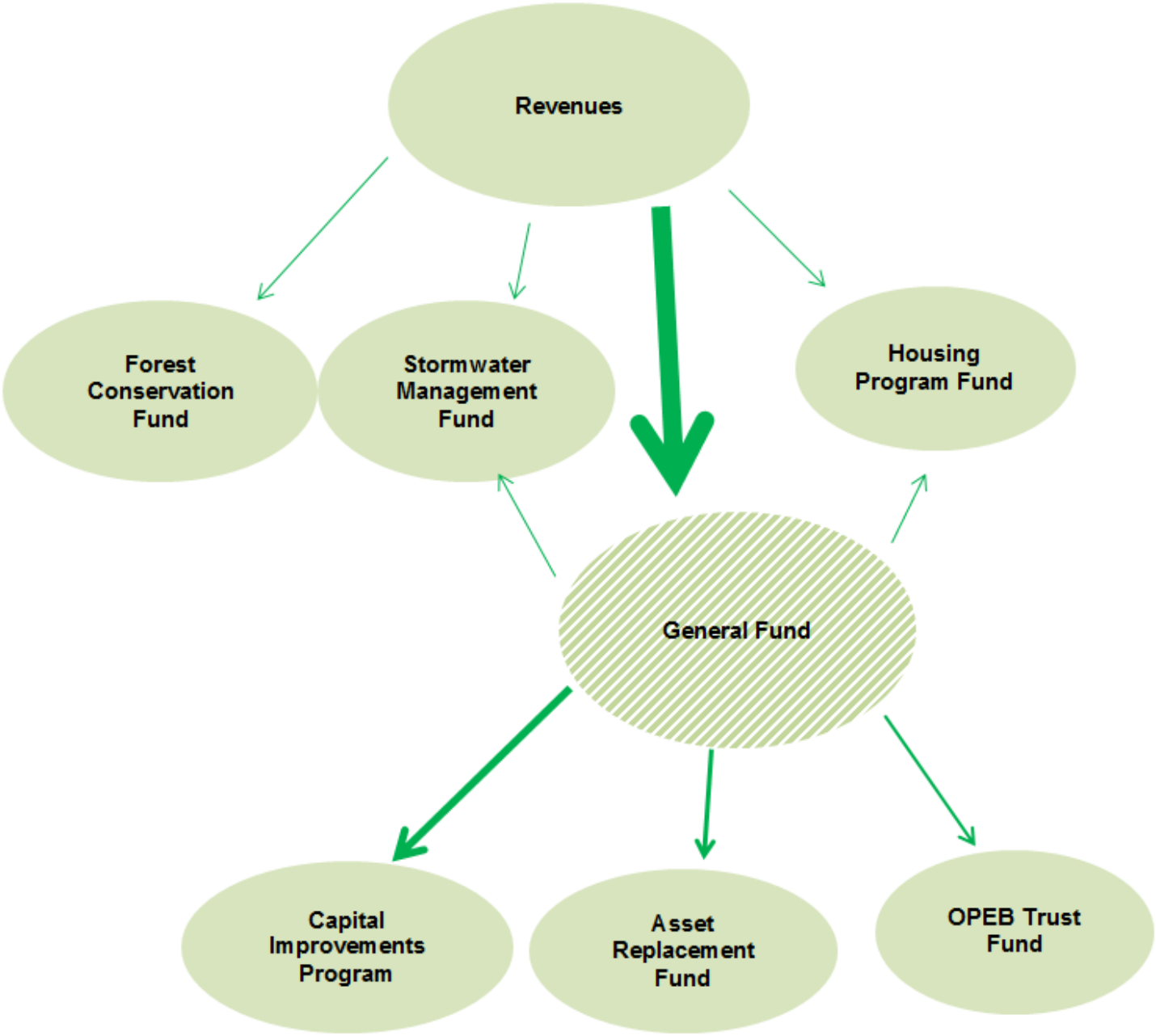
About the Budget

Citywide Funds Summary

FY21 Budget

	General	Stormwater	Housing Program	Forest Conservation	CIP	Asset Replacement	Total
Revenues and Sources of Funds							
Local Taxes	33,608,200	-	-	-	-	-	33,608,200
Licenses & Permits	4,479,780	-	-	-	-	-	4,479,780
Grants	20,447,086	-	277,352	-	1,680,000	-	22,404,438
Charges for Services	5,723,314	5,680,000	-	-	-	-	11,403,314
Fines & Forfeitures	2,200,000	-	-	-	-	-	2,200,000
Miscellaneous Revenues	3,604,372	298,000	64,720	21,000	1,400,000	-	5,388,092
Total	70,062,752	5,978,000	342,072	21,000	3,080,000		79,483,824
Transfer-In		169,547	240,000	-	9,908,268	2,827,000	13,144,815
Reappropriation	1,911,973	-	-	-	-	-	1,911,973
Total Revenues and Sources of Funds	71,974,725	6,147,547	582,072	21,000	12,988,268	2,827,000	94,540,612
Expenditures and Uses of Funds							
Personnel Services	41,160,319	698,767	-	-	-	-	41,859,086
Operating	15,490,859	2,515,325	1,953,631	27,305	2,327,910	-	22,315,030
Contingency	500,000	-	-	-	-	-	500,000
Capital	87,000	2,957,750	-	-	28,613,461	2,902,519	34,560,730
Sub-Total	57,238,178	6,171,842	1,953,631	27,305	30,941,371	2,902,519	99,234,846
Transfers							
Transfer to Asset Replacement	2,827,000	-	-	-	-	-	2,827,000
Transfer to Capital Funds	8,200,000	-	-	-	-	-	8,200,000
Transfer to Housing	240,000	-	-	-	-	-	240,000
Transfer to OPEB	3,300,000	-	-	-	-	-	3,300,000
Transfer to Other Funds	-	-	-	-	6,688,268	-	6,688,268
Transfer to Stormwater	169,547	-	-	-	-	-	169,547
Total Transfers	14,736,547				6,688,268		21,424,815
Total Expenditures and Uses of Funds	71,974,725	6,171,842	1,953,631	27,305	37,629,639	2,902,519	120,659,661
Net Change in Fund Balance	(1,911,973)	(24,295)	(1,371,559)	(6,305)	(24,641,371)	(75,519)	(28,031,023)
Estimated Beginning Fund Balance	47,463,323	24,099,150	7,299,124	721,302	52,811,367	11,170,631	143,564,897
Projected Fund Balance	45,551,350	24,074,855	5,927,565	714,997	28,169,996	11,095,112	115,533,875

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

FY21 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.

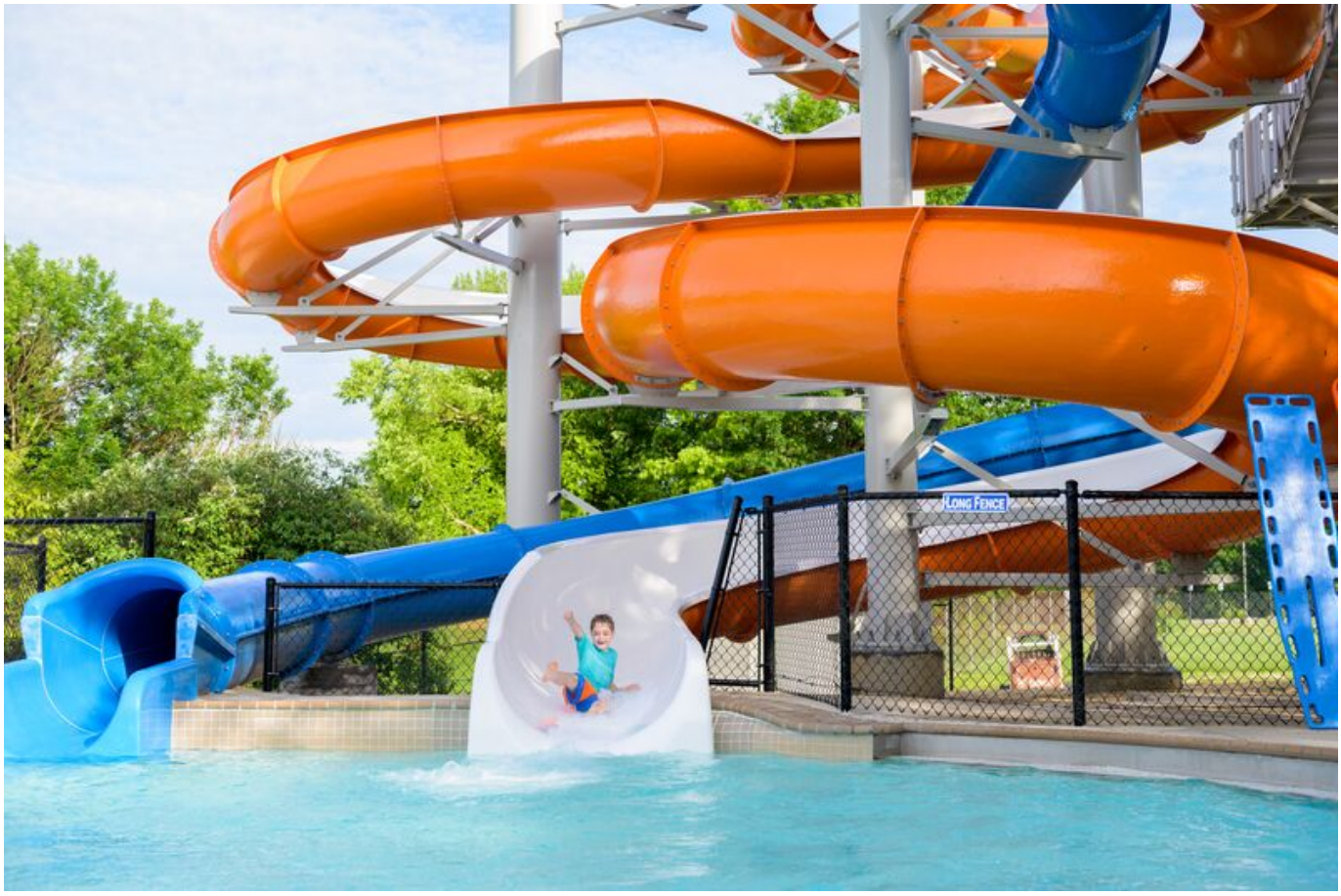
The funding preference for City projects is pay-as-you-go. The City will leverage City funds with grants and private funds to the maximum extent possible.

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.



Water Park at Bohrer Park

Financial Overview

General Fund Summary

FY21 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.

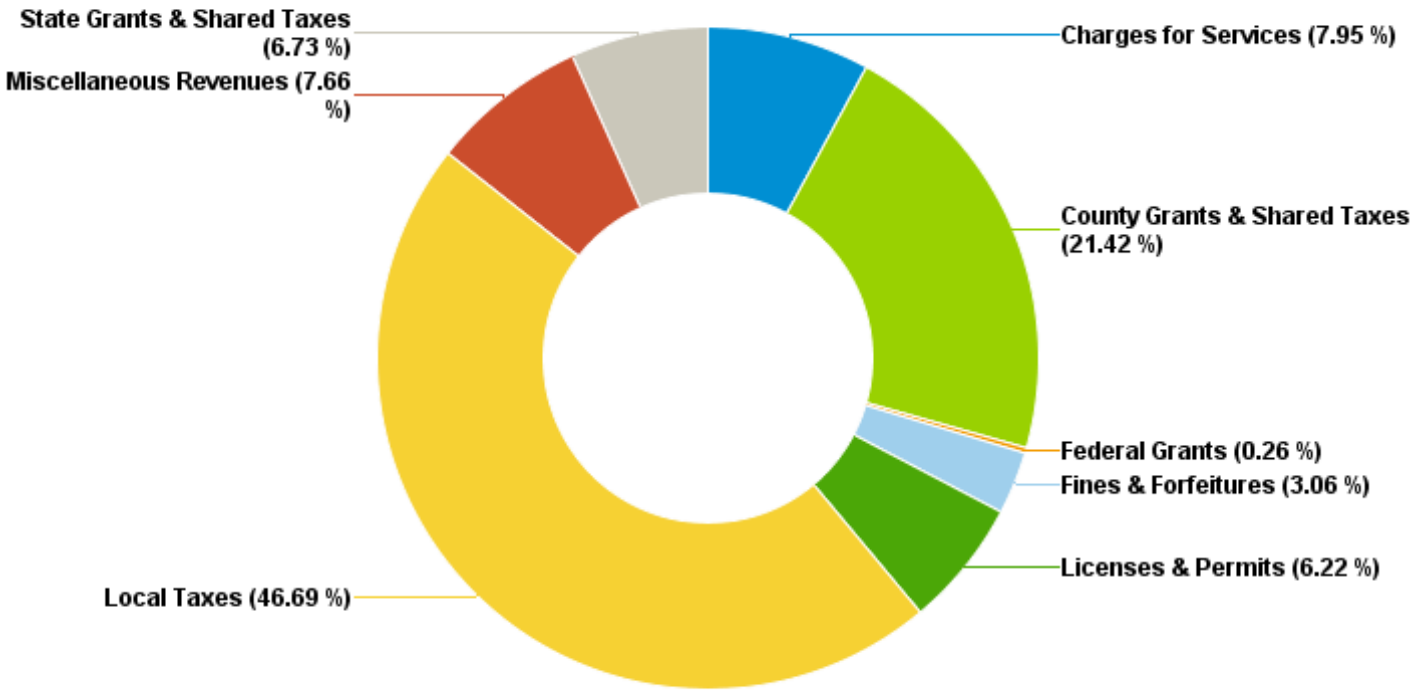
Since the City has adopted a pay-as-you-go philosophy for capital projects, it is expected that the City will accumulate fund balance in some years in order to draw down those funds in years when there are substantial capital needs. The FY21 Proposed Budget has increased contributions to capital projects, relative to the FY20 Adopted Budget.

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.

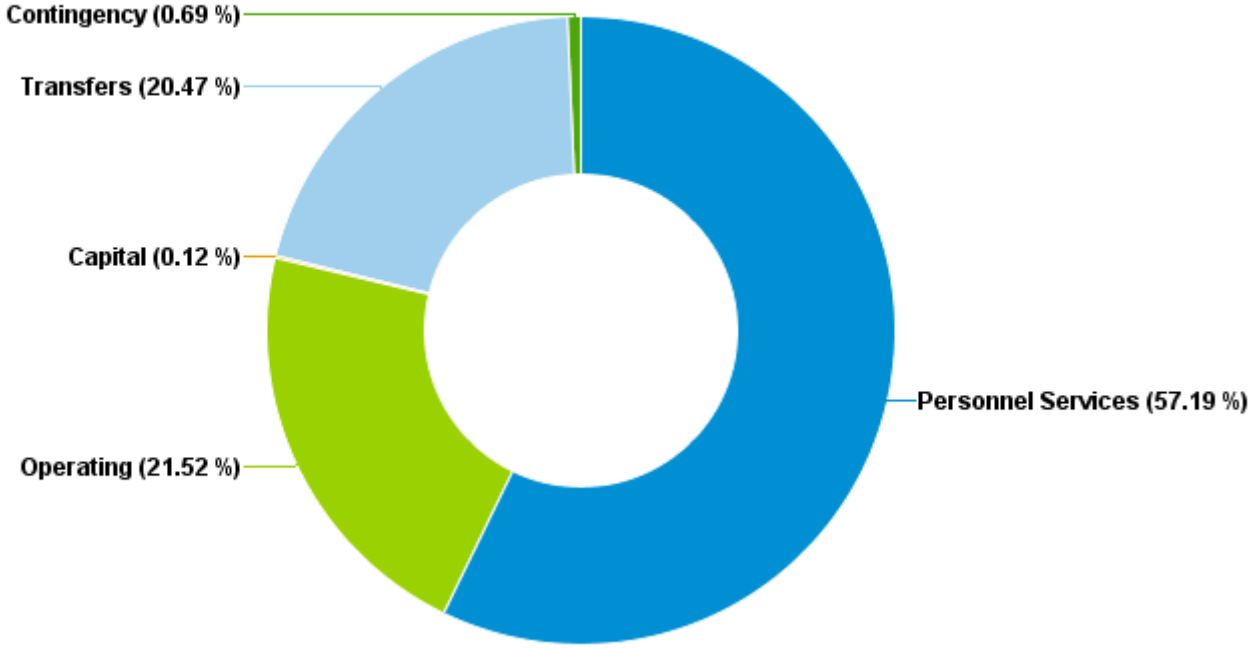
Financial Overview
General Fund Summary
FY21 Budget

	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
Revenues and Sources of Funds						
Local Taxes	31,223,749	32,236,200	31,605,200	33,608,200	2,003,000	6.3%
Licenses & Permits	4,970,524	4,029,090	4,299,970	4,479,780	179,810	4.2%
Federal Grants	162,866	181,386	190,404	189,300	(1,104)	(0.6%)
State Grants & Shared Taxes	2,404,822	4,500,417	4,146,355	4,843,886	697,531	16.8%
County Grants & Shared Taxes	15,953,069	14,818,153	14,798,900	15,413,900	615,000	4.2%
Charges for Services	5,299,986	5,362,287	5,461,230	5,723,314	262,084	4.8%
Fines & Forfeitures	2,204,866	2,223,000	2,492,000	2,200,000	(292,000)	(11.7%)
Miscellaneous Revenues	5,186,814	4,680,733	3,191,830	3,604,372	412,542	12.9%
Total	67,406,697	68,031,266	66,185,889	70,062,752	3,876,863	5.9%
Reappropriation	-	-	2,123,290	1,911,973	(211,317)	(10.0%)
Total Revenues and Sources of Funds	67,406,697	68,031,266	68,309,179	71,974,725	3,665,546	5.4%
Expenditures and Uses of Funds						
Personnel Services	37,207,725	38,987,996	39,544,077	41,160,319	1,616,242	4.1%
Operating	12,757,717	14,228,186	14,796,886	15,490,859	693,973	4.7%
Capital	249,753	85,139	57,850	87,000	29,150	50.4%
Contingency	295,831	249,990	500,000	500,000	-	0.0%
Total	50,511,026	53,551,311	54,898,814	57,238,178	2,339,364	4.3%
Transfers						
Transfer to Asset Replacement	2,174,000	2,488,000	2,488,000	2,827,000	339,000	13.6%
Transfer to Capital Funds	10,875,800	6,350,000	6,350,000	8,200,000	1,850,000	29.1%
Transfer to Housing	240,000	240,000	240,000	240,000	-	0.0%
Transfer to OPEB	5,000,000	3,100,000	3,100,000	3,300,000	200,000	6.5%
Transfer to Stormwater	1,215,977	1,232,365	1,232,365	169,547	(1,062,818)	(86.2%)
Total	19,505,777	13,410,365	13,410,365	14,736,547	1,326,182	9.9%
Total Expenditures and Uses of Funds	70,016,803	66,961,676	68,309,179	71,974,725	3,665,546	5.4%
Revenues Over/(Under) Expenditures	(2,610,106)	1,069,590	-	-		
Beginning Fund Balance	49,003,839	46,393,733	46,393,733	47,463,323		
Reappropriation	-	-	(2,123,290)	(1,911,973)		
Projected Fund Balance	46,393,733	47,463,323	46,880,549	45,551,350		

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

FY21 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 and the next assessment cycle will be in FY21. The revised assessed values will be used for the FY22 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 FY21 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 FY21 revenue budget.

Real and Personal Property Taxes plus penalties and interest ($30,598,200) make up approximately 43.7% of the budgeted City revenue, or 42.5% 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 FY21, the City will receive income tax distributions that represent adjustments to: tax returns related to calendar year 2019, tax collections related to income earned in calendar year 2020, and estimated tax payments made in calendar year 2021. The City receives payments from the State during ten months of the year.

In determining the FY21 budget for income tax, the City used the year-to-date collections for calendar years 2016 – 2018 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 FY21 budget was developed by adding 5.1% to the FY20 Adopted Budget.

Income taxes ($14,080,000) make up approximately 20.1% 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 ($1,100,000) make up approximately 1.57% of the budgeted City revenue, or 1.53% 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 that opened in FY20.

Admissions and amusements taxes ($1,910,000) make up approximately 2.73% of the budgeted City revenue, or 2.65% 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 $980,000; permits issued for building construction is $1,600,000; rental housing licenses (fees paid by landlords for each rental housing unit) is $847,530; revenue from fire protection permits is $160,000. The budget for these accounts was developed based on review of prior years' collections. The building permit and related permit revenues were increased from the FY20 budget based on the FY20 revenue estimates.

Total of licenses & permits ($4,479,780) make up approximately 6.4% of the budgeted City revenue, or 6.2% 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 ($6.4 million), with the largest sources being:

- State Highway User Tax ($1,978,886), 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 ($900,000), which is based on the total number of sworn officers employed by the City; and
- State of Maryland Open Space Grant ($800,000), which is related to a large one-time capital project.

Intergovernmental revenue ($6,367,086) makes up approximately 9.1% of the budgeted City revenue, or 8.8% 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 ($1,714,152), recreation programs, classes, youth services and summer camps ($1,201,148), and water park revenues ($650,000).

Service charges within the General Fund ($5,723,314) make up approximately 8.2% 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. FY21 revenue is budgeted for $1,940,000, which is a decrease from the prior year budget. This revenue budget was developed based on declines in the FY20 revenue compared to the historical first quarter collections.

All fines and forfeitures ($2,200,000) make up approximately 3.1% of the budgeted City revenue, or 3.0% 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 ($3,604,372) makes up approximately 5.1% of the budgeted City revenue, or 5.0% of all revenue and other sources.

Reappropriation of Fund Balance

The FY21 budget includes $1.9 million of re-appropriated funds from fund balance accumulated in previous years. This is a decrease from the previous year of $2.1 million. The FY21 budget for re-appropriation supports the following items:

- $1.0 million in one-time expenditures within the CIP which were not supported by one-time grants;
- $70,000 in new equipment and vehicles funded within the General Fund budget;
- $339,000 in additional transfer to the Asset Replacement Fund as part of a multi-year catch-up provision;
- $500,000 for contingency; and
- No subsidy required for current year operating expenditures. The FY20 budget for recurring expenditures was also not subsidized.

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

General Fund Revenues
Revenues by Object
FY21 Budget

Account	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
Local Taxes						
410000 - Real Estate Taxes - Current	27,620,065	28,000,000	27,580,000	29,170,000	1,590,000	5.8%
410100 - Real Estate Taxes - Prior Years	(161,479)	(230,000)	(200,000)	(250,000)	(50,000)	25.0%
411000 - Corporate Personal Property Tax - Current	979,973	1,000,000	1,275,000	1,100,000	(175,000)	(13.7%)
411100 - Corporate Personal Property Tax - Prior Years	33,455	85,000	32,000	85,000	53,000	165.6%
412000 - Personal Property Tax - Current	19,020	20,000	20,000	20,000	-	0.0%
412100 - Personal Property Tax - Prior Years	880	200	200	200	-	0.0%
413000 - Public Utilities PPT - Current	433,970	430,000	434,000	434,000	-	0.0%
413100 - Public Utilities PPT - Prior Years	-	-	2,000	-	(2,000)	(100.0%)
414000 - Hotel & Motel Tax	1,126,287	1,150,000	1,123,000	1,100,000	(23,000)	(2.0%)
418300 - Admissions & Amusements Tax	1,124,856	1,742,000	1,300,000	1,910,000	610,000	46.9%
419000 - Local Tax - Penalties & Interest	33,357	28,000	28,000	28,000	-	0.0%
419100 - Penalties & Interest - Prior Years	13,367	11,000	11,000	11,000	-	0.0%
Total Local Taxes	31,223,749	32,236,200	31,605,200	33,608,200	2,003,000	6.3%
Licenses & Permits						
420070 - Public Improvement Street Permits	273,609	60,000	30,000	22,000	(8,000)	(26.7%)
420090 - Amusements Licenses	20,550	38,850	34,150	38,850	4,700	13.8%
420100 - Traders Licenses	126,062	127,000	127,000	127,000	-	0.0%
420130 - Hawkers/Peddlers Licenses	4,050	3,250	5,000	3,250	(1,750)	(35.0%)
420150 - Electricians Licenses	32,550	46,000	52,000	50,000	(2,000)	(3.8%)
420170 - Rental Housing Licenses	873,580	764,690	790,870	847,530	56,660	7.2%
420185 - Bus Shelter Franchise Fees	7,468	10,000	18,000	10,000	(8,000)	(44.4%)
420190 - Cable TV Franchise Fees	939,022	980,000	1,084,000	980,000	(104,000)	(9.6%)
420210 - Animal Licenses	27,850	28,000	30,000	30,000	-	0.0%
420220 - Pet Shop Commercial Kennel	1,000	750	750	750	-	0.0%
420230 - Building Permits	1,626,348	1,300,000	1,300,000	1,600,000	300,000	23.1%
420231 - Deck Permits	6,270	3,000	9,000	3,000	(6,000)	(66.7%)
420232 - Fence Permits	3,820	2,400	2,500	2,600	100	4.0%
420233 - Fuel Tank Permits	2,500	850	1,200	1,600	400	33.3%
420234 - Swimming Pool Permits	5,360	600	6,100	2,000	(4,100)	(67.2%)

General Fund Revenues
Revenues by Object
FY21 Budget

Account	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
420235 - Tent Permits	3,953	3,000	4,200	3,000	(1,200)	(28.6%)
420236 - Trailers Permits	1,550	1,000	2,000	1,000	(1,000)	(50.0%)
420250 - Electrical Permits	217,225	130,000	160,000	160,000	-	0.0%
420270 - Utility Permits	8,032	1,500	12,000	3,000	(9,000)	(75.0%)
420290 - Occupancy Permits	55,400	32,000	75,000	41,000	(34,000)	(45.3%)
420300 - Home Occupation Licenses	500	200	200	200	-	0.0%
420310 - Sign Permits	30,138	17,000	21,000	17,000	(4,000)	(19.0%)
420320 - Fire Protection Permits	232,595	130,000	175,000	160,000	(15,000)	(8.6%)
420330 - Mechanical Permits	183,820	130,000	140,000	160,000	20,000	14.3%
420340 - Special Events Permits	12,872	11,000	11,000	11,000	-	0.0%
420350 - Grading Permits	39,284	20,000	25,000	20,000	(5,000)	(20.0%)
420360 - Fire Protection Systems Permits	33,662	34,000	34,000	40,000	6,000	17.6%
420370 - On-Site Improvements	72,802	26,000	80,000	75,000	(5,000)	(6.3%)
420380 - Stormwater Management Permits	79,584	78,000	20,000	20,000	-	0.0%
464250 - CATV - Capital Equipment & PEG	49,068	50,000	50,000	50,000	-	0.0%
Total Licenses & Permits	4,970,524	4,029,090	4,299,970	4,479,780	179,810	4.2%
Federal Grants						
431100 - Federal Grant - Miscellaneous	27,212	26,000	33,600	32,000	(1,600)	(4.8%)
432100 - Federal Grant - Police Equipment	5,484	9,386	9,386	10,300	914	9.7%
432400 - Federal Grant - DHS	5,860	6,000	6,000	6,000	-	0.0%
433100 - Federal Grant - CDBG	124,309	140,000	141,418	141,000	(418)	(0.3%)
Total Federal Grants	162,866	181,386	190,404	189,300	(1,104)	(0.6%)
State Grants & Shared Taxes						
434000 - State Grant - Open Space	-	535,000	500,000	800,000	300,000	60.0%
434050 - State Grant - Olde Towne Revitalization	200,000	-	-	-	-	0.0%
434100 - State Grant - Miscellaneous	42,023	1,000,000	1,000,000	900,000	(100,000)	(10.0%)
434200 - State Grant - Police	661,095	911,776	667,746	900,000	232,254	34.8%
434230 - State Grant - Police OT Grant	1,772	-	-	-	-	0.0%
434300 - State Grant - Arts	60,000	113,193	60,000	65,000	5,000	8.3%
434940 - State Grant - Bond Bill(s)	-	-	-	200,000	200,000	100.0%

General Fund Revenues
Revenues by Object
FY21 Budget

Account	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
435900 - State Revenue Sharing - Highway User	1,439,931	1,940,448	1,918,609	1,978,886	60,277	3.1%
Total State Grants & Shared Taxes	2,404,822	4,500,417	4,146,355	4,843,886	697,531	16.8%
County Grants & Shared Taxes						
437110 - County Grant - Homeless Programs	32,400	30,000	36,333	36,333	-	0.0%
437130 - County Grant - Nutrition Program	63,041	54,766	60,000	55,000	(5,000)	(8.3%)
437150 - County Grant - Miscellaneous	1,593,898	415	60,000	-	(60,000)	(100.0%)
437165 - County Grant - Supportive Housing Asst.	36,333	36,000	36,000	36,000	-	0.0%
437970 - County Grant - Financial Corporation	2,645	2,645	-	-	-	0.0%
438100 - County Rev. Sharing - Income Tax	13,018,186	13,487,760	13,400,000	14,080,000	680,000	5.1%
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	15,953,069	14,818,153	14,798,900	15,413,900	615,000	4.2%
Charges for Services						
441100 - Automation Fees	272,363	110,000	180,000	110,000	(70,000)	(38.9%)
441300 - Zoning/Subdivision Fees	168,001	137,650	127,000	131,834	4,834	3.8%
447150 - Recreation Programs - Sports	431,771	468,849	431,400	456,873	25,473	5.9%
447160 - Recreation Programs - Recreation Classes	200,841	204,000	214,950	214,950	-	0.0%
447170 - Recreation Programs - Youth Services	39,766	37,224	37,700	39,380	1,680	4.5%
447180 - Recreation Programs - Summer Camps	457,433	490,603	489,900	489,945	45	0.0%
447200 - Casey Community Center Rentals	230,254	226,000	230,000	230,000	-	0.0%
447220 - Water Park	543,232	520,000	700,000	650,000	(50,000)	(7.1%)
447240 - Kentlands	144,782	134,389	163,000	145,000	(18,000)	(11.0%)
447260 - Special Events	96,106	99,105	107,325	107,800	475	0.4%
447270 - Aquatic Facility - Indoor	187,870	165,000	160,000	170,000	10,000	6.3%
447280 - Skate Park	12,537	16,320	9,300	12,070	2,770	29.8%
447290 - Group Picnics	49,815	60,000	62,000	62,000	-	0.0%
447300 - Winter Lights	353,964	424,387	330,000	367,000	37,000	11.2%
447320 - Miniature Golf Revenue	91,243	102,000	100,000	102,000	2,000	2.0%

General Fund Revenues
Revenues by Object
FY21 Budget

Account	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
447330 - G'burg Youth Center in Olde Towne	17,339	18,293	21,800	23,500	1,700	7.8%
447340 - Activity Center	230,612	233,000	226,000	230,000	4,000	1.8%
447380 - Arts Barn Programs	126,749	125,507	125,200	130,000	4,800	3.8%
447390 - Arts Barn Admissions	147,378	130,079	127,800	135,000	7,200	5.6%
447410 - Gaithersburg Youth Center at Robertson Park	4,679	8,499	8,400	6,690	(1,710)	(20.4%)
447550 - Community Museum Revenue	13,330	11,000	9,000	14,000	5,000	55.6%
447800 - Membership Fee - Dog Exercise	2,220	1,800	1,800	1,800	-	0.0%
448250 - Benjamin Gaither Ctr Programs	155,087	165,902	165,000	169,000	4,000	2.4%
449150 - Environmental Fees	3,985	4,010	3,761	4,000	239	6.4%
449200 - Stormwater MGMT Plan Review Fees	89,644	42,626	-	-	-	0.0%
449240 - Recycling Collections	1,219,080	1,419,924	1,419,924	1,714,152	294,228	20.7%
449600 - Bike Locker Rental	105	35	35	35	-	0.0%
449700 - Fingerprinting Services	3,287	-	4,200	-	(4,200)	(100.0%)
449800 - Parking Garage Fees	35	35	35	35	-	0.0%
449810 - Charging Station Fees	1,382	1,500	1,200	1,700	500	41.7%
451320 - Returned Check Fees	350	350	500	350	(150)	(30.0%)
463200 - Processing Fees (PR&C)	4,748	4,200	4,000	4,200	200	5.0%
Total Charges for Services	5,299,986	5,362,287	5,461,230	5,723,314	262,084	4.8%
Fines & Forfeitures						
451300 - Ordinance Fines	15,550	16,000	22,000	20,000	(2,000)	(9.1%)
451310 - Police Tickets & Fines	182,466	215,000	230,000	230,000	-	0.0%
451350 - Photo Radar	1,995,256	1,967,000	2,230,000	1,940,000	(290,000)	(13.0%)
451420 - Police Seizure	11,594	25,000	10,000	10,000	-	0.0%
Total Fines & Forfeitures	2,204,866	2,223,000	2,492,000	2,200,000	(292,000)	(11.7%)
Miscellaneous Revenues						
460110 - Sale of Recyclable Materials	5,019	3,500	2,500	4,000	1,500	60.0%
460210 - Sales - Publications	178	-	-	-	-	0.0%
461100 - Interest Earnings	2,218,567	2,151,000	2,070,000	2,001,000	(69,000)	(3.3%)
461101 - Change In Unrealized Gain/ Loss	1,682,559	-	-	-	-	0.0%
462010 - Property Rent - Residential	13,000	500	13,000	-	(13,000)	(100.0%)

General Fund Revenues
Revenues by Object
FY21 Budget

Account	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
462030 - Property Rent - Telecommunications	81,133	83,500	83,500	86,000	2,500	3.0%
462040 - Property Rent - Commercial	14,532	21,012	17,900	18,312	412	2.3%
462110 - Rent - Wells/Robertson	21,369	21,000	19,000	25,500	6,500	34.2%
462120 - Rent - 50 DeSellum	17,476	16,930	18,960	18,960	-	0.0%
463210 - Naming Rights	15,000	15,000	15,000	15,000	-	0.0%
464100 - Contributions	34,345	33,450	37,500	5,500	(32,000)	(85.3%)
464150 - Contributions - CS	10,170	65,070	5,000	-	(5,000)	(100.0%)
464170 - Contributions - CC Scholarship	2,310	2,000	2,000	2,000	-	0.0%
464190 - Contributions - PR&C	20,230	22,000	27,600	27,600	-	0.0%
464210 - Contributions - Arts	-	-	-	35,000	35,000	100.0%
464230 - Contributions - Gertrude Ager	1,587	3,331	-	3,500	3,500	100.0%
464240 - Holiday Giving	26,568	22,701	26,500	25,000	(1,500)	(5.7%)
464500 - Administrative SVC Agreement	25,000	-	25,000	-	(25,000)	(100.0%)
465100 - Expenditure Reimbursement	8,543	15,000	5,000	10,000	5,000	100.0%
465200 - Prior Year Expenditure Reimbursement	959	5,000	5,000	5,000	-	0.0%
467200 - Miscellaneous	407,710	1,806,439	418,970	915,000	496,030	118.4%
467210 - Cash Over/Short	(93)	-	-	-	-	0.0%
467230 - Miscellaneous - Vending Machines	20,546	16,300	14,400	17,000	2,600	18.1%
467250 - Passports	68,495	60,000	60,000	60,000	-	0.0%
467350 - Self Insurance Reimbursement	17,519	7,000	35,000	-	(35,000)	(100.0%)
467360 - ICMA Miscellaneous	302,090	200,000	140,000	180,000	40,000	28.6%
481100 - Sale of General Fixed Assets	172,003	110,000	150,000	150,000	-	0.0%
Total Miscellaneous Revenues	5,186,814	4,680,733	3,191,830	3,604,372	412,542	12.9%
Total Revenue	67,406,697	68,031,266	66,185,889	70,062,752	3,876,863	5.9%
481200 - Reappropriation	-	-	2,123,290	1,911,973	(211,317)	(10.0%)
Total	67,406,697	68,031,266	68,309,179	71,974,725	3,665,546	5.4%

Financial Overview

General Fund Expenditures

FY21 Budget

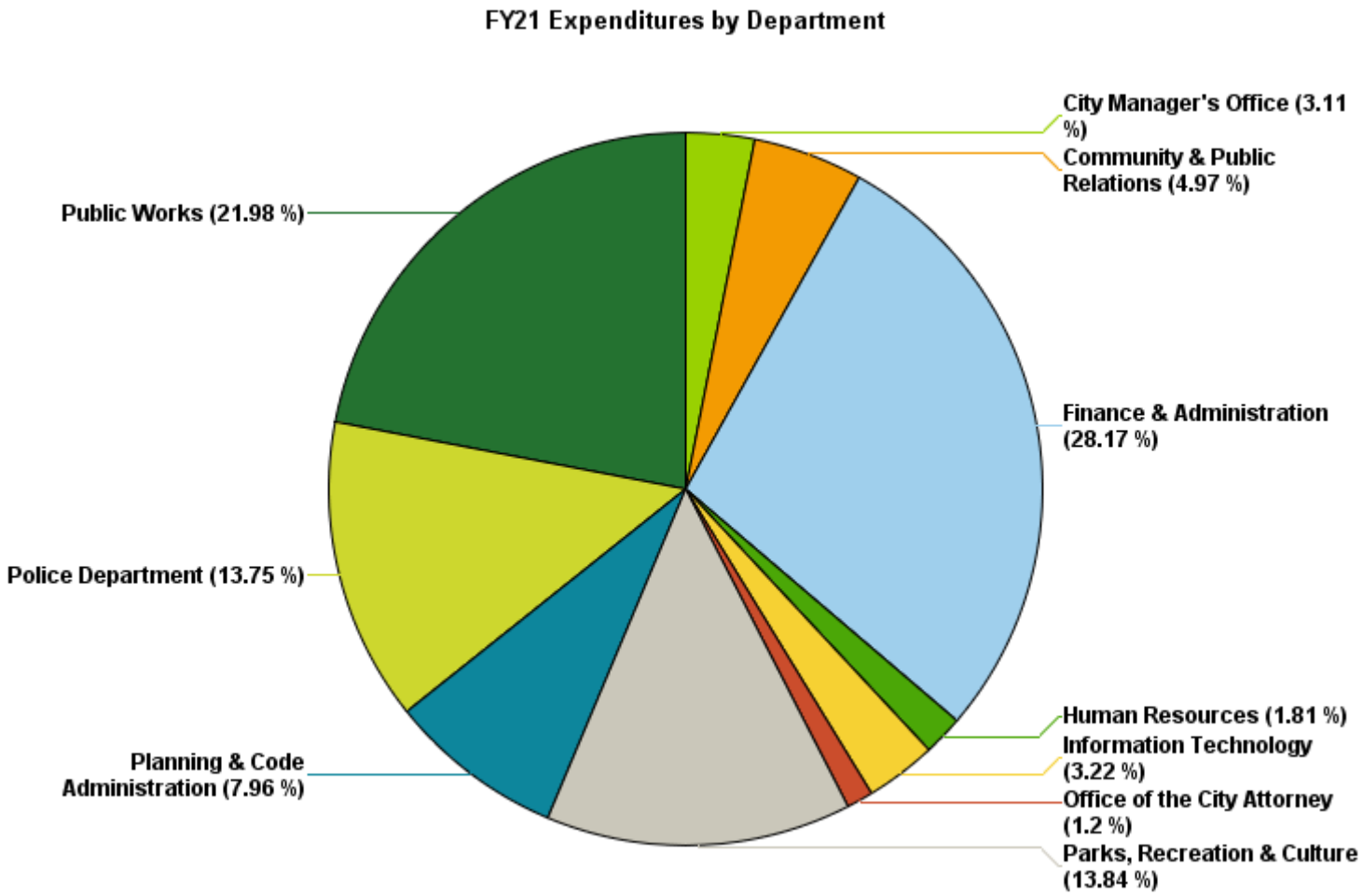
The preceding pages focused on the General Fund's revenue streams and categorized revenues by their source, or where they came from. The City's expenditures are often viewed in many different categories to help understand the overall operations. Some of the ways this budget categorizes expenditures are:

- 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
FY21 Budget

Department	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
City Manager's Office	1,991,958	2,152,464	2,147,127	2,237,256	90,128	4.2%
Community & Public Relations	3,316,227	3,515,031	3,507,772	3,580,257	72,485	2.1%
Finance & Administration	24,012,688	18,409,038	18,686,407	20,277,362	1,590,955	8.5%
Human Resources	1,165,383	1,196,929	1,206,908	1,300,845	93,937	7.8%
Information Technology	2,053,374	2,163,978	2,137,558	2,316,481	178,923	8.4%
Office of the City Attorney	715,853	855,604	849,109	862,468	13,359	1.6%
Parks, Recreation & Culture	9,423,421	9,283,268	9,575,817	9,958,211	382,394	4.0%
Planning & Code Administration	5,149,178	5,298,633	5,451,952	5,727,716	275,764	5.1%
Police Department	9,042,911	9,541,465	9,628,798	9,893,608	264,810	2.8%
Public Works	13,145,812	14,545,267	15,117,730	15,820,521	702,791	4.6%
Total	70,016,803	66,961,676	68,309,179	71,974,725	3,665,546	5.4%



Financial Overview

General Fund Expenditures - By Function and Activity

FY21 Budget

Function/Activity	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	%Chg
General Government						
Mayor & City Council	403,189	407,813	415,837	496,321	80,483	19.4%
Legal Services	714,425	801,619	787,359	857,468	70,109	8.9%
Registration & Elections	1,428	53,985	61,750	5,000	(56,750)	(91.9%)
Office of the City Manager	817,175	921,894	894,221	857,964	(36,257)	(4.1%)
Economic & Business Development	470,507	537,676	498,357	525,114	26,757	5.4%
City Sustainability Program	48,727	96,264	122,739	133,836	11,097	9.0%
Human Resources	1,165,383	1,196,929	1,206,908	1,300,845	93,937	7.8%
Finance & Administration	1,331,736	1,500,419	1,590,485	1,709,453	118,968	7.5%
Housing & Community Development	301,087	285,081	338,712	357,857	19,145	5.7%
Information Technology	1,753,241	1,823,556	1,809,484	1,965,880	156,396	8.6%
Geographic Information Systems	300,133	340,422	328,073	350,601	22,528	6.9%
General Services	49,251	55,778	54,176	61,356	7,180	13.3%
Facilities Management	1,688,334	1,877,210	1,905,893	1,998,091	92,198	4.8%
Building & Grounds - City Hall	122,516	148,376	160,910	187,379	26,469	16.4%
Building & Grounds - Police Station	50,864	86,787	94,522	95,037	515	0.5%
Building & Grounds - Public Service Facility	162,783	203,220	242,176	200,663	(41,513)	(17.1%)
Building & Grounds - Train Station/ Freight House	25,362	25,991	29,290	35,041	5,751	19.6%
Building & Grounds - Kentlands Mansion	46,378	57,803	90,738	66,710	(24,028)	(26.5%)
Building & Grounds - Benjamin Gaither Center	75,319	80,582	90,261	94,787	4,526	5.0%
Building & Grounds - Casey Community Center	153,489	154,561	157,744	164,422	6,678	4.2%
Building & Grounds - Olde Towne Pavilion	3,465	4,723	6,023	5,477	(546)	(9.1%)
Building & Grounds - 16 South Summit Avenue	58,218	24,769	38,423	54,146	15,723	40.9%
Building & Grounds - Gaithersburg Aquatic Center	15,572	14,784	15,074	19,491	4,417	29.3%
Building & Grounds - Activity Center	256,439	286,746	274,736	279,628	4,892	1.8%
Building & Grounds - Gaithersburg Arts Barn	66,998	73,108	86,350	82,250	(4,100)	(4.7%)
Building & Grounds - Water Park	141,716	113,976	126,618	124,683	(1,935)	(1.5%)
Building & Grounds - Miniature Golf	19,300	15,058	16,058	16,169	111	0.7%
Building & Grounds - Skate Park	9,768	7,617	9,117	8,479	(638)	(7.0%)

Financial Overview

General Fund Expenditures - By Function and Activity

FY21 Budget

Function/Activity	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	%Chg
General Government						
Building & Grounds - Olde Towne Youth Center	34,456	48,544	56,347	53,470	(2,877)	(5.1%)
Building & Grounds - Robertson Park Youth Center	44,190	59,407	67,220	66,951	(269)	(0.4%)
Building & Grounds - Gaithersburg CPSC Park Site	23,424	12,040	29,293	15,640	(13,653)	(46.6%)
Building & Grounds - Parking Facility	84,175	90,744	126,855	112,349	(14,506)	(11.4%)
Building & Grounds - Homeless Services	100	37,783	43,062	45,249	2,187	5.1%
Planning & Code Administration	824,269	907,928	906,286	919,770	13,484	1.5%
Planning	1,212,954	1,119,925	1,240,842	1,226,146	(14,696)	(1.2%)
Neighborhood Services	1,026,463	1,206,223	1,155,652	1,332,158	176,506	15.3%
Public Information	934,765	1,038,634	1,056,155	1,056,074	(81)	(0.0%)
Gaithersburg Television	304,579	310,099	302,180	313,151	10,971	3.6%
Total	14,742,178	16,028,074	16,435,926	17,195,105	759,179	4.6%
Public Safety						
Permits & Inspections	1,703,740	1,686,628	1,725,106	1,824,965	99,860	5.8%
Animal Control	381,751	377,929	424,066	424,677	611	0.1%
Police Department	9,042,911	9,541,465	9,628,798	9,893,608	264,810	2.8%
Traffic Control	329,613	324,533	320,462	346,173	25,711	8.0%
Total	11,458,015	11,930,555	12,098,432	12,489,423	390,991	3.2%
Public Works						
Public Works Administration	670,972	822,305	785,003	862,584	77,581	9.9%
Streets & Special Projects	876,706	983,204	1,057,180	1,116,275	59,095	5.6%
Fleet Maintenance	632,268	674,283	663,254	660,849	(2,405)	(0.4%)
Landscaping & Forestry	1,229,586	1,140,393	1,264,585	1,262,339	(2,246)	(0.2%)
Environmental Services Operations	1,187	3,500	10,450	6,450	(4,000)	(38.3%)
Municipal Parks Maintenance	1,890,234	2,006,879	2,104,092	2,132,043	27,951	1.3%
Mowing & Bulk Pick-Up	2,054,548	2,219,846	2,220,438	2,285,963	65,525	3.0%
Recycling	1,024,797	1,246,166	1,246,166	1,544,894	298,728	24.0%
Engineering Services	626,290	920,565	951,653	1,038,005	86,352	9.1%
Street Lighting	678,018	683,500	705,000	705,000	-	0.0%
Total	9,684,605	10,700,641	11,007,821	11,614,402	606,581	5.5%

Financial Overview

General Fund Expenditures - By Function and Activity

FY21 Budget

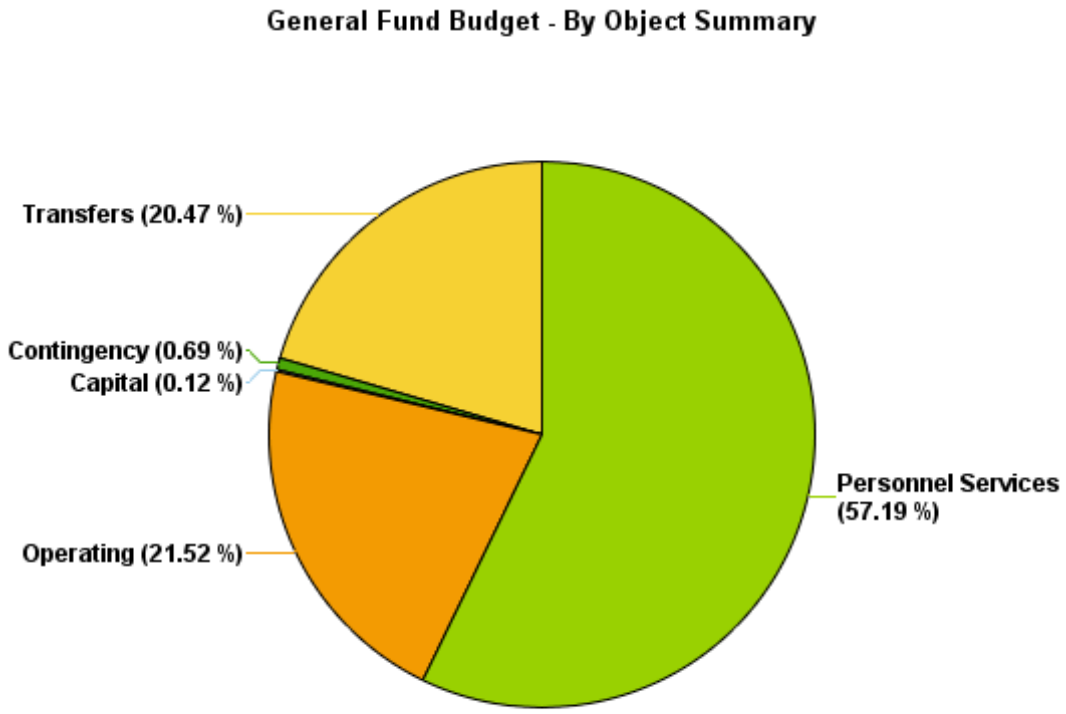
Function/Activity	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	%Chg
Parks, Recreation & Culture						
Parks, Recreation & Culture Administration	855,916	956,409	896,859	885,461	(11,398)	(1.3%)
Recreation Programs and Sports	1,012,941	907,326	939,038	931,945	(7,093)	(0.8%)
Recreation Classes	266,824	293,915	303,841	294,073	(9,768)	(3.2%)
Youth Services	472,064	365,553	397,048	424,634	27,585	6.9%
Summer Programs	569,091	614,759	666,244	682,206	15,962	2.4%
Gaithersburg Youth Center at Robertson Park	232,016	264,549	273,538	268,131	(5,407)	(2.0%)
Skate Park	36,787	42,479	41,941	44,867	2,926	7.0%
Casey Community Center	551,667	388,003	438,694	422,030	(16,664)	(3.8%)
Water Park	653,831	757,993	872,961	922,589	49,628	5.7%
Gaithersburg Arts Barn	555,994	476,832	519,987	557,913	37,926	7.3%
Gaithersburg Youth Center at Olde Towne	327,311	319,598	340,605	366,240	25,635	7.5%
Activity Center	515,717	554,293	534,766	570,194	35,429	6.6%
Gaithersburg Aquatic Center	317,040	347,197	315,030	349,430	34,401	10.9%
Miniature Golf Course	75,008	101,572	99,764	106,553	6,790	6.8%
Picnic Pavilions	21,454	24,811	25,011	27,439	2,428	9.7%
Winter Lights	257,977	239,309	236,754	231,544	(5,210)	(2.2%)
Special Events	1,340,438	1,218,415	1,228,478	1,369,281	140,802	11.5%
Museums	225,856	232,388	227,460	248,760	21,300	9.4%
Kentlands Mansion	350,169	408,037	403,466	406,655	3,188	0.8%
Total	8,638,102	8,513,438	8,761,484	9,109,945	348,461	4.0%
Other Governmental						
Non-Departmental	3,125,924	3,442,476	3,631,381	3,770,006	138,625	3.8%
Total	3,125,924	3,442,476	3,631,381	3,770,006	138,625	3.8%
Community Services & Development						
Community Services	1,548,727	1,623,280	1,635,789	1,659,660	23,871	1.5%
Homeless Services	528,156	543,018	513,648	551,371	37,723	7.3%
Benjamin Gaither Center (Seniors Program)	785,319	769,830	814,333	848,266	33,933	4.2%
Total	2,862,201	2,936,128	2,963,770	3,059,297	95,528	3.2%
Total General Fund	50,511,026	53,551,311	54,898,814	57,238,178	2,339,364	4.3%

Transfers

Transfer to Asset Replacement	2,174,000	2,488,000	2,488,000	2,827,000	339,000	13.6%
Transfer to Capital Funds	10,875,800	6,350,000	6,350,000	8,200,000	1,850,000	29.1%
Transfer to Housing	240,000	240,000	240,000	240,000	-	0.0%
Transfer to OPEB	5,000,000	3,100,000	3,100,000	3,300,000	200,000	6.5%
Transfer to Other Funds	0	-	-	-	-	0.0%
Transfer to Stormwater	1,215,977	1,232,365	1,232,365	169,547	(1,062,818)	(86.2%)
Total Transfers	19,505,777	13,410,365	13,410,365	14,736,547	1,326,182	9.9%
Total Expenditures	70,016,803	66,961,676	68,309,179	71,974,725	3,665,546	5.4%

Financial Overview
General Fund Expenditures - by Object
FY21 Budget

	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	37,207,725	38,987,996	39,544,077	41,160,319	1,616,242	4.1%
Operating	12,757,717	14,228,186	14,796,886	15,490,859	693,973	4.7%
Capital	249,753	85,139	57,850	87,000	29,150	50.4%
Contingency	295,831	249,990	500,000	500,000	-	0.0%
Transfers	19,505,777	13,410,365	13,410,365	14,736,547	1,326,182	9.9%
Total	70,016,803	66,961,676	68,309,179	71,974,725	3,665,546	5.4%



Financial Overview
General Fund Expenditures - by Object
FY21 Budget

Object - Name	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
Personnel Services						
501000 - Full-Time Wages	22,528,373	23,240,512	23,589,533	24,459,276	869,743	3.7%
505000 - Other Taxable Compensation	10,800	10,800	10,800	10,800	-	0.0%
505100 - Other Taxable Comp.- Multilingual	55,467	62,400	54,080	60,320	6,240	11.5%
505200 - Other Taxable Comp.- GFIT	31,861	39,396	42,672	46,284	3,612	8.5%
505300 - Other Taxable Comp.- Housing Stipend	101,900	105,100	95,400	103,200	7,800	8.2%
507000 - Vacation & Sick Payouts	275,535	321,470	354,000	354,000	-	0.0%
508000 - Overtime Wages	787,676	800,898	820,252	850,780	30,528	3.7%
509000 - Part-Time Wages	3,335,143	3,413,968	3,443,221	3,714,234	271,014	7.9%
510000 - FICA Taxes	1,992,933	2,118,363	2,176,444	2,266,365	89,921	4.1%
512000 - State Unemployment Tax	9,561	-	15,240	10,500	(4,740)	(31.1%)
513000 - Workers' Comp.	602,820	503,991	407,721	542,048	134,327	32.9%
513100 - Employee Advance/ Worker's Comp.	(2,793)	-	-	-	-	0.0%
514000 - Group Health/Life Insurance	1,598	-	-	-	-	0.0%
514100 - Group Insurance/ Retirees	(1,618)	-	-	-	-	0.0%
514200 - Vision Benefit	12,761	21,818	22,655	23,370	715	3.2%
514210 - Health Insurance	3,697,023	4,231,125	4,258,993	4,257,426	(1,567)	(0.0%)
514220 - Dental Benefit	234,257	253,252	263,681	266,669	2,988	1.1%
514230 - Long-Term Care Benefit	30,231	43,543	45,317	46,104	787	1.7%
514240 - Life Ins and Disability Benefit	196,287	234,294	235,461	242,572	7,111	3.0%
514300 - Retiree Share/Insurance	15,629	-	-	-	-	0.0%
514400 - Retiree Cellular Phone	(9)	-	-	-	-	0.0%
514500 - M&CC Benefits	25,997	26,080	26,080	26,080	-	0.0%
514600 - Cobra Coverage	(458)	-	-	-	-	0.0%
514700 - Out of Pocket Deductible Reimbursement	147,660	153,000	153,000	160,000	7,000	4.6%
515000 - Retirement (401A)	1,771,189	1,851,859	1,946,249	2,013,893	67,644	3.5%
515050 - Supplemental Retirement (401A)	396,841	451,851	462,093	475,478	13,385	2.9%

Financial Overview
General Fund Expenditures - by Object
FY21 Budget

Object - Name	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
Personnel Services						
515100 - Retirement Health Savings (RHS)	250,993	273,878	248,728	274,871	26,143	10.5%
515200 - Medicare Retirement Health Savings (RHS)	30,541	103,964	88,582	151,791	63,209	71.4%
516000 - Savings Plan (401K)	621,512	669,095	695,987	728,702	32,715	4.7%
516500 - Deferred Compensation (457)	20,219	20,389	20,389	21,306	917	4.5%
519000 - Tuition Reimbursement	27,796	36,950	67,500	54,250	(13,250)	(19.6%)
Total	37,207,725	38,987,996	39,544,077	41,160,319	1,616,242	4.1%
Operating						
521000 - Office Supplies	69,790	67,320	69,025	75,275	6,250	9.1%
522000 - General Operating Supplies	745,598	768,026	845,116	856,813	11,697	1.4%
522200 - Photo/Audio/Video Supplies	895	3,050	3,050	3,300	250	8.2%
522500 - Program Activities	140,938	184,083	199,950	178,190	(21,760)	(10.9%)
523300 - Police Outreach	11,192	8,000	11,300	10,300	(1,000)	(8.8%)
523400 - Police Weapons	27,026	57,000	56,934	29,188	(27,746)	(48.7%)
524000 - Supplies/Resale	25,478	36,689	34,750	33,150	(1,600)	(4.6%)
525000 - Furniture/Fixture	24,175	35,725	34,868	36,500	1,632	4.7%
526000 - Machinery/Equipment	115,571	140,089	155,790	193,910	38,120	24.5%
529000 - Building & Construction Supplies	32,590	57,000	57,000	57,000	-	0.0%
530000 - Accounting & Audit	194,039	185,400	186,800	193,800	7,000	3.7%
531000 - IT (Non-Consultant) Services	444,541	619,588	624,582	685,781	61,199	9.8%
531500 - Software Licenses	31,261	21,920	32,199	33,300	1,101	3.4%
531600 - Software Maintenance Agreements	347,399	430,146	411,227	439,736	28,509	6.9%
532000 - Engineering & Architecture	104,246	226,700	231,500	239,300	7,800	3.4%
533000 - Legal	36,070	46,370	66,610	57,430	(9,180)	(13.8%)
534500 - Wellness Programs	31,910	31,525	31,525	53,455	21,930	69.6%
535000 - Medical/Hospital (Screenings)	30,730	22,550	22,550	26,500	3,950	17.5%

Financial Overview
General Fund Expenditures - by Object
FY21 Budget

Object - Name	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
Operating						
536000 - Miscellaneous Professional Services	1,402,461	1,294,629	1,317,973	1,337,009	19,036	1.4%
536100 - Temporary Employment Agency	-	6,800	8,000	-	(8,000)	(100.0%)
536200 - Americans w/ Disabilities Act (ADA)	1,440	2,000	2,000	2,000	-	0.0%
536300 - Contract Cleaning	350,477	361,602	379,442	380,399	957	0.3%
536400 - Contract Maintenance Services	650,744	621,991	823,210	971,314	148,105	18.0%
536500 - Investigations	16,485	11,923	13,995	13,235	(760)	(5.4%)
536700 - Abatement Services	-	-	10,000	6,000	(4,000)	(40.0%)
536800 - Security Services	9,426	22,073	16,600	20,150	3,550	21.4%
537000 - Instructor Services	90,995	96,335	99,120	92,924	(6,196)	(6.3%)
538000 - Performances & Entertainment	244,843	204,305	207,000	246,550	39,550	19.1%
541000 - Advertising	117,151	134,082	135,406	141,209	5,804	4.3%
542000 - Awards & Presentations	78,095	75,458	77,971	77,637	(334)	(0.4%)
543000 - Contributions	1,141,039	1,222,408	1,254,708	1,273,307	18,599	1.5%
544000 - Dues/Memberships/ Certification	164,124	238,731	247,541	253,365	5,824	2.4%
545000 - Publications/ Resource Material	21,649	25,537	25,544	28,201	2,657	10.4%
546000 - Conf./Seminar/Class Registration	140,526	163,880	188,525	209,884	21,359	11.3%
546300 - In-Service Training	45,922	35,415	42,240	39,085	(3,155)	(7.5%)
547000 - Travel Expense	104,600	123,974	138,340	166,110	27,770	20.1%
547100 - Local Travel Mileage	3,479	3,800	6,000	-	(6,000)	(100.0%)
548000 - Economic Development Activities	102,716	141,000	129,000	129,000	-	0.0%
548100 - Sponsorships	6,340	7,500	8,000	6,350	(1,650)	(20.6%)
549000 - Scholarship Management	34,961	42,396	33,515	44,645	11,130	33.2%
550000 - Electric	1,023,944	1,053,459	1,121,800	1,118,223	(3,577)	(0.3%)
550100 - Gas (Natural)	62,457	50,750	71,500	69,000	(2,500)	(3.5%)
550200 - Water	112,102	124,450	126,650	133,850	7,200	5.7%
550700 - Solid Waste/Recycling	61,325	60,971	60,971	65,350	4,379	7.2%

Financial Overview
General Fund Expenditures - by Object
FY21 Budget

Object - Name	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
Operating						
550900 - Other Utilities	4,548	2,920	3,120	9,350	6,230	199.7%
551000 - Telephone (Landline)	70,933	70,497	67,970	72,625	4,655	6.8%
551100 - Cellular Phone	118,147	128,360	146,027	149,967	3,940	2.7%
552500 - Gasoline Expense	316,009	318,950	321,150	336,362	15,212	4.7%
553000 - Printing & Binding	99,974	130,284	127,067	124,886	(2,181)	(1.7%)
554000 - Signage	46,241	49,213	54,097	50,720	(3,377)	(6.2%)
556000 - Postage	74,074	101,185	104,664	81,629	(23,035)	(22.0%)
556500 - Messenger Services	838	1,434	1,350	1,315	(35)	(2.6%)
557000 - Uniforms/ Laundry	129,213	175,174	158,082	173,638	15,556	9.8%
560000 - Miscellaneous	270,016	315,052	318,650	290,130	(28,520)	(9.0%)
561000 - Local - In-Service Meals	5,217	6,474	6,600	5,300	(1,300)	(19.7%)
563000 - Insurance - Not Payroll	379,164	396,000	396,000	387,000	(9,000)	(2.3%)
564000 - Tax Abatement	267,001	446,749	284,292	360,725	76,433	26.9%
567000 - Rental & Use	1,380,105	1,581,299	1,589,632	1,900,402	310,770	19.5%
567100 - Rental of Facilities	92,506	105,113	112,544	115,163	2,619	2.3%
568300 - Police Forfeiture Expenditures	17,988	10,000	10,000	10,000	-	0.0%
568400 - Holiday Giving Expenditures	28,974	27,743	25,000	30,000	5,000	20.0%
572000 - R&M - Buildings & Facilities	528,568	743,550	869,283	757,883	(111,400)	(12.8%)
573000 - R&M - Machinery & Equipment	253,386	271,329	279,733	296,236	16,503	5.9%
574000 - R&M - Vehicles	268,802	278,411	300,000	302,100	2,100	0.7%
575000 - R&M - Furniture & Equipment	5,266	1,800	1,800	7,704	5,904	328.0%
Total	12,757,717	14,228,186	14,796,886	15,490,859	693,973	4.7%
Capital						
592000 - Software	600	-	-	-	-	0.0%
595000 - Furniture & Equipment	12,322	-	650	-	(650)	(100.0%)
595060 - Machinery & Equipment	7,051	-	-	10,000	10,000	0.0%
595100 - Furniture & Equipment (Replacement)	-	2,000	2,200	7,000	4,800	218.2%
596000 - Vehicles/Motor Equipment	229,779	83,139	55,000	70,000	15,000	27.3%

Financial Overview
General Fund Expenditures - by Object
FY21 Budget

Object - Name	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
Capital						
Total	249,753	85,139	57,850	87,000	29,150	50.4%
Contingency						
580000 - Contingency	295,831	249,990	500,000	500,000	-	0.0%
Total	295,831	249,990	500,000	500,000	-	0.0%
Total Operating	50,511,026	53,551,311	54,898,814	57,238,178	2,339,364	4.3%
Transfers						
589000 - Transfer to Other Funds	(0)	-	-	-	-	0.0%
589201 - Transfer to Stormwater	1,215,977	1,232,365	1,232,365	169,547	(1,062,818)	(86.2%)
589202 - Transfer to Housing	240,000	240,000	240,000	240,000	-	0.0%
589300 - Transfer to Capital Funds	10,875,800	6,350,000	6,350,000	8,200,000	1,850,000	29.1%
589350 - Transfer to Asset Replacem	2,174,000	2,488,000	2,488,000	2,827,000	339,000	13.6%
589853 - Transfer to OPEB	5,000,000	3,100,000	3,100,000	3,300,000	200,000	6.5%
Total	19,505,777	13,410,365	13,410,365	14,736,547	1,326,182	9.9%
Total Expenditures & Other Uses	70,016,803	66,961,676	68,309,179	71,974,725	3,665,546	5.4%

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:

- Police – added a new Police Officer Candidate to provide a full staffing of a patrol shift, which will enable the transfer of an experienced officer to serve as a second Community Services Officer (CSO). This new position will assist to meet the stated goal of delivering comprehensive police services that prevent and reduce crime and sustain the quality of life in the City.

- Planning and Code Administration – added a new Rental Housing Inspector to meet the required goal of inspecting every rental housing unit at least once every two years (license period). The City has approximately 12,000 rental units. In addition to inspecting for code violations and citizen complaints, staff performs field inspections and re-inspections of rental housing for compliance with building, plumbing, electrical, or mechanical codes, and/or to observe and note physical conditions of properties.

- Public Works Department – added two new Custodians in an effort to bring part of the custodian function in-house for the cleaning of the new Facility (Police Station – 16 South Summit Avenue) and City Hall. The positions are slated to begin mid-year. Two other positions were also upgraded; Part-time Project Engineer to full time Project Engineer and part-time Administrative Assistant I to a full time Administrative Assistant I position to provide additional administrative support to the department and reduce the workload..

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

Financial Overview
Full-Time Equivalent Positions
FY21 Budget

Dept Name	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
City Manager's Office	11.45	11.45	11.70	11.20	12.52	12.83	14.20	15.20	11.20	10.29
Community & Public Relations	19.45	20.19	21.95	20.63	20.01	20.69	21.15	21.13	20.82	21.32
Finance & Administration	8.50	9.20	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.26
Human Resources	5.00	5.00	5.00	5.00	5.00	5.00	5.95	6.09	6.52	6.94
Information Technology	9.50	10.70	12.00	12.00	12.50	14.60	13.77	14.87	15.04	15.92
Office of the City Attorney									4.00	4.50
Parks, Recreation & Culture	117.73	119.53	121.42	120.84	120.99	120.77	123.80	124.94	126.10	132.88
Planning & Code Administration	41.03	42.38	45.38	47.53	48.64	49.78	48.49	49.75	48.83	50.08
Police Department	63.13	67.36	67.26	67.55	67.53	70.53	71.56	72.60	72.57	73.82
Public Works	89.50	89.50	89.44	92.07	92.57	99.42	100.77	102.42	103.07	104.34
Total	**365.29**	**375.31**	**385.15**	**387.82**	**390.76**	**404.62**	**410.69**	**417.99**	**419.14**	**431.36**
% Change		2.74%	2.62%	0.69%	0.76%	3.55%	1.50%	2.06%	0.27%	2.92%
Culmulative % Change										18.09%
Population	62,848	63,842	65,690	67,099	68,635	69,562	69,769	70,010		
% Chg in Population		1.58%	2.89%	2.14%	2.29%	1.35%	0.30%	0.35%		
Culmulative % Change								11.40%		
Household Income	73,140	72,746	74,597	77,745	78,553	82,209	85,948	91,312		
% Chg in Household Income		-0.54%	2.54%	4.22%	1.04%	4.65%	4.55%	6.24%		
Culmulative % Change								24.85%		

Note: Community & Housing Development was moved to Planning & Code Administration in FY17 and to the Office of the City Manager in FY18. In FY20, the Office of the City Attorney was established, moving Legal Services and Registrations and Elections under the City Attorney. For FY21, Environmental Services has been moved from the Office of the City Manager to Public Works. 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

FY21 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.

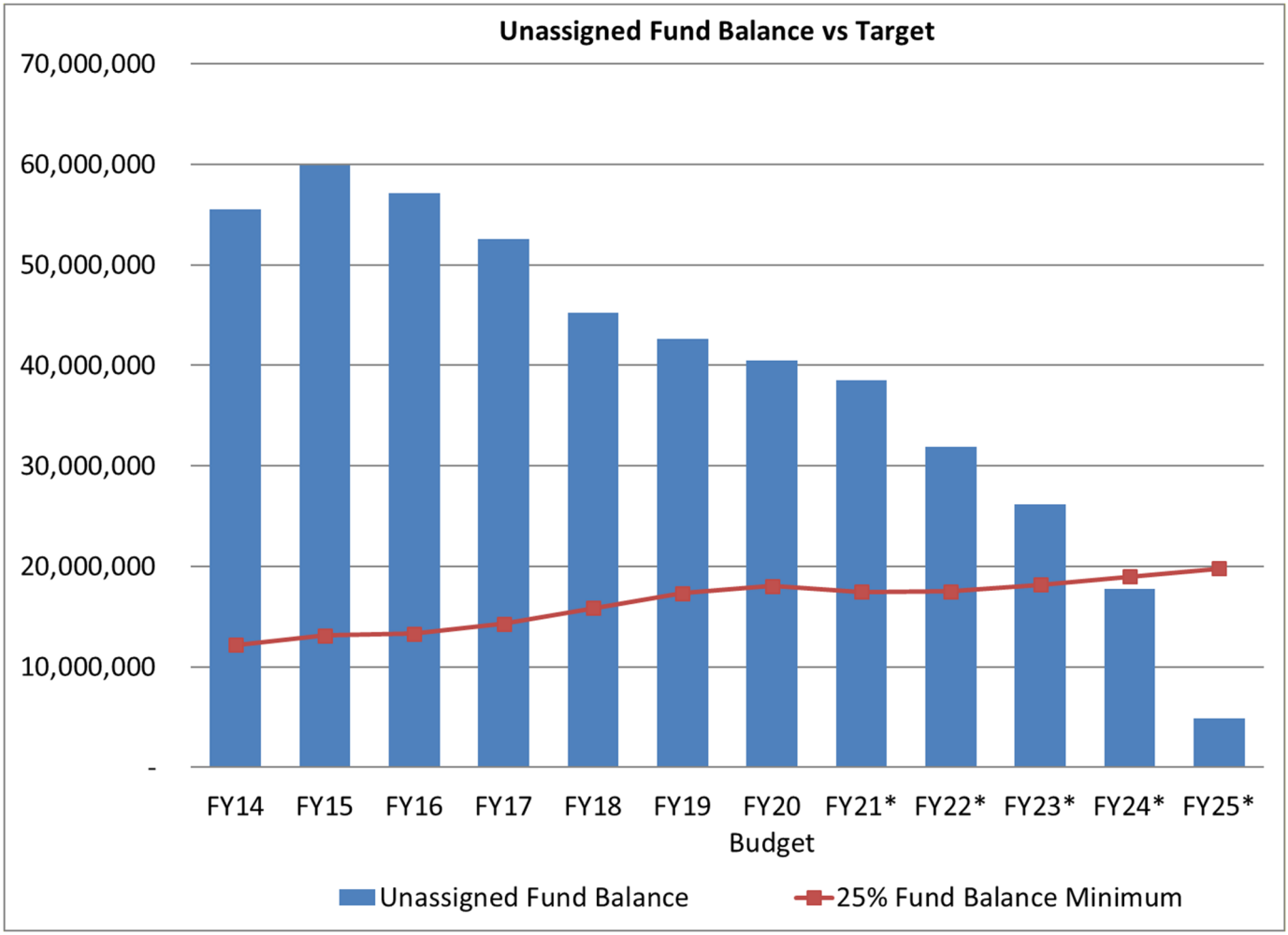
Beginning unassigned fund balance is calculated using FY19 actual ending less the projected change in fund balance for FY20.

Financial Overview
5 Year Plan
FY21 Budget

	FY21 Proposed Budget	FY22	FY23	FY24	FY25
Revenues and Sources of Funds					
Local Taxes	33,608,200	34,280,364	34,965,971	35,665,291	36,378,597
Licenses & Permits	4,479,780	4,479,780	4,479,780	4,479,780	4,479,780
Federal Grants	189,300	189,300	189,300	189,300	189,300
State Grants & Shared Taxes	4,843,886	4,843,886	4,843,886	4,843,886	4,843,886
County Grants & Shared Taxes	15,413,900	15,722,178	16,036,622	16,357,354	16,684,501
Charges for Services	5,723,314	5,780,536	5,838,331	5,896,705	5,955,662
Fines & Forfeitures	2,200,000	2,156,000	2,112,880	2,070,622	2,029,210
Miscellaneous Revenues	3,604,372	3,640,416	3,676,820	3,713,588	3,750,724
Total	70,062,752	71,092,460	72,143,590	73,216,526	74,311,659
Reappropriation	1,911,973	6,657,531	5,701,542	8,461,354	12,904,105
Total Revenues and Sources of Funds	71,974,725	77,749,991	77,845,132	81,677,880	87,215,764
Expenditures and Uses of Funds					
Personnel Services	41,160,319	43,473,781	45,931,014	48,542,299	51,318,770
Operating	15,490,859	15,800,676	16,116,690	16,439,023	16,767,804
Capital	87,000	88,740	90,515	92,325	94,172
Contingency	500,000	500,000	500,000	500,000	500,000
Total	57,238,178	59,863,197	62,638,219	65,573,648	68,680,745
Transfers					
Transfer to Asset Replacement	2,827,000	2,883,540	2,941,211	3,000,035	3,060,036
Transfer to Capital Funds	8,200,000	11,088,907	8,146,460	8,779,960	10,945,653
Transfer to Housing	240,000	244,800	249,696	254,690	259,784
Transfer to OPEB	3,300,000	3,500,000	3,700,000	3,900,000	4,100,000
Transfer to Stormwater	169,547	169,547	169,547	169,547	169,547
Total	14,736,547	17,886,794	15,206,914	16,104,232	18,535,019
Total Expenditures and Uses of Funds	71,974,725	77,749,991	77,845,132	81,677,880	87,215,764
Net Change in Fund Balance	-	-	-	-	-
Beginning Unassigned Fund Balance	47,465,014	45,553,041	38,895,510	33,193,968	24,732,614
Reappropriation	(1,911,973)	(6,657,531)	(5,701,542)	(8,461,354)	(12,904,105)
Projected Unassigned Fund Balance	45,553,041	38,895,510	33,193,968	24,732,614	11,828,509

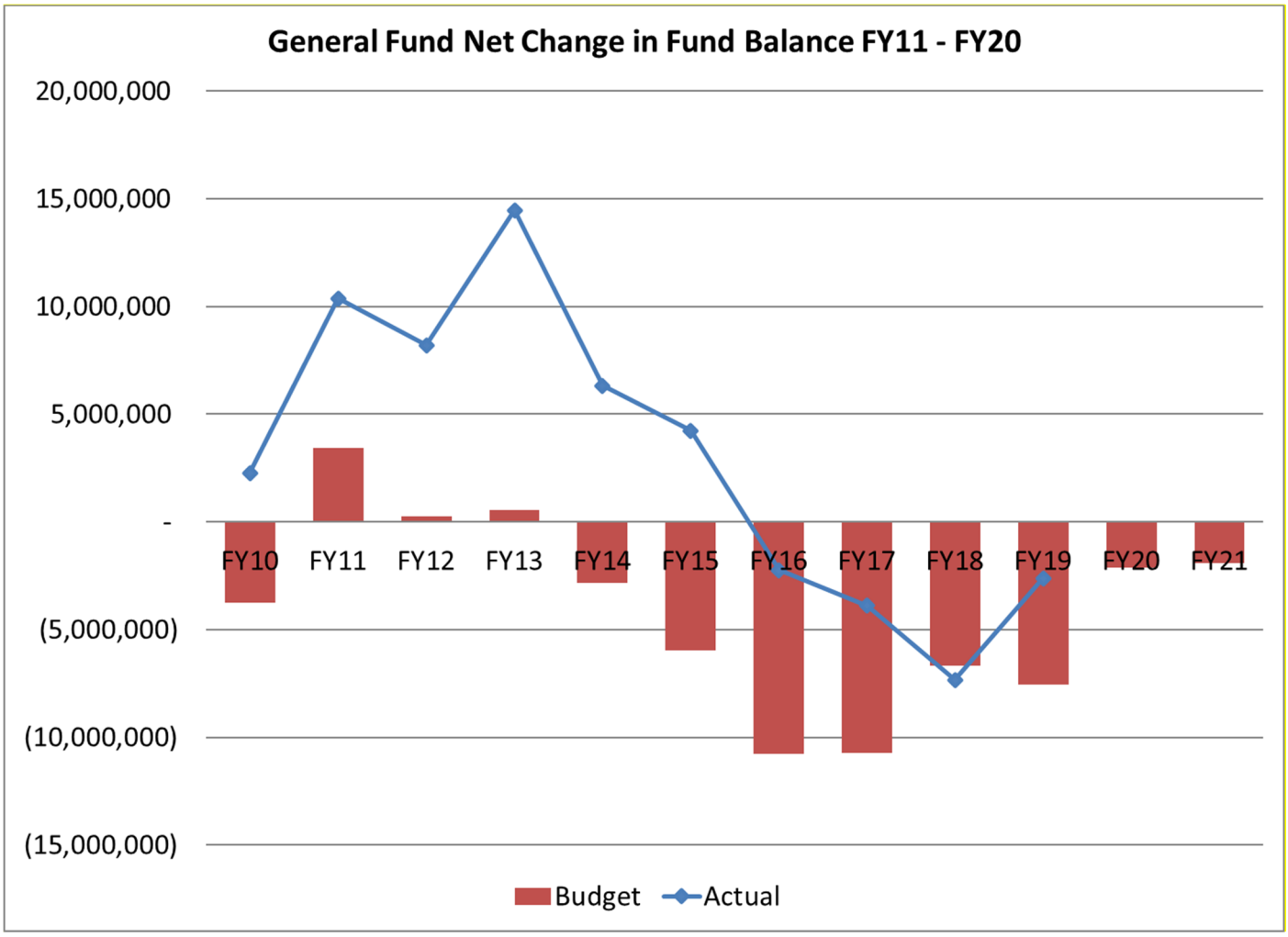
Analysis

The chart below 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 in FY20 it saw a significant decrease, and FY21 continues that trend. 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 FY21 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, and the Homeless Services Division in Community and Public Relations.

- 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.

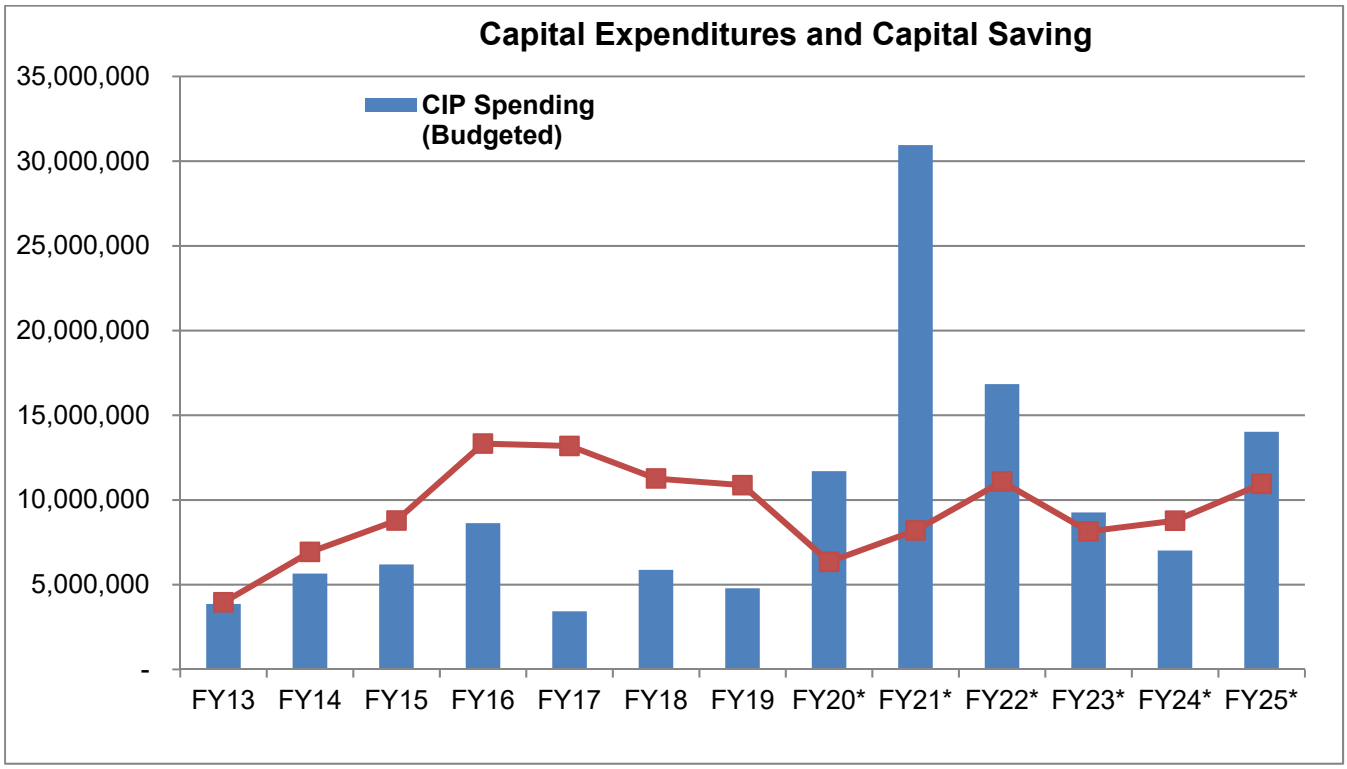
- Other budgetary changes:
    - The City began using blended premium rates for vacant positions rather than budgeting for family coverage. This change reduced the budget by between $50,000 and $180,000 depending on the number of vacant positions when the budget was developed. This is approximately $7,000 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 FY19.

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 FY21, 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.



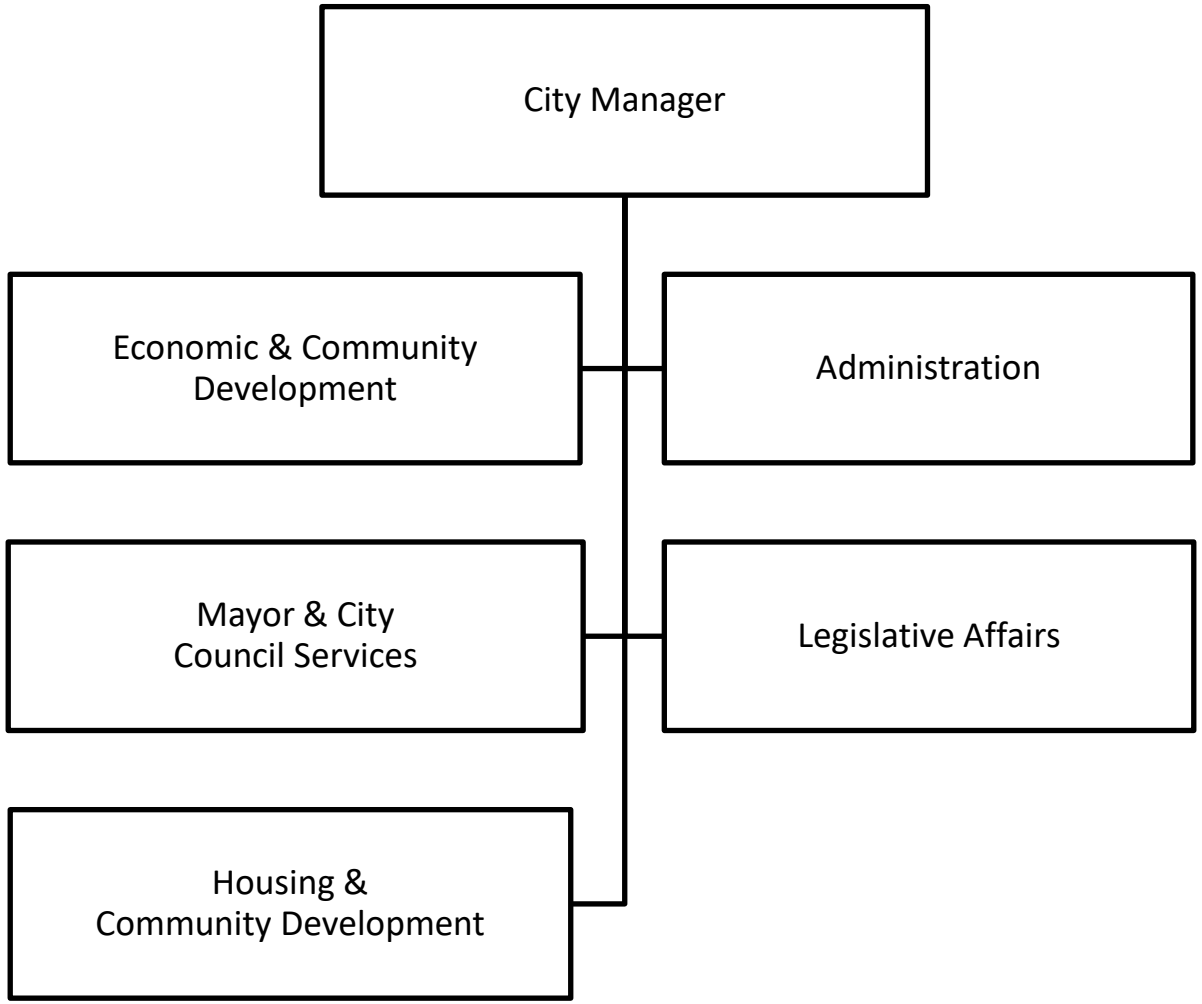
*These are based on the FY19 budget and current CIP

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.

Innovator Park

OFFICE OF THE CITY MANAGER



General Fund Departmental Budget
Department Overview - City Manager's Office
FY21 Budget

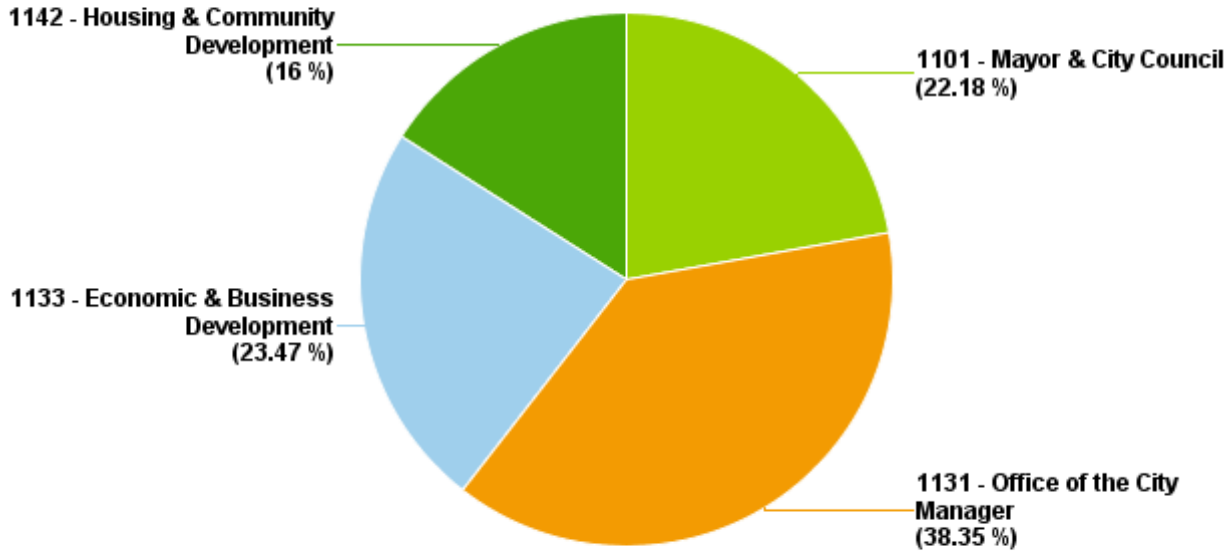
Services Provided

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, and Housing and Community Development.

City Manager's Office Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Activity						
1101 - Mayor & City Council	403,189	407,813	415,837	496,321	80,483	19.4%
1131 - Office of the City Manager	817,175	921,894	894,221	857,964	(36,257)	(4.1%)
1133 - Economic & Business Development	470,507	537,676	498,357	525,114	26,757	5.4%
1142 - Housing & Community Development	301,087	285,081	338,712	357,857	19,145	5.7%
Total	1,991,958	2,152,464	2,147,127	2,237,256	90,128	4.2%

FY21 Proposed - By Activity



General Fund Departmental Budget
Department Overview - City Manager's Office
FY21 Budget

City Manager's Office Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Category						
Personnel Services	1,620,257	1,645,443	1,639,086	1,695,323	56,236	3.4%
Operating	371,701	507,021	508,041	541,933	33,892	6.7%
Capital	-	-	-	-	-	0.0%
Total	1,991,958	2,152,464	2,147,127	2,237,256	90,128	4.2%

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1101 - Mayor & City Council			
Administrative Assistant III	0	0	1
Municipal Clerk	1	1	1
Part-Time Personnel	0.2	0.2	0.2
Subtotal	**1.2**	**1.2**	**2.2**
1131 - Office of the City Manager			
Administrative Assistant III	0	1	0
Administrative Assistant II/CMO	1	0	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
Part-Time Personnel	0	0	0.1
Subtotal	**5**	**5**	**4.1**
1133 - Economic & Business Development			
Economic Development Director	1	0	0
Business Services Coordinator	1	1	0
Economic Development Manager	0	0	1
Assistant City Manager	0	1	1
Subtotal	**2**	**2**	**2**
1142 - Housing & Community Development			
Housing & Community Development Chief	1	1	1
Grants Administrator	1	1	1
Subtotal	**2**	**2**	**2**

Full-Time Personnel	10	10	10
Part-Time Personnel	0.2	0.2	0.29
Total	**10.2**	**10.2**	**10.29**

1101 - Mayor & City Council

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
546300 - In-Service Training	8,000	-	(8,000)
No request received from Mayor and City Council.			
547000 - Travel Expense	20,100	34,600	14,500
New travel policy establishing an annual expense limit and allocated amount for the Mayor and each City Council member.			
547100 - Local Travel Mileage	6,000	-	(6,000)
This expense absorbed into the travel expense annual allocation.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	90,002	93,871	90,116	143,295	53,179	59.0%
505200 - Other Taxable Comp.-GFIT	380	336	336	336	-	0.0%
507000 - Vacation & Sick Payouts	3,462	3,500	-	-	-	0.0%
509000 - Part-Time Wages	150,001	151,950	151,950	154,234	2,284	1.5%
510000 - FICA Taxes	18,309	18,831	20,826	23,244	2,418	11.6%
514200 - Vision Benefit	20	92	92	184	92	100.0%
514210 - Health Insurance	15,581	11,463	11,463	27,784	16,321	142.4%
514220 - Dental Benefit	803	891	891	1,782	891	100.0%
514230 - Long-Term Care Benefit	918	145	145	290	145	100.0%
514240 - Life Ins and Disability Benefit	796	944	1,123	1,476	353	31.4%
514500 - M&CC Benefits	25,997	26,080	26,080	26,080	-	0.0%
515000 - Retirement (401A)	7,200	7,510	7,510	11,942	4,432	59.0%
516000 - Savings Plan (401K)	2,700	2,816	2,816	4,478	1,662	59.0%
519000 - Tuition Reimbursement	1,844	2,700	3,500	-	(3,500)	(100.0%)
521000 - Office Supplies	143	200	200	200	-	0.0%
526000 - Machinery/Equipment	55	150	250	250	-	0.0%
531000 - IT (Non-Consultant) Services	22,993	27,624	27,624	27,886	262	0.9%
531600 - Software Maintenance Agreements	3,420	3,420	3,420	4,590	1,170	34.2%
536000 - Miscellaneous Professional Services	1,267	1,050	1,200	1,400	200	16.7%
541000 - Advertising	1,750	1,000	1,000	1,000	-	0.0%

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
542000 - Awards & Presentations	746	400	600	500	(100)	(16.7%)
544000 - Dues/Memberships/Certification	800	850	775	825	50	6.5%
545000 - Publications/ Resource Material	7,287	5,000	5,000	5,000	-	0.0%
546000 - Conf./Seminar/Class Registration	6,614	10,170	10,170	10,695	525	5.2%
546300 - In-Service Training	9,360	-	8,000	-	(8,000)	(100.0%)
547000 - Travel Expense	15,229	20,100	20,100	34,600	14,500	72.1%
547100 - Local Travel Mileage	3,150	3,500	6,000	-	(6,000)	(100.0%)
548100 - Sponsorships	300	-	-	-	-	0.0%
551100 - Cellular Phone	4,987	5,000	6,400	6,400	-	0.0%
553000 - Printing & Binding	750	150	200	100	(100)	(50.0%)
556000 - Postage	255	70	50	50	-	0.0%
557000 - Uniforms/ Laundry	-	500	500	200	(300)	(60.0%)
560000 - Miscellaneous	6,070	7,500	7,500	7,500	-	0.0%
Total	403,189	407,813	415,837	496,321	80,483	19.4%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	318,013	321,129	316,848	395,125	78,276	24.7%
Operating	85,177	86,684	98,989	101,196	2,207	2.2%
Total	403,189	407,813	415,837	496,321	80,483	19.4%

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
FY21 Budget

1101 - Mayor & City Council Non-Personnel Expenditures	FY21 Proposed 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)	226
Service - software (Survey Monkey)	260
Total	27,886
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (18)	4,590
Total	4,590
536000 - Miscellaneous Professional Services	
Strategic Planning Retreat	1,200
Miscellaneous	200
Total	1,400
541000 - Advertising	
Legal ads	1,000
Total	1,000
542000 - Awards & Presentations	
Wooden certificate holders / gold city seals	500
Total	500
544000 - Dues/Memberships/Certification	
Maryland Mayors Association	100
Maryland Municipal League Montgomery County Chapter Dues	225
MMCA and IIMC	500
Total	825
545000 - Publications/ Resource Material	
MuniCode - Municipal Code Corporation	5,000
Total	5,000

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
FY21 Budget

1101 - Mayor & City Council Non-Personnel Expenditures	FY21 Proposed Budget
546000 - Conf./Seminar/Class Registration	
IIMC Region II Conference	500
Maryland Mayors Association Winter Conference	170
Maryland Municipal League Conferences	6,000
National League of Cities Conferences	2,500
National League of Cities Board and Steering Committee Meetings	1,000
Virginia Municipal Clerks Association Institute and Academy	525
Total	10,695
547000 - Travel Expense	
IIMC Region II Conference	800
Virginia Municipal Clerks Association Institute and Academy	800
Mayor and City Council Annual Allocation ($4,000/member)	24,000
Additional Committee Annual Allocation (Sayles)	2,000
Additional Committee Annual Allocation (Sesma)	2,000
Additional Committee Annual Allocation (Spiegel)	2,000
Spouse Travel ($500/member)	3,000
Total	34,600
551100 - Cellular Phone	
Mayor, City Council and City Clerk	6,000
Replacement phones	400
Total	6,400
553000 - Printing & Binding	
Name plates and badges	100
Total	100
556000 - Postage	
Postage	50
Total	50
557000 - Uniforms/ Laundry	
Mayor and City Council / MC Services staff apparel	200
Total	200

1101 - Mayor & City Council Non-Personnel Expenditures	FY21 Proposed Budget
560000 - Miscellaneous	
Intergovernmental Relations	6,000
Maryland Municipal League chapter functions	500
Miscellaneous	1,000
Total	7,500
Total Non-Personnel Expenditures	**101,196**

1131 - Office of the City Manager

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536000 - Miscellaneous Professional Services	200	20,200	20,000

Increase is due to anticipated costs for consulting services and public outreach for the Citywide Visioning Exercises initiated in FY19.

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	569,759	569,065	580,736	543,277	(37,459)	(6.5%)
505000 - Other Taxable Compensation	10,800	10,800	10,800	10,800	-	0.0%
505200 - Other Taxable Comp.-GFIT	1,165	1,176	1,008	1,344	336	33.3%
507000 - Vacation & Sick Payouts	15,312	39,050	-	-	-	0.0%
508000 - Overtime Wages	93	-	-	-	-	0.0%
509000 - Part-Time Wages	2,400	-	-	3,000	3,000	100.0%
510000 - FICA Taxes	36,570	44,449	38,816	35,563	(3,253)	(8.4%)
514200 - Vision Benefit	102	426	460	362	(98)	(21.3%)
514210 - Health Insurance	57,515	57,542	60,426	45,510	(14,916)	(24.7%)
514220 - Dental Benefit	3,658	4,100	4,455	3,477	(978)	(22.0%)
514230 - Long-Term Care Benefit	523	680	725	587	(138)	(19.0%)
514240 - Life Ins and Disability Benefit	4,028	5,824	4,481	3,912	(569)	(12.7%)
515000 - Retirement (401A)	45,181	45,525	48,394	45,273	(3,121)	(6.4%)
515100 - Retirement Health Savings (RHS)	4,050	4,273	4,273	4,273	-	0.0%
515200 - Medicare Retirement Health Savings (RHS)	-	1,375	-	2,084	2,084	100.0%
516000 - Savings Plan (401K)	14,510	17,072	15,610	16,977	1,367	8.8%
516500 - Deferred Compensation (457)	10,244	10,288	10,288	10,751	463	4.5%
519000 - Tuition Reimbursement	2,044	-	3,500	-	(3,500)	(100.0%)
521000 - Office Supplies	277	700	700	700	-	0.0%
522000 - General Operating Supplies	1,737	2,100	2,100	2,100	-	0.0%
526000 - Machinery/Equipment	606	500	500	250	(250)	(50.0%)
531000 - IT (Non-Consultant) Services	1,046	1,324	1,324	1,329	5	0.4%
531600 - Software Maintenance Agreements	760	760	760	1,275	515	67.8%

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536000 - Miscellaneous Professional Services	180	200	200	20,200	20,000	10,000.0%
541000 - Advertising	60	500	500	500	-	0.0%
542000 - Awards & Presentations	50	100	100	100	-	0.0%
543000 - Contributions	11,000	65,500	65,500	65,500	-	0.0%
544000 - Dues/Memberships/Certification	6,454	6,625	6,625	7,625	1,000	15.1%
545000 - Publications/ Resource Material	-	100	100	100	-	0.0%
546000 - Conf./Seminar/Class Registration	3,397	5,700	5,700	6,175	475	8.3%
546300 - In-Service Training	200	5,200	5,200	4,200	(1,000)	(19.2%)
547000 - Travel Expense	3,938	6,000	6,000	6,200	200	3.3%
547100 - Local Travel Mileage	35	-	-	-	-	0.0%
548100 - Sponsorships	500	1,500	1,500	1,500	-	0.0%
551100 - Cellular Phone	2,108	2,740	2,740	3,220	480	17.5%
552500 - Gasoline Expense	807	1,900	1,900	1,000	(900)	(47.4%)
553000 - Printing & Binding	46	100	100	100	-	0.0%
556000 - Postage	1,099	1,000	1,000	1,000	-	0.0%
557000 - Uniforms/ Laundry	-	200	200	200	-	0.0%
560000 - Miscellaneous	3,206	6,500	6,500	6,500	-	0.0%
574000 - R&M - Vehicles	1,718	1,000	1,000	1,000	-	0.0%
Total	817,175	921,894	894,221	857,964	(36,257)	(4.1%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	777,952	811,645	783,972	727,190	(56,782)	(7.2%)
Operating	39,223	110,249	110,249	130,774	20,525	18.6%
Total	817,175	921,894	894,221	857,964	(36,257)	(4.1%)

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
FY21 Budget

1131 - Office of the City Manager Non-Personnel Expenditures	FY21 Proposed 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	
Miscellaneous computer devices & supplies	250
Total	250
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (2)	226
Service - software (Adobe Creative Cloud for Teams) (1)	743
Service - software (Survey Monkey)	360
Total	1,329
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (5)	1,275
Total	1,275
536000 - Miscellaneous Professional Services	
Miscellaneous professional	200
Citywide visioning exercise	20,000
Total	20,200
541000 - Advertising	
Classified ads	500
Total	500
542000 - Awards & Presentations	
Awards & presentations	100
Total	100

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
FY21 Budget

1131 - Office of the City Manager Non-Personnel Expenditures	FY21 Proposed Budget
543000 - Contributions	
Events	3,000
Montgomery County Youth Council - NAACP	1,500
Other contributions	1,000
FJF Neighborhood Matching Grant 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
Government Alliance on Race and Equity (GARE)	1,000
Total	7,625
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
Other	1,125
Total	6,175
546300 - In-Service Training	
Racial Equity Training	4,200
Total	4,200

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
FY21 Budget

1131 - Office of the City Manager Non-Personnel Expenditures	FY21 Proposed 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	1,500
Mileage and parking	700
Total	6,200
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 - laptop mobile data plan (1)	480
Service - mobile device data plan (1)	480
Total	3,220
552500 - Gasoline Expense	
87 Octane gasoline	1,000
Total	1,000
553000 - Printing & Binding	
Printing & binding	100
Total	100
556000 - Postage	
Postage	1,000
Total	1,000
557000 - Uniforms/ Laundry	
Staff apparel	200
Total	200
560000 - Miscellaneous	
CMO - miscellaneous	3,000
Intergovernmental relations	3,500
Total	6,500

1131 - Office of the City Manager Non-Personnel Expenditures	FY21 Proposed Budget
574000 - R&M - Vehicles	
Vehicle maintenance (2 units)	800
Additional parts outside of PO	200
Total	1,000
Total Non-Personnel Expenditures	**130,774**

1133 - Economic & Business Development

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	223,444	238,952	218,197	239,717	21,520	9.9%
507000 - Vacation & Sick Payouts	6,528	6,500	-	-	-	0.0%
510000 - FICA Taxes	17,118	18,280	17,387	18,517	1,130	6.5%
514200 - Vision Benefit	75	184	184	184	-	0.0%
514210 - Health Insurance	36,346	38,185	38,186	38,186	-	0.0%
514220 - Dental Benefit	2,635	1,321	1,321	1,321	-	0.0%
514230 - Long-Term Care Benefit	347	297	290	290	-	0.0%
514240 - Life Ins and Disability Benefit	1,898	2,396	2,099	2,155	56	2.7%
515000 - Retirement (401A)	17,876	19,116	18,183	19,976	1,793	9.9%
516000 - Savings Plan (401K)	6,703	7,169	6,819	7,491	672	9.9%
521000 - Office Supplies	30	100	100	100	-	0.0%
525000 - Furniture/Fixture	152	200	500	500	-	0.0%
526000 - Machinery/Equipment	21	-	500	500	-	0.0%
531000 - IT (Non-Consultant) Services	20,151	21,241	19,736	19,737	1	0.0%
531600 - Software Maintenance Agreements	380	380	380	255	(125)	(32.9%)
536000 - Miscellaneous Professional Services	-	500	500	500	-	0.0%
538000 - Performances & Entertainment	8,950	10,000	10,000	10,000	-	0.0%
541000 - Advertising	4,250	5,500	6,000	6,000	-	0.0%
543000 - Contributions	-	-	2,500	2,500	-	0.0%
544000 - Dues/Memberships/Certification	1,995	3,095	2,535	3,695	1,160	45.8%
545000 - Publications/ Resource Material	227	170	250	250	-	0.0%
546000 - Conf./Seminar/Class Registration	2,499	3,500	4,500	3,500	(1,000)	(22.2%)
547000 - Travel Expense	6,480	5,500	4,500	7,750	3,250	72.2%
547100 - Local Travel Mileage	4	-	-	-	-	0.0%
548000 - Economic Development Activities	102,716	141,000	129,000	129,000	-	0.0%
548100 - Sponsorships	5,540	6,000	6,500	4,850	(1,650)	(25.4%)
551100 - Cellular Phone	1,331	1,440	1,440	1,440	-	0.0%
553000 - Printing & Binding	525	1,500	1,500	1,500	-	0.0%
556000 - Postage	204	100	150	150	-	0.0%

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
556500 - Messenger Services	-	50	100	50	(50)	(50.0%)
560000 - Miscellaneous	2,083	5,000	5,000	5,000	-	0.0%
Total	470,507	537,676	498,357	525,114	26,757	5.4%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	312,970	332,400	302,666	327,837	25,171	8.3%
Operating	157,537	205,276	195,691	197,277	1,586	0.8%
Total	470,507	537,676	498,357	525,114	26,757	5.4%

1133 - Economic & Business Development Non-Personnel Expenditures	FY21 Proposed 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)	113
Service - software (Cloud 9 Economic Development CRM)	3,240
Service - software (CoStar)	16,384
Total	19,737
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (1)	255
Total	255
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

1133 - Economic & Business Development Non-Personnel Expenditures	FY21 Proposed 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
ICMA	1,160
Total	3,695
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)/ ICMA Conferences	1,250
Maryland Economic Development Association (MEDA)	1,250
Total	3,500
547000 - Travel Expense	
ESRI Users Conference	2,300
Maryland Economic Development Association (MEDA)	1,250
Bio International	2,000
ICMA Annual Conference	1,200
Local travel mileage	1,000
Total	7,750
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	4,850
Total	4,850

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
FY21 Budget

1133 - Economic & Business Development Non-Personnel Expenditures	FY21 Proposed Budget
551100 - Cellular Phone	
Cell phone service (2)	1,440
Total	1,440
553000 - Printing & Binding	
Marketing/ promotional materials	1,500
Total	1,500
556000 - Postage	
Postage	150
Total	150
556500 - Messenger Services	
Courier services	50
Total	50
560000 - Miscellaneous	
Economic development other	5,000
Total	5,000
Total Non-Personnel Expenditures	**197,277**

1142 - Housing & Community Development

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
543000 - Contributions	60,608	70,000	9,392
Additional funding provided by the City for emergency rental assistance.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	165,284	139,608	184,035	182,531	(1,504)	(0.8%)
505200 - Other Taxable Comp.-GFIT	-	84	-	336	336	100.0%
510000 - FICA Taxes	12,417	10,686	14,665	14,571	(94)	(0.6%)
514200 - Vision Benefit	(7)	59	37	124	87	235.1%
514210 - Health Insurance	8,135	11,763	8,546	21,414	12,868	150.6%
514220 - Dental Benefit	2,518	631	430	1,234	804	187.0%
514230 - Long-Term Care Benefit	227	181	290	290	-	0.0%
514240 - Life Ins and Disability Benefit	1,470	1,401	1,807	1,756	(51)	(2.8%)
515000 - Retirement (401A)	13,223	11,168	15,336	15,211	(125)	(0.8%)
515100 - Retirement Health Savings (RHS)	3,097	-	4,703	-	(4,703)	(100.0%)
515200 - Medicare Retirement Health Savings (RHS)	-	500	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	4,958	4,188	5,751	5,704	(47)	(0.8%)
521000 - Office Supplies	165	350	350	350	-	0.0%
522000 - General Operating Supplies	-	150	150	150	-	0.0%
526000 - Machinery/Equipment	67	-	400	400	-	0.0%
531000 - IT (Non-Consultant) Services	253	224	224	226	2	0.9%
531600 - Software Maintenance Agreements	380	380	380	510	130	34.2%
536000 - Miscellaneous Professional Services	26,198	38,000	33,000	33,000	-	0.0%
541000 - Advertising	2,962	1,500	1,500	1,500	-	0.0%
543000 - Contributions	58,651	60,608	60,608	70,000	9,392	15.5%
544000 - Dues/Memberships/Certification	-	1,000	1,000	1,000	-	0.0%
546000 - Conf./Seminar/Class Registration	815	1,000	2,000	2,000	-	0.0%
547000 - Travel Expense	243	500	2,300	2,300	-	0.0%

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
547100 - Local Travel Mileage	-	300	-	-	-	0.0%
553000 - Printing & Binding	38	-	250	250	-	0.0%
556000 - Postage	110	100	250	250	-	0.0%
556500 - Messenger Services	(152)	200	200	250	50	25.0%
560000 - Miscellaneous	35	500	500	500	-	0.0%
Total	301,087	285,081	338,712	357,857	19,145	5.7%

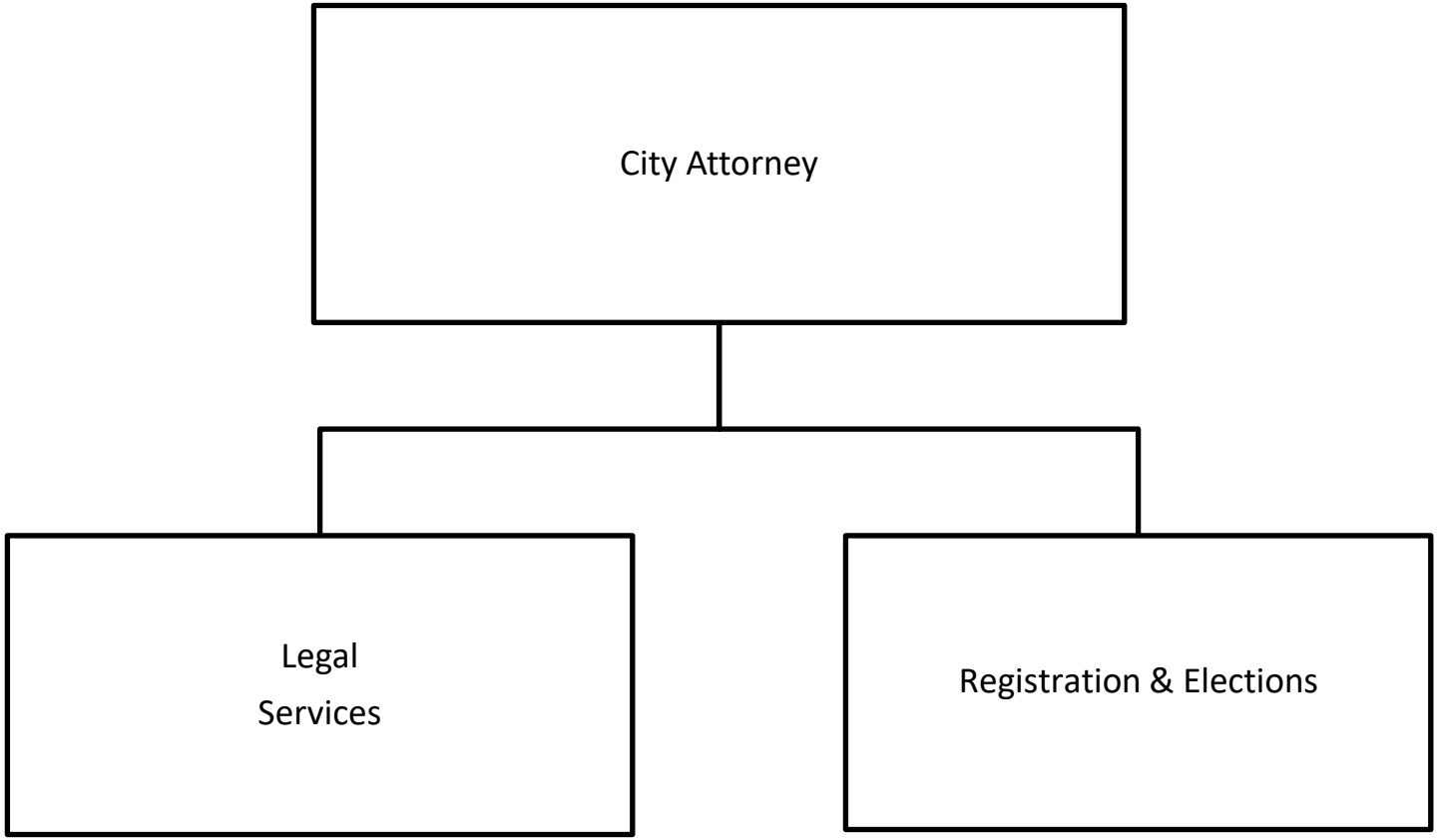
Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	211,322	180,269	235,600	245,171	9,571	4.1%
Operating	89,765	104,812	103,112	112,686	9,574	9.3%
Total	301,087	285,081	338,712	357,857	19,145	5.7%

1142 - Housing & Community Development Non-Personnel Expenditures	FY21 Proposed 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)	226
Total	226
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (2)	510
Total	510
536000 - Miscellaneous Professional Services	
Support with HUD reporting software	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
City - contribution for emergency rental assistance	9,392
Total	70,000
544000 - Dues/Memberships/Certification	
Membership dues for National Fair Housing Association and other housing organizations	1,000
Total	1,000

General Fund Departmental Budgets
City Manager's Office - Activity Analysis
FY21 Budget

1142 - Housing & Community Development Non-Personnel Expenditures	FY21 Proposed Budget
546000 - Conf./Seminar/Class Registration	
Other conferences	2,000
Total	2,000
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	250
Total	250
560000 - Miscellaneous	
Miscellaneous	500
Total	500
Total Non-Personnel Expenditures	**112,686**

OFFICE OF THE CITY ATTORNEY



General Fund Departmental Budget

Department Overview - Office of the City Attorney

FY21 Budget

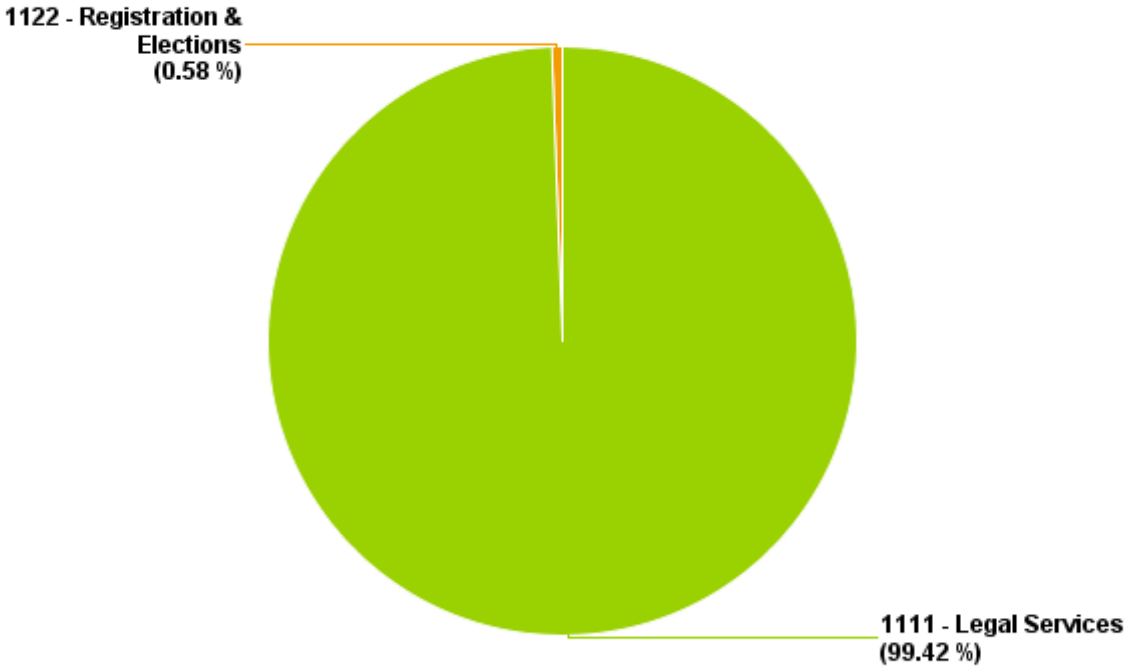
Services Provided

The City Attorney is the legal adviser to the City and, with the assistance of the Deputy 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	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Activity						
1111 - Legal Services	714,425	801,619	787,359	857,468	70,109	8.9%
1122 - Registration & Elections	1,428	53,985	61,750	5,000	(56,750)	(91.9%)
Total	715,853	855,604	849,109	862,468	13,359	1.6%

FY21 Proposed - By Activity



General Fund Departmental Budget

Department Overview - Office of the City Attorney

FY21 Budget

Office of the City Attorney Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Category						
Personnel Services	654,465	729,610	692,651	769,226	76,575	11.1%
Operating	61,388	125,994	156,458	93,242	(63,216)	(40.4%)
Capital	-	-	-	-	-	0.0%
Total	715,853	855,604	849,109	862,468	13,359	1.6%

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1111 - Legal Services			
Paralegal	1	1	1
Legal Services Coordinator	1	1	1
City Attorney	1	1	1
Assistant City Attorney	1	1	0
Deputy City Attorney	0	0	1
Part-Time Personnel	0	0	0.5
Subtotal	**4**	**4**	**4.5**
Full-Time Personnel	4	4	4
Part-Time Personnel	0	0	0.5
Total	**4**	**4**	**4.5**

1111 - Legal Services

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
533000 - Legal	60,000	50,000	(10,000)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	496,079	533,472	512,134	535,180	23,046	4.5%
505200 - Other Taxable Comp.-GFIT	543	672	336	672	336	100.0%
507000 - Vacation & Sick Payouts	13,920	13,900	-	-	-	0.0%
508000 - Overtime Wages	1,860	12,000	12,000	7,500	(4,500)	(37.5%)
509000 - Part-Time Wages	-	-	-	52,000	52,000	100.0%
510000 - FICA Taxes	32,773	41,780	35,777	40,858	5,081	14.2%
514200 - Vision Benefit	96	221	221	221	-	0.0%
514210 - Health Insurance	40,055	52,651	52,651	52,651	-	0.0%
514220 - Dental Benefit	2,757	2,212	2,212	2,212	-	0.0%
514230 - Long-Term Care Benefit	334	580	580	580	-	0.0%
514240 - Life Ins and Disability Benefit	3,367	5,354	4,028	4,100	72	1.8%
515000 - Retirement (401A)	39,044	42,678	42,677	44,598	1,921	4.5%
515100 - Retirement Health Savings (RHS)	281	430	430	430	-	0.0%
516000 - Savings Plan (401K)	13,379	13,559	16,004	14,169	(1,835)	(11.5%)
516500 - Deferred Compensation (457)	9,975	10,101	10,101	10,555	454	4.5%
519000 - Tuition Reimbursement	-	-	3,500	3,500	-	0.0%
521000 - Office Supplies	82	500	500	600	100	20.0%
522000 - General Operating Supplies	-	200	200	400	200	100.0%
525000 - Furniture/Fixture	1,102	500	500	-	(500)	(100.0%)
526000 - Machinery/Equipment	2,002	650	650	500	(150)	(23.1%)
531000 - IT (Non-Consultant) Services	8,050	9,098	9,098	9,222	124	1.4%
531500 - Software Licenses	629	-	-	800	800	100.0%
531600 - Software Maintenance Agreements	570	570	570	1,020	450	78.9%
533000 - Legal	29,460	40,000	60,000	50,000	(10,000)	(16.7%)

General Fund Departmental Budgets

Office of the City Attorney - Activity Analysis

FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536000 - Miscellaneous Professional Services	1,639	2,600	2,000	2,600	600	30.0%
541000 - Advertising	-	1,000	1,000	1,000	-	0.0%
542000 - Awards & Presentations	95	100	100	100	-	0.0%
544000 - Dues/Memberships/Certification	2,567	2,750	2,750	3,050	300	10.9%
545000 - Publications/ Resource Material	6,070	6,000	6,500	7,500	1,000	15.4%
546000 - Conf./Seminar/Class Registration	3,264	3,000	3,500	4,500	1,000	28.6%
547000 - Travel Expense	2,991	2,500	3,500	4,000	500	14.3%
547100 - Local Travel Mileage	126	-	-	-	-	0.0%
551100 - Cellular Phone	715	241	1,440	-	(1,440)	(100.0%)
553000 - Printing & Binding	192	200	200	250	50	25.0%
556000 - Postage	49	400	500	500	-	0.0%
556500 - Messenger Services	-	200	200	200	-	0.0%
560000 - Miscellaneous	356	1,000	1,000	1,500	500	50.0%
561000 - Local - In-Service Meals	-	500	500	500	-	0.0%
Total	714,425	801,619	787,359	857,468	70,109	8.9%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	654,465	729,610	692,651	769,226	76,575	11.1%
Operating	59,960	72,009	94,708	88,242	(6,466)	(6.8%)
Total	714,425	801,619	787,359	857,468	70,109	8.9%

General Fund Departmental Budgets
Office of the City Attorney - Activity Analysis
FY21 Budget

1111 - Legal Services Non-Personnel Expenditures	FY21 Proposed Budget
521000 - Office Supplies	
Office supplies	600
Total	600
522000 - General Operating Supplies	
General operating supplies	400
Total	400
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	500
Total	500
531000 - IT (Non-Consultant) Services	
Adobe Acrobat Pro DC (1)	120
Service - software (Adobe Acrobat Pro DC) (4)	452
Service - software (DocuSign)	4,600
Service - software (JustFOIA)	4,050
Total	9,222
531500 - Software Licenses	
Additional Microsoft license	800
Total	800
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (4)	1,020
Total	1,020
533000 - Legal	
Board of Appeals Attorney (in contract)	10,000
LEOBR (Police)	5,000
Other boards and commissions when a conflict of interest arises	15,000
Telecommunications attorney	20,000
Total	50,000
536000 - Miscellaneous Professional Services	
Miscellaneous	300
Whistleblower hotline services	2,300
Total	2,600

General Fund Departmental Budgets
Office of the City Attorney - Activity Analysis
FY21 Budget

1111 - Legal Services Non-Personnel Expenditures	FY21 Proposed 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
For new part-time position	300
Total	3,050
545000 - Publications/ Resource Material	
Publications and resource materials	3,500
Westlaw on-line research (in contract)	4,000
Total	7,500
546000 - Conf./Seminar/Class Registration	
IMLA Annual Conference	575
Maryland Municipal League Convention	800
Other professional conferences	3,125
Total	4,500
547000 - Travel Expense	
Travel expenses	4,000
Total	4,000
553000 - Printing & Binding	
Printing and binding	250
Total	250
556000 - Postage	
Postage	500
Total	500

General Fund Departmental Budgets
Office of the City Attorney - Activity Analysis
FY21 Budget

1111 - Legal Services Non-Personnel Expenditures	FY21 Proposed Budget
556500 - Messenger Services	
Courier services and overnight mail	200
Total	200
560000 - Miscellaneous	
Miscellaneous expenses	1,500
Total	1,500
561000 - Local - In-Service Meals	
In-service meals	500
Total	500
Total Non-Personnel Expenditures	**88,242**

1122 - Registration & Elections

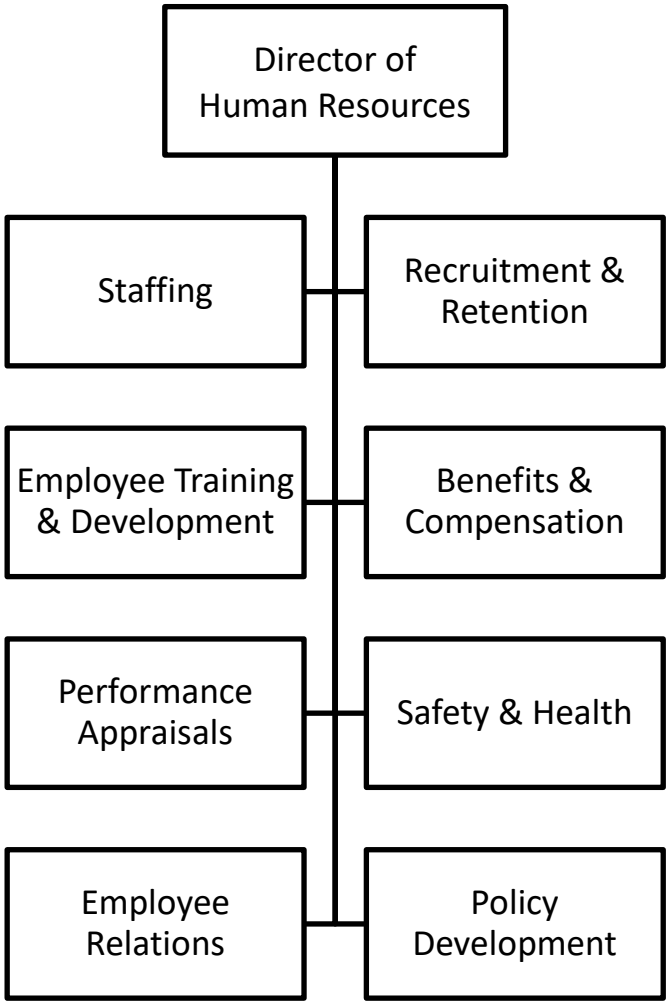
Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536100 - Temporary Employment Agency	8,000	-	(8,000)
No general election in fiscal year.			
553000 - Printing & Binding	6,000	-	(6,000)
No general election in fiscal year.			
556000 - Postage	16,000	-	(16,000)
No general election in fiscal year.			
567000 - Rental & Use	24,500	-	(24,500)
No general election in fiscal year.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
522000 - General Operating Supplies	-	500	1,000	-	(1,000)	(100.0%)
526000 - Machinery/Equipment	1,090	778	250	-	(250)	(100.0%)
531500 - Software Licenses	-	-	500	-	(500)	(100.0%)
536100 - Temporary Employment Agency	-	6,800	8,000	-	(8,000)	(100.0%)
541000 - Advertising	-	791	1,000	-	(1,000)	(100.0%)
553000 - Printing & Binding	-	5,889	6,000	-	(6,000)	(100.0%)
554000 - Signage	-	1,107	2,000	-	(2,000)	(100.0%)
556000 - Postage	-	13,865	16,000	-	(16,000)	(100.0%)
557000 - Uniforms/ Laundry	-	-	500	-	(500)	(100.0%)
560000 - Miscellaneous	338	-	500	5,000	4,500	900.0%
561000 - Local - In-Service Meals	-	1,255	1,500	-	(1,500)	(100.0%)
567000 - Rental & Use	-	23,000	24,500	-	(24,500)	(100.0%)
Total	1,428	53,985	61,750	5,000	(56,750)	(91.9%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	1,428	53,985	61,750	5,000	(56,750)	(91.9%)
Total	1,428	53,985	61,750	5,000	(56,750)	(91.9%)

1122 - Registration & Elections Non-Personnel Expenditures	FY21 Proposed Budget
560000 - Miscellaneous	
Miscellaneous expenses for voter turnout and registration outreach	5,000
Total	5,000
Total Non-Personnel Expenditures	**5,000**

DEPARTMENT OF HUMAN RESOURCES



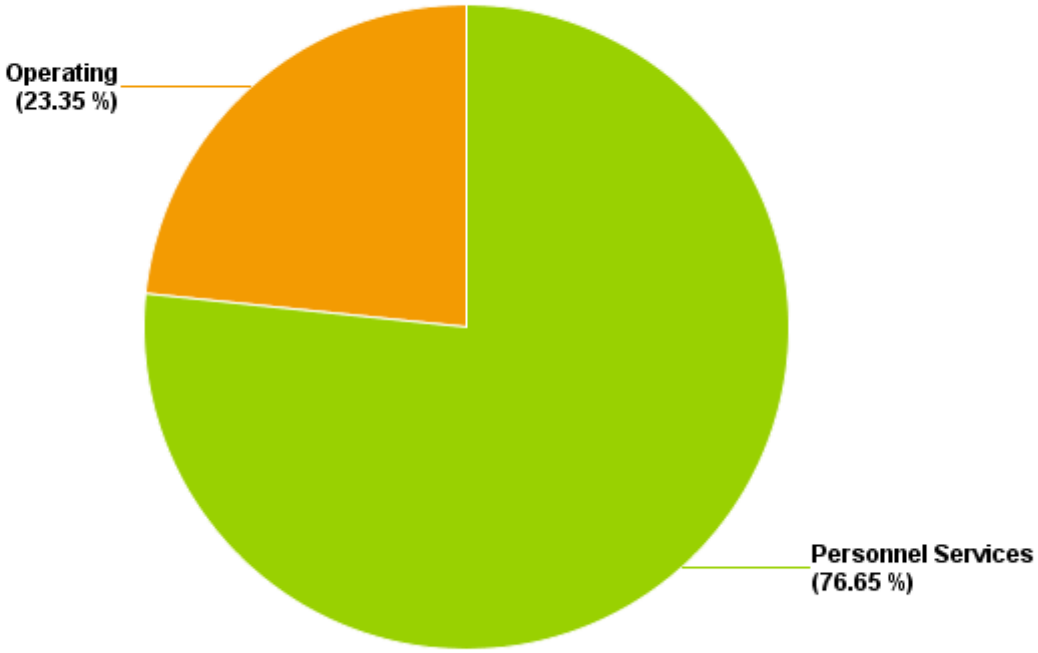
General Fund Departmental Budget
Department Overview - Human Resources
FY21 Budget

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	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Activity						
1135 - Human Resources	1,165,383	1,196,929	1,206,908	1,300,845	93,937	7.8%
Total	1,165,383	1,196,929	1,206,908	1,300,845	93,937	7.8%

FY21 Proposed - By Object Category



General Fund Departmental Budget
Department Overview - Human Resources
FY21 Budget

Human Resources Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Category						
Personnel Services	848,109	913,120	923,589	997,151	73,562	8.0%
Operating	317,274	283,809	283,319	303,694	20,375	7.2%
Capital	-	-	-	-	-	0.0%
Total	1,165,383	1,196,929	1,206,908	1,300,845	93,937	7.8%

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1135 - Human Resources			
Human Resources Generalist II	2	2	2
Human Resources Program Coordinator	2	2	2
Human Resources Technician	0	1	1
Director of Human Resources	1	1	1
Part-Time Personnel	1.09	0.52	0.94
Subtotal	**6.09**	**6.52**	**6.94**
Full-Time Personnel	5	6	6
Part-Time Personnel	1.09	0.52	0.94
Total	**6.09**	**6.52**	**6.94**

1135 - Human Resources

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
522000 - General Operating Supplies	2,400	10,300	7,900
Additional funding was added to this account for the purchase of employee ID cards, lanyards and ID card holders, which occurs every other year.			
531000 - IT (Non-Consultant) Services	109,904	75,710	(34,194)
The reduction to this account is a result of a fee reduction by ADP, our HRIS/payroll processing provider, who eliminated the charge for inactive employees in the system.			
534500 - Wellness Programs	31,525	53,455	21,930
This account has been increased to replace expired AED pads and batteries, as well as to replace end-of-life AEDs. Additionally, there has been an increase in requests for standing desks, so funding was added to accommodate these requests.			
536000 - Miscellaneous Professional Services	17,600	34,300	16,700
This account has been increased to cover higher recruitment expenses and the addition of enhancement features to our current Payscale compensation data platform.			
546300 - In-Service Training	19,000	25,000	6,000
Extra funding was added to this account, to provide for the increased demand and participation in employee professional growth and development.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	497,494	557,538	542,516	568,100	25,584	4.7%
505100 - Other Taxable Comp.-Multilingual	2,080	4,160	2,080	4,160	2,080	100.0%
505200 - Other Taxable Comp.-GFIT	895	1,344	1,680	1,344	(336)	(20.0%)
507000 - Vacation & Sick Payouts	4,861	4,900	-	-	-	0.0%
508000 - Overtime Wages	-	600	-	-	-	0.0%
509000 - Part-Time Wages	28,389	-	20,429	60,203	39,774	194.7%
510000 - FICA Taxes	38,252	43,118	43,795	48,813	5,018	11.5%
514200 - Vision Benefit	421	405	492	405	(87)	(17.7%)
514210 - Health Insurance	60,016	63,053	75,921	63,053	(12,868)	(16.9%)
514220 - Dental Benefit	3,393	4,842	5,646	4,842	(804)	(14.2%)
514230 - Long-Term Care Benefit	474	845	870	870	-	0.0%
514240 - Life Ins and Disability Benefit	4,211	5,644	5,224	5,399	175	3.3%

General Fund Departmental Budgets
Human Resources - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
514700 - Out of Pocket Deductible Reimbursement	147,660	153,000	153,000	160,000	7,000	4.6%
515000 - Retirement (401A)	39,778	44,603	45,210	47,341	2,131	4.7%
515100 - Retirement Health Savings (RHS)	4,050	8,192	4,273	9,368	5,095	119.2%
515200 - Medicare Retirement Health Savings (RHS)	-	1,650	2,000	2,000	-	0.0%
516000 - Savings Plan (401K)	14,917	16,726	16,953	17,753	800	4.7%
519000 - Tuition Reimbursement	1,218	2,500	3,500	3,500	-	0.0%
521000 - Office Supplies	90	2,000	500	1,000	500	100.0%
522000 - General Operating Supplies	10,907	2,600	2,400	10,300	7,900	329.2%
525000 - Furniture/Fixture	-	-	-	1,000	1,000	100.0%
526000 - Machinery/Equipment	-	500	500	1,700	1,200	240.0%
531000 - IT (Non-Consultant) Services	99,116	109,904	109,904	75,710	(34,194)	(31.1%)
531500 - Software Licenses	-	2,000	2,000	800	(1,200)	(60.0%)
531600 - Software Maintenance Agreements	1,140	2,700	1,800	3,340	1,540	85.6%
534500 - Wellness Programs	31,910	31,525	31,525	53,455	21,930	69.6%
535000 - Medical/Hospital (Screenings)	30,730	22,550	22,550	26,500	3,950	17.5%
536000 - Miscellaneous Professional Services	53,996	17,910	17,600	34,300	16,700	94.9%
536500 - Investigations	3,906	4,000	4,000	4,000	-	0.0%
541000 - Advertising	18,399	20,000	20,000	20,000	-	0.0%
542000 - Awards & Presentations	42,616	38,900	38,900	37,800	(1,100)	(2.8%)
544000 - Dues/Memberships/Certification	3,819	2,442	2,442	3,715	1,273	52.1%
545000 - Publications/ Resource Material	-	400	400	400	-	0.0%
546000 - Conf./Seminar/Class Registration	576	3,300	3,300	1,100	(2,200)	(66.7%)
546300 - In-Service Training	17,976	19,000	19,000	25,000	6,000	31.6%
547000 - Travel Expense	924	1,500	3,950	950	(3,000)	(75.9%)
553000 - Printing & Binding	-	30	-	-	-	0.0%
556000 - Postage	363	300	300	400	100	33.3%
560000 - Miscellaneous	594	2,000	2,000	2,000	-	0.0%
573000 - R&M - Machinery & Equipment	212	248	248	224	(24)	(9.7%)
Total	1,165,383	1,196,929	1,206,908	1,300,845	93,937	7.8%

General Fund Departmental Budgets
Human Resources - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	848,109	913,120	923,589	997,151	73,562	8.0%
Operating	317,274	283,809	283,319	303,694	20,375	7.2%
Total	1,165,383	1,196,929	1,206,908	1,300,845	93,937	7.8%

General Fund Departmental Budgets
Human Resources - Activity Analysis
FY21 Budget

1135 - Human Resources Non-Personnel Expenditures	FY21 Proposed Budget
521000 - Office Supplies	
Miscellaneous office supplies	1,000
Total	1,000
522000 - General Operating Supplies	
City id cards and supplies	9,500
Shredder services	300
First aid supplies	500
Total	10,300
525000 - Furniture/Fixture	
	1,000
Total	1,000
526000 - Machinery/Equipment	
Computer, monitor, phone for additional position	1,200
Miscellaneous computer devices & supplies	500
Total	1,700
531000 - IT (Non-Consultant) Services	
Service - software (NeoGov/ADP integration)	4,500
Service - software (Adobe Acrobat Pro DC) (3)	339
Service - software (Adobe Creative Cloud for Teams) (1)	743
Service - software (NeoGov Insight)	6,527
Service - software (NeoGov Onboard)	3,141
Service - software (NeoGov Perform)	13,000
Service - software (NeoGov job listing)	1,500
Service - software (NeoGov text message service)	500
Service - software (Survey Monkey)	360
Service - ADP Human Resources Processing	45,100
Total	75,710
531500 - Software Licenses	
Additional Microsoft license for additional position	800
Total	800

General Fund Departmental Budgets
Human Resources - Activity Analysis
FY21 Budget

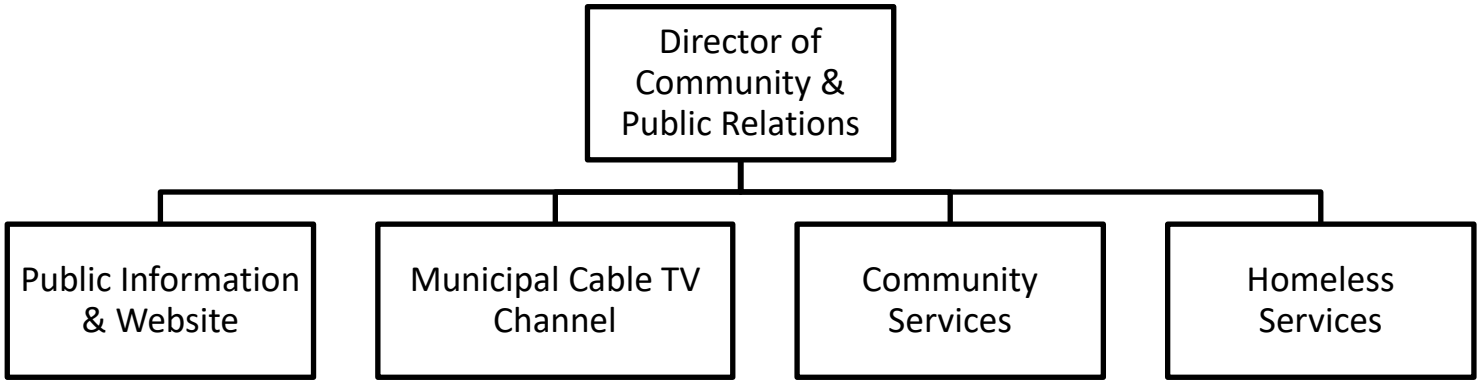
1135 - Human Resources Non-Personnel Expenditures	FY21 Proposed Budget
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (8)	2,040
Maintenance - software (ID Flow)	600
Maintenance - software (OrgPlus)	630
Maintenance - software (SmartDraw)	70
Total	3,340
534500 - Wellness Programs	
AED batteries & pads	5,500
American Red Cross - first aid & CPR training	500
Employee assistance program	10,755
Fitness programs	1,000
Flu shots	5,700
Wellness day	11,000
Wellness programs	5,000
AED units	12,000
Standing Desks	2,000
Total	53,455
535000 - Medical/Hospital (Screenings)	
Drug tests	9,000
Employee physicals (new hire, DOT & fit for duty)	12,500
HBV employee vaccinations	3,000
Pre-employment Police psychological evaluation	2,000
Total	26,500
536000 - Miscellaneous Professional Services	
Language testing	600
Miscellaneous recruitment expenses (i.e. candidate travel)	10,000
Payscale annual insight subscription	22,000
Presenting solutions	1,700
Total	34,300
536500 - Investigations	
Background checks	4,000
Total	4,000

General Fund Departmental Budgets
Human Resources - Activity Analysis
FY21 Budget

1135 - Human Resources Non-Personnel Expenditures	FY21 Proposed Budget
541000 - Advertising	
Recruitment advertising	20,000
Total	20,000
542000 - Awards & Presentations	
Employee picnic	18,500
Employee recognition awards	2,900
Employee service awards	9,900
Employee appreciation/recognition luncheon	6,500
Total	37,800
544000 - Dues/Memberships/Certification	
International Personnel Management Association	405
Local Government Personnel Association	350
Maryland Municipal League benefit comparison	400
Society For Human Resource Managers (SHRM)	1,200
Montgomery County SHRM	360
Professional certification testing	1,000
Total	3,715
545000 - Publications/ Resource Material	
	400
Total	400
546000 - Conf./Seminar/Class Registration	
ADA	600
IPMA (Eastern Region)	500
Total	1,100
546300 - In-Service Training	
Employee training (supervisory, employee development)	24,000
HR staff training	1,000
Total	25,000
547000 - Travel Expense	
IPMA	300
Society for Human Resources Maryland Chapter	300
Miscellaneous mileage reimbursement	350
Total	950

1135 - Human Resources Non-Personnel Expenditures	FY21 Proposed Budget
556000 - Postage	
Miscellaneous correspondence	400
Total	400
560000 - Miscellaneous	
Miscellaneous	2,000
Total	2,000
573000 - R&M - Machinery & Equipment	
Maintenance & supplies - copier (Ricoh MP 2554SP)	224
Total	224
Total Non-Personnel Expenditures	**303,694**

DEPARTMENT OF COMMUNITY & PUBLIC RELATIONS



General Fund Departmental Budget

Department Overview - Community & Public Relations

FY21 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.

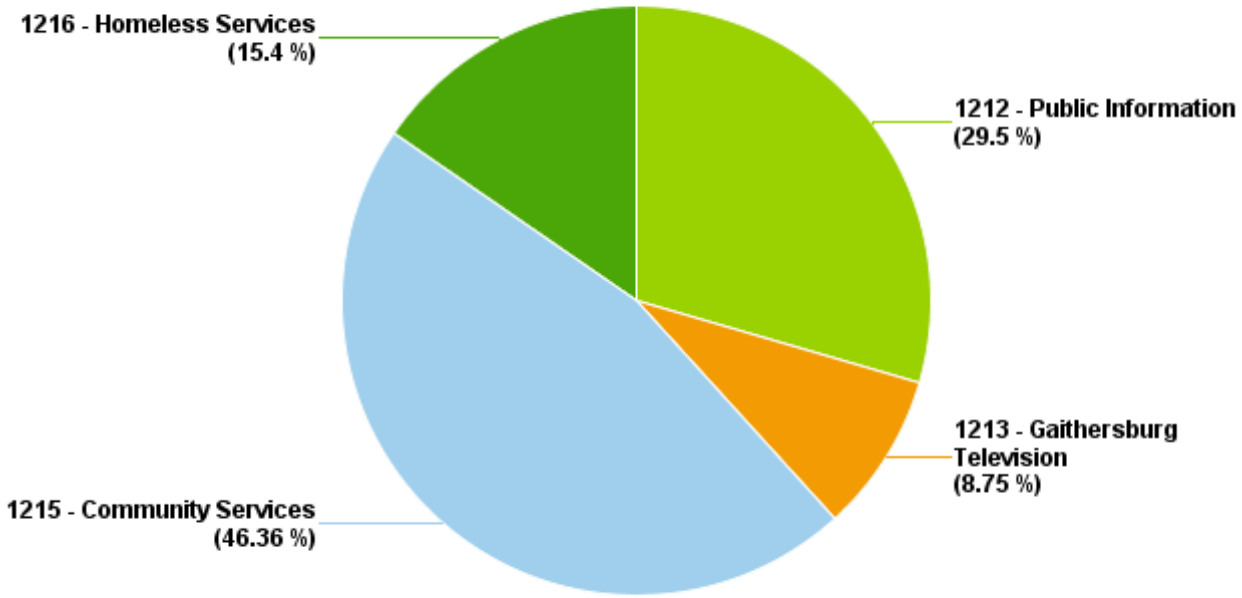
Community & Public Relations Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Activity						
1212 - Public Information	934,765	1,038,634	1,056,155	1,056,074	(81)	(0.0%)
1213 - Gaithersburg Television	304,579	310,099	302,180	313,151	10,971	3.6%
1215 - Community Services	1,548,727	1,623,280	1,635,789	1,659,660	23,871	1.5%
1216 - Homeless Services	528,156	543,018	513,648	551,371	37,723	7.3%
Total	3,316,227	3,515,031	3,507,772	3,580,257	72,485	2.1%

General Fund Departmental Budget

Department Overview - Community & Public Relations

FY21 Budget

FY21 Proposed - By Activity



Community & Public Relations Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Category						
Personnel Services	1,964,134	2,067,426	2,024,544	2,128,482	103,938	5.1%
Operating	1,352,093	1,447,605	1,483,228	1,451,775	(31,453)	(2.1%)
Capital	-	-	-	-	-	0.0%
Total	3,316,227	3,515,031	3,507,772	3,580,257	72,485	2.1%

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1212 - Public Information			
Administrative Assistant III	0	1	1
Graphics Artist	1	0	0
Web Administrator	1	1	1
Assistant Web Administrator	1	1	1
Communication Specialist	1	1	1
Digital Content Specialist	1	1	1

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
Director of Community & Public Relations	1	1	1
Graphics Specialist	1	1	1
Part-Time Personnel	0.88	0.82	0.91
Subtotal	**7.88**	**7.82**	**7.91**
1213 - Gaithersburg Television			
Television Production Specialist	1	1	1
Television Productions Manager	1	1	1
Part-Time Personnel	0.48	0.44	0.44
Subtotal	**2.48**	**2.44**	**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	0.05	0.12	0.51
Subtotal	**4.05**	**4.12**	**4.51**
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	2.71	2.43	2.46
Subtotal	**6.71**	**6.43**	**6.46**
Full-Time Personnel	17	17	17
Part-Time Personnel	4.13	3.82	4.32
Total	**21.13**	**20.82**	**21.32**

1212 - Public Information

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536000 - Miscellaneous Professional Services	36,000	16,000	(20,000)
Citizen Survey will not occur in FY21			
556000 - Postage	22,500	15,500	(7,000)
No voter guide mailing in FY21			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	567,973	594,708	586,768	612,967	26,199	4.5%
505100 - Other Taxable Comp.-Multilingual	1,560	2,080	2,080	2,080	-	0.0%
505200 - Other Taxable Comp.-GFIT	1,350	1,428	1,008	1,680	672	66.7%
505300 - Other Taxable Comp.-Housing Stipend	5,200	9,600	7,200	9,600	2,400	33.3%
507000 - Vacation & Sick Payouts	6,987	7,000	-	-	-	0.0%
508000 - Overtime Wages	992	100	636	898	263	41.3%
509000 - Part-Time Wages	27,642	30,000	44,309	48,516	4,207	9.5%
510000 - FICA Taxes	43,497	48,802	49,276	51,723	2,447	5.0%
514200 - Vision Benefit	192	454	479	474	(5)	(1.0%)
514210 - Health Insurance	90,606	92,795	102,010	93,013	(8,997)	(8.8%)
514220 - Dental Benefit	4,941	5,160	5,703	5,191	(512)	(9.0%)
514230 - Long-Term Care Benefit	895	970	1,021	1,015	(6)	(0.6%)
514240 - Life Ins and Disability Benefit	4,885	6,040	5,723	5,929	206	3.6%
515000 - Retirement (401A)	45,394	47,578	48,897	51,081	2,184	4.5%
515200 - Medicare Retirement Health Savings (RHS)	1,616	2,833	2,083	4,000	1,917	92.0%
516000 - Savings Plan (401K)	16,432	17,840	18,336	19,154	818	4.5%
521000 - Office Supplies	293	350	350	600	250	71.4%
522200 - Photo/Audio/Video Supplies	731	250	250	500	250	100.0%
522500 - Program Activities	-	13,200	13,200	11,200	(2,000)	(15.2%)
524000 - Supplies/Resale	968	2,100	2,100	2,100	-	0.0%
525000 - Furniture/Fixture	544	2,000	2,900	500	(2,400)	(82.8%)
526000 - Machinery/Equipment	1,016	700	1,700	1,000	(700)	(41.2%)

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
531000 - IT (Non-Consultant) Services	52,669	41,571	41,571	43,098	1,527	3.7%
531500 - Software Licenses	-	-	-	500	500	100.0%
531600 - Software Maintenance Agreements	1,710	1,710	1,710	2,550	840	49.1%
536000 - Miscellaneous Professional Services	6,626	30,000	36,000	16,000	(20,000)	(55.6%)
541000 - Advertising	1,512	7,300	7,300	3,000	(4,300)	(58.9%)
542000 - Awards & Presentations	250	350	350	350	-	0.0%
544000 - Dues/Memberships/Certification	1,530	1,675	1,675	2,275	600	35.8%
545000 - Publications/ Resource Material	805	1,500	1,500	2,180	680	45.3%
546000 - Conf./Seminar/Class Registration	1,540	2,600	2,600	3,760	1,160	44.6%
546300 - In-Service Training	90	-	-	-	-	0.0%
547000 - Travel Expense	4,206	4,940	4,940	7,060	2,120	42.9%
551100 - Cellular Phone	3,857	3,000	4,480	4,480	-	0.0%
553000 - Printing & Binding	14,400	21,500	21,500	17,000	(4,500)	(20.9%)
554000 - Signage	1,874	9,000	9,000	9,600	600	6.7%
556000 - Postage	9,921	22,500	22,500	15,500	(7,000)	(31.1%)
560000 - Miscellaneous	10,063	5,000	5,000	5,500	500	10.0%
Total	934,765	1,038,634	1,056,155	1,056,074	(81)	(0.0%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	820,161	867,388	875,529	907,321	31,792	3.6%
Operating	114,604	171,246	180,626	148,753	(31,873)	(17.6%)
Total	934,765	1,038,634	1,056,155	1,056,074	(81)	(0.0%)

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY21 Budget

1212 - Public Information Non-Personnel Expenditures	FY21 Proposed Budget
521000 - Office Supplies	
Calendars, notepads, pens, general office supplies	600
Total	600
522200 - Photo/Audio/Video Supplies	
Camera media cards, batteries	250
Photo backdrop	250
Total	500
522500 - Program Activities	
State of the City	10,000
Junior Mayor program	200
We Are Gaithersburg Campaign	1,000
Total	11,200
524000 - Supplies/Resale	
Promotional items - Gaithersburg souvenirs available for sale	2,100
Total	2,100
525000 - Furniture/Fixture	
Office furniture	500
Total	500
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	1,000
Total	1,000

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY21 Budget

1212 - Public Information Non-Personnel Expenditures	FY21 Proposed Budget
531000 - IT (Non-Consultant) Services	
Service - software (Animoto) (3)	588
Service - software (Canva) (2)	240
Service - software (Smart Sheets) (1)	168
Service - software (Adobe Creative Cloud for Teams) (8)	5,944
Service - software (ArchiveSocial)	4,788
Service - software (Bitly)	348
Service - software (Bynder Digital Asset Management)	13,500
Service - software (Carousel Digital Signage) (6)	720
Service - software (Freepik)	99
Service - software (Survey Monkey)	300
Service - software (website - Vision Technology)	16,403
Total	43,098
531500 - Software Licenses	
Chromakey plug-in license	500
Total	500
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (10)	2,550
Total	2,550
536000 - Miscellaneous Professional Services	
Freelance photography	10,000
Freelance writing & graphic design	1,000
Media training	5,000
Total	16,000
541000 - Advertising	
Brand advertising - digital, radio, print, outdoor, etc.	2,000
Social media promotions	1,000
Total	3,000
542000 - Awards & Presentations	
City gift baskets	50
Marketing awards	300
Total	350

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY21 Budget

1212 - Public Information Non-Personnel Expenditures	FY21 Proposed Budget
544000 - Dues/Memberships/Certification	
3CMA membership	1,160
Government Social Media Organization (2)	370
Leadership Montgomery (1)	150
American Institute of Graphic Artists (1)	250
Emerging Local Government Leaders (2)	80
American Advertising Federation (1)	200
Toastmasters (1)	65
Total	2,275
545000 - Publications/ Resource Material	
iStock	1,500
AIGA Magazine	120
Colorbridge Guide	360
Viewpoint Colour	200
Total	2,180
546000 - Conf./Seminar/Class Registration	
3CMA Conference (1)	705
Government Social Media Conference (1)	1,590
American Institute of Graphic Artists (1)	595
Granicus Workshops (2)	600
American Institute of Graphic Artists Local Workshops (1)	270
Total	3,760
547000 - Travel Expense	
3CMA Conference (1)	1,200
Government Social Media Conference (2)	3,000
American Institute of Graphic Artists Conference (1)	2,200
American Institute of Graphic Artists Local Workshops (1)	360
Local Mileage	300
Total	7,060
551100 - Cellular Phone	
Cell phone service (5)	3,600
Replacement devices	400
Service - mobile device data plan (1)	480
Total	4,480

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY21 Budget

1212 - Public Information Non-Personnel Expenditures	FY21 Proposed Budget
553000 - Printing & Binding	
Brochures, flyers, posters	1,000
inGaithersburg Magazine (2 Editions)	16,000
Total	17,000
554000 - Signage	
Posters, banners, miscellaneous signage	1,000
Construction fencing signage for new Police Station/Municipal Center	7,000
Pull-up Banners	1,600
Total	9,600
556000 - Postage	
HOA mailings, volunteer recruitment & recognition, State of the City invitations, misc.	500
inGaithersburg Magazine (2 Editions)	15,000
Total	15,500
560000 - Miscellaneous	
Miscellaneous	2,500
Promotional materials (items not intended for re-sale)	2,500
Staff Apparel	500
Total	5,500
Total Non-Personnel Expenditures	**148,753**

1213 - Gaithersburg Television

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	186,576	191,255	183,605	191,867	8,262	4.5%
509000 - Part-Time Wages	15,185	12,748	12,748	13,646	898	7.0%
510000 - FICA Taxes	14,359	15,606	15,606	16,333	727	4.7%
514200 - Vision Benefit	382	184	184	184	-	0.0%
514210 - Health Insurance	41,623	43,730	43,730	43,730	-	0.0%
514220 - Dental Benefit	6,838	2,630	2,630	2,630	-	0.0%
514230 - Long-Term Care Benefit	236	290	290	290	-	0.0%
514240 - Life Ins and Disability Benefit	1,674	1,918	1,866	1,932	66	3.5%
515000 - Retirement (401A)	14,926	15,301	15,301	15,989	688	4.5%
516000 - Savings Plan (401K)	5,597	5,737	5,737	5,995	258	4.5%
521000 - Office Supplies	25	50	50	50	-	0.0%
522000 - General Operating Supplies	114	-	-	-	-	0.0%
522200 - Photo/Audio/Video Supplies	164	2,800	2,800	2,800	-	0.0%
525000 - Furniture/Fixture	-	500	500	500	-	0.0%
526000 - Machinery/Equipment	1,539	2,667	2,500	2,500	-	0.0%
531000 - IT (Non-Consultant) Services	1,464	2,455	2,455	1,486	(969)	(39.5%)
531600 - Software Maintenance Agreements	1,750	1,778	1,778	2,135	357	20.1%
536000 - Miscellaneous Professional Services	2,974	4,000	4,000	4,150	150	3.8%
542000 - Awards & Presentations	50	100	100	100	-	0.0%
545000 - Publications/ Resource Material	-	400	400	400	-	0.0%
546000 - Conf./Seminar/Class Registration	6,000	500	500	500	-	0.0%
547000 - Travel Expense	4	25	25	25	-	0.0%
556000 - Postage	-	25	25	25	-	0.0%
560000 - Miscellaneous	-	250	250	250	-	0.0%
573000 - R&M - Machinery & Equipment	3,100	5,150	5,100	5,634	534	10.5%
Total	304,579	310,099	302,180	313,151	10,971	3.6%

General Fund Departmental Budgets

Community & Public Relations - Activity Analysis

FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	287,397	289,399	281,697	292,596	10,899	3.9%
Operating	17,183	20,700	20,483	20,555	72	0.4%
Total	304,579	310,099	302,180	313,151	10,971	3.6%

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY21 Budget

1213 - Gaithersburg Television Non-Personnel Expenditures	FY21 Proposed 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)	1,486
Total	1,486
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (3)	765
Maintenance - software (Avid Media Composer Standard)	1,370
Total	2,135
536000 - Miscellaneous Professional Services	
Music library fees	1,550
On-air music services (DMX)	800
Voice over fees, contract services, on air-talent	1,000
Teleprompter service rental	800
Total	4,150
542000 - Awards & Presentations	
Entry fees - video production award competitions	100
Total	100
545000 - Publications/ Resource Material	
Still and motion graphic templates	400
Total	400

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY21 Budget

1213 - Gaithersburg Television Non-Personnel Expenditures	FY21 Proposed Budget
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 maintenance	2,000
Maintenance & supplies - Broadcast Pix switcher	3,150
Maintenance - audio-visual equipment	484
Total	5,634
Total Non-Personnel Expenditures	**20,555**

1215 - Community Services

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
522500 - Program Activities	54,100	27,950	(26,150)
Bank On Gaithersburg Youth Challenge will not recur in same format as FY20 and funds removed for CC! assemblies and substance use disorder outreach (funded in Homeless Services.			
543000 - Contributions	1,111,100	1,119,857	8,757
Increases to available funding for Vocational Counseling, School, Nonprofit School and Youth Mental Health grants.			
568400 - Holiday Giving Expenditures	25,000	30,000	5,000
Historical increase in both number of children to serve, costs of SHARE November food and items needed for more Teen Gift Bags. Additional expenses to be offset by prior year contributions.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	281,806	301,001	282,287	301,963	19,676	7.0%
505100 - Other Taxable Comp.-Multilingual	2,080	2,080	2,080	2,080	-	0.0%
505200 - Other Taxable Comp.-GFIT	459	336	672	336	(336)	(50.0%)
505300 - Other Taxable Comp.-Housing Stipend	600	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	3,894	4,070	-	-	-	0.0%
509000 - Part-Time Wages	1,929	4,985	3,825	16,111	12,286	321.2%
510000 - FICA Taxes	21,525	23,591	22,997	25,480	2,483	10.8%
514200 - Vision Benefit	365	276	271	276	5	1.8%
514210 - Health Insurance	32,442	31,945	44,813	31,945	(12,868)	(28.7%)
514220 - Dental Benefit	3,248	2,206	3,010	2,206	(804)	(26.7%)
514230 - Long-Term Care Benefit	414	580	580	580	-	0.0%
514240 - Life Ins and Disability Benefit	2,550	3,042	2,938	3,131	193	6.6%
515000 - Retirement (401A)	21,988	24,081	23,525	25,163	1,638	7.0%
515100 - Retirement Health Savings (RHS)	8,036	9,406	4,703	9,406	4,703	100.0%
515200 - Medicare Retirement Health Savings (RHS)	-	-	2,000	-	(2,000)	(100.0%)
516000 - Savings Plan (401K)	6,117	6,868	6,659	7,176	517	7.8%
519000 - Tuition Reimbursement	-	-	-	3,500	3,500	100.0%

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
521000 - Office Supplies	1,039	1,000	1,000	1,000	-	0.0%
522000 - General Operating Supplies	52	-	-	-	-	0.0%
522500 - Program Activities	37,036	54,100	54,100	27,950	(26,150)	(48.3%)
526000 - Machinery/Equipment	-	500	500	250	(250)	(50.0%)
531000 - IT (Non-Consultant) Services	8,959	11,886	11,886	11,890	4	0.0%
531600 - Software Maintenance Agreements	1,140	1,140	1,140	1,530	390	34.2%
536000 - Miscellaneous Professional Services	9,805	5,701	5,650	10,150	4,500	79.6%
536300 - Contract Cleaning	593	-	-	-	-	0.0%
541000 - Advertising	450	1,500	1,500	1,500	-	0.0%
542000 - Awards & Presentations	7,728	7,800	7,800	7,600	(200)	(2.6%)
543000 - Contributions	1,056,588	1,081,100	1,111,100	1,119,857	8,757	0.8%
544000 - Dues/Memberships/Certification	190	515	715	600	(115)	(16.1%)
546000 - Conf./Seminar/Class Registration	1,273	2,690	2,690	5,600	2,910	108.2%
546300 - In-Service Training	-	1,360	1,360	1,360	-	0.0%
547000 - Travel Expense	1,529	3,300	3,300	3,300	-	0.0%
551100 - Cellular Phone	785	700	720	720	-	0.0%
553000 - Printing & Binding	1,356	4,000	4,000	4,000	-	0.0%
556000 - Postage	1,123	1,500	1,000	1,000	-	0.0%
560000 - Miscellaneous	1,705	1,810	1,500	1,500	-	0.0%
568400 - Holiday Giving Expenditures	28,974	27,743	25,000	30,000	5,000	20.0%
572000 - R&M - Buildings & Facilities	468	-	-	-	-	0.0%
573000 - R&M - Machinery & Equipment	480	468	468	500	32	6.8%
Total	1,548,727	1,623,280	1,635,789	1,659,660	23,871	1.5%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	387,454	414,467	400,360	429,353	28,993	7.2%
Operating	1,161,273	1,208,813	1,235,429	1,230,307	(5,122)	(0.4%)
Total	1,548,727	1,623,280	1,635,789	1,659,660	23,871	1.5%

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY21 Budget

1215 - Community Services Non-Personnel Expenditures	FY21 Proposed 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	400
Gaithersburg Coalition of Providers meetings and trainings	2,000
Gaithersburg Congregations outreach educational event	500
Holiday Giving Coalition distribution events	1,000
Landlord Appreciation event and outreach	750
Mayors Book Club and Book Festival activities	500
Nonprofit Meet & Greet with elected officials	500
Principals/Counselors /PTA recognition event	1,800
Bank On Gaithersburg Youth Challenge	12,500
Total	27,950
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	250
Total	250
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (4)	452
Service - software (Blackbaud Grants Online) (4)	11,438
Total	11,890
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (6)	1,530
Total	1,530
536000 - Miscellaneous Professional Services	
Hoarding Task Force professional organizer	10,000
Shredding services	150
Total	10,150

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY21 Budget

1215 - Community Services Non-Personnel Expenditures	FY21 Proposed 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	200
CHARACTER COUNTS! scholarships	6,600
Mayors Book Club awards	300
Volunteer recognition	500
Total	7,600
543000 - Contributions	
CAFÉ Montgomery training 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	303,623
Nonprofit Community Service Grants: Financial Empowerment and Housing Preservation	177,715
School Grants and GREAT	61,200
School lunch subsidy	4,100
School-Community United in Partnership Conference sponsorship	500
STEM initiative - pending M&CC consideration of recommendation to put into support of the School Grant Program for FY21	30,000
Nonprofit Community Service Grants: Vocational Coaching	107,344
Nonprofit Community Service Grants - Safety Net	348,375
Total	1,119,857
544000 - Dues/Memberships/Certification	
Café Montgomery	100
National CHARACTER COUNTS! Coalition	300
National Organization for Human Services Membership for 2 staff person	200
Total	600

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY21 Budget

1215 - Community Services Non-Personnel Expenditures	FY21 Proposed Budget
546000 - Conf./Seminar/Class Registration	
Trainings & conferences	1,600
Hoarding conference (2)	1,600
Human trafficking conference (1)	800
Financial empowerment conference (2)	1,600
Total	5,600
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	2,300
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, gifts, books, and other giveaway items	30,000
Total	30,000

1215 - Community Services Non-Personnel Expenditures	FY21 Proposed Budget
573000 - R&M - Machinery & Equipment	
Maintenance & supplies - copier (Ricoh MP 5002SP)	500
Total	500
Total Non-Personnel Expenditures	**1,230,307**

1216 - Homeless Services

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	264,375	282,789	271,477	283,693	12,216	4.5%
505300 - Other Taxable Comp.-Housing Stipend	3,100	2,400	3,600	2,400	(1,200)	(33.3%)
507000 - Vacation & Sick Payouts	3,669	3,830	-	-	-	0.0%
508000 - Overtime Wages	2,128	2,300	1,851	3,019	1,168	63.1%
509000 - Part-Time Wages	94,637	95,000	77,938	97,533	19,594	25.1%
510000 - FICA Taxes	27,533	29,261	28,013	30,482	2,469	8.8%
514200 - Vision Benefit	(38)	221	221	221	-	0.0%
514210 - Health Insurance	34,492	33,328	33,328	33,328	-	0.0%
514220 - Dental Benefit	825	3,951	3,951	3,951	-	0.0%
514230 - Long-Term Care Benefit	561	580	580	580	-	0.0%
514240 - Life Ins and Disability Benefit	2,382	2,858	2,844	2,953	109	3.8%
515000 - Retirement (401A)	21,137	22,624	22,624	23,640	1,016	4.5%
515100 - Retirement Health Savings (RHS)	6,395	8,546	8,546	8,546	-	0.0%
516000 - Savings Plan (401K)	7,927	8,484	8,484	8,865	381	4.5%
519000 - Tuition Reimbursement	-	-	3,500	-	(3,500)	(100.0%)
521000 - Office Supplies	1,021	900	900	900	-	0.0%
522000 - General Operating Supplies	3,122	5,800	5,800	5,600	(200)	(3.4%)
522500 - Program Activities	1,504	10,000	10,000	14,000	4,000	40.0%
525000 - Furniture/Fixture	180	750	750	750	-	0.0%
526000 - Machinery/Equipment	1,013	500	500	1,250	750	150.0%
531500 - Software Licenses	-	-	-	300	300	100.0%
531600 - Software Maintenance Agreements	1,520	1,520	1,520	2,295	775	51.0%
536000 - Miscellaneous Professional Services	1,875	5,150	5,150	5,150	-	0.0%
536300 - Contract Cleaning	593	-	-	-	-	0.0%
536400 - Contract Maintenance Services	1,090	-	-	-	-	0.0%
536500 - Investigations	188	156	-	-	-	0.0%
544000 - Dues/Memberships/Certification	340	250	250	500	250	100.0%
546000 - Conf./Seminar/Class Registration	300	500	500	500	-	0.0%
546300 - In-Service Training	185	1,580	1,580	500	(1,080)	(68.4%)

General Fund Departmental Budgets
Community & Public Relations - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
547000 - Travel Expense	28	-	-	-	-	0.0%
550000 - Electric	13,120	-	-	-	-	0.0%
550100 - Gas (Natural)	2,371	-	-	-	-	0.0%
550200 - Water	6,047	-	-	-	-	0.0%
551000 - Telephone (Landline)	560	1,160	1,160	1,160	-	0.0%
551100 - Cellular Phone	769	480	480	480	-	0.0%
552500 - Gasoline Expense	829	1,050	1,050	1,125	75	7.1%
553000 - Printing & Binding	38	100	100	200	100	100.0%
556000 - Postage	62	50	50	50	-	0.0%
557000 - Uniforms/ Laundry	(10)	-	-	-	-	0.0%
560000 - Miscellaneous	16,807	16,000	16,000	16,500	500	3.1%
572000 - R&M - Buildings & Facilities	5,042	-	-	-	-	0.0%
573000 - R&M - Machinery & Equipment	-	300	300	300	-	0.0%
574000 - R&M - Vehicles	438	600	600	600	-	0.0%
Total	528,156	543,018	513,648	551,371	37,723	7.3%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	469,123	496,172	466,958	499,211	32,253	6.9%
Operating	59,033	46,846	46,690	52,160	5,470	11.7%
Total	528,156	543,018	513,648	551,371	37,723	7.3%

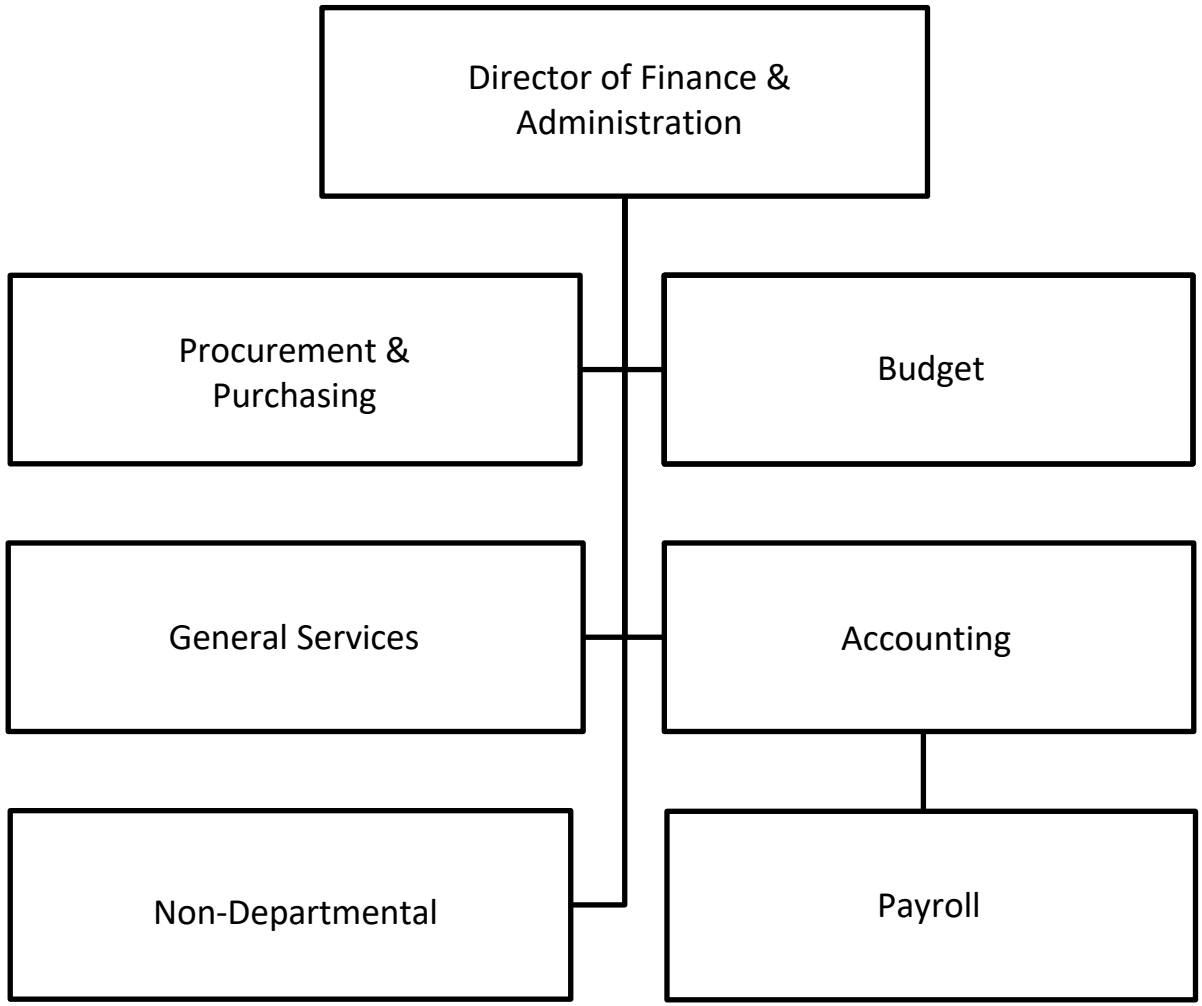
1216 - Homeless Services Non-Personnel Expenditures	FY21 Proposed Budget
521000 - Office Supplies	
Miscellaneous office supplies	900
Total	900
522000 - General Operating Supplies	
Program supplies and expenses (WRH & DeSellum) trash bags, paper towels	5,600
Total	5,600
522500 - Program Activities	
Community outreach and education and Recovery Month activities	5,000
Narcotics Anonymous annual convention	2,000
Team building activities	2,000
Vocational and career counseling services including funds for transportation and workshops	5,000
Total	14,000
525000 - Furniture/Fixture	
Desk and chair replacement	500
Replace rugs in the two front rooms	250
Total	750
526000 - Machinery/Equipment	
Additional camera for upper parking lot	1,000
Miscellaneous computer devices & supplies	250
Total	1,250
531500 - Software Licenses	
Additional Milestone camera license	300
Total	300
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (9)	2,295
Total	2,295
536000 - Miscellaneous Professional Services	
Pest control	5,000
Shredder box	150
Total	5,150

1216 - Homeless Services Non-Personnel Expenditures	FY21 Proposed Budget
544000 - Dues/Memberships/Certification	
Professional counselor certification	250
Division Manager peer specialist certification	250
Total	500
546000 - Conf./Seminar/Class Registration	
Case management training	500
Total	500
546300 - In-Service Training	
Staff development workshops	500
Total	500
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	1,125
Total	1,125
553000 - Printing & Binding	
Printing for outreach and education	200
Total	200
556000 - Postage	
Advertising, mailings, solicitations	50
Total	50
560000 - Miscellaneous	
Food for Wells/Robertson House residents	16,500
Total	16,500
573000 - R&M - Machinery & Equipment	
Miscellaneous repairs	300
Total	300

1216 - Homeless Services Non-Personnel Expenditures	FY21 Proposed Budget
574000 - R&M - Vehicles	
Vehicle maintenance (1 unit)	600
Total	600
Total Non-Personnel Expenditures	**52,160**

Wells-Robertson House

DEPARTMENT OF FINANCE & ADMINISTRATION



General Fund Departmental Budget

Department Overview - Finance & Administration

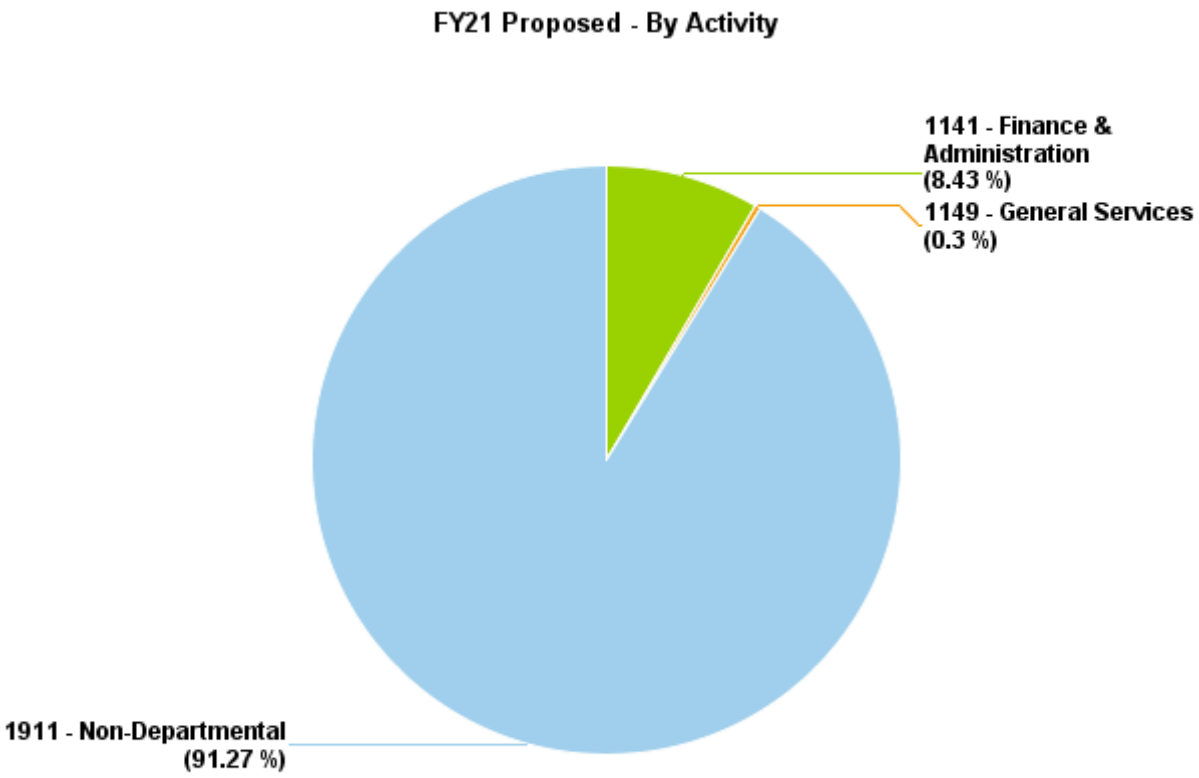
FY21 Budget

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	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Activity						
1141 - Finance & Administration	1,331,736	1,500,419	1,590,485	1,709,453	118,968	7.5%
1149 - General Services	49,251	55,778	54,176	61,356	7,180	13.3%
1911 - Non-Departmental	22,631,701	16,852,841	17,041,746	18,506,553	1,464,807	8.6%
Total	24,012,688	18,409,038	18,686,407	20,277,362	1,590,955	8.5%



General Fund Departmental Budget

Department Overview - Finance & Administration

FY21 Budget

Finance & Administration Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Category						
Personnel Services	2,070,477	2,248,646	2,458,197	2,646,242	188,045	7.6%
Operating	2,140,603	2,500,037	2,317,845	2,394,573	76,728	3.3%
Capital	-	-	-	-	-	0.0%
Transfers	19,505,777	13,410,365	13,410,365	14,736,547	1,326,182	9.9%
Contingency	295,831	249,990	500,000	500,000	-	0.0%
Total	24,012,688	18,409,038	18,686,407	20,277,362	1,590,955	8.5%

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1141 - Finance & Administration			
Administrative Assistant II	1	1	1
Accounting Specialist	1	1	1
Staff Accountant	1	1	0
Senior Budget Analyst	0	1	1
Procurement Manager	1	1	0
Budget & Procurement Analyst	1	0	0
Procurement Division Chief	1	1	1
Payroll Coordinator	1	1	1
Finance Systems Support Manager	0	0	1
Assistant Comptroller	1	1	0
Accountant II	0	0	1
Chief Accountant	0	0	1
Senior Accounting Technician	1	1	1
Director of Finance & Administration	1	1	1
Comptroller	1	1	1
Part-Time Personnel	0	0	0.26
Subtotal	**11**	**11**	**11.26**
Full-Time Personnel	11	11	11
Part-Time Personnel	0	0	0.26
Total	**11**	**11**	**11.26**

1141 - Finance & Administration

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
531000 - IT (Non-Consultant) Services	22,772	70,678	47,906
IT related increases for Kronos upgrade - $35,000 and Munis consulting - $10,000			
536000 - Miscellaneous Professional Services	83,400	73,400	(10,000)
Moved Munis consulting to IT (Non-Consultant) Services.			
573000 - R&M - Machinery & Equipment	596	6,450	5,854
Reclassification of timeclocks from the pooled account to Finance by IT dept.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	789,064	835,383	921,672	955,113	33,441	3.6%
505200 - Other Taxable Comp.-GFIT	1,399	1,428	2,016	2,352	336	16.7%
505300 - Other Taxable Comp.-Housing Stipend	9,000	9,600	9,900	9,600	(300)	(3.0%)
507000 - Vacation & Sick Payouts	9,677	9,700	-	-	-	0.0%
508000 - Overtime Wages	105	-	200	200	-	0.0%
509000 - Part-Time Wages	-	-	-	7,995	7,995	100.0%
510000 - FICA Taxes	58,976	64,750	74,220	75,811	1,591	2.1%
514200 - Vision Benefit	486	787	950	913	(37)	(3.9%)
514210 - Health Insurance	110,542	140,328	144,694	158,672	13,978	9.7%
514220 - Dental Benefit	5,542	8,393	9,584	9,570	(14)	(0.1%)
514230 - Long-Term Care Benefit	1,243	1,359	1,602	1,595	(7)	(0.4%)
514240 - Life Ins and Disability Benefit	7,014	8,485	9,370	9,369	(1)	(0.0%)
515000 - Retirement (401A)	62,554	66,831	76,806	79,594	2,788	3.6%
515100 - Retirement Health Savings (RHS)	8,678	6,272	8,976	4,703	(4,273)	(47.6%)
515200 - Medicare Retirement Health Savings (RHS)	4,308	8,116	10,084	12,000	1,916	19.0%
516000 - Savings Plan (401K)	22,946	25,061	28,802	29,847	1,045	3.6%
519000 - Tuition Reimbursement	-	3,500	3,500	3,500	-	0.0%
521000 - Office Supplies	5,855	4,500	4,500	4,500	-	0.0%
525000 - Furniture/Fixture	170	500	1,000	1,000	-	0.0%
526000 - Machinery/Equipment	109	500	1,500	1,500	-	0.0%

General Fund Departmental Budgets
Finance & Administration - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
530000 - Accounting & Audit	16,750	47,000	44,000	47,000	3,000	6.8%
531000 - IT (Non-Consultant) Services	27,665	25,900	22,772	70,678	47,906	210.4%
531600 - Software Maintenance Agreements	86,875	118,073	95,841	98,791	2,950	3.1%
536000 - Miscellaneous Professional Services	73,484	76,000	83,400	73,400	(10,000)	(12.0%)
541000 - Advertising	5,077	3,500	3,500	3,500	-	0.0%
542000 - Awards & Presentations	930	1,185	1,000	1,185	185	18.5%
544000 - Dues/Memberships/Certification	2,724	3,500	3,525	3,465	(60)	(1.7%)
545000 - Publications/ Resource Material	-	578	-	500	500	100.0%
546000 - Conf./Seminar/Class Registration	10,039	8,500	8,925	13,000	4,075	45.7%
546300 - In-Service Training	90	-	-	-	-	0.0%
547000 - Travel Expense	5,884	12,800	12,800	17,700	4,900	38.3%
551100 - Cellular Phone	-	2,500	-	1,200	1,200	100.0%
553000 - Printing & Binding	132	60	-	-	-	0.0%
556000 - Postage	3,067	4,000	4,000	4,000	-	0.0%
556500 - Messenger Services	95	234	-	-	-	0.0%
560000 - Miscellaneous	626	500	750	750	-	0.0%
573000 - R&M - Machinery & Equipment	628	596	596	6,450	5,854	982.2%
Total	1,331,736	1,500,419	1,590,485	1,709,453	118,968	7.5%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,091,535	1,189,993	1,302,376	1,360,834	58,458	4.5%
Operating	240,201	310,426	288,109	348,619	60,510	21.0%
Total	1,331,736	1,500,419	1,590,485	1,709,453	118,968	7.5%

1141 - Finance & Administration Non-Personnel Expenditures	FY21 Proposed 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	47,000
Total	47,000
531000 - IT (Non-Consultant) Services	
Kronos upgrade	35,000
Munis consulting	10,000
Service - ADP Payroll Processing	25,000
Service - software (Adobe Acrobat Pro DC) (6)	678
Total	70,678
531600 - Software Maintenance Agreements	
Maintenance - software (Kronos)	24,412
Maintenance - software (Munis)	44,045
Maintenance - software (Sherpa)	25,566
Maintenance - software (Microsoft CALs) (11)	2,805
Maintenance - software (Business Objects Reporting) (10)	1,963
Total	98,791
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
Total	73,400

General Fund Departmental Budgets
Finance & Administration - Activity Analysis
FY21 Budget

1141 - Finance & Administration Non-Personnel Expenditures	FY21 Proposed Budget
541000 - Advertising	
Publication of budget & constant yield notices	3,500
Total	3,500
542000 - Awards & Presentations	
GFOA Application for Budget Award	575
GFOA Application for CAFR Award	610
Total	1,185
544000 - Dues/Memberships/Certification	
American Institute of CPAs (2)	995
GFOA (6)	1,050
ICMA (1)	150
Maryland CPA membership (2)	720
MDGFOA (4)	200
National Institute of Government Purchasing (1)	300
Sam's Club	50
Total	3,465
545000 - Publications/ Resource Material	
Publications	500
Total	500
546000 - Conf./Seminar/Class Registration	
GFOA (3)	2,400
GFOA budgeting	1,050
Kronos (3)	3,000
MACPA (3)	750
MDGFOA (4)	3,000
National Institute of Government Purchasing Forum	1,800
Fred Pryor and other courses (5)	1,000
Total	13,000

General Fund Departmental Budgets
Finance & Administration - Activity Analysis
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1141 - Finance & Administration Non-Personnel Expenditures	FY21 Proposed Budget
547000 - Travel Expense	
GFOA Conference (2)	4,000
Kronos conference (3)	3,500
MDGFOA Conferences (4)	2,500
Munis conference (3)	2,500
GFOA budget conference	1,300
National Institute of Government Purchasing Conference	1,900
Fred Pryor, ADP and others	2,000
Total	17,700
551100 - Cellular Phone	
Cellphone, iPad	720
Service - mobile device data plan (1)	480
Total	1,200
556000 - Postage	
Vendor checks, w-2s, 1099s	4,000
Total	4,000
560000 - Miscellaneous	
Miscellaneous	750
Total	750
573000 - R&M - Machinery & Equipment	
Maintenance & supplies - copier (Ricoh MP 5002SP)	600
Maintenance - hardware (timeclocks)	5,850
Total	6,450
Total Non-Personnel Expenditures	**348,619**

1149 - General Services

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
553000 - Printing & Binding	-	5,500	5,500
To centralized the Citywide business card printing with enhance software - Business Card Star			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
521000 - Office Supplies	11,676	11,500	11,500	12,500	1,000	8.7%
522000 - General Operating Supplies	300	-	-	-	-	0.0%
531000 - IT (Non-Consultant) Services	3,646	3,695	3,695	3,740	45	1.2%
531600 - Software Maintenance Agreements	16,851	16,852	16,850	16,850	-	0.0%
552500 - Gasoline Expense	-	200	200	200	-	0.0%
553000 - Printing & Binding	282	5,500	-	5,500	5,500	100.0%
556000 - Postage	4,288	6,000	6,000	6,000	-	0.0%
560000 - Miscellaneous	750	-	-	-	-	0.0%
567000 - Rental & Use	1,289	2,000	5,900	5,900	-	0.0%
573000 - R&M - Machinery & Equipment	10,168	10,031	10,031	10,666	635	6.3%
Total	49,251	55,778	54,176	61,356	7,180	13.3%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	49,251	55,778	54,176	61,356	7,180	13.3%
Total	49,251	55,778	54,176	61,356	7,180	13.3%

General Fund Departmental Budgets
Finance & Administration - Activity Analysis
FY21 Budget

1149 - General Services Non-Personnel Expenditures	FY21 Proposed Budget
521000 - Office Supplies	
Citywide office supplies	12,000
Machinery and equipment	500
Total	12,500
531000 - IT (Non-Consultant) Services	
Service - software (Constant Contact)	2,170
Service - software (Haines Criss Cross)	1,570
Total	3,740
531600 - Software Maintenance Agreements	
Maintenance - software (Laserfiche)	16,850
Total	16,850
552500 - Gasoline Expense	
87 Octane fuel for one unit	200
Total	200
553000 - Printing & Binding	
Service - software (Business Card Star)	5,500
Total	5,500
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)	996
Maintenance & supplies - copier (Ricoh - color printing) (2)	9,670
Total	10,666
Total Non-Personnel Expenditures	**61,356**

1911 - Non-Departmental

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536000 - Miscellaneous Professional Services	862,844	840,560	(22,284)
Primarily due to photo radar contract rate being lower in FY21 and outer years – down from over $66,887 per month to $64,880 per month between FY20 and FY21.			
560000 - Miscellaneous	239,000	203,780	(35,220)
Reduction is due to removal of funding for bike share operational costs based on dismissal of operational agreement by the Mayor and City Council.			
563000 - Insurance - Not Payroll	396,000	387,000	(9,000)
LGIT claims & deductible estimates reduced by $15,000, while Premium went up slightly by $6,000			
564000 - Tax Abatement	284,292	360,725	76,433
Increased due to Asbury properties that were not included after the subdivision, as well as the increase due to last assessment resulting from the 10% cap limit.			
589201 - Transfer to Stormwater	1,232,365	169,547	(1,062,818)
City stopped providing subsidy to Stormwater.			
589300 - Transfer to Capital Funds	6,350,000	8,200,000	1,850,000
The transfer to CIP fluctuates annually based on projects need.			
589350 - Transfer to Asset Replacement	2,488,000	2,827,000	339,000
The transfer increase is due to increases in asset values resulting from recent replacements.			
589853 - Transfer to OPEB	3,100,000	3,300,000	200,000
The increase is based on OPEB Trustees recommendation to gradually increase funding for OPEB annually.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
507000 - Vacation & Sick Payouts	-	-	354,000	354,000	-	0.0%
512000 - State Unemployment Tax	9,561	-	15,240	10,500	(4,740)	(31.1%)
513000 - Workers' Comp.	602,820	503,991	407,721	542,048	134,327	32.9%
513100 - Employee Advance/ Worker's Comp.	(2,793)	-	-	-	-	0.0%
514000 - Group Health/Life Insurance	1,598	-	-	-	-	0.0%
514100 - Group Insurance/Retirees	(1,618)	-	-	-	-	0.0%
514200 - Vision Benefit	2,203	2,300	2,300	2,300	-	0.0%
514210 - Health Insurance	334,591	535,162	360,000	360,000	-	0.0%
514220 - Dental Benefit	17,417	17,200	16,560	16,560	-	0.0%

General Fund Departmental Budgets
Finance & Administration - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
514300 - Retiree Share/Insurance	15,629	-	-	-	-	0.0%
514400 - Retiree Cellular Phone	(9)	-	-	-	-	0.0%
514600 - Cobra Coverage	(458)	-	-	-	-	0.0%
530000 - Accounting & Audit	31,499	32,000	36,000	32,000	(4,000)	(11.1%)
536000 - Miscellaneous Professional Services	890,341	863,644	862,844	840,560	(22,284)	(2.6%)
543000 - Contributions	5,000	5,000	5,000	5,000	-	0.0%
544000 - Dues/Memberships/Certification	103,286	151,245	151,624	154,733	3,109	2.1%
551100 - Cellular Phone	12	-	-	-	-	0.0%
553000 - Printing & Binding	413	800	800	800	-	0.0%
560000 - Miscellaneous	174,435	238,395	239,000	203,780	(35,220)	(14.7%)
563000 - Insurance - Not Payroll	379,164	396,000	396,000	387,000	(9,000)	(2.3%)
564000 - Tax Abatement	267,001	446,749	284,292	360,725	76,433	26.9%
580000 - Contingency	295,831	249,990	500,000	500,000	-	0.0%
589201 - Transfer to Stormwater	1,215,977	1,232,365	1,232,365	169,547	(1,062,818)	(86.2%)
589202 - Transfer to Housing	240,000	240,000	240,000	240,000	-	0.0%
589300 - Transfer to Capital Funds	10,875,800	6,350,000	6,350,000	8,200,000	1,850,000	29.1%
589350 - Transfer to Asset Replacement	2,174,000	2,488,000	2,488,000	2,827,000	339,000	13.6%
589853 - Transfer to OPEB	5,000,000	3,100,000	3,100,000	3,300,000	200,000	6.5%
Total	22,631,701	16,852,841	17,041,746	18,506,553	1,464,807	8.6%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	978,942	1,058,653	1,155,821	1,285,408	129,587	11.2%
Operating	1,851,151	2,133,833	1,975,560	1,984,598	9,038	0.5%
Transfers	19,505,777	13,410,365	13,410,365	14,736,547	1,326,182	9.9%
Contingency	295,831	249,990	500,000	500,000	-	0.0%
Total	22,631,701	16,852,841	17,041,746	18,506,553	1,464,807	8.6%

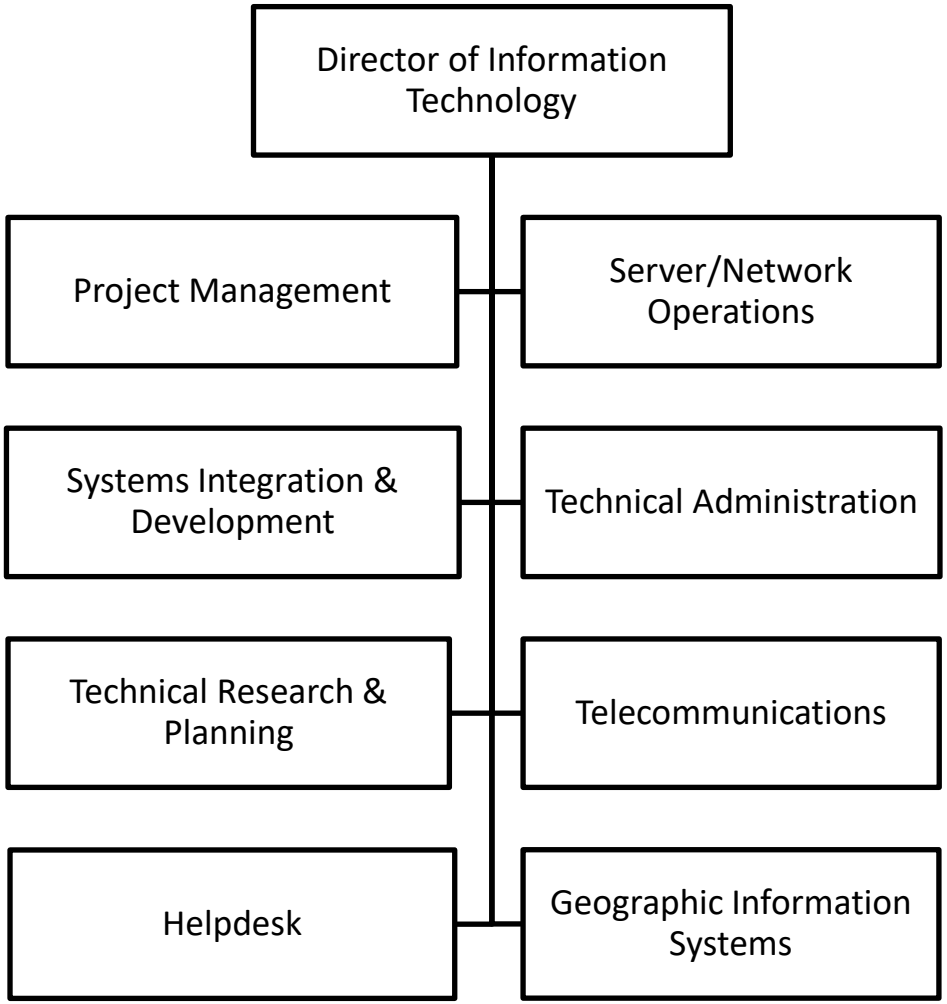
General Fund Departmental Budgets
Finance & Administration - Activity Analysis
FY21 Budget

1911 - Non-Departmental Non-Personnel Expenditures	FY21 Proposed Budget
530000 - Accounting & Audit	
Bank processing fees (BOA)	32,000
Total	32,000
536000 - Miscellaneous Professional Services	
Parking ticket collections (revenue supported) - Complus	30,000
Photo radar fines - (revenue supported, $64,880/ month)	778,560
State aid consultation	32,000
Total	840,560
543000 - Contributions	
Fireman's Fund - GWGVFD	5,000
Total	5,000
544000 - Dues/Memberships/Certification	
Maryland Municipal League	39,025
Metropolitan Washington COG - Dues	55,413
Metropolitan Washington COG - Regional Enivronmental Fund	9,880
National League of Cities	6,247
Metropolitan Washington COG - UASI Transition MOU's	44,168
Total	154,733
553000 - Printing & Binding	
New letterhead	800
Total	800
560000 - Miscellaneous	
Conference & Visitors Bureau (4% of hotel tax collections)	42,320
Montgomery County tax billing charge (54,000 lines at $2.99 per line)	161,460
Total	203,780
563000 - Insurance - Not Payroll	
Property & Liability Ins (LGIT) - Claims & Deductible	127,000
Property & Liability Ins (LGIT) - Premiums	260,000
Total	387,000

General Fund Departmental Budgets
Finance & Administration - Activity Analysis
FY21 Budget

1911 - Non-Departmental Non-Personnel Expenditures	FY21 Proposed Budget
564000 - Tax Abatement	
Asbury Methodist Village (2021)	260,850
Johnson (2022)	69,600
Trad LLC (21 of 100)	525
Darnestown Valley (payment 4 of 5)	29,750
Total	360,725
580000 - Contingency	
Contingency	500,000
Total	500,000
589201 - Transfer to Stormwater	
City properties	141,193
Hardship funding	28,354
Total	169,547
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 recurring capital projects	1,062,818
FY21 Increased Transfer Allotment	2,958,682
Total	8,200,000
589350 - Transfer to Asset Replacement	
Gaithersburg television	28,000
City vehicles and Public Works equipment	2,054,000
Police equipment	49,000
Parks, Recreation & Culture	164,000
IT and security	532,000
Total	2,827,000
589853 - Transfer to OPEB	
Transfer to OPEB Trust	3,300,000
Total	3,300,000
Total Non-Personnel Expenditures	**17,221,145**

DEPARTMENT OF INFORMATION TECHNOLOGY



General Fund Departmental Budget

Department Overview - Information Technology

FY21 Budget

Services Provided

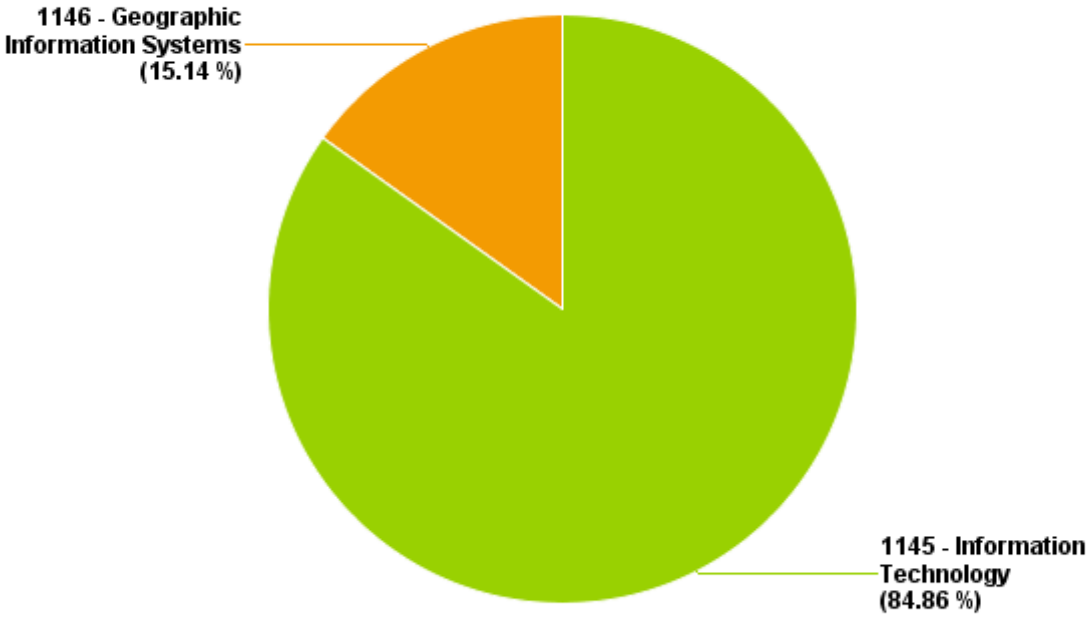
The Information Technology Department consists of the Information Technology activity and the Geographic Information Systems activity.

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 and services, GIS data purchases and subscriptions, GIS user support and training, and GIS map services and applications.

Information Technology Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Activity						
1145 - Information Technology	1,753,241	1,823,556	1,809,484	1,965,880	156,396	8.6%
1146 - Geographic Information Systems	300,133	340,422	328,073	350,601	22,528	6.9%
Total	2,053,374	2,163,978	2,137,558	2,316,481	178,923	8.4%

FY21 Proposed - By Activity



General Fund Departmental Budget

Department Overview - Information Technology

FY21 Budget

Information Technology Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Category						
Personnel Services	1,716,613	1,773,120	1,742,810	1,871,171	128,361	7.4%
Operating	336,161	390,858	394,748	445,310	50,562	12.8%
Capital	600	-	-	-	-	0.0%
Total	2,053,374	2,163,978	2,137,558	2,316,481	178,923	8.4%

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1145 - Information Technology			
Network Operations Specialist I	3	2	2
Network Operations Specialist II	0	1	0
Network Operations Specialist III	0	0	1
IT Project Manager I	1	1	1
IT Project Manager III	2	2	2
Network Operations Division Manager	1	1	1
Business Systems Division Manager	1	1	1
Helpdesk Technician I	2	2	3
Helpdesk Manager	1	1	1
Director of Information Technology	1	1	1
Part-Time Personnel	0.87	0.92	0.92
Subtotal	**12.87**	**12.92**	**13.92**
1146 - Geographic Information Systems			
GIS Division Manager	1	1	1
GIS Specialist I	1	1	0
GIS Specialist II	0	0	1
Part-Time Personnel	0	0.12	0
Subtotal	**2**	**2.12**	**2**
Full-Time Personnel	14	14	15
Part-Time Personnel	0.87	1.04	0.92
Total	**14.87**	**15.04**	**15.92**

1145 - Information Technology

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
531000 - IT (Non-Consultant) Services	57,768	89,305	31,537

IT Services increased by $31,537 due to the addition of 2 cybersecurity services and the inclusion of 2 other security services into the operating budget for the first time after their first 3 years of service had been paid as part of the initial purchase of the associated security device. In addition, $4,800 of the increase is due to the recharacterization of another security product from software maintenance (531600) to a service.

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	1,053,088	1,069,443	1,064,110	1,134,856	70,746	6.6%
505200 - Other Taxable Comp.-GFIT	1,292	1,344	1,344	1,680	336	25.0%
505300 - Other Taxable Comp.-Housing Stipend	3,400	-	3,600	-	(3,600)	(100.0%)
507000 - Vacation & Sick Payouts	11,940	11,900	-	-	-	0.0%
508000 - Overtime Wages	14,760	10,000	14,000	14,000	-	0.0%
509000 - Part-Time Wages	25,974	26,000	23,513	27,580	4,066	17.3%
510000 - FICA Taxes	80,576	84,670	86,035	91,542	5,507	6.4%
514200 - Vision Benefit	374	887	810	982	172	21.2%
514210 - Health Insurance	145,167	149,127	151,659	164,107	12,448	8.2%
514220 - Dental Benefit	7,239	10,900	11,423	11,911	488	4.3%
514230 - Long-Term Care Benefit	1,068	1,707	1,740	1,886	146	8.4%
514240 - Life Ins and Disability Benefit	9,030	10,735	10,278	10,765	487	4.7%
515000 - Retirement (401A)	84,247	85,555	88,676	94,571	5,895	6.6%
515100 - Retirement Health Savings (RHS)	8,529	11,469	8,976	13,250	4,274	47.6%
515200 - Medicare Retirement Health Savings (RHS)	-	3,541	-	6,000	6,000	100.0%
516000 - Savings Plan (401K)	27,282	29,155	30,324	32,403	2,079	6.9%
519000 - Tuition Reimbursement	2,912	3,500	-	3,500	3,500	100.0%
521000 - Office Supplies	50	50	200	1,700	1,500	750.0%
522000 - General Operating Supplies	26	30	-	-	-	0.0%
525000 - Furniture/Fixture	351	2,044	1,000	500	(500)	(50.0%)
526000 - Machinery/Equipment	26,735	29,000	29,000	28,000	(1,000)	(3.4%)
531000 - IT (Non-Consultant) Services	46,898	65,000	57,768	89,305	31,537	54.6%

General Fund Departmental Budgets
Information Technology - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
531500 - Software Licenses	9,828	10,000	18,000	15,000	(3,000)	(16.7%)
531600 - Software Maintenance Agreements	86,848	90,000	89,825	93,255	3,430	3.8%
536000 - Miscellaneous Professional Services	-	-	-	3,000	3,000	100.0%
536500 - Investigations	188	125	-	-	-	0.0%
542000 - Awards & Presentations	-	-	100	-	(100)	(100.0%)
544000 - Dues/Memberships/Certification	-	-	300	-	(300)	(100.0%)
545000 - Publications/ Resource Material	-	-	200	100	(100)	(50.0%)
546000 - Conf./Seminar/Class Registration	10,095	15,000	15,500	15,500	-	0.0%
547000 - Travel Expense	3,173	6,000	4,600	6,100	1,500	32.6%
551000 - Telephone (Landline)	26,768	28,000	28,000	32,500	4,500	16.1%
551100 - Cellular Phone	8,669	9,000	9,320	9,320	-	0.0%
552500 - Gasoline Expense	114	150	-	-	-	0.0%
556000 - Postage	42	130	50	50	-	0.0%
556500 - Messenger Services	-	50	100	100	-	0.0%
560000 - Miscellaneous	270	500	500	500	-	0.0%
573000 - R&M - Machinery & Equipment	55,709	58,533	58,533	61,917	3,384	5.8%
574000 - R&M - Vehicles	-	11	-	-	-	0.0%
592000 - Software	600	-	-	-	-	0.0%
Total	1,753,241	1,823,556	1,809,484	1,965,880	156,396	8.6%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,476,877	1,509,933	1,496,488	1,609,033	112,545	7.5%
Operating	275,764	313,623	312,996	356,847	43,851	14.0%
Capital	600	-	-	-	-	0.0%
Total	1,753,241	1,823,556	1,809,484	1,965,880	156,396	8.6%

General Fund Departmental Budgets
Information Technology - Activity Analysis
FY21 Budget

1145 - Information Technology Non-Personnel Expenditures	FY21 Proposed Budget
521000 - Office Supplies	
Miscellaneous office supplies	1,700
Total	1,700
525000 - Furniture/Fixture	
Miscellaneous furniture	500
Total	500
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	28,000
Total	28,000

General Fund Departmental Budgets
Information Technology - Activity Analysis
FY21 Budget

1145 - Information Technology Non-Personnel Expenditures	FY21 Proposed Budget
531000 - IT (Non-Consultant) Services	
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 (Milestone support)	400
Service - software (MobileIron - MDM)	2,700
Service - RCN	215
Service - software (Splashtop Mirroring360)	30
Service - software (Sprout Video)	300
Service - software (Suitcase Fusion)	2,500
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
Service - software (Adobe Acrobat Pro DC) (5)	565
Service - software (Adobe Creative Cloud for Teams) (2)	1,486
Service - software (Basecamp)	1,000
Service - software (Cisco ESA SW bundle)	6,500
Service - software (Cisco ESA Malware Protect)	2,800
Service - software (Cisco ESA Email McAfee AV)	3,052
Service - software (Cisco ESA Safe Unsubscribe)	1,067
Service - software (Cisco FW Firepower)	4,773
Service - software (Cisco AMP)	5,398
Service - software (Cisco Umbrella)	5,667
Total	89,305
531500 - Software Licenses	
Miscellaneous utilities & Citywide licenses	15,000
Total	15,000

General Fund Departmental Budgets
Information Technology - Activity Analysis
FY21 Budget

1145 - Information Technology Non-Personnel Expenditures	FY21 Proposed Budget
531600 - Software Maintenance Agreements	
Maintenance - software (Equitrac)	1,183
Maintenance - software (Idera SQL Diagnostics Monitor)	2,196
Maintenance - software (Milestone)	5,747
Maintenance - software (Netmotion Diagnostics)	320
Maintenance - software (Netmotion Mobile IQ)	363
Maintenance - software (Netmotion Mobility)	3,851
Maintenance - software (Software House C-Cure 9000)	1,110
Maintenance - software (Track-IT!)	3,047
Maintenance - software (TreeSize Professional) (5)	280
Maintenance - software (vCenter Server STD)	1,464
Maintenance - software (VMWare vRealize Operations)	2,434
Maintenance - software (vSphere 6 Enterprise) (4)	6,817
Maintenance - software (Microsoft CALs) (37)	9,435
Maintenance - software (Microsoft EA Server OS Licenses)	10,000
Maintenance - software (Microsoft EA SQL Server Licenses) (3)	12,000
Maintenance - software (Microsoft EA Server Product Licenses)	7,000
Maintenance - software (Adaxes)	1,242
Maintenance - software (Cerebus FTP)	750
Maintenance - software (Commvault)	23,721
Maintenance - software (Deep Freeze)	295
Total	93,255
536000 - Miscellaneous Professional Services	
Miscellaneous IT consulting	3,000
Total	3,000
545000 - Publications/ Resource Material	
Miscellaneous training and reference books	100
Total	100
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

1145 - Information Technology Non-Personnel Expenditures	FY21 Proposed Budget
547000 - Travel Expense	
Airfare	1,500
Hotel and food	4,400
Local travel expense for staff mileage reimbursement	200
Total	6,100
551000 - Telephone (Landline)	
Mitel SIP service	600
Miscellaneous telephone services	400
Windstream PRI circuits (4)	31,500
Total	32,500
551100 - Cellular Phone	
Cell phone replacements	200
Cell phone service (8)	5,760
Service - mobile device data plan for spare MiFi device	480
Service - mobile device data plan (6)	2,880
Total	9,320
556000 - Postage	
Postage	50
Total	50
556500 - Messenger Services	
Courier services	100
Total	100
560000 - Miscellaneous	
Miscellaneous	500
Total	500
573000 - R&M - Machinery & Equipment	
Maintenance - Dell servers	7,000
Maintenance - F5 load balancers	5,300
Maintenance - Network Appliance storage servers	9,533
Maintenance - misc. computer hardware	4,000
Maintenance - audio-visual equipment	484
Maintenance - Cisco network equipment	35,600
Total	61,917

1145 - Information Technology Non-Personnel Expenditures	FY21 Proposed Budget
Total Non-Personnel Expenditures	356,847

1146 - Geographic Information Systems

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
531000 - IT (Non-Consultant) Services	12,627	19,133	6,506

IT Services increased by $6,506 to return close to its FY19 level after a one-time conversion in FY20 of consulting services to part-time wages (509000).

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	177,736	194,645	177,961	195,268	17,307	9.7%
505200 - Other Taxable Comp.-GFIT	118	336	336	336	-	0.0%
509000 - Part-Time Wages	3,203	3,075	5,000	-	(5,000)	(100.0%)
510000 - FICA Taxes	13,222	15,150	14,207	15,586	1,380	9.7%
514200 - Vision Benefit	(23)	128	129	129	-	0.0%
514210 - Health Insurance	23,669	24,867	24,867	24,867	-	0.0%
514220 - Dental Benefit	962	1,321	1,321	1,321	-	0.0%
514230 - Long-Term Care Benefit	199	297	290	290	-	0.0%
514240 - Life Ins and Disability Benefit	1,608	1,956	1,819	1,966	147	8.1%
515000 - Retirement (401A)	14,219	15,572	14,831	16,273	1,442	9.7%
516000 - Savings Plan (401K)	4,822	5,840	5,561	6,102	541	9.7%
521000 - Office Supplies	9	20	100	50	(50)	(50.0%)
525000 - Furniture/Fixture	364	-	250	250	-	0.0%
526000 - Machinery/Equipment	120	100	1,000	500	(500)	(50.0%)
531000 - IT (Non-Consultant) Services	13,268	12,627	12,627	19,133	6,506	51.5%
531500 - Software Licenses	7,279	-	2,000	2,000	-	0.0%
531600 - Software Maintenance Agreements	33,057	56,000	56,155	56,285	130	0.2%
536500 - Investigations	63	-	-	-	-	0.0%
542000 - Awards & Presentations	-	-	50	50	-	0.0%
544000 - Dues/Memberships/Certification	100	-	300	300	-	0.0%
545000 - Publications/ Resource Material	130	75	300	200	(100)	(33.3%)
546000 - Conf./Seminar/Class Registration	2,697	3,970	3,970	3,970	-	0.0%
547000 - Travel Expense	2,332	3,500	3,500	3,850	350	10.0%
551100 - Cellular Phone	920	800	1,300	1,200	(100)	(7.7%)

General Fund Departmental Budgets
Information Technology - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
556000 - Postage	6	-	50	-	(50)	(100.0%)
556500 - Messenger Services	-	-	50	50	-	0.0%
560000 - Miscellaneous	54	143	100	100	-	0.0%
573000 - R&M - Machinery & Equipment	-	-	-	525	525	100.0%
Total	300,133	340,422	328,073	350,601	22,528	6.9%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	239,735	263,187	246,321	262,138	15,817	6.4%
Operating	60,397	77,235	81,752	88,463	6,711	8.2%
Total	300,133	340,422	328,073	350,601	22,528	6.9%

1146 - Geographic Information Systems Non-Personnel Expenditures	FY21 Proposed Budget
521000 - Office Supplies	
Miscellaneous office supplies	50
Total	50
525000 - Furniture/Fixture	
Miscellaneous furniture	250
Total	250
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	500
Total	500
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Creative Cloud for Teams) (2)	1,486
Service - software (GIS - ArcGIS Urban) (1)	1,500
Service - software (GIS - Business Analyst) (1)	500
Service - software (GIS - Community Analyst) (1)	500
Service - software (Keynet Position Correction)	1,000
Service - software (Pictometry Online)	2,950
Service - data (Maponics - Postal Routes)	197
GIS consulting - Casual User Toolbar	3,000
GIS consulting - Data Updates (Centerlines, Planimetrics)	5,000
GIS consulting - Tax Import SSIS Package	3,000
Total	19,133
531500 - Software Licenses	
Miscellaneous utilities & Citywide GIS licenses	2,000
Total	2,000
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (2)	510
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	56,285

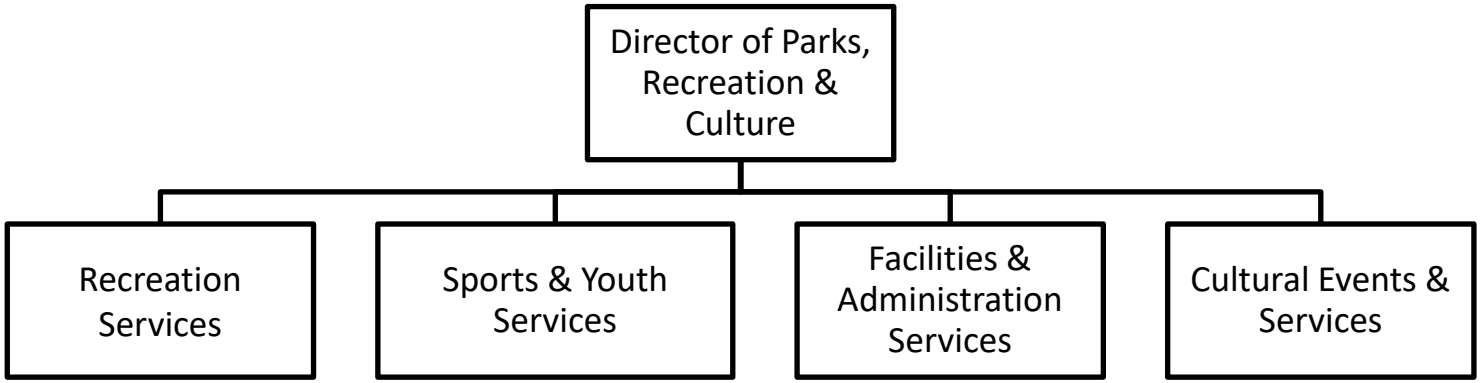
General Fund Departmental Budgets
Information Technology - Activity Analysis
FY21 Budget

1146 - Geographic Information Systems Non-Personnel Expenditures	FY21 Proposed Budget
542000 - Awards & Presentations	
Miscellaneous Awards & Presentations	50
Total	50
544000 - Dues/Memberships/Certification	
GIS user group fees	300
Total	300
545000 - Publications/ Resource Material	
Miscellaneous training and reference books	200
Total	200
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)	2,150
Fed UC	50
Other GIS meetings	100
ESRI Mid-Atlantic User Conference	1,400
Local travel expense mileage reimbursement for staff	150
Total	3,850
551100 - Cellular Phone	
Cell phone service (1)	720
Service - mobile device data plan (1)	480
Total	1,200
556500 - Messenger Services	
Courier services	50
Total	50
560000 - Miscellaneous	
Miscellaneous	100
Total	100

1146 - Geographic Information Systems Non-Personnel Expenditures	FY21 Proposed Budget
573000 - R&M - Machinery & Equipment	
Maintenance - Trimble GIS Handheld	525
Total	525
Total Non-Personnel Expenditures	**88,463**

Constitution Gardens

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.

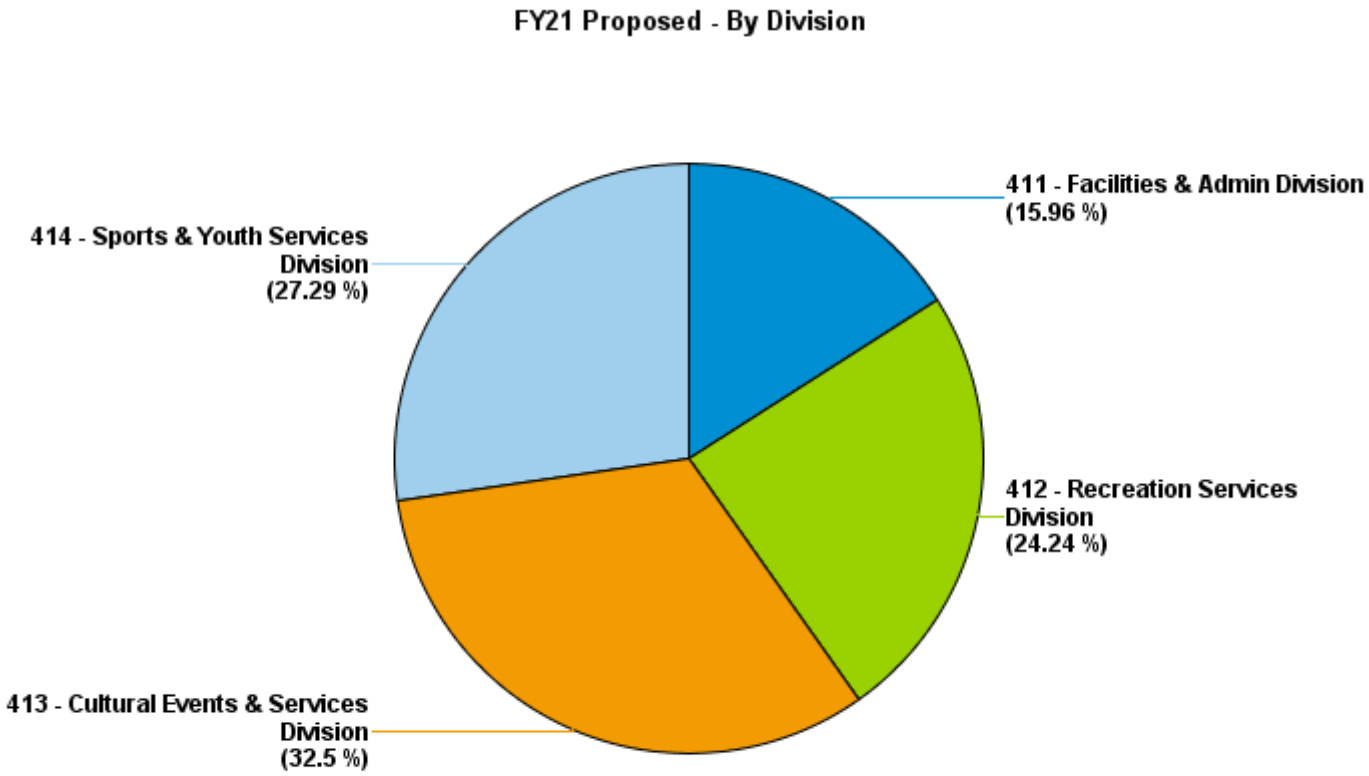
The Cultural Events and Services Division is supported by the following six activities. Casey Community Center - 1421 serves as a location for civic, social and recreational activities for the community. Arts Barn - 1423 provides performances and enriching experiences in the performing and visual arts, and arts education 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, dessert 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, arts and crafts, 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
FY21 Budget

Parks, Recreation & Culture Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
411 - Facilities & Admin Division						
1411 - Parks, Recreation & Culture Administration	855,916	956,409	896,859	885,461	(11,398)	(1.3%)
1426 - Activity Center	515,717	554,293	534,766	570,194	35,429	6.6%
1428 - Miniature Golf Course	75,008	101,572	99,764	106,553	6,790	6.8%
1429 - Picnic Pavilions	21,454	24,811	25,011	27,439	2,428	9.7%
411 - Facilities & Admin Division	1,468,095	1,637,085	1,556,399	1,589,648	33,249	2.1%
412 - Recreation Services Division						
1416 - Recreation Classes	266,824	293,915	303,841	294,073	(9,768)	(3.2%)
1422 - Water Park	653,831	757,993	872,961	922,589	49,628	5.7%
1425 - Benjamin Gaither Center (Seniors Program)	785,319	769,830	814,333	848,266	33,933	4.2%
1427 - Gaithersburg Aquatic Center	317,040	347,197	315,030	349,430	34,401	10.9%
412 - Recreation Services Division	2,023,014	2,168,935	2,306,164	2,414,358	108,194	4.7%
413 - Cultural Events & Services Division						
1421 - Casey Community Center	551,667	388,003	438,694	422,030	(16,664)	(3.8%)
1423 - Gaithersburg Arts Barn	555,994	476,832	519,987	557,913	37,926	7.3%
1430 - Winter Lights	257,977	239,309	236,754	231,544	(5,210)	(2.2%)
1436 - Special Events	1,340,438	1,218,415	1,228,478	1,369,281	140,802	11.5%
1437 - Museums	225,856	232,388	227,460	248,760	21,300	9.4%
1438 - Kentlands Mansion	350,169	408,037	403,466	406,655	3,188	0.8%
413 - Cultural Events & Services Division	3,282,101	2,962,984	3,054,840	3,236,182	181,343	5.9%
414 - Sports & Youth Services Division						
1415 - Recreation Programs and Sports	1,012,941	907,326	939,038	931,945	(7,093)	(0.8%)
1417 - Youth Services	472,064	365,553	397,048	424,634	27,585	6.9%
1418 - Summer Programs	569,091	614,759	666,244	682,206	15,962	2.4%
1419 - Gaithersburg Youth Center at Robertson Park	232,016	264,549	273,538	268,131	(5,407)	(2.0%)
1420 - Skate Park	36,787	42,479	41,941	44,867	2,926	7.0%
1424 - Gaithersburg Youth Center at Olde Towne	327,311	319,598	340,605	366,240	25,635	7.5%
414 - Sports & Youth Services Division	2,650,210	2,514,264	2,658,414	2,718,023	59,609	2.2%
Total Parks, Recreation & Culture	9,423,421	9,283,268	9,575,817	9,958,211	382,394	4.0%

General Fund Departmental Budget
Departmental Summary - Parks, Recreation & Culture
FY21 Budget



Parks, Recreation & Culture Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Category						
Personnel Services	7,429,960	7,244,987	7,472,499	7,723,703	251,204	3.4%
Operating	1,956,493	2,038,281	2,103,318	2,234,509	131,190	6.2%
Capital	36,967	-	-	-	-	0.0%
Total	9,423,421	9,283,268	9,575,817	9,958,211	382,394	4.0%

General Fund Departmental Budget
Departmental Summary - Parks, Recreation & Culture
FY21 Budget

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1411 - Parks, Recreation & Culture Administration			
Administrative Assistant III	1	0	0
Administrative Support Specialist	0	1	1
Accounting Specialist	1	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
Subtotal	**5**	**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	5.57	6.18	5.37
Subtotal	**10.57**	**11.18**	**10.37**
1416 - Recreation Classes			
Program Supervisor	1	1	1
Part-Time Personnel	1.9	1.93	2.12
Subtotal	**2.9**	**2.93**	**3.12**
1417 - Youth Services			
Senior Program Supervisor	1	1	1
Recreation Services Division Chief	1	0	0
Program Supervisor	1	1	1
Part-Time Personnel	4.14	4.5	5.06
Subtotal	**7.14**	**6.5**	**7.06**
1418 - Summer Programs			
Part-Time Personnel	16.05	14.82	15.92
Subtotal	**16.05**	**14.82**	**15.92**

General Fund Departmental Budget
Departmental Summary - Parks, Recreation & Culture
FY21 Budget

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1419 - Gaithersburg Youth Center at Robertson Park			
Facility Supervisor	1	1	1
Community Facility Manager	1	1	1
Part-Time Personnel	2.39	2.35	2.26
Subtotal	**4.39**	**4.35**	**4.26**
1420 - Skate Park			
Part-Time Personnel	1.3	1.24	1.24
Subtotal	**1.3**	**1.24**	**1.24**
1421 - Casey Community Center			
Facility Coordinator	1	1	1
Community Facility Manager	1	1	1
Part-Time Personnel	4.98	4.62	7.15
Subtotal	**6.98**	**6.62**	**9.15**
1422 - Water Park			
Facility Coordinator	0.5	0.5	0.5
Recreation Services Division Chief	0	1	1
Aquatics Superintendent	1	1	1
Aquatics Facility Coordinator	1	1	1
Part-Time Personnel	11.51	11.59	12.16
Subtotal	**14.01**	**15.09**	**15.66**
1423 - Gaithersburg Arts Barn			
Program Coordinator	1	1	1
Arts Administrator	1	1	1
Part-Time Personnel	2.52	3.73	4.4
Subtotal	**4.52**	**5.73**	**6.4**

General Fund Departmental Budget
Departmental Summary - Parks, Recreation & Culture
FY21 Budget

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1424 - Gaithersburg Youth Center at Olde Towne			
Facility Supervisor	1	1	1
Community Facility Manager	1	1	1
Part-Time Personnel	3.83	3.95	4.23
Subtotal	**5.83**	**5.95**	**6.23**
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
Program Supervisor	1	1	1
Community Facility Manager	1	1	1
Part-Time Personnel	2.82	2.92	3.86
Subtotal	**8.82**	**8.92**	**9.87**
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	4.35	4.38
Subtotal	**8.64**	**8.35**	**8.38**
1427 - Gaithersburg Aquatic Center			
Aquatics Facility Coordinator	1	1	1
Part-Time Personnel	5.56	5.39	6.01
Subtotal	**6.56**	**6.39**	**7.01**
1428 - Miniature Golf Course			
Facility Coordinator	0.5	0.5	0.5
Part-Time Personnel	1.26	1.29	1.28
Subtotal	**1.76**	**1.79**	**1.78**

General Fund Departmental Budget
Departmental Summary - Parks, Recreation & Culture
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Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1429 - Picnic Pavilions			
Part-Time Personnel	0.49	0.5	0.49
Subtotal	**0.49**	**0.5**	**0.49**
1430 - Winter Lights			
Part-Time Personnel	1.28	1.14	1.14
Subtotal	**1.28**	**1.14**	**1.14**
1436 - Special Events			
Senior Program Supervisor	2	2	3
Program Coordinator	1	1	1
Program Supervisor	3	3	2
Cultural Events & Services Division Chief	1	1	1
Sponsorship Program Administrator	0	1	1
Part-Time Personnel	3.45	3.33	3.4
Subtotal	**10.45**	**11.33**	**11.4**
1437 - Museums			
Community Facility Manager	1	1	1
Part-Time Personnel	1.52	1.79	1.95
Subtotal	**2.52**	**2.79**	**2.95**
1438 - Kentlands Mansion			
Custodian/Maintenance Worker	1	1	1
Program Coordinator	1	0	0
Facility Coordinator	0	1	1
Community Facility Manager	1	1	1
Part-Time Personnel	2.75	2.49	2.44
Subtotal	**5.75**	**5.49**	**5.44**
Full-Time Personnel	47	48	48
Part-Time Personnel	77.94	78.1	84.88
Total	**124.94**	**126.1**	**132.88**

1411 - Parks, Recreation & Culture Administration

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
530000 - Accounting & Audit	85,000	93,000	8,000
Increase due to projected increase in processing fees associated with ACTIVE Net.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	451,148	501,870	454,209	438,570	(15,639)	(3.4%)
505100 - Other Taxable Comp.-Multilingual	347	2,080	-	2,080	2,080	100.0%
505200 - Other Taxable Comp.-GFIT	837	1,512	1,008	1,344	336	33.3%
505300 - Other Taxable Comp.-Housing Stipend	2,100	-	-	-	-	0.0%
507000 - Vacation & Sick Payouts	10,877	10,900	-	-	-	0.0%
510000 - FICA Taxes	32,527	38,668	34,083	35,210	1,127	3.3%
514200 - Vision Benefit	223	252	216	221	5	2.3%
514210 - Health Insurance	31,788	38,126	37,735	31,472	(6,263)	(16.6%)
514220 - Dental Benefit	5,288	4,716	4,331	4,418	87	2.0%
514230 - Long-Term Care Benefit	552	774	725	725	-	0.0%
514240 - Life Ins and Disability Benefit	3,487	5,068	4,148	4,457	309	7.4%
515000 - Retirement (401A)	36,209	40,151	37,852	36,548	(1,304)	(3.4%)
515100 - Retirement Health Savings (RHS)	7,958	8,546	8,546	8,546	-	0.0%
515200 - Medicare Retirement Health Savings (RHS)	-	1,583	2,000	2,000	-	0.0%
516000 - Savings Plan (401K)	13,578	15,057	14,195	13,705	(490)	(3.5%)
521000 - Office Supplies	5,634	6,000	6,500	6,200	(300)	(4.6%)
522000 - General Operating Supplies	1,682	1,300	1,800	1,800	-	0.0%
524000 - Supplies/Resale	194	-	-	-	-	0.0%
525000 - Furniture/Fixture	-	97	-	-	-	0.0%
526000 - Machinery/Equipment	1,591	-	2,000	1,600	(400)	(20.0%)
530000 - Accounting & Audit	117,054	85,000	85,000	93,000	8,000	9.4%
531000 - IT (Non-Consultant) Services	1,787	86,000	85,899	87,660	1,761	2.1%

General Fund Departmental Budgets
Parks, Recreation & Culture - Activity Analysis
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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
531600 - Software Maintenance Agreements	2,295	1,520	1,520	2,295	775	51.0%
533000 - Legal	3,767	4,100	4,100	4,100	-	0.0%
536000 - Miscellaneous Professional Services	1,849	600	3,400	650	(2,750)	(80.9%)
536200 - Americans w/ Disabilities Act (ADA)	1,440	2,000	2,000	2,000	-	0.0%
536500 - Investigations	448	-	-	-	-	0.0%
541000 - Advertising	-	-	-	2,000	2,000	100.0%
542000 - Awards & Presentations	1,000	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	2,565	2,700	3,165	2,785	(380)	(12.0%)
546000 - Conf./Seminar/Class Registration	1,623	600	3,015	3,190	175	5.8%
546300 - In-Service Training	90	-	-	285	285	100.0%
547000 - Travel Expense	3,098	3,637	3,820	3,130	(690)	(18.1%)
551100 - Cellular Phone	1,797	1,920	1,920	1,920	-	0.0%
552500 - Gasoline Expense	14,976	16,250	16,250	16,250	-	0.0%
553000 - Printing & Binding	19,473	23,900	23,900	22,995	(905)	(3.8%)
556000 - Postage	21,700	21,800	23,640	23,640	-	0.0%
557000 - Uniforms/ Laundry	-	200	200	200	-	0.0%
561000 - Local - In-Service Meals	1,574	1,800	1,900	1,900	-	0.0%
567000 - Rental & Use	1,545	1,800	1,900	2,000	100	5.3%
573000 - R&M - Machinery & Equipment	11,276	11,082	11,082	11,765	683	6.2%
574000 - R&M - Vehicles	15,808	14,800	14,800	14,800	-	0.0%
596000 - Vehicles/Motor Equipment	24,731	-	-	-	-	0.0%
Total	855,916	956,409	896,859	885,461	(11,398)	(1.3%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	596,919	669,303	599,048	579,296	(19,752)	(3.3%)
Operating	234,266	287,106	297,811	306,165	8,354	2.8%
Capital	24,731	-	-	-	-	0.0%
Total	855,916	956,409	896,859	885,461	(11,398)	(1.3%)

1411 - Parks, Recreation & Culture Administration Non-Personnel Expenditures		FY21 Proposed Budget
521000 - Office Supplies		
Parks, Recreation & Culture Administration	Cartridges - printers (4)	2,500
Parks, Recreation & Culture Administration	Gift cards	250
Parks, Recreation & Culture Administration	Membership card printer supplies	1,000
Parks, Recreation & Culture Administration	Postage meter - ink, sealer & tape	350
Parks, Recreation & Culture Administration	Receipt printer supplies	500
Parks, Recreation & Culture Administration	Stamps, cash bags & office supplies	1,600
Total		6,200
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	Hardware, electronics & work station supplies	600
Parks, Recreation & Culture Administration	Miscellaneous computer devices & supplies	1,000
Total		1,600
530000 - Accounting & Audit		
Parks, Recreation & Culture Administration	Processing fees - ACTIVE	80,000
Parks, Recreation & Culture Administration	Processing fees - ticketing system	13,000
Total		93,000

1411 - Parks, Recreation & Culture Administration Non-Personnel Expenditures		FY21 Proposed Budget
531000 - IT (Non-Consultant) Services		
Parks, Recreation & Culture Administration	Service - software (Poll Everywhere)	504
Parks, Recreation & Culture Administration	ACTIVE.Net consulting	5,000
Parks, Recreation & Culture Administration	Service - software (ACTIVE Net transaction fees)	51,000
Parks, Recreation & Culture Administration	Service - software (Vendini Ticket sales transaction fees)	29,500
Parks, Recreation & Culture Administration	Service - software (Adobe Acrobat Pro DC) (2)	226
Parks, Recreation & Culture Administration	Service - software (Adobe Creative Cloud for Teams) (1)	743
Parks, Recreation & Culture Administration	Service - software (Adobe InDesign Creative Cloud) (1)	327
Parks, Recreation & Culture Administration	Service - software (Survey Monkey)	360
Total		87,660
531600 - Software Maintenance Agreements		
Parks, Recreation & Culture Administration	Maintenance - software (Microsoft CALs) (9)	2,295
Total		2,295
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	250
Parks, Recreation & Culture Administration	Shredder service	400
Total		650

General Fund Departmental Budgets
Parks, Recreation & Culture - Activity Analysis
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1411 - Parks, Recreation & Culture Administration Non-Personnel Expenditures		FY21 Proposed Budget
536200 - Americans w/ Disabilities Act (ADA)		
Parks, Recreation & Culture Administration	Department wide costs	2,000
Total		2,000
541000 - Advertising		
Parks, Recreation & Culture Administration	Department wide marketing	2,000
Total		2,000
544000 - Dues/Memberships/Certification		
Parks, Recreation & Culture Administration	Maryland Municipal League	35
Parks, Recreation & Culture Administration	Maryland Recreation & Parks Association	1,000
Parks, Recreation & Culture Administration	National Recreation & Parks Association	1,150
Parks, Recreation & Culture Administration	ACTIVE Insights Certification	600
Total		2,785
546000 - Conf./Seminar/Class Registration		
Parks, Recreation & Culture Administration	National Recreation & Parks Association Conference	595
Parks, Recreation & Culture Administration	All staff training	2,000
Parks, Recreation & Culture Administration	Maryland Recreation & Parks Association Director Summit	345
Parks, Recreation & Culture Administration	Maryland Recreation & Parks Association Conference	250
Total		3,190
546300 - In-Service Training		
Parks, Recreation & Culture Administration	FA & CPR/AED	285
Total		285

1411 - Parks, Recreation & Culture Administration Non-Personnel Expenditures		FY21 Proposed Budget
547000 - Travel Expense		
Parks, Recreation & Culture Administration	ACTIVE Network Regional Conference	1,730
Parks, Recreation & Culture Administration	Maryland Recreation & Parks Association Conference	400
Parks, Recreation & Culture Administration	National Recreation & Parks Association Conference	950
Parks, Recreation & Culture Administration	Local travel mileage	50
Total		3,130
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 & diesel fuel	16,250
Total		16,250
553000 - Printing & Binding		
Parks, Recreation & Culture Administration	Go Gaithersburg Guide publication	22,995
Total		22,995
556000 - Postage		
Parks, Recreation & Culture Administration	Go Guide distribution, customer statements & miscellaneous mailings	23,640
Total		23,640
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

1411 - Parks, Recreation & Culture Administration Non-Personnel Expenditures		FY21 Proposed Budget
567000 - Rental & Use		
Parks, Recreation & Culture Administration	Postage meter fees	2,000
Total		2,000
573000 - R&M - Machinery & Equipment		
Parks, Recreation & Culture Administration	Maintenance & supplies - copier (Ricoh - BW) (3)	4,000
Parks, Recreation & Culture Administration	Maintenance & supplies - copier (Ricoh - color printing)	7,095
Parks, Recreation & Culture Administration	Maintenance - Livescan Fingerprint System	670
Total		11,765
574000 - R&M - Vehicles		
Parks, Recreation & Culture Administration	R&M for City buses & recreation vehicles	14,800
Total		14,800
Total Non-Personnel Expenditures		**306,165**

1415 - Recreation Programs and Sports

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
522500 - Program Activities	16,185	8,720	(7,465)

Decrease due to hosting only one City sponsored golf tournament moving forward.

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	486,589	382,385	397,579	397,089	(490)	(0.1%)
505200 - Other Taxable Comp.-GFIT	607	672	1,008	672	(336)	(33.3%)
507000 - Vacation & Sick Payouts	8,250	8,300	-	-	-	0.0%
508000 - Overtime Wages	125	-	-	-	-	0.0%
509000 - Part-Time Wages	166,126	177,950	178,737	184,339	5,602	3.1%
510000 - FICA Taxes	50,399	42,916	45,515	45,797	282	0.6%
514200 - Vision Benefit	190	280	290	295	5	1.7%
514210 - Health Insurance	31,742	39,239	38,506	41,959	3,453	9.0%
514220 - Dental Benefit	1,018	2,924	2,985	3,073	88	2.9%
514230 - Long-Term Care Benefit	126	696	731	722	(9)	(1.2%)
514240 - Life Ins and Disability Benefit	3,973	3,840	4,134	4,114	(20)	(0.5%)
515000 - Retirement (401A)	34,270	30,590	33,218	33,089	(129)	(0.4%)
515100 - Retirement Health Savings (RHS)	4,050	4,273	4,273	4,273	-	0.0%
515200 - Medicare Retirement Health Savings (RHS)	1,616	3,600	4,083	3,958	(125)	(3.1%)
516000 - Savings Plan (401K)	11,456	9,752	10,745	10,611	(134)	(1.2%)
521000 - Office Supplies	466	575	575	575	-	0.0%
522000 - General Operating Supplies	48,256	58,143	56,912	52,444	(4,468)	(7.9%)
522500 - Program Activities	19,298	8,238	16,185	8,720	(7,465)	(46.1%)
526000 - Machinery/Equipment	-	250	250	500	250	100.0%
531000 - IT (Non-Consultant) Services	-	-	-	120	120	100.0%
531600 - Software Maintenance Agreements	950	950	950	1,275	325	34.2%
536000 - Miscellaneous Professional Services	1,268	1,805	1,980	1,700	(280)	(14.1%)
536500 - Investigations	4,881	2,500	3,000	3,000	-	0.0%

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Parks, Recreation & Culture - Activity Analysis
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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
537000 - Instructor Services	16,424	14,875	15,880	12,174	(3,706)	(23.3%)
541000 - Advertising	316	312	701	800	100	14.2%
542000 - Awards & Presentations	20,002	21,387	24,781	24,962	181	0.7%
544000 - Dues/Memberships/Certification	2,858	2,955	3,635	3,875	240	6.6%
546000 - Conf./Seminar/Class Registration	565	1,630	1,632	1,600	(32)	(2.0%)
546300 - In-Service Training	90	-	-	-	-	0.0%
547000 - Travel Expense	1,270	1,142	600	1,650	1,050	175.0%
549000 - Scholarship Management	1,254	1,256	500	1,000	500	100.0%
550000 - Electric	38,104	24,579	29,000	28,323	(677)	(2.3%)
551100 - Cellular Phone	931	720	720	720	-	0.0%
553000 - Printing & Binding	8,407	8,398	8,165	7,247	(918)	(11.2%)
554000 - Signage	2,285	2,538	3,577	1,610	(1,967)	(55.0%)
556000 - Postage	1,870	1,495	1,824	489	(1,335)	(73.2%)
557000 - Uniforms/ Laundry	2,282	2,000	2,000	2,496	496	24.8%
567000 - Rental & Use	2,038	1,092	1,300	1,300	-	0.0%
567100 - Rental of Facilities	38,588	43,069	43,069	45,375	2,306	5.4%
Total	1,012,941	907,326	939,038	931,945	(7,093)	(0.8%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	800,537	707,417	721,804	729,991	8,187	1.1%
Operating	212,404	199,909	217,235	201,954	(15,280)	(7.0%)
Total	1,012,941	907,326	939,038	931,945	(7,093)	(0.8%)

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY21 Proposed Budget
521000 - Office Supplies		
Recreation and Program Services	Office supplies for use in sports: portfolios, masking tape, rubber bands, markers	575
Total		575
522000 - General Operating Supplies		
Basketball Teen Boys	Boys Teen Basketball equipment & supplies: balls, whistles, lanyards, rulebooks, shirts, equipment bags	1,412
First Aid Supplies	First Aid supplies	600
Tennis Clinic	Tennis clinics (3): balls and prizes	483
Start Smart Football	Start Smart Football supplies: manuals, balls	100
Tennis, Spring/Summer, Seniors	Equipment	50
Volleyball, Fall Adult League	Fall Adult Volleyball equipment & supplies: balls and league schedules	366
Volleyball, Spring Adult League	Spring Adult Volleyball League equipment & supplies: balls and league schedules	366
Volleyball, Summer Adult League	Summer Adult Volleyball League equipment & supplies: balls and league schedules	328
Volleyball Summer Clinics (4-8 gr.)	Summer Volleyball Clinics equipment & supplies: end of season party, first aid supplies	220
Volleyball, Winter Adult League	Winter Adult Volleyball equipment & supplies: balls, league schedules	366
Volunteer Appreciation Night	Volunteer Appreciation Night Equipment & Supplies	950
Pickleball Spring/Fall League	Supplies for league: balls, poster board, cups	120
Pickleball Tournament	Supplies: balls; shirts; tape	125
Running-Ready, Set, Run Program	Supplies: Ready Set Run workbooks, entry fee to 5K, cups, workout supplies	875
Volleyball, Spring Youth League	Youth Volleyball equipment & supplies: coaches shirts, t-shirts	574
Start Smart Baseball	Start Smart Baseball supplies	85
Tennis Classes	Tennis supplies: balls, cart, portable net	497
Pickleball	Supplies: net system, chalk, balls, floor tape, storage containers	650
Sports-Special Events	Supplies: tent repair, promotional items, duct tape, refurbish Coach G costume	6,600
Start Smart Basketball	Start Smart basketball supplies: balls, manuals, shirts	220
Start Smart Soccer	Start Smart soccer: balls, manuals, shirts, shinguards	430
Volleyball, Fall Youth League	Fall Youth Volleyball equipment & supplies: balls, floor tape, coaches shirts, timers, t-shirts	529

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY21 Proposed Budget
Volleyball, Spring Teen League	Spring Teen Volleyball equipment & supplies: balls, floor tape, timers, t-shirts	1,604
SportsFest	SportsFest supplies: field paint, cups, duct tape, ice, zip ties, shirts	2,792
Softball, Girls	Girls softball equipment: shirts, visors, softballs, scorebooks, coaches boards	526
T-Ball	T-Ball equipment: hats, t-shirts, batting tees, balls, bats	945
Basketball, K-2 Grade Coed	Basketball supplies: equipment bags, shirts, basketballs, whistles, lanyards, timers, cones, staff training supplies	2,749
Basketball Teen Girls	Teen Girls Basketball supplies: balls, shirts, rulebooks, whistles, equipment bags, scorebooks, timers, lanyards	535
Cross Country	Cross Country equipment & supplies: cones, timers, equipment bags, field paint, shirts, rulebook, cups, ice	485
Jugs Baseball	Baseball supplies: sats, helmets, balls, shirts, hats, equipment bags	1,100
Fall Soccer	Fall Soccer equipment & supplies: shirts, cones, whistles, bags, socks, balls	5,868
Soccer, Spring	Spring Soccer equipment: balls, participant shirts, socks, whistles, timers	5,087
Volleyball, Winter Teen League	Winter Teen Volleyball equipment & supplies: balls, whistles, rulebooks, floor tape, flip scores, coaches shirts, t-shirts	4,307
Basketball, Boys	Boys Basketball equipment: shirts, basketballs, timers, whistles, t-shirts, coaches shirts	3,840
Flag Football - Fall	Football supplies: flags, footballs, shirts, mouth guards, cones, officials flags, markers, whistles, lanyards	976
Athletic Field Rental	Base plugs, bases, shelving units, keys, anchor clean out tool, soccer net (1 pair), lock lubricant, measuring tape	1,400
Basketball, Girls	Girls Basketball equipment & supplies: balls, whistles, rulebooks, floor tape, coaches shirts, t-shirts	2,085
Track and Field	Track & Field supplies: stopwatches, batons, javelins, measuring tape, ribbons, cups, refreshments, labels, blanks, shirts, finish line tape, batteries, agility ladders, gun oil, t-shirts	2,200
Total		52,444
522500 - Program Activities		
Sports Trips	Tickets - Maryland Volleyball	520
Golf Tournament	Tournament player gifts	1,500
Golf Tournament	Greens fees, cart, golf balls, caterer, sponsor recognition	6,700
Total		8,720

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY21 Proposed Budget
526000 - Machinery/Equipment		
Recreation and Program Services	Replacement of sports equipment	250
Recreation Programs and Sports	Miscellaneous computer devices & supplies	250
Total		500
531000 - IT (Non-Consultant) Services		
Recreation Programs and Sports	Service - software (Canva) (1)	120
Total		120
531600 - Software Maintenance Agreements		
Recreation Programs and Sports	Maintenance - software (Microsoft CALs) (5)	1,275
Total		1,275
536000 - Miscellaneous Professional Services		
Recreation and Program Services	Basketball coaches instruction: Coach G advertisement for SportsFest	1,700
Total		1,700
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 instruction contractor	9,324
Volleyball Summer Clinics (4-8 gr.)	Contract instructor	2,400
Total		12,174
541000 - Advertising		
Recreation and Program Services	Electronic media, SMART marketing, PIO combined, Summer In The City camps	800
Total		800

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY21 Proposed Budget
542000 - Awards & Presentations		
Basketball, Boys	Program Awards	1,599
Basketball, Girls	Program Awards	793
Basketball, K-2 Grade Coed	Program Awards	1,300
Basketball Teen Boys	Program Awards	520
Basketball Teen Girls	Program Awards	179
Cross Country	Program Awards	198
Fall Soccer	Program Awards	1,576
Flag Football - Fall	Program Awards	455
Golf Tournament	Golf tournament awards: trophies & plaques	700
Jugs Baseball	Program Awards	156
Pickleball Spring/Fall League	Awards: 1st & 2nd for 2 divisions each season	320
Soccer, Spring	Program Awards	1,398
Softball, Girls	Program Awards	107
SportsFest	Program Awards	750
T-Ball	Program Awards	166
Tennis Clinic	Program Awards	98
Track and Field	Medals for Mid-Atlantic Recreation and Sports Alliance Meets	650
Volleyball, Fall Youth League	Program Awards	176
Volleyball, Spring Teen League	Program Awards	722
Volleyball, Spring Youth League	Program Awards	280
Volleyball Summer Clinics (4-8 gr.)	Program Awards	185
Volleyball Summer Intermed. Clinics	Program Awards	374
Volleyball, Winter Teen League	Program Awards	1,466
Track and Field	Medals for City Meets	813
Volleyball, Fall Adult League	Program Awards	2,736
Volleyball, Spring Adult League	Participant awards	2,736
Volleyball, Summer Adult League	Participant awards	1,776
Volleyball, Winter Adult League	Participant awards	2,736
Total		24,962

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY21 Proposed Budget
544000 - Dues/Memberships/Certification		
First Aid/CPR/AED - Sports	First Aid & CPR/AED	380
Positive Coaching Alliance	Annual fee	2,325
Recreation and Program Services	Mid-Atlantic Recreation, Parks, Sports Association	400
Positive Coaching Alliance	Books for certification	770
Total		3,875
546000 - Conf./Seminar/Class Registration		
Recreation and Program Services	National Recreation & Parks Association Conference	700
Recreation and Program Services	Youth Sports Congress	900
Total		1,600
547000 - Travel Expense		
Recreation and Program Services	National Recreation and Parks Association Conference	1,650
Total		1,650
549000 - Scholarship Management		
Recreation and Program Services	Sports financial aid	1,000
Total		1,000
550000 - Electric		
Athletic Field Rental	70/50 lighting at KP #1	2,765
Field Lights - Youth Sports	Ballfield light usage by City programs	1,628
Athletic Field Rental	Lighting at ballfields	17,577
Field Lights - Youth Sports	Robertson Park lower field light usage	2,044
Athletic Field Rental	Incidental electric at fields	3,807
Field Lights - Youth Sports	Incidental electric at fields	502
Total		28,323
551100 - Cellular Phone		
Recreation and Program Services	Cell phone service (1)	720
Total		720

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY21 Proposed Budget
553000 - Printing & Binding		
Basketball, Boys	Program Brochures	550
Basketball, Girls	Program Brochures	234
Basketball, K-2 Grade Coed	Program Brochure	404
Basketball Teen Boys	Program Brochures	172
Basketball Teen Girls	Program Brochures	58
Fall Soccer	Program Brochures	1,052
Flag Football - Fall	Program Brochures	299
Jugs Baseball	Program Brochures	70
Running-Ready, Set, Run Program	Printing of Program Flyer	54
Soccer, Spring	Program Brochures	642
Softball, Girls	Registration Flyer	50
T-Ball	Program Brochures	155
Tennis Classes	Program Brochures & Summer Flyers	511
Track and Field	Program Brochures	348
Volleyball, Fall Teen Clinic	Program Brochures	109
Volleyball, Fall Youth League	Program Brochures	118
Volleyball, Spring Teen League	Program Brochures	411
Volleyball, Spring Youth League	Program Brochures	131
Volleyball Summer Clinics (4-8 gr.)	Program Brochures	229
Volleyball Summer Intermed. Clinics	Program Flyers	69
Volleyball, Winter Teen League	Program Brochures	510
Start Smart Baseball	Start Smart Program Brochures	79
Cross Country	Program Brochures	133
SportsFest	SportsFest Challenge Card & Summer Program Flyers	859
Total		7,247
554000 - Signage		
Athletic Field Rental	Coroplast signs for Lakelands	60
Recreation and Program Services	Registration banners (new & repair)	1,550
Total		1,610
556000 - Postage		
Recreation and Program Services	General Correspondence	489
Total		489

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY21 Proposed Budget
557000 - Uniforms/ Laundry		
Athletic Field Rental	Staff sweatshirts	120
Basketball, Boys	Staff sweatshirts	300
Basketball, Girls	Staff sweatshirts	60
Basketball, K-2 Grade Coed	Staff sweatshirts	148
Basketball Teen Boys	Officials uniforms	60
Basketball Teen Girls	Officials uniforms	20
Cross Country	Uniforms for Cross Country	44
Fall Soccer	Staff sweatshirt	200
Flag Football - Fall	Staff sweatshirts	111
Jugs Baseball		(1)
Soccer, Spring	Staff sweatshirts	160
Start Smart Baseball	Participant uniforms	30
T-Ball	Staff shirts	8
Tennis Clinic	Instructor polo shirts	36
Track and Field	Staff shirts	42
Volleyball, Fall Adult League	Staff shirts	15
Volleyball, Fall Teen Clinic	Staff shirts	23
Volleyball, Fall Youth League	Staff shirts	15
Volleyball, Spring Youth League	Staff shirts	15
Volleyball Summer Clinics (4-8 gr.)	Staff shirts	30
Volleyball Summer Intermed. Clinics	Staff shirts	29
Volleyball, Winter Adult League	Staff shirts	8
Volleyball, Winter Teen League	Sweatshirts	120
Athletic Field Rental	Staff t-shirts	45
Basketball, Boys	Staff shirts	112
Basketball, Girls	Staff t-shirts	75
Basketball, K-2 Grade Coed	Staff t-shirts	84
Fall Soccer	Staff shirts	75
Flag Football - Fall	Staff t-shirts	42
Jugs Baseball	Staff uniform	56
Soccer, Spring	Staff shirts	75
T-Ball	Staff sweatshirts	20
SportsFest	Staff shirts	320
Total		2,496

1415 - Recreation Programs and Sports Non-Personnel Expenditures		FY21 Proposed Budget
567000 - Rental & Use		
SportsFest	Inflatables	1,300
Total		1,300
567100 - Rental of Facilities		
Field Use MCPS Sites	High school facility rental meets & training	900
Field Use MCPS Sites	Track meets City program	2,000
Field Use MCPS Sites	Regional track meet	275
Field Use MCPS Sites	Additional facility rentals for youth sports	300
Basketball Rentals	Community Use of Public Facilities (CUPF) Rentals: Winter & Spring Sports	41,900
Total		45,375
Total Non-Personnel Expenditures		**201,954**

1416 - Recreation Classes

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
522500 - Program Activities	5,500	-	(5,500)
Decrease due to no dance recital in FY21.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	82,805	86,359	82,905	86,635	3,730	4.5%
505200 - Other Taxable Comp.-GFIT	193	336	336	336	-	0.0%
509000 - Part-Time Wages	80,716	90,000	100,500	94,168	(6,332)	(6.3%)
510000 - FICA Taxes	12,484	13,517	14,320	14,133	(187)	(1.3%)
514200 - Vision Benefit	123	37	37	37	-	0.0%
514210 - Health Insurance	8,135	8,546	8,546	8,546	-	0.0%
514220 - Dental Benefit	2,134	430	430	430	-	0.0%
514230 - Long-Term Care Benefit	160	145	145	145	-	0.0%
514240 - Life Ins and Disability Benefit	763	869	867	899	32	3.7%
515000 - Retirement (401A)	6,624	6,909	6,909	7,220	311	4.5%
516000 - Savings Plan (401K)	2,484	2,591	2,591	2,707	116	4.5%
522000 - General Operating Supplies	5,211	2,500	2,500	2,050	(450)	(18.0%)
522500 - Program Activities	-	5,500	5,500	-	(5,500)	(100.0%)
531000 - IT (Non-Consultant) Services	318	326	325	327	2	0.6%
531600 - Software Maintenance Agreements	380	380	380	510	130	34.2%
536500 - Investigations	373	220	150	250	100	66.7%
537000 - Instructor Services	56,103	61,500	65,000	63,000	(2,000)	(3.1%)
541000 - Advertising	654	1,000	900	2,900	2,000	222.2%
544000 - Dues/Memberships/Certification	90	450	450	475	25	5.5%
546000 - Conf./Seminar/Class Registration	-	250	250	250	-	0.0%
546300 - In-Service Training	173	200	200	200	-	0.0%
547000 - Travel Expense	-	400	400	400	-	0.0%
549000 - Scholarship Management	1,988	2,000	750	1,005	255	34.0%
553000 - Printing & Binding	782	1,300	1,300	1,300	-	0.0%

General Fund Departmental Budgets

Parks, Recreation & Culture - Activity Analysis

FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
554000 - Signage	970	1,000	1,000	1,000	-	0.0%
556000 - Postage	150	150	150	150	-	0.0%
567100 - Rental of Facilities	3,012	7,000	7,000	5,000	(2,000)	(28.6%)
Total	266,824	293,915	303,841	294,073	(9,768)	(3.2%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	196,621	209,739	217,586	215,256	(2,330)	(1.1%)
Operating	70,203	84,176	86,255	78,817	(7,438)	(8.6%)
Total	266,824	293,915	303,841	294,073	(9,768)	(3.2%)

1416 - Recreation Classes Non-Personnel Expenditures		FY21 Proposed Budget
522000 - General Operating Supplies		
Recreation Classes	Supplies for fitness classes	1,000
Recreation Classes	Gymnastics foam shapes	250
Recreation Classes	Music and dance supplies for classes	300
Recreation Classes	Yoga props	350
Recreation Classes	Logo-imprinted shirts, promotional giveaways, awards	150
Total		2,050
531000 - IT (Non-Consultant) Services		
Recreation Classes	Service - software (Adobe InDesign Creative Cloud) (1)	327
Total		327
531600 - Software Maintenance Agreements		
Recreation Classes	Maintenance - software (Microsoft CALs) (2)	510
Total		510
536500 - Investigations		
Recreation Classes	Fingerprinting for instructors	250
Total		250
537000 - Instructor Services		
Recreation Classes	Instructors for classes	58,000
Summer Clinics	One week, half day summer clinics.	5,000
Total		63,000
541000 - Advertising		
Recreation Classes	Social media ads and Money Mailer	2,900
Total		2,900
544000 - Dues/Memberships/Certification		
Recreation Classes	FA & CPR/AED certification classes for instructors	475
Total		475
546000 - Conf./Seminar/Class Registration		
Recreation Classes	Local conferences & seminars	250
Total		250

1416 - Recreation Classes Non-Personnel Expenditures		FY21 Proposed Budget
546300 - In-Service Training		
Recreation Classes	Instructor meetings	200
Total		200
547000 - Travel Expense		
Recreation Classes	MRPA conference	400
Total		400
549000 - Scholarship Management		
Recreation Classes	Recreation class scholarships	1,005
Total		1,005
553000 - Printing & Binding		
Recreation Classes	Posters & postcards	1,300
Total		1,300
554000 - Signage		
Recreation Classes	Single-sided banners	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
Total		5,000
Total Non-Personnel Expenditures		**78,817**

1417 - Youth Services

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	217,045	146,234	135,869	132,815	(3,054)	(2.2%)
505100 - Other Taxable Comp.-Multilingual	4,160	2,080	4,160	2,080	(2,080)	(50.0%)
505200 - Other Taxable Comp.-GFIT	900	420	336	336	-	0.0%
507000 - Vacation & Sick Payouts	2,769	2,800	-	-	-	0.0%
508000 - Overtime Wages	24	-	-	-	-	0.0%
509000 - Part-Time Wages	105,942	110,000	139,652	176,766	37,114	26.6%
510000 - FICA Taxes	24,671	19,793	21,854	24,292	2,438	11.2%
514200 - Vision Benefit	(39)	97	129	74	(55)	(42.6%)
514210 - Health Insurance	42,130	22,558	24,867	17,092	(7,775)	(31.3%)
514220 - Dental Benefit	609	1,189	1,321	860	(461)	(34.9%)
514230 - Long-Term Care Benefit	308	320	290	290	-	0.0%
514240 - Life Ins and Disability Benefit	1,938	1,492	1,464	1,411	(53)	(3.6%)
515000 - Retirement (401A)	17,363	11,698	11,323	11,068	(255)	(2.3%)
515200 - Medicare Retirement Health Savings (RHS)	1,923	-	-	-	-	0.0%
516000 - Savings Plan (401K)	6,511	4,387	4,246	4,151	(95)	(2.2%)
521000 - Office Supplies	-	275	250	200	(50)	(20.0%)
522000 - General Operating Supplies	7,640	6,786	8,650	8,725	75	0.9%
522500 - Program Activities	20,445	19,124	25,085	25,515	430	1.7%
525000 - Furniture/Fixture	318	-	-	-	-	0.0%
526000 - Machinery/Equipment	1,703	1,000	1,000	1,000	-	0.0%
531000 - IT (Non-Consultant) Services	150	360	360	360	-	0.0%
531500 - Software Licenses	1,259	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	1,625	1,520	1,520	2,550	1,030	67.8%
536500 - Investigations	268	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	130	-	-	-	-	0.0%
546000 - Conf./Seminar/Class Registration	565	850	1,132	1,200	68	6.0%
546300 - In-Service Training	720	2,000	2,300	1,000	(1,300)	(56.5%)
547000 - Travel Expense	2,212	870	1,020	1,650	630	61.8%
547100 - Local Travel Mileage	11	-	-	-	-	0.0%

General Fund Departmental Budgets
Parks, Recreation & Culture - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
549000 - Scholarship Management	873	-	-	1,000	1,000	100.0%
551100 - Cellular Phone	321	720	720	720	-	0.0%
552500 - Gasoline Expense	15	-	-	-	-	0.0%
553000 - Printing & Binding	92	150	200	-	(200)	(100.0%)
556000 - Postage	400	720	800	600	(200)	(25.0%)
557000 - Uniforms/ Laundry	-	1,400	1,400	1,479	79	5.6%
567000 - Rental & Use	181	110	200	200	-	0.0%
567100 - Rental of Facilities	6,882	6,600	6,900	7,200	300	4.3%
Total	472,064	365,553	397,048	424,634	27,585	6.9%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	426,254	323,068	345,511	371,235	25,724	7.4%
Operating	45,810	42,485	51,537	53,399	1,862	3.6%
Total	472,064	365,553	397,048	424,634	27,585	6.9%

1417 - Youth Services Non-Personnel Expenditures		FY21 Proposed Budget
521000 - Office Supplies		
Youth Services Administration	General Office Supplies	200
Total		200
522000 - General Operating Supplies		
After School Program	Games and sports equipment	720
Break Blast Programs & Half Day Hoopla Programs	Program supplies & equipment	300
Gaithersburg Student Union	High School After School Program equipment & supplies	300
Spring Break Camp	Supplies & equipment	300
Youth Services Community Outreach	Outreach events supplies	150
After School Program	Supplies for specialty activities	250
Gaithersburg Student Union	Volunteer Program & Events supplies	1,000
After School Program	Snacks for trips	605
Gaithersburg Student Union	Quince Orchard High School student meeting supplies	1,050
After School Program	Food & nutrition program	1,500
Gaithersburg Student Union	Gaithersburg High School student meeting supplies	1,050
After School Program	Arts & crafts	1,500
Total		8,725

1417 - Youth Services Non-Personnel Expenditures		FY21 Proposed Budget
522500 - Program Activities		
Break Blast Programs & Half Day Hoopla Programs	Specialized ASP trip	140
Gaithersburg Student Union	Trips & Admissions	2,700
Gaithersburg Youth Ambassadors (GYA)	Field trips	400
GYC Trips	Half-Day Trips	1,250
Spring Break Camp	Trip admission and activity fees	4,550
Break Blast Programs & Half Day Hoopla Programs	Fifth Grade night out trip	416
GYC Trips	Holiday/No School Trips	4,000
Spring Break Camp	Fees for trip lunches	385
Break Blast Programs & Half Day Hoopla Programs	Half Day Hoopla trips	3,640
GYC Trips	Overnight	1,650
Spring Break Camp	Vehicle parking fees	300
Break Blast Programs & Half Day Hoopla Programs	Break Blast trips	624
Break Blast Programs & Half Day Hoopla Programs	Break Blast trips	5,460
Total		25,515
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) (10)	2,550
Total		2,550
546000 - Conf./Seminar/Class Registration		
Youth Services Administration	National Recreation & Parks Association Conference Registration	800
Youth Services Administration	American Camp Association Conference Registration	400
Total		1,200

1417 - Youth Services Non-Personnel Expenditures		FY21 Proposed Budget
546300 - In-Service Training		
Youth Services Administration	Youth Services staff workshops, trainings & seminars	1,000
Total		1,000
547000 - Travel Expense		
Youth Services Administration	National Recreation & Parks Association Conference	1,650
Total		1,650
549000 - Scholarship Management		
Youth Services		1,000
Total		1,000
551100 - Cellular Phone		
Youth Services Administration	Cell phone service (1)	720
Total		720
556000 - Postage		
Youth Services Administration	Postage for Youth Services, Youth Centers & Skate Park	600
Total		600
557000 - Uniforms/ Laundry		
Youth Services Administration	Long sleeve staff shirts	563
Youth Services Administration	Staff sweatshirts	347
Youth Services Administration	Short sleeve staff shirts	570
Total		1,479
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 after school program	7,200
Total		7,200
Total Non-Personnel Expenditures		**53,399**

1418 - Summer Programs

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
549000 - Scholarship Management	31,625	40,000	8,375
Increase due to more families qualifying for financial aid.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
509000 - Part-Time Wages	389,298	406,142	446,282	455,558	9,277	2.1%
510000 - FICA Taxes	29,781	31,070	34,141	34,850	709	2.1%
521000 - Office Supplies	24	500	500	400	(100)	(20.0%)
522000 - General Operating Supplies	16,971	18,541	22,610	22,763	153	0.7%
522500 - Program Activities	30,360	32,650	34,080	35,255	1,175	3.4%
526000 - Machinery/Equipment	-	3,250	3,250	1,750	(1,500)	(46.2%)
531000 - IT (Non-Consultant) Services	105	-	-	-	-	0.0%
536000 - Miscellaneous Professional Services	2,474	-	-	-	-	0.0%
536500 - Investigations	1,027	1,200	1,200	1,200	-	0.0%
538000 - Performances & Entertainment	1,115	1,500	1,350	1,350	-	0.0%
541000 - Advertising	3,183	3,500	3,500	3,500	-	0.0%
544000 - Dues/Memberships/Certification	220	2,700	2,700	3,325	625	23.1%
546000 - Conf./Seminar/Class Registration	138	150	150	150	-	0.0%
546300 - In-Service Training	735	2,000	2,000	2,500	500	25.0%
547000 - Travel Expense	32	50	50	50	-	0.0%
549000 - Scholarship Management	26,969	38,500	31,625	40,000	8,375	26.5%
551100 - Cellular Phone	365	837	810	810	-	0.0%
553000 - Printing & Binding	1,866	2,000	2,000	2,000	-	0.0%
554000 - Signage	-	-	-	650	650	100.0%
556000 - Postage	1,126	1,175	1,175	1,175	-	0.0%
557000 - Uniforms/ Laundry	1,791	1,800	1,822	1,920	98	5.4%
567000 - Rental & Use	22,701	22,500	25,000	21,000	(4,000)	(16.0%)
567100 - Rental of Facilities	38,810	44,694	52,000	52,000	-	0.0%
Total	569,091	614,759	666,244	682,206	15,962	2.4%

General Fund Departmental Budgets

Parks, Recreation & Culture - Activity Analysis

FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	419,080	437,212	480,422	490,408	9,986	2.1%
Operating	150,011	177,547	185,821	191,798	5,976	3.2%
Total	569,091	614,759	666,244	682,206	15,962	2.4%

1418 - Summer Programs Non-Personnel Expenditures		FY21 Proposed Budget
521000 - Office Supplies		
Summer Programs Admin.	Pens, notebooks, tape, poster board, etc.	400
Total		400
522000 - General Operating Supplies		
Camp Shirts and Trips	CIT shirts	996
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	Equipment and supplies for pre-school age programs	550
Summer Camp Petty Cash	Camp Discovery petty cash	540
Summer Programs Admin.	Board games & books	1,200
Camp Shirts and Trips	Camper shirts (adult sizes)	2,610
Inclusion Program	Emergency sanitary supplies	250
Summer Camp Petty Cash	Camp Endeavor petty cash	480
Summer Programs Admin.	Sports equipment	2,600
Camp Shirts and Trips	Camper shirts (youth sizes)	1,958
Summer Programs Admin.	Equipment storage	2,800
Summer Camp Petty Cash	Gaithersburg on the Go petty cash	125
Summer Programs Admin.	Fans for school sites	880
Summer Camp Petty Cash	Camp Imagination petty cash	700
Summer Camp Petty Cash	Kinderplay petty cash	250
Summer Programs Admin.	Arts & crafts supplies	1,000
Summer Camp Petty Cash	Camp Quest petty cash	680
Summer Programs Admin.	Tie dye supplies	1,600
Summer Camp Petty Cash	Camp Rainbow petty cash	680
Summer Programs Admin.	Penny carnival games	200
Summer Camp Petty Cash	Camp Xceler8 petty cash	400
Summer Programs Admin.	First aid supplies	650
Summer Camp Petty Cash	YAPS petty cash	540
Summer Camp Petty Cash	Teen YAPS petty cash	350
Summer Programs Admin.	Fundraising supplies	50
Total		22,763

1418 - Summer Programs Non-Personnel Expenditures		FY21 Proposed Budget
522500 - Program Activities		
Camp Shirts and Trips	Gaithersburg on the Go trips	5,875
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	1,700
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	2,850
Camp Shirts and Trips	YAPS trips	1,650
Camp Shirts and Trips	Camp Xceler8 trips	12,500
Camp Shirts and Trips	Counselors-in-Training/Volunteer Program trips	430
Total		35,255
526000 - Machinery/Equipment		
Summer Programs Admin.	New cabinet and bookcase	1,500
Summer Programs	Miscellaneous computer devices & supplies	250
Total		1,750
536500 - Investigations		
Summer Programs Admin.	Background checks	1,200
Total		1,200
538000 - Performances & Entertainment		
Summer Programs Admin.	In-house camp performances	1,350
Total		1,350
541000 - Advertising		
Summer Programs Admin.	Camp advertising	3,500
Total		3,500
544000 - Dues/Memberships/Certification		
Summer Programs Admin.	FA & CPR/AED for Youth Services staff	3,325
Total		3,325
546000 - Conf./Seminar/Class Registration		
Summer Programs Admin.	Maryland Recreation and Parks Association trainings and local camp trainings	150
Total		150

1418 - Summer Programs Non-Personnel Expenditures		FY21 Proposed Budget
546300 - In-Service Training		
Summer Programs Admin.	In-service training	2,500
Total		2,500
547000 - Travel Expense		
Summer Programs Admin.	Travel expense	50
Total		50
549000 - Scholarship Management		
Summer Programs Admin.	Dolores C. Swoyer Fund for camp scholarships	40,000
Total		40,000
551100 - Cellular Phone		
Summer Programs Admin.	Cell phones for camp sites	810
Total		810
553000 - Printing & Binding		
Summer Programs Admin.	Camp promotional materials	2,000
Total		2,000
554000 - Signage		
Summer Programs Admin.	Additional banners (2)	650
Total		650
556000 - Postage		
Summer Programs Admin.	Camp program mailings and correspondence	1,175
Total		1,175
557000 - Uniforms/ Laundry		
Camp Shirts and Trips	Staff polo shirts	570
Camp Shirts and Trips	Short sleeve staff shirts	1,065
Camp Shirts and Trips	Five Year staff shirts	285
Total		1,920
567000 - Rental & Use		
Summer Transportation	Rental of MCPS Buses for Camps	21,000
Total		21,000
567100 - Rental of Facilities		
Summer Programs Admin.	Rental of School Use for Camps	52,000
Total		52,000

1418 - Summer Programs Non-Personnel Expenditures	FY21 Proposed Budget
Total Non-Personnel Expenditures	**191,798**

1419 - Gaithersburg Youth Center at Robertson Park

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	96,621	111,830	115,333	112,188	(3,145)	(2.7%)
505200 - Other Taxable Comp.-GFIT	105	336	336	336	-	0.0%
505300 - Other Taxable Comp.-Housing Stipend	2,100	3,600	-	3,600	3,600	100.0%
507000 - Vacation & Sick Payouts	1,296	1,860	-	-	-	0.0%
508000 - Overtime Wages	275	-	-	-	-	0.0%
509000 - Part-Time Wages	64,743	66,424	70,189	71,409	1,220	1.7%
510000 - FICA Taxes	12,284	13,937	14,585	14,702	117	0.8%
514200 - Vision Benefit	81	129	179	129	(50)	(27.9%)
514210 - Health Insurance	22,872	30,411	34,733	30,411	(4,322)	(12.4%)
514220 - Dental Benefit	(294)	1,745	2,119	1,745	(374)	(17.6%)
514230 - Long-Term Care Benefit	220	290	290	290	-	0.0%
514240 - Life Ins and Disability Benefit	921	1,161	1,208	1,211	3	0.2%
515000 - Retirement (401A)	7,707	8,946	9,611	9,349	(262)	(2.7%)
515100 - Retirement Health Savings (RHS)	1,704	-	-	-	-	0.0%
515200 - Medicare Retirement Health Savings (RHS)	462	2,000	2,000	2,000	-	0.0%
516000 - Savings Plan (401K)	2,890	3,355	3,604	3,506	(98)	(2.7%)
521000 - Office Supplies	572	300	300	300	-	0.0%
522000 - General Operating Supplies	5,965	7,300	7,450	6,500	(950)	(12.8%)
522500 - Program Activities	428	475	500	1,450	950	190.0%
525000 - Furniture/Fixture	4,956	2,400	2,400	2,400	-	0.0%
526000 - Machinery/Equipment	1,878	4,000	4,530	2,100	(2,430)	(53.6%)
531000 - IT (Non-Consultant) Services	-	-	120	-	(120)	(100.0%)
531600 - Software Maintenance Agreements	1,330	1,330	1,330	1,785	455	34.2%
536000 - Miscellaneous Professional Services	1,601	1,600	1,600	1,600	-	0.0%
541000 - Advertising	192	400	400	400	-	0.0%
546300 - In-Service Training	130	-	-	-	-	0.0%
551100 - Cellular Phone	861	720	720	720	-	0.0%
553000 - Printing & Binding	115	-	-	-	-	0.0%

General Fund Departmental Budgets

Parks, Recreation & Culture - Activity Analysis

FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
Total	232,016	264,549	273,538	268,131	(5,407)	(2.0%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	213,989	246,024	254,188	250,876	(3,312)	(1.3%)
Operating	18,027	18,525	19,350	17,255	(2,095)	(10.8%)
Total	232,016	264,549	273,538	268,131	(5,407)	(2.0%)

1419 - Gaithersburg Youth Center at Robertson Park Non-Personnel Expenditures		FY21 Proposed Budget
521000 - Office Supplies		
Youth Center - Robertson Park	Pens, paper, printer cartridges, office supplies	300
Total		300
522000 - General Operating Supplies		
Youth Center - Robertson Park	Video games, system accessories	1,000
Youth Center - Robertson Park	Celebreak	1,200
Youth Center - Robertson Park	Program Roundtable	300
Youth Center - Robertson Park	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		6,500
522500 - Program Activities		
STB - RPYC - MS	Trip Admissions	950
Youth Center - Robertson Park	Field Trips	500
Total		1,450
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	1,000
Gaithersburg Youth Center at Robertson Park	Miscellaneous computer devices & supplies	500
Total		2,100
531600 - Software Maintenance Agreements		
Gaithersburg Youth Center at Robertson Park	Maintenance - software (Microsoft CALs) (7)	1,785
Total		1,785
536000 - Miscellaneous Professional Services		
Youth Center - Robertson Park	Auto belay inspection & maintenance	1,600
Total		1,600

1419 - Gaithersburg Youth Center at Robertson Park Non-Personnel Expenditures		FY21 Proposed Budget
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		**17,255**

1420 - Skate Park

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
508000 - Overtime Wages	37	-	-	-	-	0.0%
509000 - Part-Time Wages	30,811	35,308	34,906	37,355	2,450	7.0%
510000 - FICA Taxes	2,360	2,701	2,670	2,857	187	7.0%
521000 - Office Supplies	122	175	175	175	-	0.0%
522000 - General Operating Supplies	1,115	1,175	1,250	1,250	-	0.0%
522500 - Program Activities	340	700	700	700	-	0.0%
524000 - Supplies/Resale	75	500	500	500	-	0.0%
526000 - Machinery/Equipment	-	250	250	250	-	0.0%
531600 - Software Maintenance Agreements	190	190	190	255	65	34.2%
536500 - Investigations	156	-	-	-	-	0.0%
541000 - Advertising	407	700	500	850	350	70.0%
546300 - In-Service Training	440	-	-	-	-	0.0%
553000 - Printing & Binding	78	280	300	275	(25)	(8.3%)
554000 - Signage	626	500	500	400	(100)	(20.0%)
561000 - Local - In-Service Meals	31	-	-	-	-	0.0%
Total	36,787	42,479	41,941	44,867	2,926	7.0%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	33,207	38,009	37,576	40,212	2,636	7.0%
Operating	3,580	4,470	4,365	4,655	290	6.6%
Total	36,787	42,479	41,941	44,867	2,926	7.0%

1420 - Skate Park Non-Personnel Expenditures		FY21 Proposed 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, Special Events	Supplies for Sk8 Nite, competitions & other special events	50
Skate Park Operations	Tools, cups, cleaning supplies	900
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	Skateboards, helmets, pads	500
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)	255
Total		255
541000 - Advertising		
Skate Park Operations	Promotional items, bus shelter ads	850
Total		850
553000 - Printing & Binding		
Skate Park Operations	Summer in the City printing	75
Skate Park Operations	Postcards	200
Total		275
554000 - Signage		
Skate Park Operations	Hanging banner	200
Skate Park Operations	Interior signage	200
Total		400
Total Non-Personnel Expenditures		**4,655**

1421 - Casey Community Center

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	253,168	99,150	171,779	122,390	(49,389)	(28.8%)
508000 - Overtime Wages	48	-	-	-	-	0.0%
509000 - Part-Time Wages	195,807	197,000	156,005	193,975	37,970	24.3%
510000 - FICA Taxes	34,259	22,656	25,623	24,592	(1,031)	(4.0%)
514200 - Vision Benefit	(18)	58	74	76	2	2.7%
514210 - Health Insurance	15,088	13,531	17,092	17,804	712	4.2%
514220 - Dental Benefit	616	681	860	896	36	4.2%
514230 - Long-Term Care Benefit	(309)	235	290	297	7	2.4%
514240 - Life Ins and Disability Benefit	1,473	994	1,770	1,279	(491)	(27.7%)
515000 - Retirement (401A)	11,686	7,932	14,315	10,199	(4,116)	(28.8%)
515200 - Medicare Retirement Health Savings (RHS)	-	3,233	-	4,083	4,083	100.0%
516000 - Savings Plan (401K)	4,382	2,975	5,368	3,824	(1,544)	(28.8%)
521000 - Office Supplies	3,701	750	1,100	1,200	100	9.1%
522000 - General Operating Supplies	13,687	13,500	15,425	13,272	(2,153)	(14.0%)
524000 - Supplies/Resale	792	800	800	800	-	0.0%
525000 - Furniture/Fixture	1,731	4,800	4,800	4,800	-	0.0%
526000 - Machinery/Equipment	2,011	500	2,400	3,380	980	40.8%
530000 - Accounting & Audit	140	-	-	-	-	0.0%
531000 - IT (Non-Consultant) Services	318	325	325	447	122	37.5%
531500 - Software Licenses	-	700	700	-	(700)	(100.0%)
531600 - Software Maintenance Agreements	950	950	950	1,530	580	61.1%
533000 - Legal	450	1,000	1,560	1,000	(560)	(35.9%)
536000 - Miscellaneous Professional Services	390	-	-	-	-	0.0%
536500 - Investigations	279	200	200	200	-	0.0%
537000 - Instructor Services	2,324	5,000	5,000	5,000	-	0.0%
538000 - Performances & Entertainment	2,288	2,000	2,000	2,000	-	0.0%
541000 - Advertising	1,932	3,350	4,000	4,000	-	0.0%
544000 - Dues/Memberships/Certification	310	1,360	1,360	400	(960)	(70.6%)
549000 - Scholarship Management	152	-	-	-	-	0.0%
553000 - Printing & Binding	2,214	3,400	3,700	3,400	(300)	(8.1%)

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Parks, Recreation & Culture - Activity Analysis

FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
556000 - Postage	50	25	50	50	-	0.0%
561000 - Local - In-Service Meals	574	300	300	300	-	0.0%
572000 - R&M - Buildings & Facilities	904	250	500	500	-	0.0%
573000 - R&M - Machinery & Equipment	272	348	348	336	(12)	(3.4%)
Total	551,667	388,003	438,694	422,030	(16,664)	(3.8%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	516,199	348,445	393,176	379,415	(13,761)	(3.5%)
Operating	35,468	39,558	45,518	42,615	(2,903)	(6.4%)
Total	551,667	388,003	438,694	422,030	(16,664)	(3.8%)

1421 - Casey Community Center Non-Personnel Expenditures		FY21 Proposed Budget
521000 - Office Supplies		
Casey Community Center	Paper, printer ink, pens	1,200
Total		1,200
522000 - General Operating Supplies		
Casey Cooking Programs	Casey cooking supplies	3,000
Community Programs	Community program supplies	3,436
Outreach Programs	Outreach program supplies	400
Casey Community Center	Seasonal decorations	500
Casey Community Center	Kitchen supplies	1,000
Education Program	Education program supplies	1,886
Casey Community Center	Emergency preparedness	100
Education Program	Educational resources	300
Casey Community Center	CCC program supplies	1,000
Education Program	Parent open house	1,250
Casey Community Center	Water	400
Total		13,272
524000 - Supplies/Resale		
Casey Cooking Programs	Food & beverage concessions	500
Community Programs	Food & beverage concessions	300
Total		800
525000 - Furniture/Fixture		
Casey Community Center	Replacement of 6' tables	2,400
Casey Community Center	Replacement of 4' tables	2,400
Total		4,800
526000 - Machinery/Equipment		
Casey Community Center	Miscellaneous computer devices & supplies	500
Casey Community Center	Digital signage hardware	2,880
Total		3,380
531000 - IT (Non-Consultant) Services		
Casey Community Center	Software service for new digital signage	120
Casey Community Center	Service - software (Adobe InDesign Creative Cloud) (1)	327
Total		447

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1421 - Casey Community Center Non-Personnel Expenditures		FY21 Proposed Budget
531600 - Software Maintenance Agreements		
Casey Community Center	Maintenance - software (Microsoft CALs) (6)	1,530
Total		1,530
533000 - Legal		
Casey Cooking Programs	County licenses	1,000
Total		1,000
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
Education Program	Performers	800
Total		2,000
541000 - Advertising		
Casey Community Center	Print ad (bridal magazine)	1,800
Casey Cooking Programs	Print and digital media ads	1,000
Community Programs	Print and digital media ads	1,000
Outreach Programs	Print and digital media ads	200
Total		4,000
544000 - Dues/Memberships/Certification		
Casey Community Center	FA & CPR/AED staff training	160
Education Program	FA & CPR/AED staff training	240
Total		400
553000 - Printing & Binding		
Casey Community Center	SMART bundling	500
Community Programs	Postcards	2,750
Casey Community Center	Summer in the City brochure	150
Total		3,400

1421 - Casey Community Center Non-Personnel Expenditures		FY21 Proposed Budget
556000 - Postage		
Casey Community Center	Postcard mailing	50
Total		50
561000 - Local - In-Service Meals		
Casey Community Center	In-service training meals	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)	336
Total		336
Total Non-Personnel Expenditures		**42,615**

1422 - Water Park

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536000 - Miscellaneous Professional Services	15,000	2,500	(12,500)
$12,500 moved to 536400 Contract Maintenance Services.			
536400 - Contract Maintenance Services	30,200	42,700	12,500
$12,500 moved from 536000 Miscellaneous Professional Services.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	141,190	138,160	234,257	251,505	17,248	7.4%
505200 - Other Taxable Comp.-GFIT	-	-	588	336	(252)	(42.9%)
509000 - Part-Time Wages	349,280	360,000	340,035	381,259	41,224	12.1%
510000 - FICA Taxes	37,332	38,109	44,726	49,234	4,508	10.1%
514200 - Vision Benefit	(10)	91	180	261	81	45.0%
514210 - Health Insurance	11,749	13,077	38,667	23,800	(14,867)	(38.4%)
514220 - Dental Benefit	1,702	1,189	2,257	3,206	949	42.0%
514230 - Long-Term Care Benefit	62	298	509	508	(1)	(0.2%)
514240 - Life Ins and Disability Benefit	783	1,306	2,453	2,392	(61)	(2.5%)
515000 - Retirement (401A)	10,784	11,054	19,521	20,959	1,438	7.4%
515100 - Retirement Health Savings (RHS)	4,480	6,484	4,703	8,976	4,273	90.9%
515200 - Medicare Retirement Health Savings (RHS)	-	2,100	3,000	5,000	2,000	66.7%
516000 - Savings Plan (401K)	2,065	4,145	5,410	7,859	2,449	45.3%
521000 - Office Supplies	2,415	2,000	1,800	2,000	200	11.1%
522000 - General Operating Supplies	42,947	45,350	45,350	45,350	-	0.0%
524000 - Supplies/Resale	3,414	3,950	3,950	3,950	-	0.0%
525000 - Furniture/Fixture	600	2,418	2,418	800	(1,618)	(66.9%)
526000 - Machinery/Equipment	3,653	11,500	11,500	6,800	(4,700)	(40.9%)
531000 - IT (Non-Consultant) Services	445	1,747	1,747	440	(1,307)	(74.8%)
531500 - Software Licenses	-	900	900	-	(900)	(100.0%)
531600 - Software Maintenance Agreements	1,330	1,330	1,330	2,040	710	53.4%

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536000 - Miscellaneous Professional Services	486	15,000	15,000	2,500	(12,500)	(83.3%)
536300 - Contract Cleaning	-	650	650	650	-	0.0%
536400 - Contract Maintenance Services	-	35,000	30,200	42,700	12,500	41.4%
536500 - Investigations	1,930	1,000	750	1,000	250	33.3%
537000 - Instructor Services	-	2,500	2,500	2,500	-	0.0%
538000 - Performances & Entertainment	2,362	2,400	2,400	3,000	600	25.0%
541000 - Advertising	300	300	250	400	150	60.0%
542000 - Awards & Presentations	115	200	200	200	-	0.0%
544000 - Dues/Memberships/Certification	1,908	5,000	5,000	2,500	(2,500)	(50.0%)
546000 - Conf./Seminar/Class Registration	1,382	3,300	3,300	3,300	-	0.0%
546300 - In-Service Training	540	1,250	1,250	1,700	450	36.0%
547000 - Travel Expense	1,180	2,000	2,000	2,000	-	0.0%
549000 - Scholarship Management	(46)	-	-	-	-	0.0%
551100 - Cellular Phone	104	835	960	960	-	0.0%
553000 - Printing & Binding	1,607	1,200	1,200	1,500	300	25.0%
554000 - Signage	445	4,500	4,500	2,500	(2,000)	(44.4%)
556000 - Postage	1,100	1,100	1,100	1,100	-	0.0%
557000 - Uniforms/ Laundry	6,008	4,500	4,500	5,000	500	11.1%
561000 - Local - In-Service Meals	632	650	600	700	100	16.7%
567000 - Rental & Use	(91)	1,400	1,300	1,400	100	7.7%
572000 - R&M - Buildings & Facilities	2,878	23,500	23,500	23,500	-	0.0%
573000 - R&M - Machinery & Equipment	504	6,500	6,500	6,804	304	4.7%
575000 - R&M - Furniture & Equipment	4,029	-	-	-	-	0.0%
595000 - Furniture & Equipment	12,237	-	-	-	-	0.0%
Total	653,831	757,993	872,961	922,589	49,628	5.7%

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Parks, Recreation & Culture - Activity Analysis

FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	559,417	576,013	696,306	755,295	58,989	8.5%
Operating	82,177	181,980	176,655	167,294	(9,361)	(5.3%)
Capital	12,237	-	-	-	-	0.0%
Total	653,831	757,993	872,961	922,589	49,628	5.7%

1422 - Water Park Non-Personnel Expenditures		FY21 Proposed Budget
521000 - Office Supplies		
Water Park Administration	Cardstock, registration materials, toner for fax machine	2,000
Total		2,000
522000 - General Operating Supplies		
Water Park Administration	Chemicals, kickboards, teaching aids, first aid & cleaning supplies, Interactive Water Feature chemicals and supplies	45,350
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)	800
Total		800
526000 - Machinery/Equipment		
Water Park Administration	Chemical controller sensors, pump and motor maintenance, radios (2), miscellaneous devices and supplies	3,300
Water Park Administration	Interactive Water Feature equipment	3,000
Water Park	Miscellaneous computer devices & supplies	500
Total		6,800
531000 - IT (Non-Consultant) Services		
Water Park	Service - software (Adobe Acrobat Pro DC) (1)	113
Water Park	Service - software (Adobe InDesign Creative Cloud) (1)	327
Total		440
531600 - Software Maintenance Agreements		
Water Park	Maintenance - software (Microsoft CALs) (8)	2,040
Total		2,040
536000 - Miscellaneous Professional Services		
Water Park Administration	Pool repair consultant, winterizing and opening	2,500
Total		2,500
536300 - Contract Cleaning		
Water Park Administration	Weekend parking lot - Water Park	650
Total		650

1422 - Water Park Non-Personnel Expenditures		FY21 Proposed Budget
536400 - Contract Maintenance Services		
Water Park Administration	Water Park maintenance contracts	31,700
Water Park Administration	Interactive Water Feature maintenance contract	11,000
Total		42,700
536500 - Investigations		
Water Park Administration	Background checks	1,000
Total		1,000
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, Family Fun Nights (2), 30th Anniversary of Water Park	3,000
Total		3,000
541000 - Advertising		
Water Park Administration	Postcards - general info	400
Total		400
542000 - Awards & Presentations		
Water Park Administration	PT staff recognition awards & lifeguard olympics	200
Total		200
544000 - Dues/Memberships/Certification		
Water Park Administration	Association of Pool and Spa Professionals, Certified Pool Operator recertifications, Pool Operator courses, American Red Cross lifeguard & instructor certifications	2,500
Total		2,500
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	1,700
Total		1,700

1422 - Water Park Non-Personnel Expenditures		FY21 Proposed Budget
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) Cell phone service (non-data) (1)	960
Total		960
553000 - Printing & Binding		
Water Park Administration	Promotional postcards, Summer in the City, wristbands and 30th Anniversary of Water Park celebration	1,500
Total		1,500
554000 - Signage		
Water Park Administration	Rules, regulations, admission policies, new signage for concessions & slides	2,500
Total		2,500
556000 - Postage		
Water Park Administration	General correspondence, promotional mailing for Water Park	1,100
Total		1,100
557000 - Uniforms/ Laundry		
Water Park Administration	Staff shirts, shorts & whistles	5,000
Total		5,000
561000 - Local - In-Service Meals		
Water Park Administration	All day in-service trainings	700
Total		700
567000 - Rental & Use		
Water Park Administration	Carbon dioxide cylinders price increase	1,400
Total		1,400
572000 - R&M - Buildings & Facilities		
Water Park Administration	Water Park	23,000
Water Park Administration	Interactive Water Feature	500
Total		23,500

1422 - Water Park Non-Personnel Expenditures		FY21 Proposed Budget
573000 - R&M - Machinery & Equipment		
Water Park Administration	M&E repair expenditures for the Interactive Water Feature.	6,500
Water Park	Maintenance & supplies - copier (Ricoh MP 2554SP)	304
Total		6,804
Total Non-Personnel Expenditures		**167,294**

1423 - Gaithersburg Arts Barn

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	156,804	111,696	156,873	149,722	(7,151)	(4.6%)
505200 - Other Taxable Comp.-GFIT	810	504	672	672	-	0.0%
505300 - Other Taxable Comp.-Housing Stipend	-	2,400	-	2,400	2,400	100.0%
507000 - Vacation & Sick Payouts	2,492	2,500	-	-	-	0.0%
508000 - Overtime Wages	1,233	6,000	1,678	(0)	(1,678)	(100.0%)
509000 - Part-Time Wages	146,177	130,000	126,211	152,348	26,138	20.7%
510000 - FICA Taxes	23,189	19,171	22,336	23,821	1,485	6.6%
514200 - Vision Benefit	32	66	37	124	87	235.1%
514210 - Health Insurance	8,135	12,835	8,546	21,414	12,868	150.6%
514220 - Dental Benefit	298	698	430	1,234	804	187.0%
514230 - Long-Term Care Benefit	427	217	290	290	-	0.0%
514240 - Life Ins and Disability Benefit	1,462	1,148	1,628	1,595	(33)	(2.0%)
515000 - Retirement (401A)	12,544	8,935	13,072	12,477	(595)	(4.6%)
515100 - Retirement Health Savings (RHS)	4,480	784	4,703	-	(4,703)	(100.0%)
515200 - Medicare Retirement Health Savings (RHS)	-	667	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	4,704	3,352	4,903	4,679	(224)	(4.6%)
521000 - Office Supplies	456	-	400	400	-	0.0%
522000 - General Operating Supplies	8,151	9,245	9,245	9,245	-	0.0%
522500 - Program Activities	96	-	-	-	-	0.0%
524000 - Supplies/Resale	3,460	2,800	2,800	2,800	-	0.0%
525000 - Furniture/Fixture	1,242	450	450	200	(250)	(55.6%)
526000 - Machinery/Equipment	947	1,200	1,200	5,500	4,300	358.3%
531000 - IT (Non-Consultant) Services	1,385	1,750	1,750	1,757	7	0.4%
531600 - Software Maintenance Agreements	1,140	1,140	1,140	1,785	645	56.6%
533000 - Legal	1,100	300	350	910	560	160.0%
536000 - Miscellaneous Professional Services	6,148	4,760	4,760	6,000	1,240	26.1%
536500 - Investigations	371	210	210	300	90	42.9%
538000 - Performances & Entertainment	134,125	123,500	123,500	123,500	-	0.0%

General Fund Departmental Budgets
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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
541000 - Advertising	18,232	14,225	14,225	14,824	599	4.2%
542000 - Awards & Presentations	965	1,040	1,040	1,040	-	0.0%
544000 - Dues/Memberships/Certification	820	1,060	1,060	1,060	-	0.0%
546000 - Conf./Seminar/Class Registration	300	200	200	200	-	0.0%
547000 - Travel Expense	564	500	1,000	1,000	-	0.0%
550200 - Water	562	-	-	-	-	0.0%
553000 - Printing & Binding	4,486	5,000	5,000	5,000	-	0.0%
554000 - Signage	1,857	2,200	2,200	2,000	(200)	(9.1%)
556000 - Postage	1,721	2,500	2,500	2,500	-	0.0%
560000 - Miscellaneous	1,994	1,200	3,000	2,000	(1,000)	(33.3%)
561000 - Local - In-Service Meals	128	-	-	-	-	0.0%
567000 - Rental & Use	700	750	750	750	-	0.0%
573000 - R&M - Machinery & Equipment	2,069	1,829	1,829	2,366	537	29.4%
575000 - R&M - Furniture & Equipment	187	-	-	-	-	0.0%
Total	555,994	476,832	519,987	557,913	37,926	7.3%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	362,786	300,973	341,378	372,776	31,398	9.2%
Operating	193,208	175,859	178,609	185,137	6,528	3.7%
Total	555,994	476,832	519,987	557,913	37,926	7.3%

1423 - Gaithersburg Arts Barn Non-Personnel Expenditures		FY21 Proposed Budget
521000 - Office Supplies		
Arts Barn Administration	Paper, pens, fax ink cartridges.	400
Total		400
522000 - General Operating Supplies		
Art Education	Art supplies	2,550
Arts Barn Administration	City shop supplies	200
Community Arts Programs	Hands-on program supplies.	200
Music Programs	Specialized paper and artist hospitality.	200
Theater Partnerships	Theater supplies, gels, and gaffers tape.	140
Young Artist Award	Registration materials	100
Art Education	Materials & supplies	2,500
Young Artist Award	Refreshments	500
Art Education	Camp volunteer shirts & trainings	500
Arts Barn Administration	Refreshments for receptions	500
Art Education	Camp receptions	580
Arts Barn Administration	Coffee, cleaning supplies, paper towels, refreshments	100
Arts Barn Administration	Water	1,175
Total		9,245
524000 - Supplies/Resale		
Arts Barn Administration	Snacks & beverages	2,800
Total		2,800
525000 - Furniture/Fixture		
Art Education	Replacement tables & chairs	200
Total		200
526000 - Machinery/Equipment		
Gaithersburg Arts Barn	Pottery wheels	5,000
Gaithersburg Arts Barn	Miscellaneous computer devices & supplies	500
Total		5,500
531000 - IT (Non-Consultant) Services		
Gaithersburg Arts Barn	Service - software (Adobe Creative Cloud for Teams) (1)	743
Gaithersburg Arts Barn	Service - software (Adobe InDesign Creative Cloud) (2)	654
Gaithersburg Arts Barn	Service - software (Survey Monkey)	360
Total		1,757

1423 - Gaithersburg Arts Barn Non-Personnel Expenditures		FY21 Proposed Budget
531600 - Software Maintenance Agreements		
Gaithersburg Arts Barn	Maintenance - software (Microsoft CALs) (7)	1,785
Total		1,785
533000 - Legal		
Art Education	Special exhibit fee	500
Arts Barn Administration	County licenses	260
Theater Partnerships	Royalty fees: theater performances	150
Total		910
536000 - Miscellaneous Professional Services		
Arts Barn Administration	Deep cleaning of facility	700
Community Arts Programs	Piano tuning	190
Music Programs	Sound technician for community programming	1,000
Theater Partnerships	Sound & light technician trainings	300
Young Artist Award	Piano tuning	760
Music Programs	Sound technician for professional music programs	2,260
Theater Partnerships	Piano tuning	190
Music Programs	Piano tuning	600
Total		6,000
536500 - Investigations		
Art Education	Background checks	150
Arts Barn Administration	Background checks	150
Total		300
538000 - Performances & Entertainment		
Art Education	Artist percentage of registrations (camps)	30,000
Community Arts Programs	Film series, children's performers, comedians.	9,000
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 (classes)	20,000
Total		123,500

1423 - Gaithersburg Arts Barn Non-Personnel Expenditures		FY21 Proposed Budget
541000 - Advertising		
Art Education	Print & digital media ads (camp)	1,000
Arts Barn Administration	Print & social media ads	2,000
Community Arts Programs	Print & digital media ads	2,000
Young Artist Award	Print & digital media ads	200
Art Education	Print & digital media ads (classes)	1,000
Music Programs	Print & digital media ads	4,312
Theater Partnerships	Print & digital media ads	4,312
Total		14,824
542000 - Awards & Presentations		
Young Artist Award	Awards for students	1,040
Total		1,040
544000 - Dues/Memberships/Certification		
Arts Barn Administration	FA & CPR/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	Showcase	200
Total		200
547000 - Travel Expense		
Arts Barn Administration	Regional showcases	100
Arts Barn Administration	Local travel	900
Total		1,000
553000 - Printing & Binding		
Art Education	Postcards for camps	200
Arts Barn Administration	Postcards	400
Community Arts Programs	Postcards, flyers and programs.	300
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
Total		5,000

1423 - Gaithersburg Arts Barn Non-Personnel Expenditures		FY21 Proposed Budget
554000 - Signage		
Arts Barn Administration	New large banners	1,500
Arts Barn Administration	New small banners	500
Total		2,000
556000 - Postage		
Arts Barn Administration	Postage for letters, invitations, season brochures	2,500
Total		2,500
560000 - Miscellaneous		
Music Programs	Artist travel expenses (offset by sponsorship)	2,000
Total		2,000
567000 - Rental & Use		
Young Artist Award	Transportation fees for moving a baby grand piano (fees offset by sponsorship)	750
Total		750
573000 - R&M - Machinery & Equipment		
Arts Barn Administration	Theater equipment repair	200
Gaithersburg Arts Barn	Maintenance & supplies - copier (Ricoh MPC 3003 - BW)	272
Gaithersburg Arts Barn	Maintenance & supplies - copier (Ricoh MPC 3003 - color)	1,185
Gaithersburg Arts Barn	Maintenance - audio-visual equipment	484
Gaithersburg Arts Barn	Maintenance - hardware (BOCA ticket printer)	225
Total		2,366
Total Non-Personnel Expenditures		**185,137**

1424 - Gaithersburg Youth Center at Olde Towne

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	110,366	96,005	115,582	121,743	6,161	5.3%
505200 - Other Taxable Comp.-GFIT	432	168	336	420	84	25.0%
507000 - Vacation & Sick Payouts	2,750	2,870	-	-	-	0.0%
508000 - Overtime Wages	1,204	-	-	-	-	0.0%
509000 - Part-Time Wages	127,601	132,439	128,668	142,736	14,068	10.9%
510000 - FICA Taxes	17,642	17,489	19,080	20,653	1,573	8.2%
514200 - Vision Benefit	11	110	129	131	2	1.6%
514210 - Health Insurance	29,057	26,138	30,411	31,123	712	2.3%
514220 - Dental Benefit	2,181	1,315	1,745	1,315	(430)	(24.6%)
514230 - Long-Term Care Benefit	211	218	290	297	7	2.4%
514240 - Life Ins and Disability Benefit	1,064	964	1,210	1,275	65	5.4%
515000 - Retirement (401A)	8,829	7,680	9,631	10,145	514	5.3%
515100 - Retirement Health Savings (RHS)	-	215	-	466	466	100.0%
515200 - Medicare Retirement Health Savings (RHS)	-	1,000	-	2,083	2,083	100.0%
516000 - Savings Plan (401K)	3,311	2,881	3,612	3,804	192	5.3%
521000 - Office Supplies	221	400	375	375	-	0.0%
522000 - General Operating Supplies	7,764	7,822	8,400	8,400	-	0.0%
522500 - Program Activities	1,455	1,600	1,600	1,600	-	0.0%
525000 - Furniture/Fixture	283	3,199	2,250	2,750	500	22.2%
526000 - Machinery/Equipment	3,431	7,680	7,680	5,300	(2,380)	(31.0%)
531000 - IT (Non-Consultant) Services	1,282	445	445	327	(118)	(26.5%)
531600 - Software Maintenance Agreements	3,749	3,884	3,884	5,537	1,653	42.6%
536000 - Miscellaneous Professional Services	-	850	1,000	1,000	-	0.0%
537000 - Instructor Services	120	-	-	-	-	0.0%
546300 - In-Service Training	530	-	-	-	-	0.0%
551100 - Cellular Phone	422	720	720	720	-	0.0%
553000 - Printing & Binding	61	200	250	250	-	0.0%
573000 - R&M - Machinery & Equipment	2,284	2,306	2,307	2,790	483	20.9%
575000 - R&M - Furniture & Equipment	1,050	1,000	1,000	1,000	-	0.0%

General Fund Departmental Budgets

Parks, Recreation & Culture - Activity Analysis

FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
Total	327,311	319,598	340,605	366,240	25,635	7.5%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	304,659	289,492	310,694	336,191	25,497	8.2%
Operating	22,652	30,106	29,911	30,049	138	0.5%
Total	327,311	319,598	340,605	366,240	25,635	7.5%

1424 - Gaithersburg Youth Center at Olde Towne Non-Personnel Expenditures		FY21 Proposed Budget
521000 - Office Supplies		
OTYC Vocal Clinic	Binders, folders	75
OTYC Youth Center - Olde Towne	Pens, paper, toner	300
Total		375
522000 - General Operating Supplies		
OTYC G-Corp	Project equipment & supplies	300
OTYC Innov8	Filming Materials	100
OTYC Studio FX	Activity Supplies	400
OTYC Summer Trips	Trip supplies	500
OTYC Vocal Clinic	Activity supplies	200
OTYC Youth Center - Olde Towne	School year volunteer projects	950
OTYC Youth Center - Olde Towne	Arts & crafts and STEAM supplies	780
OTYC Youth Center - Olde Towne	Summer volunteer projects	200
OTYC Youth Center - Olde Towne	Member outreach	1,200
OTYC Youth Center - Olde Towne	Sports & gaming equipment/accessories	2,330
OTYC Youth Center - Olde Towne	Life skills & mentoring programs	1,440
Total		8,400
522500 - Program Activities		
OTYC Summer Trips	Trip admissions	1,600
Total		1,600
525000 - Furniture/Fixture		
OTYC Youth Center - Olde Towne	Band room seating	750
OTYC Youth Center - Olde Towne	Game table	2,000
Total		2,750
526000 - Machinery/Equipment		
OTYC Innov8	Camera equipment & accessories	400
OTYC Studio FX	Audio Equipment	500
OTYC Studio Programs	Studio equipment	2,400
OTYC Youth Center - Olde Towne	Game systems, charging stations	500
Gaithersburg Youth Center at Olde Towne	Miscellaneous computer devices & supplies	1,500
Total		5,300

1424 - Gaithersburg Youth Center at Olde Towne Non-Personnel Expenditures		FY21 Proposed Budget
531000 - IT (Non-Consultant) Services		
Gaithersburg Youth Center at Olde Towne	Service - software (Adobe Photoshop Creative Cloud) (1)	327
Total		327
531600 - Software Maintenance Agreements		
Gaithersburg Youth Center at Olde Towne	Maintenance - software (Microsoft CALs) (17)	4,335
Gaithersburg Youth Center at Olde Towne	Maintenance - software (Adobe Premier Elements) (9)	124
Gaithersburg Youth Center at Olde Towne	Maintenance - software (Avid Pro Tools Studio)	1,078
Total		5,537
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	Marketing postcards	250
Total		250
573000 - R&M - Machinery & Equipment		
Gaithersburg Youth Center at Olde Towne	Maintenance - audio-visual equipment	484
Gaithersburg Youth Center at Olde Towne	Maintenance - hardware (Avid Pro Tools Studio - C24)	2,306
Total		2,790
575000 - R&M - Furniture & Equipment		
OTYC Youth Center - Olde Towne	Modular seating repair & cleaning	1,000
Total		1,000
Total Non-Personnel Expenditures		**30,049**

1425 - Benjamin Gaither Center (Seniors Program)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	358,884	335,040	356,460	376,199	19,739	5.5%
505100 - Other Taxable Comp.-Multilingual	2,080	2,080	2,080	2,080	-	0.0%
505200 - Other Taxable Comp.-GFIT	245	672	672	1,008	336	50.0%
505300 - Other Taxable Comp.-Housing Stipend	3,600	3,600	3,600	3,600	-	0.0%
507000 - Vacation & Sick Payouts	4,948	4,900	-	-	-	0.0%
508000 - Overtime Wages	120	-	-	-	-	0.0%
509000 - Part-Time Wages	103,219	111,000	105,075	113,608	8,533	8.1%
510000 - FICA Taxes	34,875	34,608	36,929	39,181	2,252	6.1%
514200 - Vision Benefit	233	474	552	547	(5)	(0.9%)
514210 - Health Insurance	91,739	89,980	96,381	100,703	4,322	4.5%
514220 - Dental Benefit	2,191	5,437	5,303	6,107	804	15.2%
514230 - Long-Term Care Benefit	975	746	870	870	-	0.0%
514240 - Life Ins and Disability Benefit	3,235	3,423	3,762	3,963	201	5.3%
515000 - Retirement (401A)	28,702	26,802	29,705	31,349	1,644	5.5%
515050 - Supplemental Retirement (401A)	1,984	2,068	2,068	2,161	93	4.5%
515100 - Retirement Health Savings (RHS)	430	-	430	-	(430)	(100.0%)
515200 - Medicare Retirement Health Savings (RHS)	-	283	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	9,520	10,052	11,141	11,755	614	5.5%
519000 - Tuition Reimbursement	-	3,500	3,500	-	(3,500)	(100.0%)
521000 - Office Supplies	1,255	1,100	1,100	1,100	-	0.0%
522000 - General Operating Supplies	12,589	12,790	12,790	12,790	-	0.0%
522500 - Program Activities	24,748	28,500	30,000	28,600	(1,400)	(4.7%)
525000 - Furniture/Fixture	2,874	4,350	4,350	5,200	850	19.5%
526000 - Machinery/Equipment	1,070	4,000	4,000	6,080	2,080	52.0%
531000 - IT (Non-Consultant) Services	-	-	-	120	120	100.0%
531500 - Software Licenses	-	-	900	800	(100)	(11.1%)
531600 - Software Maintenance Agreements	3,420	-	3,420	3,825	405	11.8%
536000 - Miscellaneous Professional Services	54,018	48,500	58,510	54,250	(4,260)	(7.3%)

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	2,915	-	3,500	3,500	-	0.0%
536500 - Investigations	90	75	75	75	-	0.0%
537000 - Instructor Services	5,960	5,960	4,240	3,750	(490)	(11.6%)
538000 - Performances & Entertainment	4,801	4,350	4,350	4,850	500	11.5%
541000 - Advertising	5,327	5,200	5,200	5,200	-	0.0%
544000 - Dues/Memberships/Certification	135	1,210	1,210	475	(735)	(60.7%)
546000 - Conf./Seminar/Class Registration	210	400	400	400	-	0.0%
547000 - Travel Expense	1,233	400	1,185	1,650	465	39.2%
547100 - Local Travel Mileage	25	-	-	-	-	0.0%
549000 - Scholarship Management	40	140	140	140	-	0.0%
551100 - Cellular Phone	1,787	1,440	1,440	1,440	-	0.0%
553000 - Printing & Binding	9,102	11,600	11,600	11,888	288	2.5%
554000 - Signage	1,277	1,400	1,400	1,400	-	0.0%
556000 - Postage	3,000	3,200	3,500	3,200	(300)	(8.6%)
557000 - Uniforms/ Laundry	660	550	550	550	-	0.0%
573000 - R&M - Machinery & Equipment	1,788	-	1,944	1,852	(92)	(4.7%)
574000 - R&M - Vehicles	17	-	-	-	-	0.0%
Total	785,319	769,830	814,333	848,266	33,933	4.2%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	646,979	634,665	658,529	695,131	36,602	5.6%
Operating	138,339	135,165	155,804	153,135	(2,669)	(1.7%)
Total	785,319	769,830	814,333	848,266	33,933	4.2%

1425 - Benjamin Gaither Center (Seniors Program) Non-Personnel Expenditures		FY21 Proposed Budget
521000 - Office Supplies		
BGC Admin. & Operations	Class supplies, stationery, envelopes, folders & pens	300
BGC Admin. & Operations	Copier, fax machine, computer paper & toner	800
Total		1,100
522000 - General Operating Supplies		
Active Aging Expo	Active Aging program supplies: tablecloths, extension cords, tickets	900
BGC Admin. & Operations	Benjamin Gaither Center daily facility supplies	2,100
BGC Classes	Fitness balls, weights, bands, racks, mats, music & DVDs	400
BGC Fitness Center	Fitness Center supplies: mats, exercise balls, weights, music	200
BGC Admin. & Operations	Benjamin Gaither Center program supplies: decorations, lights, party favors	1,200
BGC Admin. & Operations	Benjamin Gaither Center monthly breakfast supplies	720
Active Aging Expo	Lunch	970
BGC Admin. & Operations	Benjamin Gaither Center floor cleaning supplies	2,400
BGC Admin. & Operations	Benjamin Gaither Center paper towels, toilet paper	3,000
BGC Admin. & Operations	Benjamin Gaither Center: "Healthy Tasty Treats"	900
Total		12,790
522500 - Program Activities		
BGC Trips/Activities	Benjamin Gaither Center trips: tickets and admissions	26,000
BGC Trips/Activities	Evening events	500
BGC Trips/Activities	Day time events & programs	1,200
BGC Trips/Activities	Bingo prizes & supplies	900
Total		28,600
525000 - Furniture/Fixture		
BGC Fitness Center	New elliptical machine	2,700
BGC Admin. & Operations	Dining Room chair replacement	1,250
BGC Admin. & Operations	Fitness Class chair replacement	1,250
Total		5,200

1425 - Benjamin Gaither Center (Seniors Program) Non-Personnel Expenditures		FY21 Proposed Budget
526000 - Machinery/Equipment		
BGC Admin. & Operations	Benjamin Gaither Center: sound system upgrades	1,000
Benjamin Gaither Center (Seniors Program)	Miscellaneous computer devices & supplies	1,000
Benjamin Gaither Center (Seniors Program)	Additional computer - laptop	1,200
Benjamin Gaither Center (Seniors Program)	Digital signage hardware	2,880
Total		6,080
531000 - IT (Non-Consultant) Services		
Benjamin Gaither Center (Seniors Program)	Software service for new digital signage	120
Total		120
531500 - Software Licenses		
Benjamin Gaither Center (Seniors Program)	Additional Microsoft license	800
Total		800
531600 - Software Maintenance Agreements		
Benjamin Gaither Center (Seniors Program)	Maintenance - software (Microsoft CALs) (15)	3,825
Total		3,825
536000 - Miscellaneous Professional Services		
Active Aging Expo	Active Aging: sound system	1,000
BGC Admin. & Operations	Payments to facility caterer for Nutrition Program	53,250
Total		54,250
536300 - Contract Cleaning		
BGC Admin. & Operations	Facility cleaning	3,500
Total		3,500
536500 - Investigations		
BGC Admin. & Operations	Background checks	75
Total		75
537000 - Instructor Services		
BGC Classes	Water color class	2,400
BGC Classes	Music class	1,350
Total		3,750

1425 - Benjamin Gaither Center (Seniors Program) Non-Personnel Expenditures		FY21 Proposed Budget
538000 - Performances & Entertainment		
Active Aging Expo	Active Aging: photo booth	550
BGC Trips/Activities	Benjamin Gaither Center day time performers	900
Active Aging Expo	Active Aging: caricaturist	500
BGC Trips/Activities	Benjamin Gaither Center evening program performers	1,200
Active Aging Expo	Active Aging: tattoo artist	350
Active Aging Expo	Active Aging: massage	1,350
Total		4,850
541000 - Advertising		
Active Aging Expo	Active Aging advertising in local newspapers and social media	1,000
BGC Admin. & Operations	Benjamin Gaither Center advertising in local newspapers, social media and print ads	4,200
Total		5,200
544000 - Dues/Memberships/Certification		
BGC Admin. & Operations	IDEA Health & Fitness Association	100
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)	175
Total		475
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	200
BGC Admin. & Operations	National Institute of Senior Centers Conference	1,000
BGC Admin. & Operations	Reimbursement for local travel	450
Total		1,650
549000 - Scholarship Management		
BGC Admin. & Operations	Financial assistance for memberships	140
Total		140

1425 - Benjamin Gaither Center (Seniors Program) Non-Personnel Expenditures		FY21 Proposed Budget
551100 - Cellular Phone		
BGC Admin. & Operations	Cell phone service (2)	1,440
Total		1,440
553000 - Printing & Binding		
Active Aging Expo	Monthly newsletter insert for Active Aging	100
BGC Admin. & Operations	Newsletters	8,388
BGC Admin. & Operations	Direct mailing	2,400
BGC Admin. & Operations	Food and transportation	500
BGC Admin. & Operations	May Active Aging Expo newsletter	500
Total		11,888
554000 - Signage		
Active Aging Expo	New banner for Active Aging	600
BGC Admin. & Operations	New banners for Benjamin Gaither Center	800
Total		1,400
556000 - Postage		
BGC Admin. & Operations	Newsletter bulk mailing	3,200
Total		3,200
557000 - Uniforms/ Laundry		
BGC Admin. & Operations	Staff shirts	250
BGC Admin. & Operations	Staff sweatshirts	300
Total		550
573000 - R&M - Machinery & Equipment		
BGC Fitness Center	Maintenance of fitness equipment	1,200
BGC Fitness Center	Fitness equipment repair	300
Benjamin Gaither Center (Seniors Program)	Maintenance & supplies - copier (Ricoh MP 2554SP)	352
Total		1,852
Total Non-Personnel Expenditures		**153,135**

1426 - Activity Center

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	263,161	269,402	260,386	270,265	9,879	3.8%
505100 - Other Taxable Comp.-Multilingual	2,080	-	2,080	-	(2,080)	(100.0%)
505200 - Other Taxable Comp.-GFIT	889	1,008	1,008	1,008	-	0.0%
508000 - Overtime Wages	85	100	900	900	-	0.0%
509000 - Part-Time Wages	132,847	138,000	138,377	143,939	5,562	4.0%
510000 - FICA Taxes	30,067	31,251	31,641	32,695	1,054	3.3%
514200 - Vision Benefit	195	276	221	276	55	24.9%
514210 - Health Insurance	20,542	43,730	30,411	43,730	13,319	43.8%
514220 - Dental Benefit	1,848	3,945	3,060	3,945	885	28.9%
514230 - Long-Term Care Benefit	756	580	580	580	-	0.0%
514240 - Life Ins and Disability Benefit	2,724	2,711	2,726	2,800	74	2.7%
515000 - Retirement (401A)	20,972	21,551	21,698	22,522	824	3.8%
515100 - Retirement Health Savings (RHS)	11,248	8,976	8,976	8,976	-	0.0%
515200 - Medicare Retirement Health Savings (RHS)	231	2,000	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	7,864	8,082	8,137	8,446	309	3.8%
521000 - Office Supplies	221	400	500	500	-	0.0%
522000 - General Operating Supplies	5,576	6,000	6,000	6,000	-	0.0%
524000 - Supplies/Resale	102	-	-	-	-	0.0%
525000 - Furniture/Fixture	4,960	4,300	4,300	4,800	500	11.6%
526000 - Machinery/Equipment	1,069	1,000	1,600	3,600	2,000	125.0%
531000 - IT (Non-Consultant) Services	161	1,194	1,285	1,195	(90)	(7.0%)
531500 - Software Licenses	-	-	-	600	600	100.0%
531600 - Software Maintenance Agreements	1,082	760	760	1,275	515	67.8%
536000 - Miscellaneous Professional Services	420	400	500	500	-	0.0%
536300 - Contract Cleaning	342	600	900	700	(200)	(22.2%)
536500 - Investigations	121	65	120	120	-	0.0%
541000 - Advertising	-	74	-	-	-	0.0%
544000 - Dues/Memberships/Certification	-	-	450	-	(450)	(100.0%)

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
546000 - Conf./Seminar/Class Registration	90	100	200	200	-	0.0%
546300 - In-Service Training	-	880	-	475	475	100.0%
547000 - Travel Expense	2	-	-	-	-	0.0%
553000 - Printing & Binding	193	60	-	-	-	0.0%
554000 - Signage	320	298	300	300	-	0.0%
556000 - Postage	305	500	600	500	(100)	(16.7%)
557000 - Uniforms/ Laundry	627	700	700	700	-	0.0%
560000 - Miscellaneous	-	100	300	300	-	0.0%
561000 - Local - In-Service Meals	137	250	250	250	-	0.0%
573000 - R&M - Machinery & Equipment	4,482	5,000	5,800	6,097	297	5.1%
Total	515,717	554,293	534,766	570,194	35,429	6.6%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	495,509	531,612	510,201	542,082	31,882	6.2%
Operating	20,208	22,681	24,565	28,112	3,547	14.4%
Total	515,717	554,293	534,766	570,194	35,429	6.6%

1426 - Activity Center Non-Personnel Expenditures		FY21 Proposed 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 & chairs	4,800
Total		4,800
526000 - Machinery/Equipment		
Activity Center	Camera supplies	200
Activity Center	Electronics	400
Activity Center	Miscellaneous computer devices & supplies	1,000
Activity Center	Additional security cameras (2)	2,000
Total		3,600
531000 - IT (Non-Consultant) Services		
Activity Center	Service - software (AllSeated)	1,195
Total		1,195
531500 - Software Licenses		
Activity Center	Additional Milestone camera licenses (2)	600
Total		600
531600 - Software Maintenance Agreements		
Activity Center	Maintenance - software (Microsoft CALs) (5)	1,275
Total		1,275
536000 - Miscellaneous Professional Services		
Activity Center	Cable TV services (Xfinity)	500
Total		500

1426 - Activity Center Non-Personnel Expenditures		FY21 Proposed Budget
536300 - Contract Cleaning		
Activity Center	Additional hours - large event or late hours	220
Activity Center	Parking lot - weekend cleanup	480
Total		700
536500 - Investigations		
Activity Center	Background checks	120
Total		120
546000 - Conf./Seminar/Class Registration		
Activity Center	Professional development trainings (2)	200
Total		200
546300 - In-Service Training		
Activity Center	FA & CPR/AED	475
Total		475
554000 - Signage		
Activity Center	Building signs & banners	300
Total		300
556000 - Postage		
Activity Center	Mailings	500
Total		500
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 & trainings	250
Total		250

1426 - Activity Center Non-Personnel Expenditures		FY21 Proposed Budget
573000 - R&M - Machinery & Equipment		
Activity Center	Fitness equipment maintenance	4,000
Activity Center	Gymnasium fixtures repair & maintenance	1,800
Activity Center	Maintenance - hardware (card printer)	297
Total		6,097
Total Non-Personnel Expenditures		**28,112**

1427 - Gaithersburg Aquatic Center

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	57,676	61,894	59,418	62,092	2,674	4.5%
505200 - Other Taxable Comp.-GFIT	-	336	-	336	336	100.0%
509000 - Part-Time Wages	192,136	190,000	161,166	192,145	30,979	19.2%
510000 - FICA Taxes	19,014	19,296	17,064	19,673	2,609	15.3%
514200 - Vision Benefit	(7)	37	37	37	-	0.0%
514210 - Health Insurance	8,135	8,546	8,546	8,546	-	0.0%
514220 - Dental Benefit	127	430	430	430	-	0.0%
514230 - Long-Term Care Benefit	145	145	145	145	-	0.0%
514240 - Life Ins and Disability Benefit	1,039	624	620	652	32	5.2%
515000 - Retirement (401A)	4,614	4,952	4,951	5,174	223	4.5%
516000 - Savings Plan (401K)	1,730	1,857	1,857	1,940	83	4.5%
521000 - Office Supplies	769	750	750	750	-	0.0%
522000 - General Operating Supplies	11,477	15,000	17,000	15,000	(2,000)	(11.8%)
524000 - Supplies/Resale	-	2,100	2,100	1,500	(600)	(28.6%)
526000 - Machinery/Equipment	-	1,900	1,900	2,150	250	13.2%
531600 - Software Maintenance Agreements	380	380	380	510	130	34.2%
533000 - Legal	188	-	-	-	-	0.0%
536000 - Miscellaneous Professional Services	-	900	900	-	(900)	(100.0%)
536400 - Contract Maintenance Services	-	12,100	12,100	12,100	-	0.0%
537000 - Instructor Services	10,065	6,500	6,500	6,500	-	0.0%
538000 - Performances & Entertainment	765	750	750	750	-	0.0%
541000 - Advertising	110	500	500	500	-	0.0%
542000 - Awards & Presentations	50	150	150	150	-	0.0%
544000 - Dues/Memberships/Certification	578	2,500	2,500	2,500	-	0.0%
546000 - Conf./Seminar/Class Registration	845	500	565	800	235	41.6%
546300 - In-Service Training	1,378	1,200	1,200	1,200	-	0.0%
547000 - Travel Expense	513	400	400	400	-	0.0%
549000 - Scholarship Management	3,731	500	500	1,500	1,000	200.0%
550700 - Solid Waste/Recycling	-	150	150	150	-	0.0%
551000 - Telephone (Landline)	0	-	-	-	-	0.0%

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
551100 - Cellular Phone	252	250	-	250	250	100.0%
553000 - Printing & Binding	237	250	250	250	-	0.0%
554000 - Signage	769	2,000	2,000	1,000	(1,000)	(50.0%)
556000 - Postage	9	100	100	100	-	0.0%
557000 - Uniforms/ Laundry	213	700	700	700	-	0.0%
561000 - Local - In-Service Meals	102	500	500	500	-	0.0%
567000 - Rental & Use	-	700	600	700	100	16.7%
572000 - R&M - Buildings & Facilities	-	5,000	5,000	5,000	-	0.0%
573000 - R&M - Machinery & Equipment	-	2,500	2,500	2,500	-	0.0%
575000 - R&M - Furniture & Equipment	-	800	800	800	-	0.0%
Total	317,040	347,197	315,030	349,430	34,401	10.9%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	284,610	288,117	254,235	291,170	36,936	14.5%
Operating	32,430	59,080	60,795	58,260	(2,535)	(4.2%)
Total	317,040	347,197	315,030	349,430	34,401	10.9%

1427 - Gaithersburg Aquatic Center Non-Personnel Expenditures		FY21 Proposed Budget
521000 - Office Supplies		
Aquatic Center Administration	Registration & administration supplies, toner for printer	750
Total		750
522000 - General Operating Supplies		
Aquatic Center Administration	Rescue tubes, manikin supplies, ARC fees, FA, cleaning, chemicals	15,000
Total		15,000
524000 - Supplies/Resale		
Aquatic Center Administration	CPR masks, lifeguard training program, locks, waterproof pants, swim diapers	1,500
Total		1,500
526000 - Machinery/Equipment		
Aquatic Center Administration	Chemical controllers/sensors, pool maintenance tools	1,900
Gaithersburg Aquatic Center	Miscellaneous computer devices & supplies	250
Total		2,150
531600 - Software Maintenance Agreements		
Gaithersburg Aquatic Center	Maintenance - software (Microsoft CALs) (2)	510
Total		510
536400 - Contract Maintenance Services		
Aquatic Center Administration	UV bulb replacement, pool maintenance contract	12,100
Total		12,100
537000 - Instructor Services		
Aquatic Center Administration	Contracted class instructors	6,500
Total		6,500
538000 - Performances & Entertainment		
Aquatic Center Administration	Special Events: Aqua Egg Hunt, Swimming with Santa, Floating Pumpkin Patch	750
Total		750
541000 - Advertising		
Aquatic Center Administration	Program banners & postcards	500
Total		500

1427 - Gaithersburg Aquatic Center Non-Personnel Expenditures		FY21 Proposed Budget
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	800
Total		800
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	1,500
Total		1,500
550700 - Solid Waste/Recycling		
Aquatic Center Administration	Biohazard waste pick-up & disposal fee	150
Total		150
551100 - Cellular Phone		
Aquatic Center Administration	Facility cell phone	250
Total		250
553000 - Printing & Binding		
Aquatic Center Administration	Brochures & postcards	250
Total		250
554000 - Signage		
Aquatic Center Administration	Rules/regulations, admission policies, outdoor sign, pool fees	1,000
Total		1,000

1427 - Gaithersburg Aquatic Center Non-Personnel Expenditures		FY21 Proposed 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	700
Total		700
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		**58,260**

1428 - Miniature Golf Course

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	14,265	27,858	29,104	27,947	(1,157)	(4.0%)
505200 - Other Taxable Comp.-GFIT	-	-	168	-	(168)	(100.0%)
508000 - Overtime Wages	18	-	-	-	-	0.0%
509000 - Part-Time Wages	31,404	35,500	36,439	38,682	2,243	6.2%
510000 - FICA Taxes	3,372	4,847	5,120	5,187	67	1.3%
514200 - Vision Benefit	103	46	43	46	3	7.0%
514210 - Health Insurance	5,284	10,932	6,434	10,932	4,498	69.9%
514220 - Dental Benefit	2,042	657	402	657	255	63.4%
514230 - Long-Term Care Benefit	(3)	73	73	73	-	0.0%
514240 - Life Ins and Disability Benefit	92	279	306	292	(14)	(4.6%)
515000 - Retirement (401A)	1,141	2,229	2,425	2,329	(96)	(4.0%)
515200 - Medicare Retirement Health Savings (RHS)	385	1,000	1,000	1,000	-	0.0%
516000 - Savings Plan (401K)	381	836	910	873	(37)	(4.1%)
521000 - Office Supplies	179	200	200	200	-	0.0%
522000 - General Operating Supplies	7,448	7,000	7,000	7,000	-	0.0%
524000 - Supplies/Resale	3,027	3,000	3,000	3,500	500	16.7%
525000 - Furniture/Fixture	1,151	2,000	2,000	2,000	-	0.0%
526000 - Machinery/Equipment	710	250	250	250	-	0.0%
531600 - Software Maintenance Agreements	190	190	190	510	320	168.4%
536500 - Investigations	92	250	300	300	-	0.0%
541000 - Advertising	1,974	2,000	2,000	2,000	-	0.0%
544000 - Dues/Memberships/Certification	-	-	450	-	(450)	(100.0%)
546300 - In-Service Training	360	475	-	475	475	100.0%
552500 - Gasoline Expense	10	-	-	-	-	0.0%
553000 - Printing & Binding	582	400	400	400	-	0.0%
554000 - Signage	263	700	700	700	-	0.0%
557000 - Uniforms/ Laundry	480	750	750	1,000	250	33.3%
561000 - Local - In-Service Meals	59	100	100	200	100	100.0%
Total	75,008	101,572	99,764	106,553	6,790	6.8%

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	58,483	84,257	82,424	88,018	5,595	6.8%
Operating	16,525	17,315	17,340	18,535	1,195	6.9%
Total	75,008	101,572	99,764	106,553	6,790	6.8%

1428 - Miniature Golf Course Non-Personnel Expenditures		FY21 Proposed 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	750
Miniature Golf Course	Ice cream & water	2,750
Total		3,500
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) (2)	510
Total		510
536500 - Investigations		
Miniature Golf Course	Background checks	300
Total		300
541000 - Advertising		
Miniature Golf Course	Social media campaigns	1,400
Miniature Golf Course	Promotional items	600
Total		2,000

1428 - Miniature Golf Course Non-Personnel Expenditures		FY21 Proposed Budget
546300 - In-Service Training		
Miniature Golf Course	FA & CPR/AED	475
Total		475
553000 - Printing & Binding		
Miniature Golf Course	Postcards & brochures	400
Total		400
554000 - Signage		
Miniature Golf Course	Program banners & course signs	700
Total		700
557000 - Uniforms/ Laundry		
Miniature Golf Course	Staff shirts - attendants & managers	700
Miniature Golf Course	Sweatshirts	300
Total		1,000
561000 - Local - In-Service Meals		
Miniature Golf Course	Preseason meeting & staff trainings	200
Total		200
Total Non-Personnel Expenditures		**18,535**

1429 - Picnic Pavilions

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
509000 - Part-Time Wages	16,964	18,840	18,840	19,767	928	4.9%
510000 - FICA Taxes	1,298	1,441	1,441	1,512	71	4.9%
522000 - General Operating Supplies	150	1,200	1,400	1,400	-	0.0%
525000 - Furniture/Fixture	-	-	-	1,300	1,300	100.0%
526000 - Machinery/Equipment	250	250	250	250	-	0.0%
531600 - Software Maintenance Agreements	380	380	380	510	130	34.2%
546300 - In-Service Training	90	-	-	-	-	0.0%
550000 - Electric	2,190	2,300	2,300	2,300	-	0.0%
552500 - Gasoline Expense	23	-	-	-	-	0.0%
553000 - Printing & Binding	108	-	-	-	-	0.0%
554000 - Signage	-	400	400	400	-	0.0%
Total	21,454	24,811	25,011	27,439	2,428	9.7%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	18,262	20,281	20,281	21,279	998	4.9%
Operating	3,192	4,530	4,730	6,160	1,430	30.2%
Total	21,454	24,811	25,011	27,439	2,428	9.7%

1429 - Picnic Pavilions Non-Personnel Expenditures		FY21 Proposed 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
525000 - Furniture/Fixture		
Picnic Pavilions	Replacement picnic tabletops (2)	1,100
Picnic Pavilions	Replacement picnic table benches (2)	200
Total		1,300
526000 - Machinery/Equipment		
Picnic Pavilions	Miscellaneous computer devices & supplies	250
Total		250
531600 - Software Maintenance Agreements		
Picnic Pavilions	Maintenance - software (Microsoft CALs) (2)	510
Total		510
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		**6,160**

1430 - Winter Lights

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
508000 - Overtime Wages	27,000	30,148	27,000	27,000	-	0.0%
509000 - Part-Time Wages	41,555	34,289	42,516	43,043	527	1.2%
510000 - FICA Taxes	5,245	4,929	5,318	5,359	41	0.8%
522000 - General Operating Supplies	29,377	38,600	38,600	35,100	(3,500)	(9.1%)
524000 - Supplies/Resale	3,315	5,439	4,000	4,000	-	0.0%
526000 - Machinery/Equipment	4,049	1,379	1,800	1,000	(800)	(44.4%)
531000 - IT (Non-Consultant) Services	129	-	-	-	-	0.0%
533000 - Legal	220	120	30	200	170	566.7%
536000 - Miscellaneous Professional Services	74,356	31,600	31,600	31,600	-	0.0%
536500 - Investigations	60	-	-	-	-	0.0%
536800 - Security Services	1,157	1,473	1,000	-	(1,000)	(100.0%)
538000 - Performances & Entertainment	1,225	2,105	3,000	2,100	(900)	(30.0%)
541000 - Advertising	8,852	17,500	18,000	17,000	(1,000)	(5.6%)
543000 - Contributions	6,000	6,500	6,500	6,500	-	0.0%
550000 - Electric	2,514	1,080	3,000	3,000	-	0.0%
550200 - Water	78	-	-	-	-	0.0%
553000 - Printing & Binding	3,312	1,855	3,500	3,500	-	0.0%
554000 - Signage	2,500	2,050	2,500	2,250	(250)	(10.0%)
557000 - Uniforms/ Laundry	-	74	-	-	-	0.0%
560000 - Miscellaneous	161	-	-	-	-	0.0%
561000 - Local - In-Service Meals	48	168	50	50	-	0.0%
567000 - Rental & Use	46,826	60,000	48,340	49,842	1,502	3.1%
Total	257,977	239,309	236,754	231,544	(5,210)	(2.2%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	73,800	69,366	74,834	75,402	568	0.8%
Operating	184,177	169,943	161,920	156,142	(5,778)	(3.6%)
Total	257,977	239,309	236,754	231,544	(5,210)	(2.2%)

1430 - Winter Lights Non-Personnel Expenditures		FY21 Proposed 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	600
Winter Lights	Extension cords, display tape, guide wire	16,000
Special Event Nights	Dog treats, hot chocolate, cups	400
Winter Lights	LED bulbs, roadway lighting	9,500
Winter Lights	Water dispenser rental & services	100
Total		35,100
524000 - Supplies/Resale		
Special Event Nights	Wine	2,900
Winter Lights	Prism glasses for re-sale	1,100
Total		4,000
526000 - Machinery/Equipment		
Winter Lights	Miscellaneous computer devices & supplies	1,000
Total		1,000
533000 - Legal		
Special Event Nights	County license	200
Total		200
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
538000 - Performances & Entertainment		
Special Event Nights	Musical entertainment	1,100
Special Event Nights	Santa for family event	500
Special Event Nights	Santa for canine event	500
Total		2,100
541000 - Advertising		
Winter Lights	Print, bus, radio ads	17,000
Total		17,000

1430 - Winter Lights Non-Personnel Expenditures		FY21 Proposed Budget
543000 - Contributions		
Winter Lights	Charities	5,000
Winter Lights	Character Counts	1,000
Winter Lights	Character Counts by Student Union	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		
Special Event Nights	Signage	150
Winter Lights	Banner updates, replacements, & sponsor signage	2,100
Total		2,250
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)	13,792
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		49,842
Total Non-Personnel Expenditures		**156,142**

1436 - Special Events

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
522000 - General Operating Supplies	32,385	38,085	5,700
Increase due to cost of supplies for SummerFest FY21, increases in the cost of supplies for the other large festivals, replacement of tables and pop-up tents that meet new fire code specifications.			
536000 - Miscellaneous Professional Services	45,669	86,969	41,300
Increase due to increases by sound service providers, event staff from Taisey or other vendors; inclusion of consultants for the FY21 SummerFest fireworks on July 4, 2020.			
538000 - Performances & Entertainment	45,900	85,000	39,100
Increase due to inclusion of funds for the FY21 SummerFest which will occur on July 4, 2020 and increases in performance/entertainment fees for SummerFest as the event falls on a holiday.			
541000 - Advertising	16,830	23,635	6,805
Increase due to inclusion of funds to promote the FY22 SummerFest which will occur on July 3, 2021.			
567000 - Rental & Use	82,275	124,335	42,060
Increase due inclusion of funds ($28,000) for the FY21 SummerFest which will occur on July 4, 2020 and to increases for porta-johns, generators, and other equipment.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	539,854	558,217	563,372	562,988	(384)	(0.1%)
505200 - Other Taxable Comp.-GFIT	751	1,344	672	1,344	672	100.0%
507000 - Vacation & Sick Payouts	1,516	3,400	-	-	-	0.0%
508000 - Overtime Wages	3,494	5,000	5,000	-	(5,000)	(100.0%)
509000 - Part-Time Wages	169,005	126,373	126,373	131,620	5,246	4.2%
510000 - FICA Taxes	54,002	52,858	54,995	55,036	41	0.1%
514200 - Vision Benefit	263	489	584	497	(87)	(14.9%)
514210 - Health Insurance	77,128	84,337	92,242	85,293	(6,949)	(7.5%)
514220 - Dental Benefit	3,164	4,812	6,113	4,885	(1,228)	(20.1%)
514230 - Long-Term Care Benefit	1,478	1,161	1,160	1,166	6	0.5%
514240 - Life Ins and Disability Benefit	4,615	5,610	5,814	5,856	42	0.7%
515000 - Retirement (401A)	40,507	44,656	46,947	46,917	(30)	(0.1%)
515100 - Retirement Health Savings (RHS)	8,529	9,406	8,976	9,406	430	4.8%
515200 - Medicare Retirement Health Savings (RHS)	-	1,917	2,000	2,084	84	4.2%

General Fund Departmental Budgets
Parks, Recreation & Culture - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
516000 - Savings Plan (401K)	14,135	16,747	17,606	17,593	(13)	(0.1%)
522000 - General Operating Supplies	42,894	32,285	32,385	38,085	5,700	17.6%
524000 - Supplies/Resale	1,124	2,000	2,000	1,500	(500)	(25.0%)
525000 - Furniture/Fixture	285	-	-	-	-	0.0%
526000 - Machinery/Equipment	-	2,000	2,000	500	(1,500)	(75.0%)
530000 - Accounting & Audit	10,263	-	-	-	-	0.0%
531000 - IT (Non-Consultant) Services	1,637	1,122	1,122	1,127	5	0.4%
531500 - Software Licenses	248	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	2,689	2,470	2,470	3,315	845	34.2%
533000 - Legal	450	330	330	560	230	69.7%
536000 - Miscellaneous Professional Services	84,055	45,669	45,669	86,969	41,300	90.4%
536500 - Investigations	360	180	200	200	-	0.0%
536800 - Security Services	8,270	20,600	15,600	20,150	4,550	29.2%
538000 - Performances & Entertainment	80,570	45,900	45,900	85,000	39,100	85.2%
541000 - Advertising	16,745	16,830	16,830	23,635	6,805	40.4%
542000 - Awards & Presentations	568	-	-	350	350	100.0%
543000 - Contributions	300	200	-	450	450	100.0%
544000 - Dues/Memberships/Certification	830	299	200	400	200	100.0%
546000 - Conf./Seminar/Class Registration	1,195	1,570	1,511	1,511	-	0.0%
546300 - In-Service Training	728	-	-	-	-	0.0%
547000 - Travel Expense	1,578	1,750	1,750	1,750	-	0.0%
551100 - Cellular Phone	213	480	480	650	170	35.4%
553000 - Printing & Binding	16,844	17,107	17,107	20,411	3,304	19.3%
554000 - Signage	26,132	13,670	13,670	15,560	1,890	13.8%
556000 - Postage	2,049	1,500	1,500	1,500	-	0.0%
557000 - Uniforms/ Laundry	335	550	550	550	-	0.0%
560000 - Miscellaneous	13,674	12,500	12,500	13,500	1,000	8.0%
561000 - Local - In-Service Meals	489	51	-	-	-	0.0%
567000 - Rental & Use	104,508	82,275	82,275	124,335	42,060	51.1%
567100 - Rental of Facilities	2,965	750	575	2,588	2,013	350.1%
Total	1,340,438	1,218,415	1,228,478	1,369,281	140,802	11.5%

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Parks, Recreation & Culture - Activity Analysis

FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	918,443	916,327	931,854	924,685	(7,170)	(0.8%)
Operating	421,995	302,088	296,624	444,596	147,972	49.9%
Total	1,340,438	1,218,415	1,228,478	1,369,281	140,802	11.5%

1436 - Special Events Non-Personnel Expenditures		FY21 Proposed Budget
522000 - General Operating Supplies		
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 décor	2,000
St. Patrick's Day Parade	Program supplies	100
SummerFest	Festival decorations & supplies	10,000
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
Gaithersburg Book Festival	Volunteer shirts, VIP giveaways	2,800
Labor Day Parade	Parade awards	500
La Milla de Mayo	Awards	1,000
Veterans Day Observance	Program supplies	150
Gaithersburg Book Festival	Miscellaneous supplies	2,300
La Milla de Mayo	Shirts, pins, post race refreshments, dog neckerchiefs	1,500
Gaithersburg Book Festival	VIP food & volunteer lunches	500
Total		38,085
524000 - Supplies/Resale		
Gaithersburg Book Festival	Merchandise	1,500
Total		1,500

1436 - Special Events Non-Personnel Expenditures		FY21 Proposed Budget
526000 - Machinery/Equipment		
Special Events	Miscellaneous computer devices & supplies	500
Total		500
531000 - IT (Non-Consultant) Services		
Special Events	Service - software (Adobe Acrobat Pro DC) (1)	113
Special Events	Service - software (Adobe InDesign Creative Cloud) (2)	654
Special Events	Service - software (Survey Monkey)	360
Total		1,127
531600 - Software Maintenance Agreements		
Special Events	Maintenance - software (Microsoft CALs) (13)	3,315
Total		3,315
533000 - Legal		
Gaithersburg Book Festival	County license	30
Oktoberfest	County licenses	300
SummerFest	State Fire Marshall	50
SummerFest	County license	180
Total		560
536000 - Miscellaneous Professional Services		
Exhibition Program	Artwork repair	100
Gaithersburg Book Festival	Sound services	14,350
Gaithersburg Chorus	Director	4,829
La Milla de Mayo	Crazy Dog Event services: race director, bibs & chips	1,000
Oktoberfest	Composting services	640
SummerFest	Sound services	11,150
Gaithersburg Book Festival	Composting services	650
Gaithersburg Chorus	Guest musicians (G-PARC offset)	2,000
Oktoberfest	Sound services	11,900
Gaithersburg Chorus	Accompanist	2,000
Oktoberfest	Event staff	2,700
SummerFest	Fireworks display	28,500
Gaithersburg Chorus	Additional concerts	1,000
Oktoberfest	Horse drawn wagon rides	5,500
SummerFest	Composting services	650
Total		86,969

1436 - Special Events Non-Personnel Expenditures		FY21 Proposed Budget
536500 - Investigations		
Special Events Administration	Criminal background checks	200
Total		200
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
SummerFest	Crossing Guards (public safety funds)	1,400
Thursday Morning Kids Shows	Crossing guards	1,100
Oktoberfest	Crossing guards	3,000
SummerFest	Security - event support	3,150
Total		20,150
538000 - Performances & Entertainment		
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
SummerFest	Entertainment	38,500
Thursday Morning Kids Shows	Artist fees - 9 programs	5,000
Jingle Jubilee and Tree Lighting	Santa	325
Labor Day Parade	Bands	6,100
Oktoberfest	Activities	4,000
Oktoberfest	Artist fees for multiple stages	14,000
Total		85,000

1436 - Special Events Non-Personnel Expenditures		FY21 Proposed Budget
541000 - Advertising		
Gaithersburg Book Festival	Print & radio ads	9,500
Gaithersburg Chorus	Print & social media ads	2,400
Jingle Jubilee and Tree Lighting	Facebook ad	50
Jubilation Day	Social media ads	50
Labor Day Parade	Social media ads	50
La Milla de Mayo	Social media ads	500
Markets	Print	120
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
SummerFest	Print, bus & social media ads	6,000
Veterans Day Observance	Social media	50
Labor Day Parade	Print ads	915
La Milla de Mayo	Social media ads	500
Markets	Social media	150
Total		23,635
542000 - Awards & Presentations		
Gaithersburg Book Festival	Awards	100
La Milla de Mayo	Age group & overall finisher awards	250
Total		350
543000 - Contributions		
Gaithersburg Chorus	Contribution	200
SummerFest	NJROTC, after event clean-up	250
Total		450
544000 - Dues/Memberships/Certification		
Gaithersburg Book Festival	ABA membership	150
Special Events Administration	FA & CPR/AED	250
Total		400

1436 - Special Events Non-Personnel Expenditures		FY21 Proposed Budget
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
551100 - Cellular Phone		
Special Events Administration	Division phones & laptop	650
Total		650

1436 - Special Events Non-Personnel Expenditures		FY21 Proposed Budget
553000 - Printing & Binding		
Exhibition Program	Postcards	256
Gaithersburg Book Festival	Flyers, post cards, posters & programs	7,000
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
SummerFest	Printing & binding	4,300
Thursday Morning Kids Shows	Postcards	320
Jubilation Day	Poster	125
La Milla de Mayo	Postcards	500
Total		20,411

1436 - Special Events Non-Personnel Expenditures		FY21 Proposed Budget
554000 - Signage		
Gaithersburg Book Festival	Banners & signs	7,500
Jingle Jubilee and Tree Lighting	Banner updates	105
Jubilation Day	Signage	200
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	275
St. Patrick's Day Parade	Banner updates	250
SummerFest	Event Signage	2,500
Veterans Day Observance	Banner updates	100
La Milla de Mayo	Signs & banners	500
Markets	Banner updates	480
Oktoberfest	Festival signage	1,500
SummerFest	Banners (FY22)	1,000
Total		15,560
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	13,500
Total		13,500
567000 - Rental & Use		
Gaithersburg Book Festival	Port-a-johns	1,040
Jingle Jubilee and Tree Lighting	Costume rentals	400
Jubilation Day	Rental instruments	425
Labor Day Parade	Radios	2,000
La Milla de Mayo	Port-a-johns & hand washing station	300

1436 - Special Events Non-Personnel Expenditures		FY21 Proposed Budget
Memorial Day Observance	Tent rental	300
Oktoberfest	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
SummerFest	VMS boards	2,300
Gaithersburg Book Festival	Tents, tables, & chairs	31,000
Labor Day Parade	Buses (2)	500
Oktoberfest	Dumpsters	1,600
St. Patrick's Day Parade	Golf carts	400
SummerFest	Light towers	1,600
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
SummerFest	Port-a-Johns	3,150
Gaithersburg Book Festival	Shuttle buses	1,850
Labor Day Parade	Costumes	800
Oktoberfest	VMS boards	500
St. Patrick's Day Parade	Helium tanks	200
SummerFest	Stage lighting	2,000
Gaithersburg Book Festival	Golf carts	1,025
Labor Day Parade	Port-a-johns	900
Oktoberfest	Generators	2,400
SummerFest	Barricades	7,000
Labor Day Parade	Dumpsters	600
Oktoberfest	Buses	1,500
SummerFest	Tents, tables, chairs	8,000
Gaithersburg Book Festival	Generators	3,500
Labor Day Parade	Towing	300
Oktoberfest	Tents, tables, chairs	20,500
SummerFest	Golf Carts	1,700
Gaithersburg Book Festival	Radios	1,000
Oktoberfest	Golf carts	2,300

1436 - Special Events Non-Personnel Expenditures		FY21 Proposed Budget
SummerFest	Generators	1,800
Oktoberfest	Port-a-johns	2,295
SummerFest	Radios	1,300
Oktoberfest	U-haul	300
SummerFest	Amusments & equipment	8,850
SummerFest	Dumpsters	1,000
Total		124,335
567100 - Rental of Facilities		
Gaithersburg Book Festival	School parking lots	198
Labor Day Parade	Use of MCPS parking lots	365
Oktoberfest	Rental of facilities	165
Paws in the Park	MCPS parking lot & field rental	210
SummerFest	Use of MCPS parking lots & fields	1,650
Total		2,588
Total Non-Personnel Expenditures		**444,596**

1437 - Museums

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	96,158	98,092	94,168	98,406	4,238	4.5%
505200 - Other Taxable Comp.-GFIT	270	336	336	336	-	0.0%
507000 - Vacation & Sick Payouts	2,774	2,800	-	-	-	0.0%
508000 - Overtime Wages	354	-	-	-	-	0.0%
509000 - Part-Time Wages	62,484	62,236	62,236	71,594	9,358	15.0%
510000 - FICA Taxes	12,106	12,291	12,291	13,344	1,053	8.6%
514200 - Vision Benefit	(16)	92	92	92	-	0.0%
514210 - Health Insurance	15,535	16,321	16,321	16,321	-	0.0%
514220 - Dental Benefit	(215)	891	891	891	-	0.0%
514230 - Long-Term Care Benefit	137	145	145	145	-	0.0%
514240 - Life Ins and Disability Benefit	868	987	963	999	36	3.7%
515000 - Retirement (401A)	7,693	7,847	7,847	8,200	353	4.5%
516000 - Savings Plan (401K)	2,885	2,943	2,943	3,075	132	4.5%
521000 - Office Supplies	654	500	500	500	-	0.0%
522000 - General Operating Supplies	6,015	6,300	6,300	6,300	-	0.0%
524000 - Supplies/Resale	3,263	5,000	4,500	4,500	-	0.0%
526000 - Machinery/Equipment	2,009	500	500	4,800	4,300	860.0%
530000 - Accounting & Audit	405	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	1,002	1,002	1,002	1,197	195	19.5%
533000 - Legal	30	120	120	300	180	150.0%
536000 - Miscellaneous Professional Services	440	-	-	-	-	0.0%
536300 - Contract Cleaning	-	200	200	200	-	0.0%
538000 - Performances & Entertainment	3,125	3,800	5,750	6,500	750	13.0%
541000 - Advertising	1,605	2,000	2,500	2,000	(500)	(20.0%)
544000 - Dues/Memberships/Certification	463	630	600	700	100	16.7%
546000 - Conf./Seminar/Class Registration	660	400	400	400	-	0.0%
550200 - Water	175	-	-	-	-	0.0%
551100 - Cellular Phone	-	480	480	480	-	0.0%
553000 - Printing & Binding	3,053	3,575	3,575	3,500	(75)	(2.1%)
554000 - Signage	1,626	2,000	2,000	2,000	-	0.0%

General Fund Departmental Budgets

Parks, Recreation & Culture - Activity Analysis

FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
556000 - Postage	-	-	100	100	-	0.0%
567000 - Rental & Use	300	900	700	1,880	1,180	168.6%
Total	225,856	232,388	227,460	248,760	21,300	9.4%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	201,032	204,981	198,233	213,403	15,170	7.7%
Operating	24,824	27,407	29,227	35,357	6,130	21.0%
Total	225,856	232,388	227,460	248,760	21,300	9.4%

1437 - Museums Non-Personnel Expenditures		FY21 Proposed 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	2,800
Community Museum	Conservation & acquisition of museum collection	700
Community Museum	Water dispenser & water	300
Community Museum	Theater programs	100
Total		6,300
524000 - Supplies/Resale		
Community Museum	Museum store resale items (books, toys, t-shirts)	3,000
Community Museum	Concessions	500
Community Museum	Plaza programs	850
Community Museum	Theater programs	150
Total		4,500
526000 - Machinery/Equipment		
Museums	Unistellar eVscope	3,300
Museums	Miscellaneous computer devices & supplies	500
Museums	Telescope display for observatory	1,000
Total		4,800
531600 - Software Maintenance Agreements		
Museums	Maintenance - software (Microsoft CALs) (3)	765
Museums	Maintenance - software (Past Perfect)	432
Total		1,197
533000 - Legal		
Community Museum	County licenses	300
Total		300
536300 - Contract Cleaning		
Community Museum	Museum cleaning	200
Total		200

1437 - Museums Non-Personnel Expenditures		FY21 Proposed Budget
538000 - Performances & Entertainment		
Community Museum	Speakers, entertainers, historic demonstrators, instructors	610
Community Museum	Museum Programs	2,865
Community Museum	Observatory speakers & entertainers	825
Community Museum	Plaza programs	2,200
Total		6,500
541000 - Advertising		
Community Museum	Print & social media ads	2,000
Total		2,000
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	FA & CPR/AED	200
Total		700
546000 - Conf./Seminar/Class Registration		
Community Museum	Small Museum Association Conference	184
Community Museum	Annual Montgomery History Conference	216
Total		400
551100 - Cellular Phone		
Museums	Service - mobile device data plan (1)	480
Total		480
553000 - Printing & Binding		
Community Museum	Postcards, flyers, programs, guides, coloring book	3,500
Total		3,500
554000 - Signage		
Community Museum	Observatory program banner	800
Community Museum	Exhibition signage	1,200
Total		2,000
556000 - Postage		
Community Museum	Postcard mailings	100
Total		100

1437 - Museums Non-Personnel Expenditures		FY21 Proposed Budget
567000 - Rental & Use		
Community Museum	Port-a-johns at Observatory programs	1,880
Total		1,880
Total Non-Personnel Expenditures		**35,357**

1438 - Kentlands Mansion

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	162,050	181,161	183,616	181,740	(1,876)	(1.0%)
505100 - Other Taxable Comp.-Multilingual	2,080	-	-	-	-	0.0%
505200 - Other Taxable Comp.-GFIT	831	1,008	1,008	1,008	-	0.0%
505300 - Other Taxable Comp.-Housing Stipend	1,800	-	-	-	-	0.0%
509000 - Part-Time Wages	78,107	80,090	80,090	80,094	4	0.0%
510000 - FICA Taxes	18,339	20,063	20,835	20,687	(148)	(0.7%)
514200 - Vision Benefit	81	184	179	184	5	2.8%
514210 - Health Insurance	14,661	33,328	24,331	33,328	8,997	37.0%
514220 - Dental Benefit	(46)	2,206	1,695	2,206	511	30.1%
514230 - Long-Term Care Benefit	399	435	435	435	-	0.0%
514240 - Life Ins and Disability Benefit	1,433	1,827	1,928	1,905	(23)	(1.2%)
515000 - Retirement (401A)	12,854	14,494	15,302	15,145	(157)	(1.0%)
515050 - Supplemental Retirement (401A)	932	2,360	2,360	2,466	106	4.5%
515100 - Retirement Health Savings (RHS)	4,652	5,095	4,703	4,703	-	0.0%
515200 - Medicare Retirement Health Savings (RHS)	231	2,000	2,000	2,000	-	0.0%
516000 - Savings Plan (401K)	4,771	5,435	5,738	5,680	(58)	(1.0%)
521000 - Office Supplies	640	300	300	300	-	0.0%
522000 - General Operating Supplies	6,438	6,480	6,480	6,480	-	0.0%
524000 - Supplies/Resale	5,708	9,000	9,000	8,000	(1,000)	(11.1%)
525000 - Furniture/Fixture	2,050	2,000	2,000	2,000	-	0.0%
526000 - Machinery/Equipment	1,537	5,880	5,880	2,000	(3,880)	(66.0%)
531000 - IT (Non-Consultant) Services	-	120	120	-	(120)	(100.0%)
531500 - Software Licenses	168	300	300	300	-	0.0%
531600 - Software Maintenance Agreements	760	-	760	1,020	260	34.2%
533000 - Legal	405	400	120	360	240	200.0%
536000 - Miscellaneous Professional Services	1,921	1,630	1,430	1,430	-	0.0%
536500 - Investigations	154	35	90	90	-	0.0%
538000 - Performances & Entertainment	5,517	8,000	8,000	7,500	(500)	(6.3%)

General Fund Departmental Budgets
Parks, Recreation & Culture - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
541000 - Advertising	13,796	17,000	17,000	17,000	-	0.0%
542000 - Awards & Presentations	42	46	-	-	-	0.0%
544000 - Dues/Memberships/Certification	325	575	575	575	-	0.0%
546000 - Conf./Seminar/Class Registration	1,270	1,105	1,105	1,105	-	0.0%
546300 - In-Service Training	180	90	-	-	-	0.0%
547000 - Travel Expense	1,861	1,990	1,990	1,990	-	0.0%
550200 - Water	185	-	-	-	-	0.0%
551100 - Cellular Phone	(100)	-	-	-	-	0.0%
553000 - Printing & Binding	2,044	2,000	2,000	2,800	800	40.0%
554000 - Signage	1,260	500	1,000	1,000	-	0.0%
556000 - Postage	350	500	700	700	-	0.0%
557000 - Uniforms/ Laundry	373	300	300	300	-	0.0%
573000 - R&M - Machinery & Equipment	112	100	96	124	28	29.2%
Total	350,169	408,037	403,466	406,655	3,188	0.8%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	303,175	349,686	344,220	351,581	7,360	2.1%
Operating	46,994	58,351	59,246	55,074	(4,172)	(7.0%)
Total	350,169	408,037	403,466	406,655	3,188	0.8%

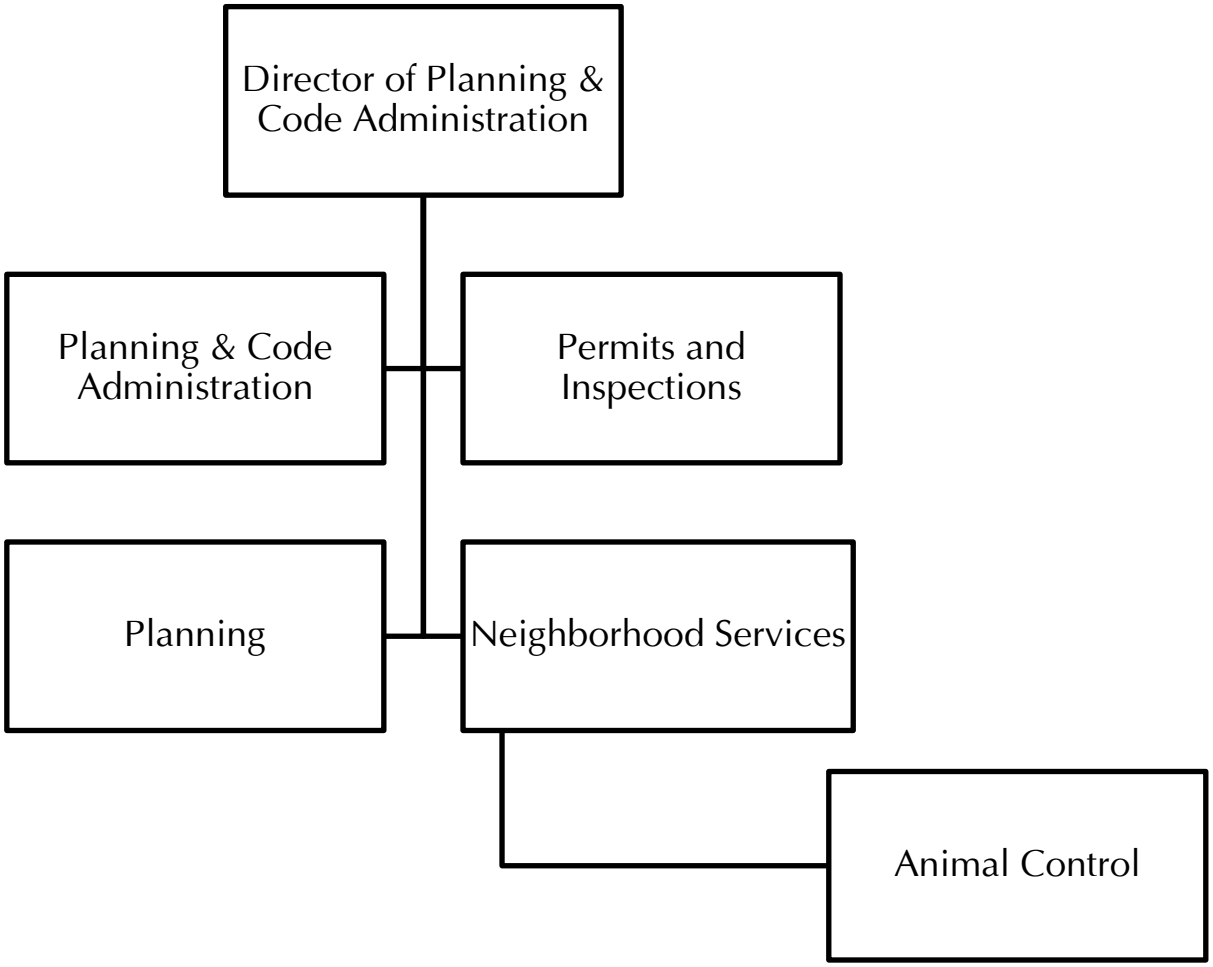
1438 - Kentlands Mansion Non-Personnel Expenditures		FY21 Proposed Budget
521000 - Office Supplies		
Kentlands Mansion Administration	Ink	300
Total		300
522000 - General Operating Supplies		
Bridal Events	Event supplies, pens, nametags, tablecloths, & paper products	100
Kentlands Mansion Administration	Event supplies, flowers, centerpieces, janitorial supplies, paper products	4,130
Special Events	Program supplies: centerpieces, souvenir (3 events)	300
Theater Partnerships	Theater supplies, special papers, materials for props	1,950
Total		6,480
524000 - Supplies/Resale		
Kentlands Mansion Administration	Food & beverage concessions	3,000
Special Events	Food & beverage concessions	4,400
Theater Partnerships	Food & beverage concessions	600
Total		8,000
525000 - Furniture/Fixture		
Kentlands Mansion Administration	Second floor reception area furniture replacement	2,000
Total		2,000
526000 - Machinery/Equipment		
Kentlands Mansion	Miscellaneous computer devices & supplies	1,000
Kentlands Mansion	Additional security cameras	1,000
Total		2,000
531500 - Software Licenses		
Kentlands Mansion	Additional Milestone camera licenses	300
Total		300
531600 - Software Maintenance Agreements		
Kentlands Mansion	Maintenance - software (Microsoft CALs) (4)	1,020
Total		1,020
533000 - Legal		
Theater Partnerships	County licenses	360
Total		360

1438 - Kentlands Mansion Non-Personnel Expenditures		FY21 Proposed Budget
536000 - Miscellaneous Professional Services		
Special Events	Santa, movies	1,430
Total		1,430
536500 - Investigations		
Kentlands Mansion Administration	Background checks	90
Total		90
538000 - Performances & Entertainment		
Theater Partnerships	Theater partner's share of ticket sales	7,500
Total		7,500
541000 - Advertising		
Bridal Events	Newspaper ads (2 ads per show)	400
Kentlands Mansion Administration	Print, social media & website ads	16,000
Theater Partnerships	Print & social media ads	600
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	International Special Event Society conference registration	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
553000 - Printing & Binding		
Kentlands Mansion Administration	Seasonal brochure (with the Arts Barn)	1,500
Kentlands Mansion Administration	Flyers for Mansion programs	1,300
Total		2,800

1438 - Kentlands Mansion Non-Personnel Expenditures		FY21 Proposed Budget
554000 - Signage		
Bridal Events	Banners (4 refurbish & 1 replacement)	500
Kentlands Mansion Administration	Banners and banner updates	100
Special Events	Banners and banner updates	400
Total		1,000
556000 - Postage		
Kentlands Mansion Administration	Postcard mailing	700
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)	124
Total		124
Total Non-Personnel Expenditures		**55,074**

Winter Lights

DEPARTMENT OF PLANNING & CODE ADMINISTRATION



General Fund Departmental Budget

Department Overview - Planning & Code Administration

FY21 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).

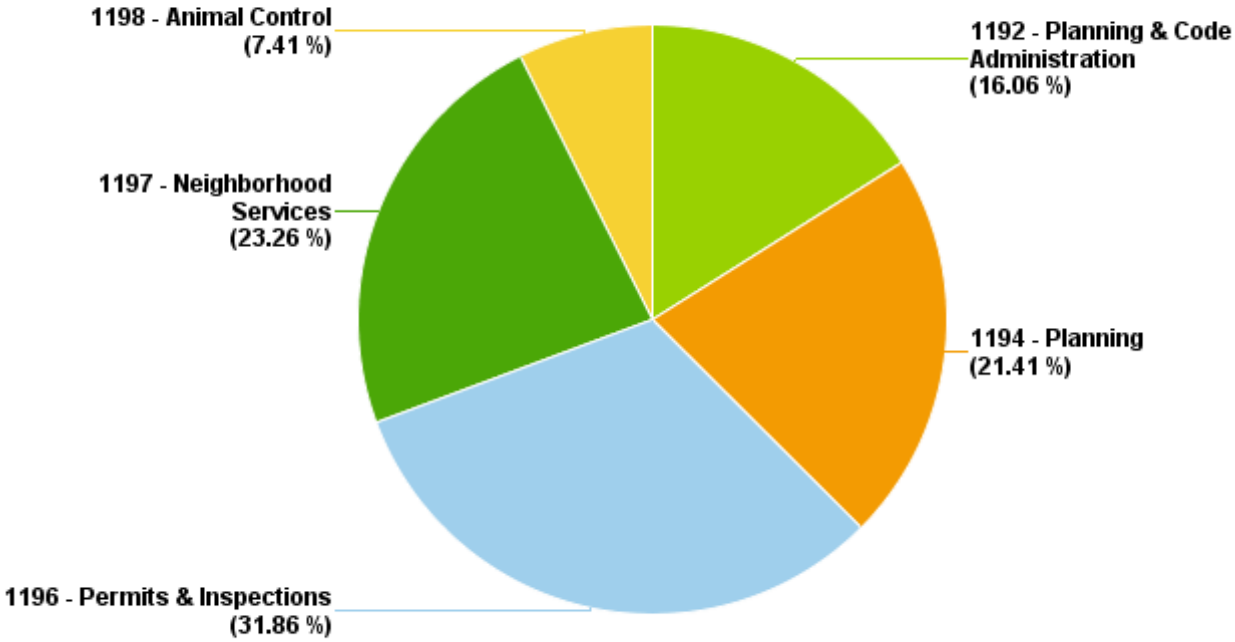
Planning & Code Administration Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Activity						
1192 - Planning & Code Administration	824,269	907,928	906,286	919,770	13,484	1.5%
1194 - Planning	1,212,954	1,119,925	1,240,842	1,226,146	(14,696)	(1.2%)
1196 - Permits & Inspections	1,703,740	1,686,628	1,725,106	1,824,965	99,860	5.8%
1197 - Neighborhood Services	1,026,463	1,206,223	1,155,652	1,332,158	176,506	15.3%
1198 - Animal Control	381,751	377,929	424,066	424,677	611	0.1%
Total	5,149,178	5,298,633	5,451,952	5,727,716	275,764	5.1%

General Fund Departmental Budget

Department Overview - Planning & Code Administration

FY21 Budget

FY21 Proposed - By Activity



Planning & Code Administration Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Category						
Personnel Services	4,819,044	4,899,113	5,031,025	5,270,586	239,561	4.8%
Operating	304,750	369,886	418,077	425,130	7,053	1.7%
Capital	25,384	29,634	2,850	32,000	29,150	1,022.8%
Total	5,149,178	5,298,633	5,451,952	5,727,716	275,764	5.1%

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1192 - Planning & Code Administration			
Administrative Assistant I	0	1	1
Administrative Technician I	1	1	1
Administrative Technician II	4	3	3
Administrative Technician III	1	1	1
Permitting Manager	1	1	1
Director of Planning & Code Administration	1	1	1

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
Part-Time Personnel	1.1	0	0
Subtotal	**9.1**	**8**	**8**
1194 - Planning			
Planner I	4	5	3
Planner II	2	1	4
GIS Planner	1	1	1
Planner III	1	1	0
Community Planning Manager	0	0	1
Long Range Planning Manager	1	1	1
Planning Division Chief	1	1	0
Part-Time Personnel	0.38	0.43	0.43
Subtotal	**10.38**	**10.43**	**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	2.64	1.96	2.39
Subtotal	**14.64**	**13.96**	**14.39**
1197 - Neighborhood Services			
Neighborhood Services Coordinator	0	1	1
Code Administration Officer III	1	0	0
Neighborhood Services Division Chief	1	1	1
Code Compliance Manager	1	1	1
Code Administration Officer II	2	3	3
Code Administration Officer I	5	5	6
Part-Time Personnel	1.15	1.01	0.86
Subtotal	**11.15**	**12.01**	**12.86**

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1198 - Animal Control			
Animal Control Officer I	2	1	1
Animal Control Officer II	0	1	1
Animal Control Officer III	1	1	1
Manager of Animal Services	1	1	1
Part-Time Personnel	0.48	0.44	0.4
Subtotal	**4.48**	**4.44**	**4.4**
Full-Time Personnel	44	45	46
Part-Time Personnel	5.75	3.83	4.08
Total	**49.75**	**48.83**	**50.08**

1192 - Planning & Code Administration

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	508,248	558,335	541,224	563,360	22,136	4.1%
505100 - Other Taxable Comp.-Multilingual	4,160	4,160	4,160	4,160	-	0.0%
505200 - Other Taxable Comp.-GFIT	1,513	1,344	1,344	1,344	-	0.0%
505300 - Other Taxable Comp.-Housing Stipend	10,800	13,000	10,800	13,200	2,400	22.2%
507000 - Vacation & Sick Payouts	1,702	1,700	-	-	-	0.0%
508000 - Overtime Wages	1,031	1,400	1,560	1,560	-	0.0%
509000 - Part-Time Wages	22,488	1,568	-	-	-	0.0%
510000 - FICA Taxes	39,257	44,356	42,327	44,103	1,776	4.2%
514200 - Vision Benefit	221	295	437	295	(142)	(32.5%)
514210 - Health Insurance	66,009	63,824	85,153	63,824	(21,329)	(25.0%)
514220 - Dental Benefit	3,578	5,131	5,615	5,241	(374)	(6.7%)
514230 - Long-Term Care Benefit	1,337	1,154	1,160	1,166	6	0.5%
514240 - Life Ins and Disability Benefit	4,092	5,783	5,290	5,469	179	3.4%
515000 - Retirement (401A)	40,660	44,667	45,102	46,947	1,845	4.1%
515100 - Retirement Health Savings (RHS)	8,687	12,893	8,976	13,249	4,273	47.6%
515200 - Medicare Retirement Health Savings (RHS)	-	1,917	2,000	2,084	84	4.2%
516000 - Savings Plan (401K)	15,247	16,751	16,914	17,606	692	4.1%
521000 - Office Supplies	6,672	7,000	7,000	7,000	-	0.0%
525000 - Furniture/Fixture	-	1,000	1,000	1,000	-	0.0%
526000 - Machinery/Equipment	150	500	500	750	250	50.0%
530000 - Accounting & Audit	16,694	20,000	20,000	20,000	-	0.0%
531000 - IT (Non-Consultant) Services	823	6,092	14,794	11,050	(3,744)	(25.3%)
531600 - Software Maintenance Agreements	24,099	48,241	46,663	49,575	2,912	6.2%
536000 - Miscellaneous Professional Services	180	150	500	500	-	0.0%
541000 - Advertising	9,065	6,000	5,000	5,000	-	0.0%
542000 - Awards & Presentations	207	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	727	1,132	1,132	1,276	144	12.7%
545000 - Publications/ Resource Material	127	122	122	122	-	0.0%

General Fund Departmental Budgets
Planning & Code Administration - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
546000 - Conf./Seminar/Class Registration	2,260	2,575	2,575	2,700	125	4.9%
546300 - In-Service Training	180	-	-	-	-	0.0%
547000 - Travel Expense	5,323	3,600	3,600	3,600	-	0.0%
551100 - Cellular Phone	761	620	720	820	100	13.9%
553000 - Printing & Binding	853	1,500	1,500	1,500	-	0.0%
556000 - Postage	18,590	15,000	13,000	15,000	2,000	15.4%
556500 - Messenger Services	-	200	200	200	-	0.0%
557000 - Uniforms/ Laundry	(10)	-	-	-	-	0.0%
560000 - Miscellaneous	935	1,500	1,500	1,500	-	0.0%
567000 - Rental & Use	5,066	12,000	12,000	12,000	-	0.0%
573000 - R&M - Machinery & Equipment	2,538	2,418	2,418	2,569	151	6.2%
Total	824,269	907,928	906,286	919,770	13,484	1.5%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	729,030	778,278	772,062	783,608	11,546	1.5%
Operating	95,239	129,650	134,224	136,162	1,938	1.4%
Total	824,269	907,928	906,286	919,770	13,484	1.5%

General Fund Departmental Budgets
Planning & Code Administration - Activity Analysis
FY21 Budget

1192 - Planning & Code Administration Non-Personnel Expenditures	FY21 Proposed 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 and supplies	500
Miscellaneous computer devices & supplies	250
Total	750
530000 - Accounting & Audit	
Credit card fees	20,000
Total	20,000
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (6)	678
Service - software (Survey Monkey)	372
Energov CSS implementation services	10,000
Total	11,050
531600 - Software Maintenance Agreements	
Maintenance - software (Energov)	47,025
Maintenance - software (Microsoft CALs) (10)	2,550
Total	49,575
536000 - Miscellaneous Professional Services	
Secretarial services (transcripts)	500
Total	500
541000 - Advertising	
Legal notices and publications for public hearings	5,000
Total	5,000

General Fund Departmental Budgets
Planning & Code Administration - Activity Analysis
FY21 Budget

1192 - Planning & Code Administration Non-Personnel Expenditures	FY21 Proposed Budget
544000 - Dues/Memberships/Certification	
American Planning Association (Director)	616
Congress for New Urbanism (1)	195
Notary public (2)	150
Urban Land Institute	240
First aid/CPR certification	75
Total	1,276
545000 - Publications/ Resource Material	
Publications/resource materials	122
Total	122
546000 - Conf./Seminar/Class Registration	
American Planning Association Conference Registration (Director)	900
Energov Conference	975
Energov System Administrator certification	825
Total	2,700
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)	820
Total	820
553000 - Printing & Binding	
Notices	500
Paper supplies	500
Stickers	500
Total	1,500
556000 - Postage	
All accounts (1192, 1194, 1196, 1197, 1198)	15,000
Total	15,000

General Fund Departmental Budgets
Planning & Code Administration - Activity Analysis
FY21 Budget

1192 - Planning & Code Administration Non-Personnel Expenditures	FY21 Proposed 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 - BW) (3)	1,164
Maintenance & supplies - copier (Ricoh - color printing)	1,405
Total	2,569
Total Non-Personnel Expenditures	**136,162**

1194 - Planning

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	802,173	725,477	800,430	782,976	(17,454)	(2.2%)
505200 - Other Taxable Comp.-GFIT	1,865	840	1,008	1,680	672	66.7%
505300 - Other Taxable Comp.-Housing Stipend	3,600	2,100	3,600	-	(3,600)	(100.0%)
507000 - Vacation & Sick Payouts	9,515	9,500	-	-	-	0.0%
509000 - Part-Time Wages	37,998	34,839	34,760	36,501	1,741	5.0%
510000 - FICA Taxes	63,067	58,402	66,086	65,325	(761)	(1.2%)
514200 - Vision Benefit	581	555	590	685	95	16.1%
514210 - Health Insurance	100,831	103,046	116,871	116,519	(352)	(0.3%)
514220 - Dental Benefit	7,792	6,707	7,416	7,653	237	3.2%
514230 - Long-Term Care Benefit	893	1,306	1,450	1,450	-	0.0%
514240 - Life Ins and Disability Benefit	7,126	6,680	8,048	8,094	46	0.6%
515000 - Retirement (401A)	64,173	58,038	66,703	65,247	(1,456)	(2.2%)
515100 - Retirement Health Savings (RHS)	6,282	4,273	4,273	4,273	-	0.0%
515200 - Medicare Retirement Health Savings (RHS)	-	1,751	-	6,000	6,000	100.0%
516000 - Savings Plan (401K)	24,065	21,764	25,013	24,468	(545)	(2.2%)
519000 - Tuition Reimbursement	3,500	-	3,500	-	(3,500)	(100.0%)
521000 - Office Supplies	88	-	-	-	-	0.0%
525000 - Furniture/Fixture	-	1,150	500	650	150	30.0%
526000 - Machinery/Equipment	2,188	3,127	2,000	1,900	(100)	(5.0%)
531000 - IT (Non-Consultant) Services	3,840	4,155	3,116	3,133	17	0.5%
531500 - Software Licenses	3,255	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	3,311	3,732	4,850	5,718	868	17.9%
532000 - Engineering & Architecture	-	6,700	9,500	12,500	3,000	31.6%
536000 - Miscellaneous Professional Services	34,515	34,500	36,000	36,000	-	0.0%
542000 - Awards & Presentations	100	300	300	550	250	83.3%
544000 - Dues/Memberships/Certification	6,047	8,700	9,220	9,740	520	5.6%
545000 - Publications/ Resource Material	420	550	550	694	144	26.2%
546000 - Conf./Seminar/Class Registration	7,696	6,200	11,288	12,040	752	6.7%

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
546300 - In-Service Training	90	90	150	190	40	26.7%
547000 - Travel Expense	13,431	11,000	17,590	16,900	(690)	(3.9%)
547100 - Local Travel Mileage	45	-	-	-	-	0.0%
551100 - Cellular Phone	462	223	820	-	(820)	(100.0%)
553000 - Printing & Binding	38	-	-	-	-	0.0%
554000 - Signage	2,589	2,400	2,900	2,900	-	0.0%
557000 - Uniforms/ Laundry	496	820	660	660	-	0.0%
560000 - Miscellaneous	799	1,000	1,000	1,700	700	70.0%
595000 - Furniture & Equipment	86	-	650	-	(650)	(100.0%)
Total	1,212,954	1,119,925	1,240,842	1,226,146	(14,696)	(1.2%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,133,460	1,035,278	1,139,748	1,120,871	(18,877)	(1.7%)
Operating	79,409	84,647	100,444	105,275	4,831	4.8%
Capital	86	-	650	-	(650)	(100.0%)
Total	1,212,954	1,119,925	1,240,842	1,226,146	(14,696)	(1.2%)

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1194 - Planning Non-Personnel Expenditures	FY21 Proposed Budget
525000 - Furniture/Fixture	
Miscellaneous	650
Total	650
526000 - Machinery/Equipment	
Wall-mounted display	900
Miscellaneous computer devices & supplies	1,000
Total	1,900
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (8)	904
Service - software (Adobe Creative Cloud for Teams) (3)	2,229
Total	3,133
531600 - Software Maintenance Agreements	
Maintenance - software (AutoCAD AED Suite) (1)	996
Maintenance - software (Bluebeam Revu) (11)	1,662
Maintenance - software (Microsoft CALs) (12)	3,060
Total	5,718
532000 - Engineering & Architecture	
Survey Tool	12,500
Total	12,500
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
Staff Anniversary	250
Total	550

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1194 - Planning Non-Personnel Expenditures	FY21 Proposed Budget
544000 - Dues/Memberships/Certification	
ACSM/Cartography & Geographic Info. Society, URISA-Urban Regional Info Sys Assoc	350
American Planning Association & AICP (6 Planning Commissioners and 11 planning staff)	6,100
ASFM, MAFSM and CFM	280
GIS Professional	100
International Society of Arborist & Society of Municipal Arborists	150
Maryland Association of Historic District Commission	150
Maryland Planning Commissioners Association	300
National Trust for Historic Preservation Forum	250
Urban Land Institute (Agency Member)	560
Transportation Research Board & Institute of Transportation Engineers, League of American Cyclist	500
AICP Certification Exam (2 candidates)	1,000
Total	9,740
545000 - Publications/ Resource Material	
Miscellaneous reference material	550
Planetizen Subscription	144
Total	694
546000 - Conf./Seminar/Class Registration	
AICP certification exam Preparation	790
American Planning Association Conference registration (1 PC + 4 Staff)	4,300
Local & National GIS Conferences	400
Local conferences & seminars	2,000
Historic Preservation Conferences	400
Environmental Planning Conferences	300
Transportation Conferences	1,600
On-line education courses and training	600
Forest Conservation Act Qualified Professional Course	650
Mandatory yearly HDC Training	1,000
Total	12,040
546300 - In-Service Training	
Training through HR - first aid/CPR/AED, etc and other training	190
Total	190

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1194 - Planning Non-Personnel Expenditures	FY21 Proposed Budget
547000 - Travel Expense	
American Planning Assoc. National Conference (1 PC & 4 staff) airfare, hotel, per diem	11,100
ESRI Conference	2,200
Other conferences/Local Travel	1,000
Environmental Planning ISA, Floodplain Training	750
Maryland Assoc of Planning Commissioners conference, and Association of Historic Districts Commissioners Training	550
National Association of Preservation Commissions' Biannual Conference	1,300
Total	16,900
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	1,000
Miscellaneous	500
Bike to work day	200
Total	1,700
Total Non-Personnel Expenditures	**105,275**

1196 - Permits & Inspections

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	1,105,243	1,100,663	1,108,496	1,158,324	49,828	4.5%
505200 - Other Taxable Comp.-GFIT	-	84	-	336	336	100.0%
507000 - Vacation & Sick Payouts	4,308	4,300	-	-	-	0.0%
508000 - Overtime Wages	2,167	600	1,500	1,500	-	0.0%
509000 - Part-Time Wages	138,061	122,000	139,891	166,134	26,244	18.8%
510000 - FICA Taxes	93,764	93,721	98,508	104,415	5,907	6.0%
514200 - Vision Benefit	(48)	667	794	732	(62)	(7.8%)
514210 - Health Insurance	108,760	125,236	114,185	134,887	20,702	18.1%
514220 - Dental Benefit	11,902	7,648	7,944	8,251	307	3.9%
514230 - Long-Term Care Benefit	1,177	1,631	1,740	1,740	-	0.0%
514240 - Life Ins and Disability Benefit	9,718	11,051	11,052	11,383	331	3.0%
515000 - Retirement (401A)	88,301	88,054	92,375	96,526	4,151	4.5%
515100 - Retirement Health Savings (RHS)	17,488	9,406	18,382	9,406	(8,976)	(48.8%)
515200 - Medicare Retirement Health Savings (RHS)	2,846	4,500	4,000	6,000	2,000	50.0%
516000 - Savings Plan (401K)	30,875	33,021	32,306	36,197	3,891	12.0%
522000 - General Operating Supplies	338	1,285	1,200	1,200	-	0.0%
526000 - Machinery/Equipment	34	1,848	6,450	2,200	(4,250)	(65.9%)
531000 - IT (Non-Consultant) Services	1,010	898	896	904	8	0.9%
531500 - Software Licenses	930	2,400	2,400	2,400	-	0.0%
531600 - Software Maintenance Agreements	4,173	4,215	4,420	4,987	567	12.8%
532000 - Engineering & Architecture	10,290	20,000	22,000	22,000	-	0.0%
536000 - Miscellaneous Professional Services	-	1,000	2,200	2,200	-	0.0%
544000 - Dues/Memberships/Certification	1,535	2,400	3,120	3,070	(50)	(1.6%)
545000 - Publications/ Resource Material	1,709	3,600	3,855	3,420	(435)	(11.3%)
546000 - Conf./Seminar/Class Registration	7,060	8,900	9,432	8,573	(859)	(9.1%)
547000 - Travel Expense	6,418	8,600	8,660	9,220	560	6.5%
551100 - Cellular Phone	12,426	14,400	14,400	14,400	-	0.0%
552500 - Gasoline Expense	6,574	6,600	7,000	6,500	(500)	(7.1%)
553000 - Printing & Binding	38	-	-	-	-	0.0%

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
557000 - Uniforms/ Laundry	1,982	2,800	2,800	2,960	160	5.7%
560000 - Miscellaneous	707	600	600	600	-	0.0%
574000 - R&M - Vehicles	8,657	2,500	2,500	2,500	-	0.0%
595100 - Furniture & Equipment (Replacement)	-	2,000	2,000	2,000	-	0.0%
596000 - Vehicles/Motor Equipment	25,298	-	-	-	-	0.0%
Total	1,703,740	1,686,628	1,725,106	1,824,965	99,860	5.8%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,614,562	1,602,582	1,631,173	1,735,831	104,659	6.4%
Operating	63,880	82,046	91,933	87,134	(4,799)	(5.2%)
Capital	25,298	2,000	2,000	2,000	-	0.0%
Total	1,703,740	1,686,628	1,725,106	1,824,965	99,860	5.8%

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1196 - Permits & Inspections Non-Personnel Expenditures	FY21 Proposed Budget
522000 - General Operating Supplies	
General supplies/inspection tools	1,200
Total	1,200
526000 - Machinery/Equipment	
iPads for Energov iGInspect (2)	1,200
Miscellaneous computer devices & supplies	1,000
Total	2,200
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (8)	904
Total	904
531500 - Software Licenses	
Licenses for Energov iGInspect (2)	2,400
Total	2,400
531600 - Software Maintenance Agreements	
Maintenance - software (Bluebeam Revu) (6)	907
Maintenance - software (Microsoft CALs) (16)	4,080
Total	4,987
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)	300
NFPA membership (5)	1,000
AIA membership (1)	700
Total	3,070

1196 - Permits & Inspections Non-Personnel Expenditures	FY21 Proposed Budget
545000 - Publications/ Resource Material	
Fire Engineering	30
International Code Council	1,250
Journal of Light Construction	40
Miscellaneous reference books	300
NFPA Codes	1,800
Total	3,420
546000 - Conf./Seminar/Class Registration	
International Code Council Local Chapter Seminars	840
NFPA	1,200
ICC Certification Test	1,533
ICC Edu Code Training (3)	2,400
StormCon Conference	600
ICC Conference (2)	1,000
ADA Conference (1)	1,000
Total	8,573
547000 - Travel Expense	
NFPA Conference	1,600
Edu Code Training	3,000
StormCon Conference	1,200
ADA Conference	1,000
Local travel expense mileage reimbursement for staff	220
ICC Conference	2,200
Total	9,220
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	6,500
Total	6,500

1196 - Permits & Inspections Non-Personnel Expenditures	FY21 Proposed Budget
557000 - Uniforms/ Laundry	
Inspectors staff identification shirts/jackets	800
Footwear allowance	400
Uniform/footwear allowance	1,760
Total	2,960
560000 - Miscellaneous	
Misc.	600
Total	600
574000 - R&M - Vehicles	
Vehicle repairs	2,500
Total	2,500
595100 - Furniture & Equipment (Replacement)	
Replacement chairs	2,000
Total	2,000
Total Non-Personnel Expenditures	**89,134**

1197 - Neighborhood Services

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
596000 - Vehicles/Motor Equipment	-	30,000	30,000
Vehicle requested for new rental housing inspector.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	657,018	739,442	714,588	801,632	87,044	12.2%
505100 - Other Taxable Comp.-Multilingual	10,400	12,480	10,400	12,480	2,080	20.0%
505200 - Other Taxable Comp.-GFIT	1,616	2,688	2,688	3,024	336	12.5%
505300 - Other Taxable Comp.-Housing Stipend	5,400	10,800	6,000	10,800	4,800	80.0%
507000 - Vacation & Sick Payouts	2,078	2,100	-	-	-	0.0%
508000 - Overtime Wages	257	500	2,700	2,700	-	0.0%
509000 - Part-Time Wages	31,538	26,500	29,962	26,710	(3,252)	(10.9%)
510000 - FICA Taxes	52,343	60,717	60,964	68,241	7,277	11.9%
514200 - Vision Benefit	363	847	805	934	129	16.0%
514210 - Health Insurance	131,396	172,827	158,748	185,695	26,947	17.0%
514220 - Dental Benefit	11,469	9,678	9,591	10,482	891	9.3%
514230 - Long-Term Care Benefit	(195)	1,595	1,595	1,740	145	9.1%
514240 - Life Ins and Disability Benefit	5,973	7,686	7,546	8,490	944	12.5%
515000 - Retirement (401A)	52,561	54,992	59,548	62,454	2,906	4.9%
515100 - Retirement Health Savings (RHS)	4,910	5,133	5,133	5,133	-	0.0%
515200 - Medicare Retirement Health Savings (RHS)	77	2,000	2,000	4,000	2,000	100.0%
516000 - Savings Plan (401K)	17,367	19,740	19,888	22,499	2,611	13.1%
519000 - Tuition Reimbursement	3,500	7,000	7,000	10,500	3,500	50.0%
522000 - General Operating Supplies	1,341	1,250	3,250	3,600	350	10.8%
525000 - Furniture/Fixture	544	567	800	3,000	2,200	275.0%
526000 - Machinery/Equipment	3,579	-	500	4,900	4,400	880.0%
531000 - IT (Non-Consultant) Services	318	337	336	339	3	0.9%
531600 - Software Maintenance Agreements	1,900	1,900	1,900	2,550	650	34.2%

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536000 - Miscellaneous Professional Services	2,447	6,500	6,500	6,500	-	0.0%
536700 - Abatement Services	-	-	10,000	6,000	(4,000)	(40.0%)
544000 - Dues/Memberships/Certification	848	1,000	1,285	1,360	75	5.8%
545000 - Publications/ Resource Material	292	350	515	515	-	0.0%
546000 - Conf./Seminar/Class Registration	1,769	1,900	2,045	2,045	-	0.0%
547000 - Travel Expense	1,597	1,300	2,500	2,500	-	0.0%
551100 - Cellular Phone	7,829	9,560	9,560	11,780	2,220	23.2%
552500 - Gasoline Expense	10,468	10,800	10,000	11,500	1,500	15.0%
553000 - Printing & Binding	220	-	-	-	-	0.0%
557000 - Uniforms/ Laundry	2,480	3,000	3,280	3,630	350	10.7%
560000 - Miscellaneous	304	500	1,000	1,000	-	0.0%
567000 - Rental & Use	88	100	225	225	-	0.0%
574000 - R&M - Vehicles	2,372	2,800	2,800	3,200	400	14.3%
596000 - Vehicles/Motor Equipment	-	27,634	-	30,000	30,000	100.0%
Total	1,026,463	1,206,223	1,155,652	1,332,158	176,506	15.3%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	988,069	1,136,725	1,099,156	1,237,514	138,358	12.6%
Operating	38,394	41,864	56,496	64,644	8,148	14.4%
Capital	-	27,634	-	30,000	30,000	100.0%
Total	1,026,463	1,206,223	1,155,652	1,332,158	176,506	15.3%

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1197 - Neighborhood Services Non-Personnel Expenditures	FY21 Proposed Budget
522000 - General Operating Supplies	
Miscellaneous supplies	3,250
Operating Supplies, clipboard, tools, shoe covers, respirator mask, flash light, etc	350
Total	3,600
525000 - Furniture/Fixture	
Desk, cube and/or chair	1,000
New work station	2,000
Total	3,000
526000 - Machinery/Equipment	
Wall-mounted display	900
Miscellaneous computer devices & supplies	500
new Toughbook, monitor, and docking station	3,500
Total	4,900
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (3)	339
Total	339
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (10)	2,550
Total	2,550
536000 - Miscellaneous Professional Services	
Contract services	6,500
Total	6,500
536700 - Abatement Services	
Miscellaneous abatement services	6,000
Total	6,000
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
CEZOA and AACE Memberships	75
Total	1,360

1197 - Neighborhood Services Non-Personnel Expenditures	FY21 Proposed Budget
545000 - Publications/ Resource Material	
ICC Residential Code	200
International Code Council (ICC) Property Maintenance Code	65
Miscellaneous resource and training guides	250
Total	515
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 (9)	6,480
Replacement phones	400
Cell phone service (non-data) (1)	240
Service - mobile device data plan (8)	3,840
1 additional cell phone and service	820
Total	11,780
552500 - Gasoline Expense	
87 Octane fuel	10,500
	1,000
Total	11,500
557000 - Uniforms/ Laundry	
Inspectors staff identification shirts/jackets, etc.	2,000
Uniform/footwear allowance	1,280
Shirts and Jacket	350
Total	3,630

1197 - Neighborhood Services Non-Personnel Expenditures	FY21 Proposed Budget
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
Vehicle maintenance (new position)	400
Total	3,200
596000 - Vehicles/Motor Equipment	
Vehicle for New Rental Housing Inspector	30,000
Total	30,000
Total Non-Personnel Expenditures	**94,644**

1198 - Animal Control

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	225,080	217,220	237,006	238,981	1,975	0.8%
505100 - Other Taxable Comp.-Multilingual	2,080	2,080	2,080	2,080	-	0.0%
505200 - Other Taxable Comp.-GFIT	135	84	-	336	336	100.0%
505300 - Other Taxable Comp.-Housing Stipend	3,000	-	3,600	-	(3,600)	(100.0%)
507000 - Vacation & Sick Payouts	2,204	2,200	-	-	-	0.0%
508000 - Overtime Wages	24,061	24,000	28,080	28,080	-	0.0%
509000 - Part-Time Wages	3,204	3,000	12,308	11,451	(857)	(7.0%)
510000 - FICA Taxes	19,052	18,885	22,473	22,289	(184)	(0.8%)
514200 - Vision Benefit	111	211	206	252	46	22.3%
514210 - Health Insurance	43,948	46,456	48,216	51,825	3,609	7.5%
514220 - Dental Benefit	3,001	2,618	2,641	2,979	338	12.8%
514230 - Long-Term Care Benefit	355	522	581	581	-	0.0%
514240 - Life Ins and Disability Benefit	2,115	2,204	2,539	2,525	(14)	(0.6%)
515000 - Retirement (401A)	17,983	17,378	19,751	19,915	164	0.8%
515200 - Medicare Retirement Health Savings (RHS)	1,539	2,875	2,000	4,000	2,000	100.0%
516000 - Savings Plan (401K)	6,058	6,517	7,406	7,468	62	0.8%
522000 - General Operating Supplies	751	350	750	1,250	500	66.7%
525000 - Furniture/Fixture	-	-	-	400	400	100.0%
526000 - Machinery/Equipment	713	-	500	250	(250)	(50.0%)
531000 - IT (Non-Consultant) Services	61	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	760	760	760	1,020	260	34.2%
536000 - Miscellaneous Professional Services	1,564	750	2,500	2,000	(500)	(20.0%)
543000 - Contributions	3,500	3,500	3,500	3,500	-	0.0%
544000 - Dues/Memberships/Certification	200	200	200	225	25	12.5%
546000 - Conf./Seminar/Class Registration	1,430	800	2,200	1,600	(600)	(27.3%)
547000 - Travel Expense	2,869	3,604	3,000	3,000	-	0.0%
551100 - Cellular Phone	3,844	5,040	5,040	5,240	200	4.0%
552500 - Gasoline Expense	7,147	6,750	6,750	6,750	-	0.0%

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
553000 - Printing & Binding	22	-	-	-	-	0.0%
557000 - Uniforms/ Laundry	2,126	7,260	6,780	3,680	(3,100)	(45.7%)
560000 - Miscellaneous	55	965	800	800	-	0.0%
574000 - R&M - Vehicles	2,786	1,700	2,200	2,200	-	0.0%
595100 - Furniture & Equipment (Replacement)	-	-	200	-	(200)	(100.0%)
Total	381,751	377,929	424,066	424,677	611	0.1%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	353,923	346,250	388,886	392,762	3,876	1.0%
Operating	27,828	31,679	34,980	31,915	(3,065)	(8.8%)
Capital	-	-	200	-	(200)	(100.0%)
Total	381,751	377,929	424,066	424,677	611	0.1%

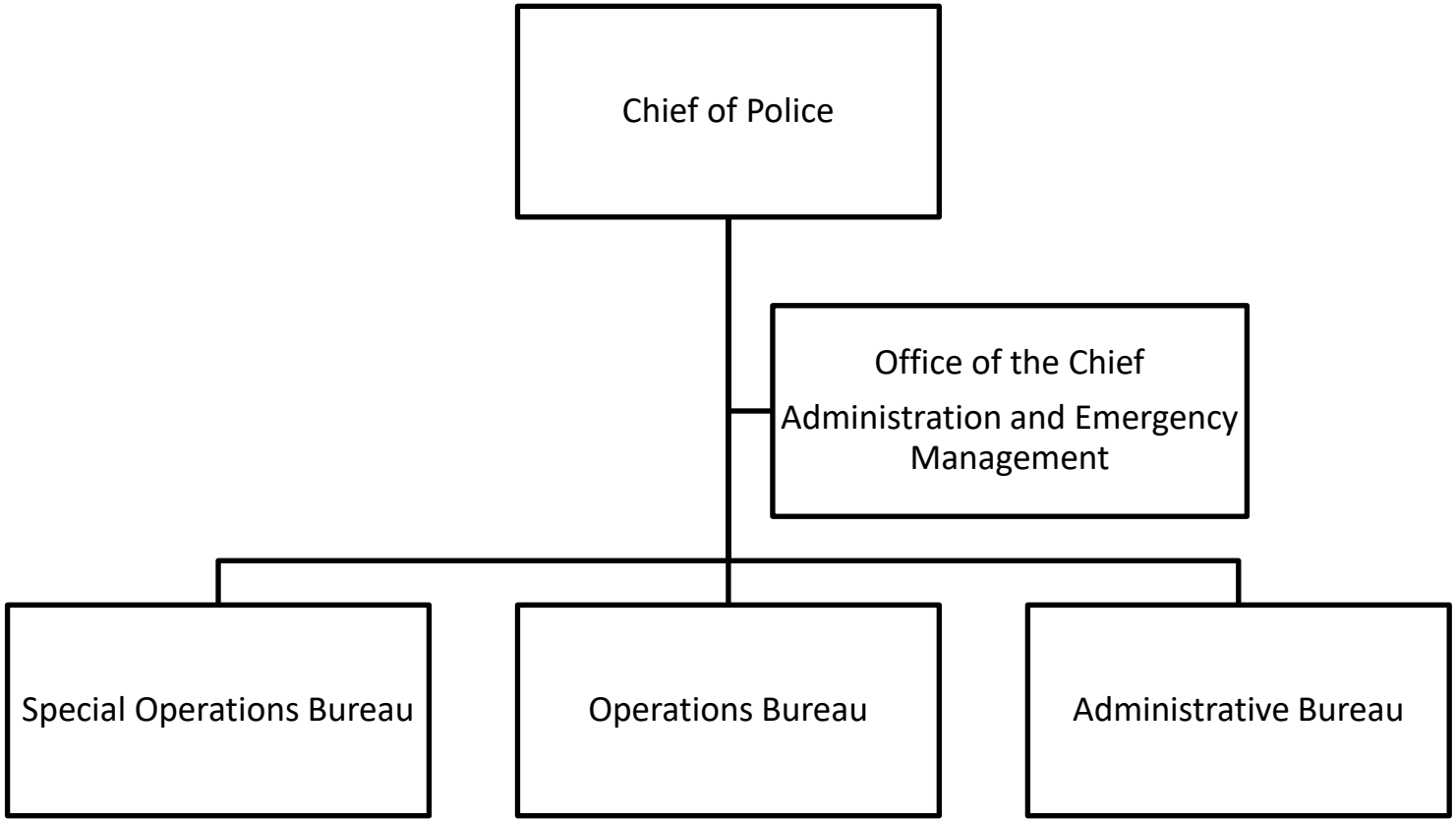
General Fund Departmental Budgets
Planning & Code Administration - Activity Analysis
FY21 Budget

1198 - Animal Control Non-Personnel Expenditures	FY21 Proposed Budget
522000 - General Operating Supplies	
Cleaning supplies and Animal Control equipment	1,250
Total	1,250
525000 - Furniture/Fixture	
Furniture / fixtures	400
Total	400
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	250
Total	250
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (4)	1,020
Total	1,020
536000 - Miscellaneous Professional Services	
Rabies clinics and veterinary fees	2,000
Total	2,000
543000 - Contributions	
Second Chance Wildlife	3,500
Total	3,500
544000 - Dues/Memberships/Certification	
National Animal Control Association	125
Professional Animal Workers Association	100
Total	225
546000 - Conf./Seminar/Class Registration	
Animal Control training	1,600
Total	1,600
547000 - Travel Expense	
Animal Control training	3,000
Total	3,000

1198 - Animal Control Non-Personnel Expenditures	FY21 Proposed Budget
551100 - Cellular Phone	
Cell phone service (4)	2,880
Cell phone service (non-data) (1)	240
Cell phone replacement	200
Service - mobile device data plan (4)	1,920
Total	5,240
552500 - Gasoline Expense	
87 Octane fuel	6,750
Total	6,750
557000 - Uniforms/ Laundry	
Replacement - uniforms for animal control officers	2,200
Vests	1,000
Uniform/footwear allowance	480
Total	3,680
560000 - Miscellaneous	
Miscellaneous community outreach, signage and printing	800
Total	800
574000 - R&M - Vehicles	
Vehicle maintenance (6 units)	2,200
Total	2,200
Total Non-Personnel Expenditures	**31,915**

Inquiring Minds at the Community Museum

DEPARTMENT OF POLICE



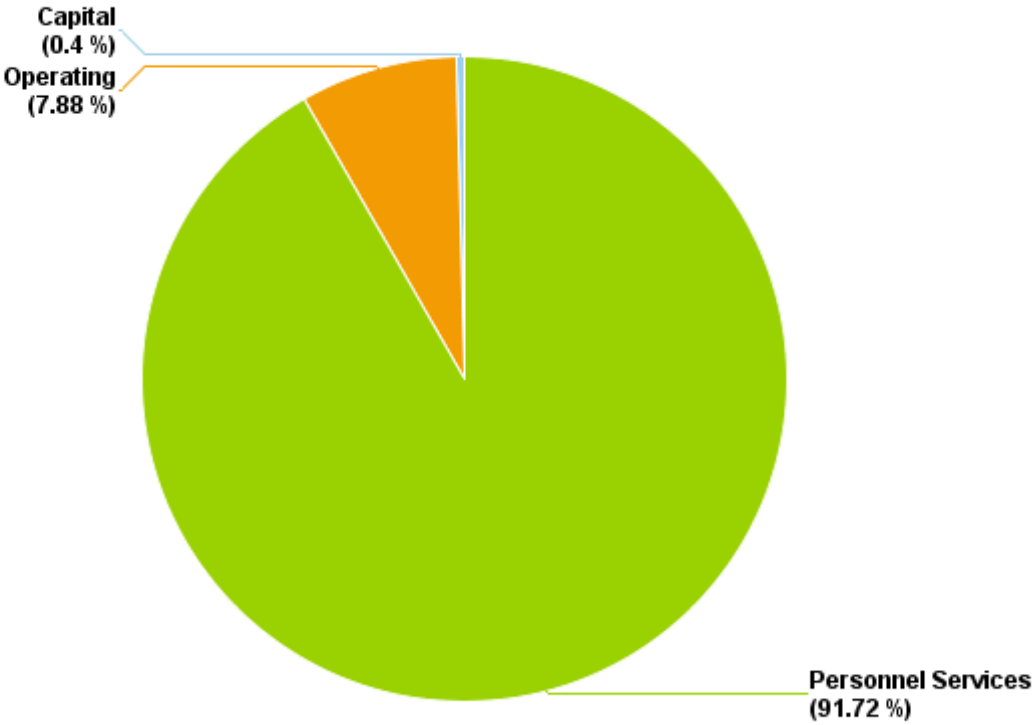
General Fund Departmental Budget
Department Overview - Police Department
FY21 Budget

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	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Activity						
1211 - Police Department	9,042,911	9,541,465	9,628,798	9,893,608	264,810	2.8%
Total	9,042,911	9,541,465	9,628,798	9,893,608	264,810	2.8%

FY21 Proposed - By Object Category



General Fund Departmental Budget
Department Overview - Police Department
FY21 Budget

Police Department Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Category						
Personnel Services	8,359,635	8,796,189	8,895,121	9,074,392	179,271	2.0%
Operating	683,276	744,771	733,677	779,216	45,539	6.2%
Capital	-	505	-	40,000	40,000	100.0%
Total	9,042,911	9,541,465	9,628,798	9,893,608	264,810	2.8%

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1211 - Police Department			
Administrative Assistant III	0	1	1
Administrative Assistant I	1	1	0
Administrative Assistant II/Police	1	0	0
Administrative Assistant II	0	0	1
Administrative Support Supervisor	1	1	0
Police Officer Candidate	0	3	1
Police Administrative Services Supervisor	0	0	1
Police Officer I	8	8	7
Speed Camera Technician Supervisor	1	1	1
Speed Camera Technician	1	1	1
Parking Enforcement Official	1	1	1
Police Officer II	3	3	8
Police Officer III	26	24	23
Police Corporal	9	8	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	3.6	3.57	3.82

General Fund Departmental Budget
Department Overview - Police Department
FY21 Budget

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
Subtotal	**72.6**	**72.57**	**73.82**
Full-Time Personnel	69	69	70
Part-Time Personnel	3.6	3.57	3.82
Total	**72.6**	**72.57**	**73.82**

1211 - Police Department

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
523400 - Police Weapons	56,934	29,188	(27,746)
No ammunition purchase necessary - adequate supply for FY21 training needs.			
526000 - Machinery/Equipment	5,000	34,600	29,600
Increase due to purchase of a new laptop and equipment for a new Police Officer position.			
531000 - IT (Non-Consultant) Services	99,560	107,632	8,072
Increase in cost for Evidence.com service through Axon, to include allocation for interview rooms at new police station.			
531500 - Software Licenses	599	9,500	8,901
Axon software licenses for new station interview rooms ($9,500).			
557000 - Uniforms/ Laundry	57,130	71,523	14,393
Initial uniform purchases (including ballistic vests) for Cadet Program ($6,600 for 3 cadets); Uniforms, accessories, ballistic vest for additional officer position request ($6,683).			
596000 - Vehicles/Motor Equipment	-	40,000	40,000
Increase due to purchase of a new vehicle and equipment for a new Police Officer position.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	5,540,235	5,745,879	5,883,155	6,007,835	124,680	2.1%
505100 - Other Taxable Comp.-Multilingual	22,360	29,120	22,880	27,040	4,160	18.2%
505200 - Other Taxable Comp.-GFIT	8,102	9,576	9,744	10,080	336	3.4%
505300 - Other Taxable Comp.-Housing Stipend	16,300	16,800	13,500	16,800	3,300	24.4%
507000 - Vacation & Sick Payouts	78,308	86,900	-	-	-	0.0%
508000 - Overtime Wages	400,482	396,500	400,000	425,000	25,000	6.3%
509000 - Part-Time Wages	68,792	115,400	105,843	116,447	10,604	10.0%
510000 - FICA Taxes	454,887	484,058	491,321	503,840	12,519	2.5%
514200 - Vision Benefit	1,709	4,170	3,920	4,306	386	9.8%
514210 - Health Insurance	765,846	805,309	865,375	812,550	(52,825)	(6.1%)
514220 - Dental Benefit	51,880	52,374	53,428	52,911	(517)	(1.0%)
514230 - Long-Term Care Benefit	6,782	10,013	10,018	10,175	157	1.6%
514240 - Life Ins and Disability Benefit	48,911	58,305	57,895	58,920	1,025	1.8%

General Fund Departmental Budgets
Police Department - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
515000 - Retirement (401A)	436,598	459,671	470,658	480,627	9,969	2.1%
515050 - Supplemental Retirement (401A)	215,798	241,279	241,354	251,212	9,858	4.1%
515100 - Retirement Health Savings (RHS)	71,725	87,248	70,078	82,935	12,857	18.3%
515200 - Medicare Retirement Health Savings (RHS)	5,693	19,591	12,000	26,332	14,332	119.4%
516000 - Savings Plan (401K)	155,703	167,496	168,952	175,132	6,180	3.7%
519000 - Tuition Reimbursement	9,523	6,500	15,000	12,250	(2,750)	(18.3%)
521000 - Office Supplies	18,664	16,500	18,000	21,000	3,000	16.7%
522000 - General Operating Supplies	17,170	16,000	18,245	18,715	470	2.6%
523300 - Police Outreach	11,192	8,000	11,300	10,300	(1,000)	(8.8%)
523400 - Police Weapons	27,026	57,000	56,934	29,188	(27,746)	(48.7%)
524000 - Supplies/Resale	36	-	-	-	-	0.0%
525000 - Furniture/Fixture	318	-	-	-	-	0.0%
526000 - Machinery/Equipment	9,126	5,000	5,000	34,600	29,600	592.0%
530000 - Accounting & Audit	1,236	1,400	1,800	1,800	-	0.0%
531000 - IT (Non-Consultant) Services	89,088	102,500	99,560	107,632	8,072	8.1%
531500 - Software Licenses	5,500	600	599	9,500	8,901	1,486.0%
531600 - Software Maintenance Agreements	33,968	39,000	36,269	35,417	(852)	(2.3%)
536000 - Miscellaneous Professional Services	38,812	40,780	40,780	45,600	4,820	11.8%
536500 - Investigations	120	125	-	-	-	0.0%
542000 - Awards & Presentations	1,190	2,500	1,500	1,500	-	0.0%
544000 - Dues/Memberships/Certification	5,670	5,800	5,800	6,115	315	5.4%
545000 - Publications/ Resource Material	551	600	560	600	40	7.1%
546000 - Conf./Seminar/Class Registration	13,803	17,000	17,200	18,500	1,300	7.6%
547000 - Travel Expense	8,343	10,500	8,360	10,360	2,000	23.9%
551000 - Telephone (Landline)	119	-	-	-	-	0.0%
551100 - Cellular Phone	47,845	49,000	54,758	54,938	180	0.3%
552500 - Gasoline Expense	146,957	150,000	150,000	150,000	-	0.0%
553000 - Printing & Binding	2,114	2,000	2,000	2,500	500	25.0%
556000 - Postage	863	750	1,300	900	(400)	(30.8%)
556500 - Messenger Services	854	500	500	465	(35)	(7.0%)
557000 - Uniforms/ Laundry	52,239	73,810	57,130	71,523	14,393	25.2%

General Fund Departmental Budgets
Police Department - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
560000 - Miscellaneous	2,749	6	-	-	-	0.0%
561000 - Local - In-Service Meals	1,442	900	900	900	-	0.0%
567000 - Rental & Use	41,537	38,500	39,970	39,970	-	0.0%
567100 - Rental of Facilities	2,250	3,000	3,000	3,000	-	0.0%
568300 - Police Forfeiture Expenditures	17,988	10,000	10,000	10,000	-	0.0%
573000 - R&M - Machinery & Equipment	24,381	23,000	19,112	19,893	781	4.1%
574000 - R&M - Vehicles	60,124	70,000	73,100	74,300	1,200	1.6%
596000 - Vehicles/Motor Equipment	-	505	-	40,000	40,000	100.0%
Total	9,042,911	9,541,465	9,628,798	9,893,608	264,810	2.8%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	8,359,635	8,796,189	8,895,121	9,074,392	179,271	2.0%
Operating	683,276	744,771	733,677	779,216	45,539	6.2%
Capital	-	505	-	40,000	40,000	100.0%
Total	9,042,911	9,541,465	9,628,798	9,893,608	264,810	2.8%

General Fund Departmental Budgets
Police Department - Activity Analysis
FY21 Budget

1211 - Police Department Non-Personnel Expenditures	FY21 Proposed Budget
521000 - Office Supplies	
E-Tickets paper	2,500
Miscellaneous office supplies	8,500
Printer and copier supplies	10,000
Total	21,000
522000 - General Operating Supplies	
Blood kits	200
Drug testing kits	200
Employee background investigation fingerprinting fees	400
Evidence packing supplies	2,000
First aid supplies	2,000
K9 accessories	3,500
K9 boarding	2,000
K9 food	1,500
K9 veterinarian	2,600
Preliminary Breath Test (PBT) solution	90
Radio battery replacement & accessories	1,000
VEIP vouchers	525
DrinkMore (water)	2,700
Total	18,715
523300 - Police Outreach	
DARE	300
National Night Out	4,000
Neighborhood Watch materials	2,000
Promotional materials	1,000
Recruitment	3,000
Total	10,300

General Fund Departmental Budgets
Police Department - Activity Analysis
FY21 Budget

1211 - Police Department Non-Personnel Expenditures	FY21 Proposed Budget
523400 - Police Weapons	
Chem lights	250
Firearm targets	1,000
Gun cleaning supplies	1,000
Miscellaneous range supplies	1,000
Spare handgun parts and supplies	2,500
Taser - cartridges	7,800
Taser - holsters	700
Taser training accessories	1,700
Taser batteries	2,200
Firearm purchases (4)	4,500
Sim gun conversion kits	2,000
Pepper spray	800
Initial issue of weapons, weapon accessories, and training ammunition for new Police Officer.	3,738
Total	29,188
526000 - Machinery/Equipment	
In-car camera (Arbitrator) supplies	2,000
TRAQ handheld scanner for property & evidence	3,000
Miscellaneous computer devices & supplies	3,000
Mobile computer, in-car video system, police radios, and related accessories for new Police Officer.	26,600
Total	34,600
530000 - Accounting & Audit	
Credit card processing fees	1,800
Total	1,800

1211 - Police Department Non-Personnel Expenditures	FY21 Proposed Budget
531000 - IT (Non-Consultant) Services	
Service - software (Accurint Crime Analysis)	9,680
Service - software (Adobe Acrobat Pro DC) (6)	678
Service - software (Adobe Creative Cloud for Teams) (1)	743
Service - 16 S. Summit interview rooms (Axon - Evidence.com)	3,600
Additional service (PowerDMS) (10)	660
Service - software (Adobe Presenter) (1)	156
Service - software (ADORE)	775
Service - software (Axon - Evidence.com)	76,500
Service - software (Guardian Tracking)	1,663
Service - software (LEADS Online)	4,728
Service - software (PowerDMS)	5,074
Service - software (Skills Manager)	1,715
Service - software (ZetX TRAX)	1,660
Total	107,632
531500 - Software Licenses	
Axon software licenses for 16 S. Summit interview rooms	9,500
Total	9,500
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (50)	12,750
Maintenance - software (APS - QuickVoice) (63)	3,671
Maintenance - software (ATAC Workstation)	883
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)	5,147
Software agreements, maintenance and support for new Police Officer.	3,436
Total	35,417

General Fund Departmental Budgets
Police Department - Activity Analysis
FY21 Budget

1211 - Police Department Non-Personnel Expenditures	FY21 Proposed Budget
536000 - Miscellaneous Professional Services	
Major (SCU vehicle install/removal of equipment)	2,000
Promotion consultant	17,600
Shredder services	1,000
Taisey Security	13,300
Towing services	300
Traffic count study service - speed cameras	10,000
TransUnion	1,400
Total	45,600
542000 - Awards & Presentations	
Awards & presentations	1,500
Total	1,500
544000 - Dues/Memberships/Certification	
Accreditation fee - annual	4,695
Chesapeake region law enforcement accreditation alliance	25
FBINAA	95
International Association of Chiefs of Police	290
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
International Association of Property & Evidence	50
Peer support network	270
Total	6,115
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
Printed and electronic resources and reference materials for new Police Officer.	40
Total	600

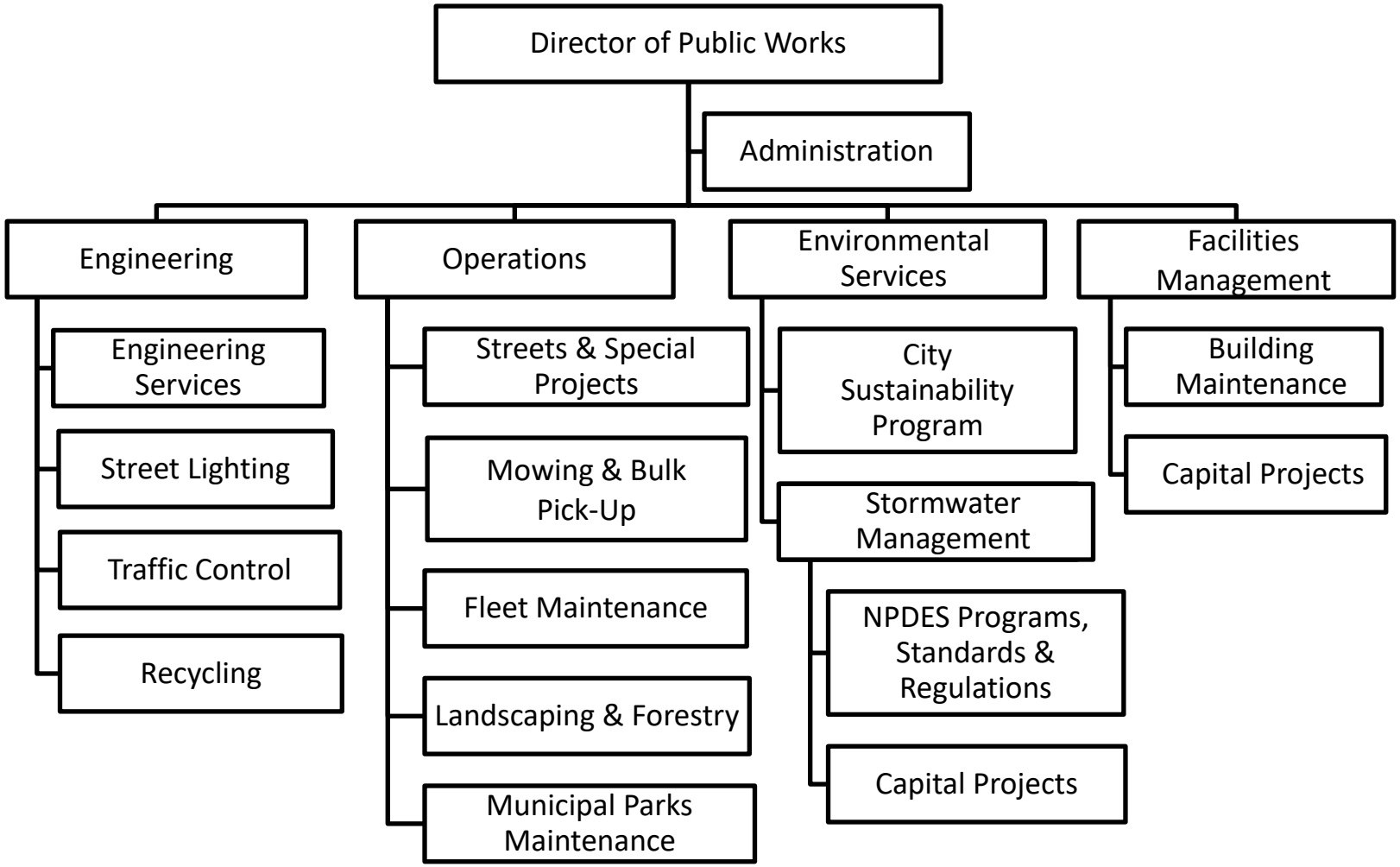
General Fund Departmental Budgets
Police Department - Activity Analysis
FY21 Budget

1211 - Police Department Non-Personnel Expenditures	FY21 Proposed Budget
546000 - Conf./Seminar/Class Registration	
All hands meetings	1,000
Basic instructors course - MPCTC	1,050
Taser instructor certification	2,000
Training - general	9,500
Training - use of force instructors	4,000
CALEA Conference	950
Total	18,500
547000 - Travel Expense	
Training - general	10,000
EZ Pass fees	300
Tolls & parking	60
Total	10,360
551100 - Cellular Phone	
Cell phone service (25)	18,000
Replacement cell phones	500
Service - Covert GPS tracker (2)	798
Service - mobile device data plan (73)	35,040
Cellular data communication to support software and electronics related to new Police.	600
Total	54,938
552500 - Gasoline Expense	
87 Octane fuel	150,000
Total	150,000
553000 - Printing & Binding	
Department forms (warnings, citations, parking)	2,500
Total	2,500
556000 - Postage	
Postage	900
Total	900
556500 - Messenger Services	
Courier services	465
Total	465

1211 - Police Department Non-Personnel Expenditures	FY21 Proposed Budget
557000 - Uniforms/ Laundry	
Ballistic vests	1,300
Patrol clothing gear and accessories	27,000
Uniforms and gear - new hired officers	13,400
Cadet Program	6,600
Clothing allowance- Investigations	1,000
Clothing allowance- SCU	1,500
Uniform/footwear allowance	14,040
Initial issue of uniforms, patrol equipment and accessories for new Police Officer.	6,683
Total	71,523
561000 - Local - In-Service Meals	
Local meals	900
Total	900
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
Mobile radar calibrations	4,050
Maintenance & supplies - copier (Ricoh - BW) (3)	1,188
Maintenance & supplies - copier (Ricoh - color copying) (3)	2,105
Maintenance - hardware (currency counter)	400
Total	19,893

1211 - Police Department Non-Personnel Expenditures	FY21 Proposed Budget
574000 - R&M - Vehicles	
Car washes	2,200
Mountain bike maintenance	300
Towing services	1,000
Vehicle maintenance (81 units)	66,000
Rewrapping of patrol vehicles (vinyl)	4,800
Total	74,300
596000 - Vehicles/Motor Equipment	
Patrol motor vehicle and related equipment for new Police Officer.	40,000
Total	40,000
Total Non-Personnel Expenditures	**819,216**

DEPARTMENT OF PUBLIC WORKS



General Fund Departmental Budget
Department Overview - Public Works
FY21 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. Environmental Services
4. Operations

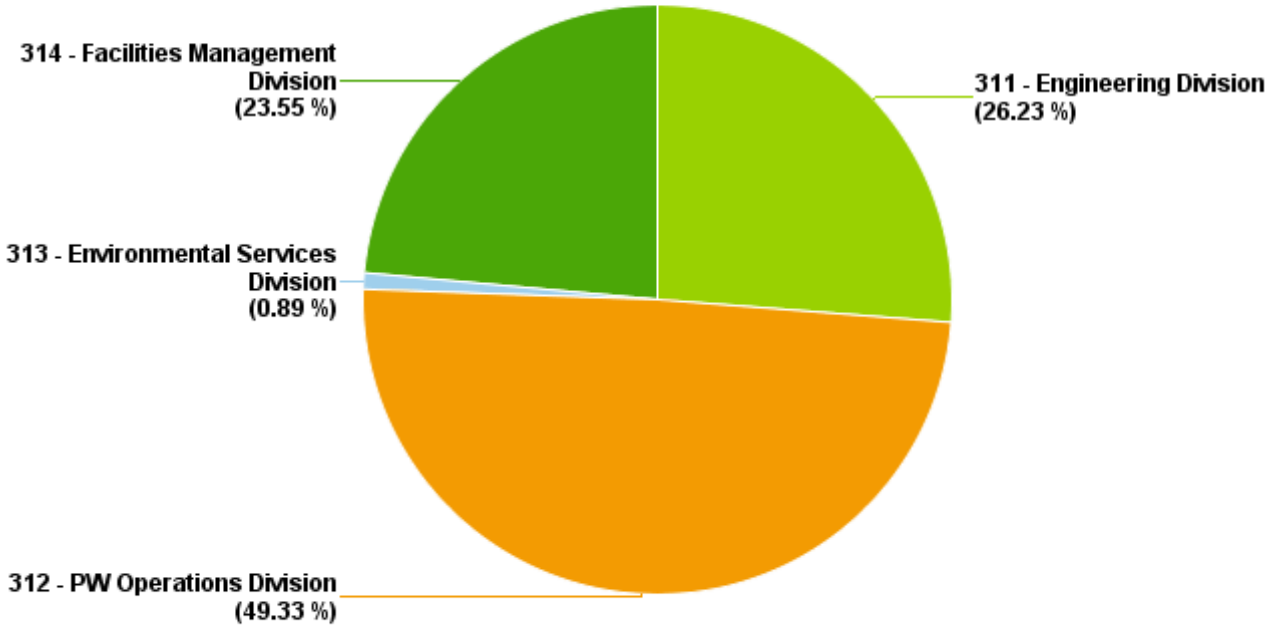
The department provides a variety of services including: snow removal; street sweeping; repair and maintenance of streets, sidewalks and storm drains; beautification of streets, public buildings, and parks; recycling; and City vehicle maintenance. It also provides the following engineering services: 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 Environmental Services 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	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
311 - Engineering Division						
1311 - Public Works Administration	670,972	822,305	785,003	862,584	77,581	9.9%
1345 - Recycling	1,024,797	1,246,166	1,246,166	1,544,894	298,728	24.0%
1351 - Engineering Services	626,290	920,565	951,653	1,038,005	86,352	9.1%
1393 - Street Lighting	678,018	683,500	705,000	705,000	-	0.0%
311 - Engineering Division	3,000,077	3,672,536	3,687,822	4,150,483	462,661	12.5%
312 - PW Operations Division						
1312 - Streets & Special Projects	876,706	983,204	1,057,180	1,116,275	59,095	5.6%
1315 - Fleet Maintenance	632,268	674,283	663,254	660,849	(2,405)	(0.4%)
1341 - Landscaping & Forestry	1,229,586	1,140,393	1,264,585	1,262,339	(2,246)	(0.2%)
1343 - Municipal Parks Maintenance	1,890,234	2,006,879	2,104,092	2,132,043	27,951	1.3%
1344 - Mowing & Bulk Pick-Up	2,054,548	2,219,846	2,220,438	2,285,963	65,525	3.0%
1397 - Traffic Control	329,613	324,533	320,462	346,173	25,711	8.0%
312 - PW Operations Division	7,012,955	7,349,138	7,630,011	7,803,642	173,631	2.3%

313 - Environmental Services Division						
1134 - City Sustainability Program	48,727	96,264	122,739	133,836	11,097	9.0%
1342 - Environmental Services Operations	1,187	3,500	10,450	6,450	(4,000)	(38.3%)
313 - Environmental Services Division	49,913	99,764	133,189	140,286	7,097	5.3%
314 - Facilities Management Division						
1150 - Facilities Management	1,688,334	1,877,210	1,905,893	1,998,091	92,198	4.8%
1151 - Building & Grounds - City Hall	122,516	148,376	160,910	187,379	26,469	16.4%
1152 - Building & Grounds - Police Station	50,864	86,787	94,522	95,037	515	0.5%
1153 - Building & Grounds - Public Service Facility	162,783	203,220	242,176	200,663	(41,513)	(17.1%)
1155 - Building & Grounds - Train Station/ Freight House	25,362	25,991	29,290	35,041	5,751	19.6%
1158 - Building & Grounds - Kentlands Mansion	46,378	57,803	90,738	66,710	(24,028)	(26.5%)
1159 - Building & Grounds - Benjamin Gaither Center	75,319	80,582	90,261	94,787	4,526	5.0%
1160 - Building & Grounds - Casey Community Center	153,489	154,561	157,744	164,422	6,678	4.2%
1161 - Building & Grounds - Olde Towne Pavilion	3,465	4,723	6,023	5,477	(546)	(9.1%)
1162 - Building & Grounds - 16 South Summit Avenue	58,218	24,769	38,423	54,146	15,723	40.9%
1164 - Building & Grounds - Gaithersburg Aquatic Center	15,572	14,784	15,074	19,491	4,417	29.3%
1165 - Building & Grounds - Activity Center	256,439	286,746	274,736	279,628	4,892	1.8%
1166 - Building & Grounds - Gaithersburg Arts Barn	66,998	73,108	86,350	82,250	(4,100)	(4.7%)
1167 - Building & Grounds - Water Park	141,716	113,976	126,618	124,683	(1,935)	(1.5%)
1168 - Building & Grounds - Miniature Golf	19,300	15,058	16,058	16,169	111	0.7%
1169 - Building & Grounds - Skate Park	9,768	7,617	9,117	8,479	(638)	(7.0%)
1170 - Building & Grounds - Olde Towne Youth Center	34,456	48,544	56,347	53,470	(2,877)	(5.1%)
1172 - Building & Grounds - Robertson Park Youth Center	44,190	59,407	67,220	66,951	(269)	(0.4%)
1173 - Building & Grounds - Gaithersburg CPSC Park Site	23,424	12,040	29,293	15,640	(13,653)	(46.6%)
1175 - Building & Grounds - Parking Facility	84,175	90,744	126,855	112,349	(14,506)	(11.4%)
1176 - Building & Grounds - Homeless Services	100	37,783	43,062	45,249	2,187	5.1%
314 - Facilities Management Division	3,082,866	3,423,829	3,666,709	3,726,111	59,402	1.6%

Total Public Works	13,145,812	14,545,267	15,117,730	15,820,521	702,791	4.6%

FY21 Proposed - By Division



Public Works Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Category						
Personnel Services	7,725,031	8,670,342	8,664,556	8,984,044	319,488	3.7%
Operating	5,233,978	5,819,925	6,398,175	6,821,477	423,303	6.6%
Capital	186,802	55,000	55,000	15,000	(40,000)	(72.7%)
Total	13,145,812	14,545,267	15,117,730	15,820,521	702,791	4.6%

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1134 - City Sustainability Program			
Sustainability Coordinator	1	1	1
Subtotal	**1**	**1**	**1**

General Fund Departmental Budget
Department Overview - Public Works
FY21 Budget

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1150 - Facilities Management			
Facilities & Equipment Worker I	0	0	2
Manager of Facilities Maintenance	1	0	0
Facilities & Equipment Technician I	1	2	1
Facilities & Equipment Technician II	1	1	2
Facilities & Equipment Technician III	1	1	1
Capital Projects Program Manager	2	2	2
Project Manager	1	1	1
Facilities Maintenance Supervisor	0	1	1
Capital Projects/Facilities Division Chief	1	1	1
Facilities & Equipment Specialist I	1	0	0
Facilities & Equipment Specialist III	1	1	1
Public Works Program Coordinator	1	1	1
Subtotal	**11**	**11**	**13**
1311 - Public Works Administration			
Administrative Assistant I	0	0	1
Project Manager	0	1	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	0	0
Director of Public Works & Engineering	1	1	1
Subtotal	**5**	**5**	**6**
1312 - Streets & Special Projects			
Maintenance Worker I	2	4	2
Maintenance Worker II	2	1	2
Work Force Leader III	1	0	1
Supervisor	1	1	1
Part-Time Personnel	0.67	0.68	0.68
Subtotal	**6.67**	**6.68**	**6.68**

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
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	0.68	0
Subtotal	**5.67**	**5.68**	**5**
1341 - Landscaping & Forestry			
Project Manager	1	0	0
Maintenance Worker I	6	8	6
Maintenance Worker II	1	0	2
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	1.35	1.35	0.68
Subtotal	**14.35**	**14.35**	**13.68**
1343 - Municipal Parks Maintenance			
Maintenance Worker I	6	6	4
Maintenance Worker II	2	2	4
Maintenance Worker III	3	3	1
Work Force Leader II	1	1	0
Work Force Leader I	2	2	4
Work Force Leader III	1	2	3
Supervisor	1	1	1
Foreman I	2	1	1
Foreman II	1	1	1
Part-Time Personnel	2.69	2.71	2.04
Subtotal	**21.69**	**21.71**	**21.04**

Departmental Personnel Schedule	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Proposed Budget
1344 - Mowing & Bulk Pick-Up			
Maintenance Worker I	7	6	6
Maintenance Worker II	3	3	5
Maintenance Worker III	4	4	3
Work Force Leader II	1	1	1
Work Force Leader I	4	4	4
Work Force Leader III	2	2	0
Supervisor	1	1	1
Foreman I	0	0	1
Part-Time Personnel	2.69	2.71	2.04
Subtotal	**24.69**	**23.71**	**23.04**
1351 - Engineering Services			
Project Engineer	2	2	4
Right-of-Way Inspector	1	1	1
Project Manager	2	1	0
Engineering Services Division Chief	0	1	1
Part-Time Personnel	0	0.6	0.21
Subtotal	**5**	**5.6**	**6.21**
1397 - Traffic Control			
Maintenance Worker III	1	1	1
Work Force Leader III	1	1	1
Part-Time Personnel	1.35	1.35	0.68
Subtotal	**3.35**	**3.35**	**2.68**
Full-Time Personnel	89	88	92
Part-Time Personnel	9.42	10.07	6.34
Total	**98.42**	**98.07**	**98.34**

1134 - City Sustainability Program

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
522500 - Program Activities	9,000	23,200	14,200
Increase due to increased composting and light bulb give away.			
550900 - Other Utilities	-	6,230	6,230
The expense for 100% REC (Renewable Energy Credits) was moved from 1150 Facilities Management to Environmental Services.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	21,274	54,167	67,235	65,208	(2,027)	(3.0%)
505200 - Other Taxable Comp.-GFIT	-	252	336	336	-	0.0%
510000 - FICA Taxes	1,562	4,163	5,383	5,221	(162)	(3.0%)
514200 - Vision Benefit	104	31	87	37	(50)	(57.5%)
514210 - Health Insurance	13,840	7,122	12,868	8,546	(4,322)	(33.6%)
514220 - Dental Benefit	357	358	804	430	(374)	(46.5%)
514230 - Long-Term Care Benefit	10	127	145	151	6	4.1%
514240 - Life Ins and Disability Benefit	78	546	705	684	(21)	(3.0%)
515000 - Retirement (401A)	851	4,333	5,603	5,434	(169)	(3.0%)
515200 - Medicare Retirement Health Savings (RHS)	-	1,750	2,000	2,083	83	4.2%
516000 - Savings Plan (401K)	319	1,625	2,101	2,038	(63)	(3.0%)
522000 - General Operating Supplies	50	-	-	-	-	0.0%
522500 - Program Activities	5,229	9,996	9,000	23,200	14,200	157.8%
525000 - Furniture/Fixture	-	-	200	200	-	0.0%
526000 - Machinery/Equipment	-	200	250	250	-	0.0%
531000 - IT (Non-Consultant) Services	126	112	112	113	1	0.9%
531600 - Software Maintenance Agreements	190	190	190	255	65	34.2%
536000 - Miscellaneous Professional Services	239	-	-	-	-	0.0%
536500 - Investigations	-	32	-	-	-	0.0%
541000 - Advertising	-	600	600	1,200	600	100.0%
542000 - Awards & Presentations	991	850	850	1,050	200	23.5%
544000 - Dues/Memberships/Certification	2,850	4,860	3,200	3,000	(200)	(6.3%)

General Fund Departmental Budgets

Public Works - Activity Analysis

FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
545000 - Publications/ Resource Material	-	450	450	450	-	0.0%
546000 - Conf./Seminar/Class Registration	-	1,300	2,800	4,400	1,600	57.1%
547000 - Travel Expense	-	1,000	4,300	800	(3,500)	(81.4%)
550900 - Other Utilities	-	-	-	6,230	6,230	100.0%
551100 - Cellular Phone	-	400	720	720	-	0.0%
552500 - Gasoline Expense	53	-	1,000	-	(1,000)	(100.0%)
553000 - Printing & Binding	133	500	500	500	-	0.0%
554000 - Signage	-	450	450	450	-	0.0%
560000 - Miscellaneous	354	850	850	850	-	0.0%
574000 - R&M - Vehicles	118	-	-	-	-	0.0%
Total	48,727	96,264	122,739	133,836	11,097	9.0%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	38,395	74,474	97,267	90,168	(7,099)	(7.3%)
Operating	10,332	21,790	25,472	43,668	18,196	71.4%
Total	48,727	96,264	122,739	133,836	11,097	9.0%

1134 - City Sustainability Program Non-Personnel Expenditures	FY21 Proposed Budget
522500 - Program Activities	
Community shredding event	3,200
Education, service and outreach initiatives	2,000
Green week activities/film night	1,500
Pesticide outreach initiative	2,000
Compost service	13,500
Light bulb give-away	1,000
Total	23,200
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)	113
Total	113
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (1)	255
Total	255
541000 - Advertising	
Community shredding event signage	1,200
Total	1,200
542000 - Awards & Presentations	
Environmental awards	900
Environmental Art Contest Award	150
Total	1,050
544000 - Dues/Memberships/Certification	
New memberships and certifications	3,000
Total	3,000
545000 - Publications/ Resource Material	
Environmental publications and certification reference materials	450
Total	450

1134 - City Sustainability Program Non-Personnel Expenditures	FY21 Proposed Budget
546000 - Conf./Seminar/Class Registration	
Conferences & seminars	2,000
Compost Co-op Management Training	2,400
Total	4,400
547000 - Travel Expense	
Conferences & seminars	500
Local travel mileage	300
Total	800
550900 - Other Utilities	
Renewable Energy Credits (RECs)	6,230
Total	6,230
551100 - Cellular Phone	
Cell phone service (1)	720
Total	720
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	**43,668**

1150 - Facilities Management

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
531000 - IT (Non-Consultant) Services	66,536	60,127	(6,409)
Decrease due to software cost adjustments.			
572000 - R&M - Buildings & Facilities	346,200	300,000	(46,200)
Adjusted expense to reflect historical averages.			
595060 - Machinery & Equipment	-	10,000	10,000
Outfitting of a replacement maintenance van for staff.			
595100 - Furniture & Equipment (Replacement)	-	5,000	5,000
Replacement of miscellaneous furniture around the City.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	798,179	867,945	837,028	915,889	78,861	9.4%
505200 - Other Taxable Comp.-GFIT	681	1,680	1,680	2,016	336	20.0%
507000 - Vacation & Sick Payouts	9,540	9,500	-	-	-	0.0%
508000 - Overtime Wages	34,592	28,000	32,810	35,135	2,325	7.1%
510000 - FICA Taxes	62,129	68,667	69,195	75,584	6,389	9.2%
514200 - Vision Benefit	581	718	713	804	91	12.8%
514210 - Health Insurance	135,336	159,059	155,606	171,927	16,321	10.5%
514220 - Dental Benefit	7,058	9,217	9,130	10,021	891	9.8%
514230 - Long-Term Care Benefit	444	1,595	1,595	1,741	146	9.2%
514240 - Life Ins and Disability Benefit	6,923	8,718	8,487	9,227	740	8.7%
515000 - Retirement (401A)	63,616	69,436	69,753	76,324	6,571	9.4%
515050 - Supplemental Retirement (401A)	20,819	25,818	26,065	26,980	915	3.5%
515100 - Retirement Health Savings (RHS)	8,959	9,406	9,406	9,406	-	0.0%
515200 - Medicare Retirement Health Savings (RHS)	385	2,000	2,000	4,000	2,000	100.0%
516000 - Savings Plan (401K)	20,473	22,479	22,629	24,904	2,275	10.1%
519000 - Tuition Reimbursement	2,488	7,000	10,500	7,000	(3,500)	(33.3%)
521000 - Office Supplies	3,808	4,000	4,000	4,200	200	5.0%
522000 - General Operating Supplies	9,476	10,000	11,000	15,000	4,000	36.4%
526000 - Machinery/Equipment	13,562	12,000	12,000	15,000	3,000	25.0%

General Fund Departmental Budgets
Public Works - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
531000 - IT (Non-Consultant) Services	31,255	54,269	66,536	60,127	(6,409)	(9.6%)
531500 - Software Licenses	-	2,317	2,400	-	(2,400)	(100.0%)
531600 - Software Maintenance Agreements	3,130	2,339	3,130	4,200	1,070	34.2%
536000 - Miscellaneous Professional Services	17,600	1,812	-	-	-	0.0%
536300 - Contract Cleaning	1,958	3,500	6,000	3,500	(2,500)	(41.7%)
536400 - Contract Maintenance Services	30,224	25,000	25,983	28,805	2,823	10.9%
536500 - Investigations	61	-	-	-	-	0.0%
542000 - Awards & Presentations	100	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	4,229	9,470	9,470	10,350	880	9.3%
545000 - Publications/ Resource Material	3,007	4,200	3,400	3,900	500	14.7%
546000 - Conf./Seminar/Class Registration	34,634	29,000	32,450	35,250	2,800	8.6%
546300 - In-Service Training	7,787	-	-	-	-	0.0%
547000 - Travel Expense	1,312	1,200	1,700	2,300	600	35.3%
547100 - Local Travel Mileage	25	-	-	-	-	0.0%
550000 - Electric	13,122	12,000	12,000	14,000	2,000	16.7%
550200 - Water	-	100	-	150	150	100.0%
550700 - Solid Waste/Recycling	5,436	4,112	4,112	5,000	888	21.6%
550900 - Other Utilities	4,487	2,800	3,000	3,000	-	0.0%
551000 - Telephone (Landline)	1,609	720	525	560	35	6.7%
551100 - Cellular Phone	3,962	6,500	7,440	7,640	200	2.7%
552500 - Gasoline Expense	20,478	18,000	17,750	17,750	-	0.0%
553000 - Printing & Binding	866	2,000	2,000	2,000	-	0.0%
556000 - Postage	-	100	200	200	-	0.0%
557000 - Uniforms/ Laundry	5,741	5,500	5,500	6,700	1,200	21.8%
560000 - Miscellaneous	85	33	-	-	-	0.0%
572000 - R&M - Buildings & Facilities	231,783	312,000	346,200	300,000	(46,200)	(13.3%)
573000 - R&M - Machinery & Equipment	27,532	55,000	62,500	62,500	-	0.0%
574000 - R&M - Vehicles	2,719	8,000	10,000	10,000	-	0.0%
595060 - Machinery & Equipment	7,051	-	-	10,000	10,000	100.0%
595100 - Furniture & Equipment (Replacement)	-	-	-	5,000	5,000	100.0%
596000 - Vehicles/Motor Equipment	29,094	-	-	-	-	0.0%
Total	1,688,334	1,877,210	1,905,893	1,998,091	92,198	4.8%

General Fund Departmental Budgets

Public Works - Activity Analysis

FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,172,201	1,291,238	1,256,597	1,370,958	114,361	9.1%
Operating	479,988	585,972	649,296	612,132	(37,164)	(5.7%)
Capital	36,145	-	-	15,000	15,000	100.0%
Total	1,688,334	1,877,210	1,905,893	1,998,091	92,198	4.8%

General Fund Departmental Budgets
Public Works - Activity Analysis
FY21 Budget

1150 - Facilities Management Non-Personnel Expenditures	FY21 Proposed Budget
521000 - Office Supplies	
Supplies- DPW wide	4,200
Total	4,200
522000 - General Operating Supplies	
General facilities supplies	6,000
Food & beverage for PW Dept.	6,000
Miscellaneous Cleaning materials, like soap, cleaners, paper towels, etc.	3,000
Total	15,000
526000 - Machinery/Equipment	
Miscellaneous shop tools	11,000
Miscellaneous computer devices & supplies	1,000
Safety / Industrial Hygiene Equipment	3,000
Total	15,000
531000 - IT (Non-Consultant) Services	
Service - software (Energy management)	10,000
Service - software (Adobe Acrobat Pro DC) (5)	565
Service - software (Maintenance Connection)	13,962
Service - consulting (Maintenance Connection)	17,600
Service - software (RSMeans Complete) (4)	18,000
Total	60,127
531600 - Software Maintenance Agreements	
Maintenance - software (Bluebeam Revu) (4)	615
Maintenance - software (Utility Manager Pro)	1,800
Maintenance - software (Microsoft CALs) (7)	1,785
Total	4,200
536300 - Contract Cleaning	
Contract cleaning - special services and events	3,500
Total	3,500
536400 - Contract Maintenance Services	
Cyberlock maintenance	1,000
Hospice pest control	471
Fire extinguisher replacement	3,000
Electrical switchgear testing & inspection service	20,000
Hospice - annual roof inspection	357
Kellerman - annual roof inspection	357
Misc. Elevator Inspection Services	3,620
Total	28,805

1150 - Facilities Management Non-Personnel Expenditures	FY21 Proposed Budget
544000 - Dues/Memberships/Certification	
American Public Works Association (2)	500
Association of Energy Engineers (3)	900
CMAA (4)	600
COAA (1)	350
CSI (4)	1,500
ICMA (1)	200
International Facility Management Association - IFMA (6)	3,450
NIGP (4)	600
Project Management Institute (4)	800
BOMA (2)	600
IES (1)	550
DHI (1)	300
Total	10,350
545000 - Publications/ Resource Material	
Print resources	3,000
Consensus Docs	900
Total	3,900
546000 - Conf./Seminar/Class Registration	
BOMI electrical systems (1)	1,100
COAA Training Courses (2 per year)	6,000
RS Means Maintenance & Repair Estimating for Facilities (3)	4,000
PW Career Matrix Training (Red Vector)	4,000
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	3,000
Project Procurement Training	2,000
Total	35,250
547000 - Travel Expense	
Travel expenses (training/conferences)	2,000
Local travel expense	200
EZ Pass	100
Total	2,300

1150 - Facilities Management Non-Personnel Expenditures	FY21 Proposed Budget
550000 - Electric	
Electric- miscellaneous accounts	14,000
Total	14,000
550200 - Water	
Water	150
Total	150
550700 - Solid Waste/Recycling	
Refuse/recycling additional services	5,000
Total	5,000
550900 - Other Utilities	
Heating oil / propane	3,000
Total	3,000
551000 - Telephone (Landline)	
Verizon phone service (1)	560
Total	560
551100 - Cellular Phone	
Cell phone service (10)	7,200
Cell phone service (non-data) (1)	240
New cellphone for each employee (2)	200
Total	7,640
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
Uniforms for each employee $600 per year per employee	1,200
Total	6,700

1150 - Facilities Management Non-Personnel Expenditures	FY21 Proposed Budget
572000 - R&M - Buildings & Facilities	
Painting at various City facilities	40,000
Carpet & flooring at various City facilities	40,000
Electric repairs at various City facilities	30,000
Misc. repair items for buildings without separate activity codes	30,000
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	25,000
Misc. HVAC air filters	1,000
Misc. fence repairs	10,000
Misc HVAC control repairs at various City facilities	20,000
Misc. fire protection	19,000
Misc. backflow repairs and replacements	5,000
General construction contract for various City facilities	20,000
Total	300,000
573000 - R&M - Machinery & Equipment	
Misc. repairs of equipment at various City buildings	25,000
Generator repairs	7,500
Misc. overhead door repairs at various City facilities	15,000
Misc. elevator repairs at various City facilities	15,000
Total	62,500
574000 - R&M - Vehicles	
Vehicle maintenance (10 units)	10,000
Total	10,000
595060 - Machinery & Equipment	
Outfitting of replacement van for Facilities staff	7,000
Cleaning equipment like vacuum, buffer, sweeper, etc.	3,000
Total	10,000
595100 - Furniture & Equipment (Replacement)	
Misc Furniture Replacement throughout the City	5,000
Total	5,000
Total Non-Personnel Expenditures	**627,132**

1151 - Building & Grounds - City Hall

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
572000 - R&M - Buildings & Facilities	56,302	78,000	21,698

Includes funding for two one-time projects: Boiler pump replacement and basement waterproofing.

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	41,918	41,918	42,000	43,316	1,316	3.1%
536400 - Contract Maintenance Services	10,994	15,173	15,874	18,088	2,214	13.9%
550000 - Electric	17,873	19,000	25,000	22,000	(3,000)	(12.0%)
550100 - Gas (Natural)	4,111	4,000	5,000	5,000	-	0.0%
550200 - Water	7,109	8,000	5,000	8,000	3,000	60.0%
550700 - Solid Waste/Recycling	5,444	5,444	5,444	5,444	-	0.0%
551000 - Telephone (Landline)	7,914	6,841	6,290	6,675	385	6.1%
552500 - Gasoline Expense	-	-	-	856	856	100.0%
572000 - R&M - Buildings & Facilities	27,153	48,000	56,302	78,000	21,698	38.5%
Total	122,516	148,376	160,910	187,379	26,469	16.4%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	122,516	148,376	160,910	187,379	26,469	16.4%
Total	122,516	148,376	160,910	187,379	26,469	16.4%

1151 - Building & Grounds - City Hall Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services	43,316
Total	43,316
536400 - Contract Maintenance Services	
Backflow testing	210
Elevator alarm monitoring	258
Elevator services	2,304
Fire alarm monitoring	300
Fire protection system services	3,960
Generator maintenance	2,000
Pest control	471
Window washing	4,900
Annual roof inspection	476
Annual elevator inspection	140
Entrance mats	520
Annual Boiler PM	2,550
Total	18,088
550000 - Electric	
Electric	22,000
Total	22,000
550100 - Gas (Natural)	
Natural gas	5,000
Total	5,000
550200 - Water	
Water	8,000
Total	8,000
550700 - Solid Waste/Recycling	
Solid waste/recycling	5,444
Total	5,444
551000 - Telephone (Landline)	
Verizon phone service (12)	6,675
Total	6,675
552500 - Gasoline Expense	
Diesel Fuel for Generators	856
Total	856

1151 - Building & Grounds - City Hall Non-Personnel Expenditures	FY21 Proposed Budget
572000 - R&M - Buildings & Facilities	
General R&M	25,000
Basement waterproofing repair	30,000
HVAC air filters	1,000
Boiler pump replacement of pumps P1 and P2	22,000
Total	78,000
Total Non-Personnel Expenditures	**187,379**

1152 - Building & Grounds - Police Station

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	18,345	18,345	18,500	18,956	456	2.5%
536400 - Contract Maintenance Services	3,295	5,345	5,759	5,609	(150)	(2.6%)
550000 - Electric	17,024	18,000	20,000	20,000	-	0.0%
550100 - Gas (Natural)	1,139	1,200	1,500	1,500	-	0.0%
550200 - Water	3,511	5,000	5,000	5,000	-	0.0%
550700 - Solid Waste/Recycling	1,532	1,533	1,533	1,533	-	0.0%
551000 - Telephone (Landline)	3,174	2,364	2,100	2,225	125	6.0%
552500 - Gasoline Expense	-	-	-	214	214	100.0%
572000 - R&M - Buildings & Facilities	2,844	35,000	40,130	40,000	(130)	(0.3%)
Total	50,864	86,787	94,522	95,037	515	0.5%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	50,864	86,787	94,522	95,037	515	0.5%
Total	50,864	86,787	94,522	95,037	515	0.5%

1152 - Building & Grounds - Police Station Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services	18,956
Total	18,956
536400 - Contract Maintenance Services	
Backflow testing	105
Fire alarm monitoring	300
Fire protection system services	2,700
Generator maintenance	1,676
Pest control	471
Annual roof inspection	357
Total	5,609
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)	2,225
Total	2,225
552500 - Gasoline Expense	
Diesel Fuel for Generators	214
Total	214
572000 - R&M - Buildings & Facilities	
General R&M	11,870
HVAC air filters	130
Rear and side window replacement	28,000
Total	40,000
Total Non-Personnel Expenditures	**95,037**

1153 - Building & Grounds - Public Service Facility

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
526000 - Machinery/Equipment	-	6,500	6,500
FY21 one-time replacement cost of gate equipment at the Public Service Facility.			
572000 - R&M - Buildings & Facilities	120,787	68,787	(52,000)
One-time project funds in FY20 were used to build a mezzanine in the Facilities Shop, replace the lighting system in two bays, and replace the Department's hot water heater; FY21 projects include an electrical and heat upgrade, and updates to the Department's gate structure.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
522000 - General Operating Supplies	463	-	-	-	-	0.0%
526000 - Machinery/Equipment	-	-	-	6,500	6,500	100.0%
536300 - Contract Cleaning	14,427	14,427	18,600	14,908	(3,692)	(19.8%)
536400 - Contract Maintenance Services	13,552	15,000	22,597	26,581	3,984	17.6%
550000 - Electric	35,507	38,000	40,000	40,000	-	0.0%
550100 - Gas (Natural)	16,241	12,000	16,000	18,000	2,000	12.5%
550200 - Water	8,612	7,500	8,000	8,500	500	6.3%
550700 - Solid Waste/Recycling	14,045	13,972	13,972	13,972	-	0.0%
550900 - Other Utilities	45	120	120	120	-	0.0%
551000 - Telephone (Landline)	2,131	2,201	2,100	2,225	125	6.0%
552500 - Gasoline Expense	-	-	-	1,070	1,070	100.0%
572000 - R&M - Buildings & Facilities	56,272	100,000	120,787	68,787	(52,000)	(43.1%)
573000 - R&M - Machinery & Equipment	1,487	-	-	-	-	0.0%
Total	162,783	203,220	242,176	200,663	(41,513)	(17.1%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	162,783	203,220	242,176	200,663	(41,513)	(17.1%)
Total	162,783	203,220	242,176	200,663	(41,513)	(17.1%)

1153 - Building & Grounds - Public Service Facility Non-Personnel Expenditures	FY21 Proposed Budget
526000 - Machinery/Equipment	
PW gate improvements	6,500
Total	6,500
536300 - Contract Cleaning	
Custodial cleaning services	14,908
Total	14,908
536400 - Contract Maintenance Services	
Backflow testing	735
Fire alarm monitoring	300
Fire protection system services	4,680
Generator maintenance	1,875
Pest control	471
Underground fuel tank annual inspections	5,000
Grease interceptor service	3,500
Overhead door inspection and repair annual	3,894
Annual roof inspection	476
Entrance mats	2,600
Annual Manlift Inspection	250
Annual Boiler PM	2,800
Total	26,581
550000 - Electric	
Electric	40,000
Total	40,000
550100 - Gas (Natural)	
Natural gas	18,000
Total	18,000
550200 - Water	
Water	8,500
Total	8,500
550700 - Solid Waste/Recycling	
Solid waste/recycling	13,972
Total	13,972
550900 - Other Utilities	
Cable	120
Total	120

1153 - Building & Grounds - Public Service Facility Non-Personnel Expenditures	FY21 Proposed Budget
551000 - Telephone (Landline)	
Verizon phone service (4)	2,225
Total	2,225
552500 - Gasoline Expense	
Diesel Fuel for Generators	1,070
Total	1,070
572000 - R&M - Buildings & Facilities	
General R&M	50,000
HVAC air filters	287
Facilities Shop electrical/heat upgrade	15,000
Install Intercom / CCTV Pedestal at PW Gate	3,500
Total	68,787
Total Non-Personnel Expenditures	**200,663**

1155 - Building & Grounds - Train Station/Freight House

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536300 - Contract Cleaning	6,500	11,518	5,018

Increase due to movement of some expenditures to this activity from Facilities Management, Activity 1150.

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	2,687	4,622	6,500	11,518	5,018	77.2%
536400 - Contract Maintenance Services	2,109	2,523	2,668	3,366	698	26.2%
550000 - Electric	12,135	13,000	13,000	13,000	-	0.0%
550100 - Gas (Natural)	1,649	1,300	2,500	2,500	-	0.0%
551000 - Telephone (Landline)	522	546	525	560	35	6.7%
572000 - R&M - Buildings & Facilities	6,261	4,000	4,097	4,097	-	0.0%
Total	25,362	25,991	29,290	35,041	5,751	19.6%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	25,362	25,991	29,290	35,041	5,751	19.6%
Total	25,362	25,991	29,290	35,041	5,751	19.6%

1155 - Building & Grounds - Train Station/Freight House Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services	11,518
Total	11,518
536400 - Contract Maintenance Services	
Backflow testing	210
Grease traps	1,200
Pest control	942
Annual roof inspection	714
Emergency phone monitoring (Plaza)	300
Total	3,366
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)	560
Total	560
572000 - R&M - Buildings & Facilities	
General R&M	4,000
HVAC air filters	97
Total	4,097
Total Non-Personnel Expenditures	**35,041**

1158 - Building & Grounds - Kentlands Mansion

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
572000 - R&M - Buildings & Facilities	46,000	20,000	(26,000)

One-time project funds in FY20 were used to repair the third floor at Kentlands Mansion.

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536400 - Contract Maintenance Services	7,631	11,802	14,909	16,656	1,747	11.7%
550000 - Electric	11,169	13,000	13,000	13,000	-	0.0%
550100 - Gas (Natural)	5,026	4,500	6,000	6,000	-	0.0%
550200 - Water	1,316	5,000	2,500	2,500	-	0.0%
550700 - Solid Waste/Recycling	4,657	4,658	4,658	4,658	-	0.0%
551000 - Telephone (Landline)	3,696	3,843	3,670	3,895	225	6.1%
572000 - R&M - Buildings & Facilities	12,882	15,000	46,000	20,000	(26,000)	(56.5%)
Total	46,378	57,803	90,738	66,710	(24,028)	(26.5%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	46,378	57,803	90,738	66,710	(24,028)	(26.5%)
Total	46,378	57,803	90,738	66,710	(24,028)	(26.5%)

1158 - Building & Grounds - Kentlands Mansion Non-Personnel Expenditures	FY21 Proposed Budget
536400 - Contract Maintenance Services	
Backflow testing	315
Elevator alarm monitoring	258
Elevator R&M	2,708
Fire alarm monitoring	300
Fire protection system services	2,700
Grease traps	1,200
Pest control	471
Window washing	2,800
Water treatment for chiller	2,700
Annual roof inspection	595
Annual elevator inspection	260
Annual Boiler PM	2,350
Total	16,656
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)	3,895
Total	3,895
572000 - R&M - Buildings & Facilities	
General R&M	20,000
Total	20,000
Total Non-Personnel Expenditures	**66,710**

1159 - Building & Grounds - Benjamin Gaither Center

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
550200 - Water	9,000	15,000	6,000

Rebalance based on Actual Usage. City pays 20% of total building water bill.

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536400 - Contract Maintenance Services	12,640	15,000	24,945	20,780	(4,165)	(16.7%)
550000 - Electric	24,536	28,000	30,000	30,000	-	0.0%
550100 - Gas (Natural)	3,175	3,000	5,000	5,000	-	0.0%
550200 - Water	13,271	8,500	9,000	15,000	6,000	66.7%
550700 - Solid Waste/Recycling	4,890	4,891	4,891	4,891	-	0.0%
551000 - Telephone (Landline)	1,609	1,191	1,050	1,115	65	6.2%
572000 - R&M - Buildings & Facilities	15,197	20,000	15,374	18,000	2,626	17.1%
Total	75,319	80,582	90,261	94,787	4,526	5.0%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	75,319	80,582	90,261	94,787	4,526	5.0%
Total	75,319	80,582	90,261	94,787	4,526	5.0%

1159 - Building & Grounds - Benjamin Gaither Center Non-Personnel Expenditures	FY21 Proposed Budget
536400 - Contract Maintenance Services	
Fire protection system services	1,440
Grease traps	1,800
Landscape maintenance (paid to property management company)	8,000
Pest control	471
Snow removal (paid to property management company)	8,000
Overhead door inspection	354
Annual roof inspection	715
Total	20,780
550000 - Electric	
Electric	30,000
Total	30,000
550100 - Gas (Natural)	
Natural gas	5,000
Total	5,000
550200 - Water	
Water	15,000
Total	15,000
550700 - Solid Waste/Recycling	
Solid waste/recycling	4,891
Total	4,891
551000 - Telephone (Landline)	
Verizon phone service (2)	1,115
Total	1,115
572000 - R&M - Buildings & Facilities	
General R&M	17,626
HVAC air filters	374
Total	18,000
Total Non-Personnel Expenditures	**94,787**

1160 - Building & Grounds - Casey Community Center

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	76,401	78,000	78,000	79,761	1,761	2.3%
536400 - Contract Maintenance Services	5,272	8,027	9,645	9,589	(56)	(0.6%)
550000 - Electric	33,118	30,000	35,000	35,000	-	0.0%
550100 - Gas (Natural)	2,711	2,500	4,500	4,000	(500)	(11.1%)
550200 - Water	7,307	9,500	9,000	9,500	500	5.6%
550700 - Solid Waste/Recycling	3,786	3,787	3,787	3,787	-	0.0%
551000 - Telephone (Landline)	2,653	2,747	2,620	2,785	165	6.3%
572000 - R&M - Buildings & Facilities	22,240	20,000	15,192	20,000	4,808	31.6%
Total	153,489	154,561	157,744	164,422	6,678	4.2%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	153,489	154,561	157,744	164,422	6,678	4.2%
Total	153,489	154,561	157,744	164,422	6,678	4.2%

1160 - Building & Grounds - Casey Community Center Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services	79,761
Total	79,761
536400 - Contract Maintenance Services	
Backflow testing	315
Elevator alarm monitoring	258
Elevator R&M	2,232
Fire alarm monitoring	300
Fire protection system services	3,960
Grease traps	1,200
Pest control services	471
Overhead door inspection	118
Roof inspection	595
Annual elevator inspection	140
Total	9,589
550000 - Electric	
Electric	35,000
Total	35,000
550100 - Gas (Natural)	
Natural gas	4,000
Total	4,000
550200 - Water	
Water	9,500
Total	9,500
550700 - Solid Waste/Recycling	
Solid waste/recycling	3,787
Total	3,787
551000 - Telephone (Landline)	
Verizon phone service (5)	2,785
Total	2,785
572000 - R&M - Buildings & Facilities	
General R&M	19,808
HVAC air filters	192
Total	20,000
Total Non-Personnel Expenditures	**164,422**

1161 - Building & Grounds - Olde Towne Pavilion

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	1,399	2,200	2,200	1,849	(351)	(16.0%)
536400 - Contract Maintenance Services	537	573	573	828	255	44.5%
550000 - Electric	771	1,000	2,000	1,500	(500)	(25.0%)
550200 - Water	257	150	250	300	50	20.0%
572000 - R&M - Buildings & Facilities	501	800	1,000	1,000	-	0.0%
Total	3,465	4,723	6,023	5,477	(546)	(9.1%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	3,465	4,723	6,023	5,477	(546)	(9.1%)
Total	3,465	4,723	6,023	5,477	(546)	(9.1%)

1161 - Building & Grounds - Olde Towne Pavilion Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services	1,849
Total	1,849
536400 - Contract Maintenance Services	
Pest control	471
Annual roof inspection	357
Total	828
550000 - Electric	
Electric	1,500
Total	1,500
550200 - Water	
Water	300
Total	300
572000 - R&M - Buildings & Facilities	
General R&M	1,000
Total	1,000
Total Non-Personnel Expenditures	**5,477**

1162 - Building & Grounds - 16 South Summit Avenue

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
575000 - R&M - Furniture & Equipment	-	5,904	5,904
One-time purchases for the new public safety building.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	-	-	500	-	(500)	(100.0%)
536400 - Contract Maintenance Services	5,784	4,555	5,278	6,496	1,218	23.1%
550000 - Electric	48,028	16,000	25,000	25,000	-	0.0%
550100 - Gas (Natural)	-	-	-	2,000	2,000	100.0%
550200 - Water	-	-	2,000	2,000	-	0.0%
550700 - Solid Waste/Recycling	-	-	-	3,491	3,491	100.0%
551000 - Telephone (Landline)	2,653	3,214	3,145	1,115	(2,030)	(64.5%)
552500 - Gasoline Expense	-	-	-	2,140	2,140	100.0%
572000 - R&M - Buildings & Facilities	1,754	1,000	2,500	6,000	3,500	140.0%
575000 - R&M - Furniture & Equipment	-	-	-	5,904	5,904	100.0%
Total	58,218	24,769	38,423	54,146	15,723	40.9%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	58,218	24,769	38,423	54,146	15,723	40.9%
Total	58,218	24,769	38,423	54,146	15,723	40.9%

1162 - Building & Grounds - 16 South Summit Avenue Non-Personnel Expenditures	FY21 Proposed Budget
536400 - Contract Maintenance Services	
Elevator alarm monitoring	173
Elevator R&M	4,436
Fire alarm monitoring	100
Fire protection system services	1,350
Pest control	157
Burglar alarm monitoring	0
Annual elevator inspection	280
Total	6,496
550000 - Electric	
Electric	25,000
Total	25,000
550100 - Gas (Natural)	
Natural Gas	2,000
Total	2,000
550200 - Water	
Water	2,000
Total	2,000
550700 - Solid Waste/Recycling	
Solid Waste/Recycling	3,491
Total	3,491
551000 - Telephone (Landline)	
Verizon phone service (2)	1,115
Total	1,115
552500 - Gasoline Expense	
Diesel Fuel for Generators	2,140
Total	2,140
572000 - R&M - Buildings & Facilities	
General R&M	5,000
Air Filters	1,000
Total	6,000
575000 - R&M - Furniture & Equipment	
One time Purchases for the Opening of the New Bldg	5,904
Total	5,904
Total Non-Personnel Expenditures	**54,146**

1164 - Building & Grounds - Gaithersburg Aquatic Center

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	4,272	4,272	4,500	4,415	(85)	(1.9%)
536400 - Contract Maintenance Services	525	1,052	1,085	1,052	(33)	(3.0%)
550700 - Solid Waste/Recycling	2,914	2,914	2,914	2,914	-	0.0%
551000 - Telephone (Landline)	522	546	525	560	35	6.7%
572000 - R&M - Buildings & Facilities	7,339	5,000	5,000	7,500	2,500	50.0%
573000 - R&M - Machinery & Equipment	-	1,000	1,050	3,050	2,000	190.5%
Total	15,572	14,784	15,074	19,491	4,417	29.3%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	15,572	14,784	15,074	19,491	4,417	29.3%
Total	15,572	14,784	15,074	19,491	4,417	29.3%

1164 - Building & Grounds - Gaithersburg Aquatic Center Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services	4,415
Total	4,415
536400 - Contract Maintenance Services	
Backflow testing	105
Pest control	471
Roof inspection	476
Total	1,052
550700 - Solid Waste/Recycling	
Solid waste/recycling	2,914
Total	2,914
551000 - Telephone (Landline)	
Verizon phone service (1)	560
Total	560
572000 - R&M - Buildings & Facilities	
General M&R	7,500
Total	7,500
573000 - R&M - Machinery & Equipment	
Pool machinery R&M	3,050
Total	3,050
Total Non-Personnel Expenditures	**19,491**

1165 - Building & Grounds - Activity Center

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	120,186	120,186	120,500	124,192	3,692	3.1%
536400 - Contract Maintenance Services	5,168	8,209	9,753	8,467	(1,286)	(13.2%)
550000 - Electric	76,966	80,000	85,000	85,000	-	0.0%
550100 - Gas (Natural)	12,180	12,000	12,500	12,500	-	0.0%
550700 - Solid Waste/Recycling	11,949	11,950	11,950	11,950	-	0.0%
551000 - Telephone (Landline)	4,262	4,401	4,195	4,450	255	6.1%
552500 - Gasoline Expense	-	-	-	1,070	1,070	100.0%
572000 - R&M - Buildings & Facilities	25,728	50,000	30,839	32,000	1,161	3.8%
Total	256,439	286,746	274,736	279,628	4,892	1.8%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	256,439	286,746	274,736	279,628	4,892	1.8%
Total	256,439	286,746	274,736	279,628	4,892	1.8%

1165 - Building & Grounds - Activity Center Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services	124,192
Total	124,192
536400 - Contract Maintenance Services	
Backflow testing	105
Burglar alarm monitoring	222
Fire alarm monitoring	300
Fire protection system services	4,860
Generator R&M	1,676
Pest control	471
Overhead door inspection	118
Annual roof inspection	715
Total	8,467
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)	4,450
Total	4,450
552500 - Gasoline Expense	
Diesel Fuel for Generators	1,070
Total	1,070
572000 - R&M - Buildings & Facilities	
General R&M	31,161
HVAC air filters	839
Total	32,000
Total Non-Personnel Expenditures	**279,628**

1166 - Building & Grounds - Gaithersburg Arts Barn

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	8,835	8,835	8,850	9,130	280	3.2%
536400 - Contract Maintenance Services	8,474	9,339	12,042	11,725	(317)	(2.6%)
550000 - Electric	29,006	30,000	30,000	31,500	1,500	5.0%
550100 - Gas (Natural)	5,202	6,000	10,000	8,000	(2,000)	(20.0%)
550200 - Water	4,700	5,000	6,000	6,000	-	0.0%
551000 - Telephone (Landline)	4,262	3,934	3,670	3,895	225	6.1%
572000 - R&M - Buildings & Facilities	6,520	10,000	15,788	12,000	(3,788)	(24.0%)
Total	66,998	73,108	86,350	82,250	(4,100)	(4.7%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	66,998	73,108	86,350	82,250	(4,100)	(4.7%)
Total	66,998	73,108	86,350	82,250	(4,100)	(4.7%)

1166 - Building & Grounds - Gaithersburg Arts Barn Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services	9,130
Total	9,130
536400 - Contract Maintenance Services	
Backflow testing	210
Elevator alarm monitoring	258
Elevator R&M	2,189
Fire alarm monitoring	300
Fire protection system services	2,700
Pest control	471
Water treatment	2,700
Window washing	2,400
Roof inspection	357
Annual elevator inspection	140
Total	11,725
550000 - Electric	
Electric	31,500
Total	31,500
550100 - Gas (Natural)	
Natural gas	8,000
Total	8,000
550200 - Water	
Water	6,000
Total	6,000
551000 - Telephone (Landline)	
Verizon phone service (7)	3,895
Total	3,895
572000 - R&M - Buildings & Facilities	
General R&M	11,212
HVAC air filters	788
Total	12,000
Total Non-Personnel Expenditures	**82,250**

1167 - Building & Grounds - Water Park

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	10,103	11,000	12,000	9,966	(2,034)	(17.0%)
536400 - Contract Maintenance Services	3,246	4,256	4,407	4,434	27	0.6%
550000 - Electric	35,897	38,000	40,000	40,000	-	0.0%
550100 - Gas (Natural)	1,775	2,000	2,500	2,500	-	0.0%
550200 - Water	35,073	38,000	35,000	35,000	-	0.0%
550700 - Solid Waste/Recycling	2,674	2,674	2,674	2,674	-	0.0%
551000 - Telephone (Landline)	522	546	525	560	35	6.7%
572000 - R&M - Buildings & Facilities	42,923	15,000	25,013	25,000	(13)	(0.1%)
573000 - R&M - Machinery & Equipment	9,504	2,500	4,500	4,550	50	1.1%
Total	141,716	113,976	126,618	124,683	(1,935)	(1.5%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	141,716	113,976	126,618	124,683	(1,935)	(1.5%)
Total	141,716	113,976	126,618	124,683	(1,935)	(1.5%)

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1167 - Building & Grounds - Water Park Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services to clean bathrooms complex, admin offices, Boardwalk Fries	9,966
Total	9,966
536400 - Contract Maintenance Services	
Backflow testing	210
Grease traps	1,500
Pest control	471
Washer/dryer	1,188
Overhead door inspection	708
Annual roof inspection	357
Total	4,434
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)	560
Total	560
572000 - R&M - Buildings & Facilities	
General R&M	24,987
HVAC air filters	13
Total	25,000
573000 - R&M - Machinery & Equipment	
Pool machinery R&M	4,550
Total	4,550
Total Non-Personnel Expenditures	**124,683**

1168 - Building & Grounds - Miniature Golf

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536400 - Contract Maintenance Services	893	1,058	1,058	1,169	111	10.5%
550000 - Electric	9,388	9,000	9,000	9,000	-	0.0%
572000 - R&M - Buildings & Facilities	9,018	5,000	6,000	6,000	-	0.0%
Total	19,300	15,058	16,058	16,169	111	0.7%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	19,300	15,058	16,058	16,169	111	0.7%
Total	19,300	15,058	16,058	16,169	111	0.7%

1168 - Building & Grounds - Miniature Golf Non-Personnel Expenditures	FY21 Proposed Budget
536400 - Contract Maintenance Services	
Backflow testing	105
Pest control	471
Overhead door inspection	236
Annual roof inspection	357
Total	1,169
550000 - Electric	
Electric	9,000
Total	9,000
572000 - R&M - Buildings & Facilities	
Carpet repair/replacement for holes	4,000
General R&M	2,000
Total	6,000
Total Non-Personnel Expenditures	**16,169**

1169 - Building & Grounds - Skate Park

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	1,257	1,900	1,900	1,651	(249)	(13.1%)
536400 - Contract Maintenance Services	657	717	717	828	111	15.5%
572000 - R&M - Buildings & Facilities	7,854	5,000	6,500	6,000	(500)	(7.7%)
Total	9,768	7,617	9,117	8,479	(638)	(7.0%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	9,768	7,617	9,117	8,479	(638)	(7.0%)
Total	9,768	7,617	9,117	8,479	(638)	(7.0%)

1169 - Building & Grounds - Skate Park Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services for Admin office area, Lobby and exterior entrance walkway	1,651
Total	1,651
536400 - Contract Maintenance Services	
Pest control services	471
Annual roof inspection	357
Total	828
572000 - R&M - Buildings & Facilities	
General R&M	2,000
Skate ramp component repairs (Skatelite)	4,000
Total	6,000
Total Non-Personnel Expenditures	**8,479**

1170 - Building & Grounds - Olde Towne Youth Center

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	9,940	9,939	10,000	10,271	271	2.7%
536400 - Contract Maintenance Services	2,124	3,985	6,130	6,054	(76)	(1.2%)
550000 - Electric	12,473	13,000	13,000	13,000	-	0.0%
550200 - Water	1,274	1,500	2,000	2,000	-	0.0%
550700 - Solid Waste/Recycling	1,920	1,920	1,920	1,920	-	0.0%
551000 - Telephone (Landline)	2,131	2,200	2,100	2,225	125	6.0%
572000 - R&M - Buildings & Facilities	4,595	16,000	21,197	18,000	(3,197)	(15.1%)
Total	34,456	48,544	56,347	53,470	(2,877)	(5.1%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	34,456	48,544	56,347	53,470	(2,877)	(5.1%)
Total	34,456	48,544	56,347	53,470	(2,877)	(5.1%)

1170 - Building & Grounds - Olde Towne Youth Center Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services	10,271
Total	10,271
536400 - Contract Maintenance Services	
Backflow testing	210
Burglar alarm monitoring	222
Fire alarm monitoring	300
Fire protection system services	1,440
Pest control	471
Overhead door inspection	354
Annual roof inspection	357
Water treatment for geothermal system	2,700
Total	6,054
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)	2,225
Total	2,225
572000 - R&M - Buildings & Facilities	
General R&M	6,803
HVAC air filters	197
Pump #2 of 2 replacement for geothermal system	11,000
Total	18,000
Total Non-Personnel Expenditures	**53,470**

1172 - Building & Grounds - Robertson Park Youth Center

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	8,947	8,947	9,000	9,246	246	2.7%
536400 - Contract Maintenance Services	2,258	5,182	7,420	7,301	(119)	(1.6%)
550000 - Electric	19,824	20,000	20,000	20,600	600	3.0%
550200 - Water	3,304	4,000	7,500	7,500	-	0.0%
550700 - Solid Waste/Recycling	2,077	2,078	2,078	2,078	-	0.0%
551000 - Telephone (Landline)	2,131	2,200	2,100	2,225	125	6.0%
572000 - R&M - Buildings & Facilities	5,649	17,000	19,121	18,000	(1,121)	(5.9%)
Total	44,190	59,407	67,220	66,951	(269)	(0.4%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	44,190	59,407	67,220	66,951	(269)	(0.4%)
Total	44,190	59,407	67,220	66,951	(269)	(0.4%)

1172 - Building & Grounds - Robertson Park Youth Center Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services	9,246
Total	9,246
536400 - Contract Maintenance Services	
Backflow testing	315
Burglar alarm monitoring	222
Fire alarm monitoring	300
Fire protection system services	2,700
Pest control	471
Overhead door inspection	236
Annual roof inspection	357
Water treatment cost for geothermal system	2,700
Total	7,301
550000 - Electric	
Electric	20,600
Total	20,600
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)	2,225
Total	2,225
572000 - R&M - Buildings & Facilities	
General R&M	6,879
HVAC air filters	121
Pump #2 of 2 replacement for the geothermal system	11,000
Total	18,000
Total Non-Personnel Expenditures	**66,951**

1173 - Building & Grounds - Gaithersburg CPSC Park Site

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
550100 - Gas (Natural)	6,000	-	(6,000)
Reduction due to the demolition of the warehouse.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	182	500	500	-	(500)	(100.0%)
536400 - Contract Maintenance Services	9,518	7,790	13,293	11,640	(1,653)	(12.4%)
550000 - Electric	2,377	500	3,500	-	(3,500)	(100.0%)
550100 - Gas (Natural)	6,877	250	6,000	-	(6,000)	(100.0%)
550200 - Water	3,914	3,000	4,000	4,000	-	0.0%
572000 - R&M - Buildings & Facilities	556	-	2,000	-	(2,000)	(100.0%)
Total	23,424	12,040	29,293	15,640	(13,653)	(46.6%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	23,424	12,040	29,293	15,640	(13,653)	(46.6%)
Total	23,424	12,040	29,293	15,640	(13,653)	(46.6%)

1173 - Building & Grounds - Gaithersburg CPSC Park Site Non-Personnel Expenditures	FY21 Proposed Budget
536400 - Contract Maintenance Services	
Fire alarm monitoring	0
Fire protection system	4,140
Mowing and tree maintenance	7,500
Total	11,640
550200 - Water	
Water	4,000
Total	4,000
Total Non-Personnel Expenditures	**15,640**

1175 - Building & Grounds - Parking Facility

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
572000 - R&M - Buildings & Facilities	46,000	33,500	(12,500)

One-time project funds in FY20 were used to repair the parking garage lobby canopy; FY21 project funds will be used to replace the exterior water line and hose bib for all floors.

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	25,178	30,361	33,442	31,444	(1,998)	(6.0%)
536400 - Contract Maintenance Services	9,013	13,140	15,343	15,110	(233)	(1.5%)
550000 - Electric	22,379	23,000	28,000	28,000	-	0.0%
550200 - Water	134	400	400	400	-	0.0%
551000 - Telephone (Landline)	3,696	3,843	3,670	3,895	225	6.1%
572000 - R&M - Buildings & Facilities	23,776	20,000	46,000	33,500	(12,500)	(27.2%)
Total	84,175	90,744	126,855	112,349	(14,506)	(11.4%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	84,175	90,744	126,855	112,349	(14,506)	(11.4%)
Total	84,175	90,744	126,855	112,349	(14,506)	(11.4%)

1175 - Building & Grounds - Parking Facility Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial services to clean	31,444
Total	31,444
536400 - Contract Maintenance Services	
Elevator alarm monitoring	816
Elevator R&M	6,740
Fire alarm monitoring	300
Fire protection system services	1,440
Pest control	942
Emergency phone monitoring	600
Annual roof inspection services	476
Grease trap services	2,800
Annual elevator inspection	420
Emergency phone quarterly testing	576
Total	15,110
550000 - Electric	
Electric cost	28,000
Total	28,000
550200 - Water	
Water	400
Total	400
551000 - Telephone (Landline)	
Verizon phone service (7)	3,895
Total	3,895
572000 - R&M - Buildings & Facilities	
General R&M	30,000
Exterior water line and hose bib replacement, all floors	3,500
Total	33,500
Total Non-Personnel Expenditures	**112,349**

1176 - Building & Grounds - Homeless Services

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536300 - Contract Cleaning	-	1,200	1,200	1,226	26	2.2%
536400 - Contract Maintenance Services	-	5,695	7,730	11,135	3,405	44.0%
550000 - Electric	-	13,000	15,000	15,000	-	0.0%
550100 - Gas (Natural)	-	2,000	-	2,000	2,000	100.0%
550200 - Water	-	10,000	12,000	9,000	(3,000)	(25.0%)
550700 - Solid Waste/Recycling	-	888	888	888	-	0.0%
572000 - R&M - Buildings & Facilities	100	5,000	6,244	6,000	(244)	(3.9%)
Total	100	37,783	43,062	45,249	2,187	5.1%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	100	37,783	43,062	45,249	2,187	5.1%
Total	100	37,783	43,062	45,249	2,187	5.1%

1176 - Building & Grounds - Homeless Services Non-Personnel Expenditures	FY21 Proposed Budget
536300 - Contract Cleaning	
Custodial cleaning services for Community Services and Homeless Services administrative areas.	1,226
Total	1,226
536400 - Contract Maintenance Services	
Backflow testing - Wells Robertson	315
Annual roof inspection - Wells Robertson	476
Overhead door inspection - Wells Robertson	354
Pest control - Wells Robertson	471
Pest control - 50 DeSellum	471
Washer & dryer rental services	1,188
Fire alarm monitoring - Wells Robertson	300
Wells canine inspection (pest detection)	2,100
Fire protection services	3,960
Annual Boiler PM	1,500
Total	11,135
550000 - Electric	
50 DeSellum	4,000
Wells Robertson House	11,000
Total	15,000
550100 - Gas (Natural)	
Natural Gas-	2,000
Total	2,000
550200 - Water	
Wells Robertson House	6,000
50 DeSellum	3,000
Total	9,000
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)	5,756
Total	6,000
Total Non-Personnel Expenditures	**45,249**

1311 - Public Works Administration

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
531000 - IT (Non-Consultant) Services	784	12,644	11,860

Increase due to purchase of one additional RS Means license & a new project management software.

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	449,114	549,472	525,798	591,629	65,831	12.5%
505200 - Other Taxable Comp.-GFIT	494	672	672	1,008	336	50.0%
507000 - Vacation & Sick Payouts	17,274	24,700	-	-	-	0.0%
509000 - Part-Time Wages	-	-	-	(28,076)	(28,076)	100.0%
510000 - FICA Taxes	33,433	42,085	40,199	43,171	2,972	7.4%
514200 - Vision Benefit	551	405	405	492	87	21.5%
514210 - Health Insurance	64,377	84,918	84,918	97,786	12,868	15.2%
514220 - Dental Benefit	5,960	4,842	4,842	5,646	804	16.6%
514230 - Long-Term Care Benefit	370	725	725	870	145	20.0%
514240 - Life Ins and Disability Benefit	3,870	5,515	4,876	5,432	556	11.4%
515000 - Retirement (401A)	35,929	43,957	43,817	49,302	5,485	12.5%
515050 - Supplemental Retirement (401A)	11,046	15,568	15,484	16,270	786	5.1%
515200 - Medicare Retirement Health Savings (RHS)	-	-	-	2,000	2,000	100.0%
516000 - Savings Plan (401K)	13,473	16,485	16,431	18,489	2,058	12.5%
519000 - Tuition Reimbursement	-	750	3,500	3,500	-	0.0%
521000 - Office Supplies	2,222	2,500	750	650	(100)	(13.3%)
522000 - General Operating Supplies	247	500	1,000	1,000	-	0.0%
525000 - Furniture/Fixture	-	500	-	-	-	0.0%
526000 - Machinery/Equipment	940	780	2,100	1,500	(600)	(28.6%)
531000 - IT (Non-Consultant) Services	1,118	851	784	12,644	11,860	1,512.8%
531500 - Software Licenses	1,395	1,395	-	-	-	0.0%
531600 - Software Maintenance Agreements	3,405	3,344	3,525	4,174	649	18.4%
536000 - Miscellaneous Professional Services	4,282	2,000	3,600	3,600	-	0.0%
536500 - Investigations	124	50	-	-	-	0.0%
542000 - Awards & Presentations	50	50	50	50	-	0.0%

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
544000 - Dues/Memberships/Certification	2,119	1,457	1,457	1,024	(433)	(29.7%)
545000 - Publications/ Resource Material	717	-	-	-	-	0.0%
546000 - Conf./Seminar/Class Registration	5,220	5,300	10,900	10,900	-	0.0%
547000 - Travel Expense	734	2,000	2,300	2,300	-	0.0%
551100 - Cellular Phone	3,934	3,934	9,279	9,279	-	0.0%
552500 - Gasoline Expense	2,416	3,250	3,250	3,250	-	0.0%
553000 - Printing & Binding	182	180	370	370	-	0.0%
556000 - Postage	165	500	500	500	-	0.0%
556500 - Messenger Services	40	-	-	-	-	0.0%
557000 - Uniforms/ Laundry	478	500	-	-	-	0.0%
560000 - Miscellaneous	648	700	1,000	1,000	-	0.0%
573000 - R&M - Machinery & Equipment	2,984	2,420	2,471	2,824	353	14.3%
574000 - R&M - Vehicles	1,661	-	-	-	-	0.0%
Total	670,972	822,305	785,003	862,584	77,581	9.9%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	635,891	790,094	741,667	807,519	65,852	8.9%
Operating	35,081	32,211	43,336	55,065	11,729	27.1%
Total	670,972	822,305	785,003	862,584	77,581	9.9%

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1311 - Public Works Administration Non-Personnel Expenditures	FY21 Proposed Budget
521000 - Office Supplies	
PW office supplies	650
Total	650
522000 - General Operating Supplies	
Misc. supplies	1,000
Total	1,000
526000 - Machinery/Equipment	
Miscellaneous computer devices & supplies	1,500
Total	1,500
531000 - IT (Non-Consultant) Services	
Additional RSMeans license (1)	940
Project management software - projectmanager.com (20)	10,800
Service - software (Adobe Acrobat Pro DC) (8)	904
Total	12,644
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (14)	3,570
Maintenance - software (Bluebeam Revu) (4)	604
Total	4,174
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
Maryland Recreation and Parks Association (MRPA)	70
Professional Grounds Management Society	125
Project Management Institute (PMI)	129
Total	1,024
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

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1311 - Public Works Administration Non-Personnel Expenditures	FY21 Proposed Budget
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)	764
Maintenance & supplies - copier (Ricoh - color copying)	2,060
Total	2,824
Total Non-Personnel Expenditures	**55,065**

1312 - Streets & Special Projects

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	238,096	307,658	285,778	317,471	31,693	11.1%
505200 - Other Taxable Comp.-GFIT	-	-	672	-	(672)	(100.0%)
505300 - Other Taxable Comp.-Housing Stipend	-	3,600	-	3,600	3,600	100.0%
507000 - Vacation & Sick Payouts	1,647	1,600	-	-	-	0.0%
508000 - Overtime Wages	18,035	25,000	25,456	25,456	-	0.0%
509000 - Part-Time Wages	28,173	13,994	16,743	18,079	1,336	8.0%
510000 - FICA Taxes	21,282	26,794	26,057	28,903	2,846	10.9%
514200 - Vision Benefit	(15)	390	432	413	(19)	(4.4%)
514210 - Health Insurance	57,444	76,416	70,612	81,882	11,270	16.0%
514220 - Dental Benefit	1,021	4,623	4,250	4,952	702	16.5%
514230 - Long-Term Care Benefit	590	841	870	870	-	0.0%
514240 - Life Ins and Disability Benefit	2,524	3,120	2,992	3,352	360	12.0%
515000 - Retirement (401A)	18,856	24,613	23,819	26,457	2,638	11.1%
515050 - Supplemental Retirement (401A)	9,393	15,383	14,887	16,535	1,648	11.1%
515100 - Retirement Health Savings (RHS)	1,383	4,703	-	4,703	4,703	100.0%
515200 - Medicare Retirement Health Savings (RHS)	2,000	3,600	6,000	4,000	(2,000)	(33.3%)
516000 - Savings Plan (401K)	5,785	9,230	8,932	9,922	990	11.1%
522000 - General Operating Supplies	138,068	135,000	185,000	185,000	-	0.0%
526000 - Machinery/Equipment	1,681	3,000	3,000	3,000	-	0.0%
529000 - Building & Construction Supplies	32,590	57,000	57,000	57,000	-	0.0%
531600 - Software Maintenance Agreements	110	110	110	110	-	0.0%
536000 - Miscellaneous Professional Services	4,755	4,843	5,000	5,000	-	0.0%
536400 - Contract Maintenance Services	221,740	175,000	225,000	225,000	-	0.0%
536500 - Investigations	213	350	400	400	-	0.0%
544000 - Dues/Memberships/Certification	330	600	1,200	1,200	-	0.0%
546000 - Conf./Seminar/Class Registration	1,110	1,500	2,000	2,000	-	0.0%
546300 - In-Service Training	180	-	-	-	-	0.0%
547000 - Travel Expense	523	266	-	-	-	0.0%

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
547100 - Local Travel Mileage	58	-	-	-	-	0.0%
550900 - Other Utilities	16	-	-	-	-	0.0%
551100 - Cellular Phone	537	720	720	720	-	0.0%
552500 - Gasoline Expense	16,423	18,750	18,750	18,750	-	0.0%
557000 - Uniforms/ Laundry	5,563	6,500	6,500	6,500	-	0.0%
560000 - Miscellaneous	12,420	10,000	10,000	10,000	-	0.0%
567000 - Rental & Use	3,038	8,000	15,000	15,000	-	0.0%
574000 - R&M - Vehicles	31,135	40,000	40,000	40,000	-	0.0%
Total	876,706	983,204	1,057,180	1,116,275	59,095	5.6%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	406,215	521,565	487,500	546,595	59,095	12.1%
Operating	470,491	461,639	569,680	569,680	-	0.0%
Total	876,706	983,204	1,057,180	1,116,275	59,095	5.6%

1312 - Streets & Special Projects Non-Personnel Expenditures	FY21 Proposed 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	FY21 Proposed 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	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	366,084	377,678	362,572	378,887	16,315	4.5%
507000 - Vacation & Sick Payouts	2,538	2,500	-	-	-	0.0%
508000 - Overtime Wages	24,459	25,000	25,900	27,750	1,850	7.1%
509000 - Part-Time Wages	14,310	22,000	20,929	-	(20,929)	(100.0%)
510000 - FICA Taxes	30,391	32,488	32,474	32,316	(158)	(0.5%)
514200 - Vision Benefit	246	350	350	350	-	0.0%
514210 - Health Insurance	73,428	71,599	77,143	71,599	(5,544)	(7.2%)
514220 - Dental Benefit	2,402	3,957	4,381	3,957	(424)	(9.7%)
514230 - Long-Term Care Benefit	534	725	725	725	-	0.0%
514240 - Life Ins and Disability Benefit	3,360	3,787	3,781	3,938	157	4.2%
515000 - Retirement (401A)	29,164	30,215	30,215	31,574	1,359	4.5%
515050 - Supplemental Retirement (401A)	18,228	18,884	18,884	19,733	849	4.5%
516000 - Savings Plan (401K)	10,937	11,330	11,330	11,841	511	4.5%
521000 - Office Supplies	164	-	-	-	-	0.0%
522000 - General Operating Supplies	26,474	33,300	33,300	35,000	1,700	5.1%
526000 - Machinery/Equipment	12,206	16,000	16,000	16,500	500	3.1%
531000 - IT (Non-Consultant) Services	1,428	2,680	2,680	2,680	-	0.0%
531500 - Software Licenses	112	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	8,438	8,840	8,840	9,389	549	6.2%
536000 - Miscellaneous Professional Services	258	3,000	3,000	3,000	-	0.0%
536500 - Investigations	30	-	-	-	-	0.0%
542000 - Awards & Presentations	100	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	-	1,000	1,000	1,000	-	0.0%
546000 - Conf./Seminar/Class Registration	-	700	1,500	1,500	-	0.0%
552500 - Gasoline Expense	1,707	1,250	1,250	1,500	250	20.0%
557000 - Uniforms/ Laundry	3,431	5,500	5,500	5,610	110	2.0%
574000 - R&M - Vehicles	1,842	1,500	1,500	2,000	500	33.3%
Total	632,268	674,283	663,254	660,849	(2,405)	(0.4%)

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	576,079	600,513	588,684	582,670	(6,014)	(1.0%)
Operating	56,189	73,770	74,570	78,179	3,609	4.8%
Total	632,268	674,283	663,254	660,849	(2,405)	(0.4%)

1315 - Fleet Maintenance Non-Personnel Expenditures	FY21 Proposed Budget
522000 - General Operating Supplies	
Parts, nuts and bolts, wire, supplies, and oil	35,000
Total	35,000
526000 - Machinery/Equipment	
Tools, meters, jacks, etc.	16,000
Miscellaneous computer devices & supplies	500
Total	16,500
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 (Microsoft CALs) (6)	1,530
Maintenance - hardware (FuelMaster)	4,119
Maintenance - software (Fleet - RTA)	3,050
Maintenance - software (Navistar Engine Diagnostics)	690
Total	9,389
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	
Gasoline & diesel fuel	1,500
Total	1,500
557000 - Uniforms/ Laundry	
Uniforms, safety equipment (5 employees) & shop towels	5,610
Total	5,610

1315 - Fleet Maintenance Non-Personnel Expenditures	FY21 Proposed Budget
574000 - R&M - Vehicles	
Vehicle maintenance (1 unit)	2,000
Total	2,000
Total Non-Personnel Expenditures	**78,179**

1341 - Landscaping & Forestry

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	634,052	563,492	631,092	641,326	10,234	1.6%
505200 - Other Taxable Comp.-GFIT	296	1,008	1,428	1,680	252	17.6%
505300 - Other Taxable Comp.-Housing Stipend	4,200	3,600	3,600	3,600	-	0.0%
507000 - Vacation & Sick Payouts	4,850	6,000	-	-	-	0.0%
508000 - Overtime Wages	24,772	55,500	55,500	55,500	-	0.0%
509000 - Part-Time Wages	20,139	33,487	33,487	18,080	(15,407)	(46.0%)
510000 - FICA Taxes	49,842	50,265	57,481	57,139	(342)	(0.6%)
514200 - Vision Benefit	144	731	861	855	(6)	(0.7%)
514210 - Health Insurance	170,731	145,052	175,090	162,930	(12,160)	(6.9%)
514220 - Dental Benefit	11,134	9,691	11,740	10,825	(915)	(7.8%)
514230 - Long-Term Care Benefit	1,065	1,619	1,892	1,886	(6)	(0.3%)
514240 - Life Ins and Disability Benefit	5,687	5,697	6,627	6,727	100	1.5%
515000 - Retirement (401A)	50,465	45,080	52,592	53,445	853	1.6%
515050 - Supplemental Retirement (401A)	24,167	28,177	32,869	33,403	534	1.6%
515100 - Retirement Health Savings (RHS)	8,183	11,328	14,072	13,680	(392)	(2.8%)
515200 - Medicare Retirement Health Savings (RHS)	1,692	6,083	6,083	10,000	3,917	64.4%
516000 - Savings Plan (401K)	14,500	15,433	16,481	18,502	2,021	12.3%
519000 - Tuition Reimbursement	768	-	-	-	-	0.0%
521000 - Office Supplies	35	-	-	-	-	0.0%
522000 - General Operating Supplies	43,638	46,000	46,000	50,500	4,500	9.8%
526000 - Machinery/Equipment	2,624	7,000	7,250	6,750	(500)	(6.9%)
531000 - IT (Non-Consultant) Services	61	-	-	-	-	0.0%
531600 - Software Maintenance Agreements	2,630	2,630	2,630	1,851	(779)	(29.6%)
536400 - Contract Maintenance Services	45,451	34,000	34,000	38,000	4,000	11.8%
536500 - Investigations	276	150	800	400	(400)	(50.0%)
544000 - Dues/Memberships/Certification	1,290	2,000	2,860	2,860	-	0.0%
546000 - Conf./Seminar/Class Registration	2,449	3,000	3,100	3,100	-	0.0%
546300 - In-Service Training	810	-	-	-	-	0.0%
547000 - Travel Expense	1,957	1,000	2,000	2,000	-	0.0%

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
550000 - Electric	200	-	-	-	-	0.0%
550200 - Water	3,347	4,800	5,000	5,000	-	0.0%
551100 - Cellular Phone	1,393	720	1,200	1,200	-	0.0%
552500 - Gasoline Expense	14,465	15,250	15,250	17,500	2,250	14.8%
557000 - Uniforms/ Laundry	10,109	12,100	12,100	12,100	-	0.0%
567000 - Rental & Use	1,403	2,000	1,500	1,500	-	0.0%
574000 - R&M - Vehicles	22,441	27,500	30,000	30,000	-	0.0%
596000 - Vehicles/Motor Equipment	48,319	-	-	-	-	0.0%
Total	1,229,586	1,140,393	1,264,585	1,262,339	(2,246)	(0.2%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,026,686	982,243	1,100,895	1,089,578	(11,317)	(1.0%)
Operating	154,581	158,150	163,690	172,761	9,071	5.5%
Capital	48,319	-	-	-	-	0.0%
Total	1,229,586	1,140,393	1,264,585	1,262,339	(2,246)	(0.2%)

1341 - Landscaping & Forestry Non-Personnel Expenditures	FY21 Proposed Budget
522000 - General Operating Supplies	
Annuals	14,000
Mulch	17,000
Plant material	5,000
Street trees	14,500
Total	50,500
526000 - Machinery/Equipment	
Replacement - small equipment (blowers, trimmers, power shears)	6,500
Miscellaneous computer devices & supplies	250
Total	6,750
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (2)	510
Maintenance - software (ArborPro)	1,341
Total	1,851
536400 - Contract Maintenance Services	
Hazard tree work, stump grinding, tree pruning	29,000
Landscape improvements - facilities & right-of-ways	5,000
Tree spraying for insect problems	4,000
Total	38,000
536500 - Investigations	
One seasonal employees	400
Total	400
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	FY21 Proposed 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	17,500
Total	17,500
557000 - Uniforms/ Laundry	
Uniforms and safety equipment for 13 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	**172,761**

1342 - Environmental Services Operations

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
522000 - General Operating Supplies	1,187	3,500	10,450	6,450	(4,000)	(38.3%)
Total	1,187	3,500	10,450	6,450	(4,000)	(38.3%)

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	1,187	3,500	10,450	6,450	(4,000)	(38.3%)
Total	1,187	3,500	10,450	6,450	(4,000)	(38.3%)

1342 - Environmental Services Operations Non-Personnel Expenditures	FY21 Proposed Budget
522000 - General Operating Supplies	
Absorbent materials-auto shop activities	2,500
Employee training and education materials	250
Inlet protection for DPW storm drains	1,000
Spill containment booms-fueling site	1,200
Spill kits-general facility	1,500
Total	6,450
Total Non-Personnel Expenditures	**6,450**

1343 - Municipal Parks Maintenance

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536400 - Contract Maintenance Services	124,700	174,200	49,500
The increase is for the mowing at Discovery Park, Crown Farm History Park, Main Street Pavilion and Market Square. This increase will be offset by the reduction of two seasonal employees from PW Operations.			
596000 - Vehicles/Motor Equipment	55,000	-	(55,000)
This reduction is for the one-time cost of an addition to the fleet.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	941,512	1,023,308	987,219	1,022,910	35,691	3.6%
505200 - Other Taxable Comp.-GFIT	635	1,680	2,016	2,016	-	0.0%
505300 - Other Taxable Comp.-Housing Stipend	8,100	6,000	6,000	6,000	-	0.0%
507000 - Vacation & Sick Payouts	5,213	7,390	-	-	-	0.0%
508000 - Overtime Wages	83,442	64,750	64,750	67,340	2,590	4.0%
509000 - Part-Time Wages	49,611	66,000	66,973	54,226	(12,747)	(19.0%)
510000 - FICA Taxes	80,186	88,874	89,361	91,429	2,068	2.3%
514200 - Vision Benefit	1,192	1,247	1,432	1,266	(166)	(11.6%)
514210 - Health Insurance	222,282	246,170	255,267	247,373	(7,894)	(3.1%)
514220 - Dental Benefit	11,406	15,966	16,593	16,116	(477)	(2.9%)
514230 - Long-Term Care Benefit	1,644	2,720	2,762	2,755	(7)	(0.3%)
514240 - Life Ins and Disability Benefit	8,696	10,075	10,390	10,755	365	3.5%
515000 - Retirement (401A)	73,897	78,641	82,267	85,240	2,973	3.6%
515050 - Supplemental Retirement (401A)	46,185	51,167	51,419	53,277	1,858	3.6%
515100 - Retirement Health Savings (RHS)	9,478	8,976	9,406	8,976	(430)	(4.6%)
515200 - Medicare Retirement Health Savings (RHS)	2,154	6,408	8,083	8,000	(83)	(1.0%)
516000 - Savings Plan (401K)	27,711	27,722	30,849	30,119	(730)	(2.4%)
521000 - Office Supplies	34	-	-	-	-	0.0%
522000 - General Operating Supplies	106,253	102,000	102,000	106,800	4,800	4.7%
526000 - Machinery/Equipment	5,332	4,000	3,250	6,750	3,500	107.7%
531600 - Software Maintenance Agreements	190	190	190	255	65	34.2%

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By Object						
536400 - Contract Maintenance Services	77,995	12,470	124,700	174,200	49,500	39.7%
536500 - Investigations	369	500	2,000	1,200	(800)	(40.0%)
542000 - Awards & Presentations	50	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	750	2,000	4,100	4,100	-	0.0%
546000 - Conf./Seminar/Class Registration	2,430	2,875	2,875	2,875	-	0.0%
546300 - In-Service Training	1,080	-	-	-	-	0.0%
547000 - Travel Expense	50	-	500	500	-	0.0%
550000 - Electric	3,875	6,000	6,000	6,000	-	0.0%
550200 - Water	11,926	14,000	14,000	14,000	-	0.0%
551100 - Cellular Phone	1,054	-	1,440	1,440	-	0.0%
552500 - Gasoline Expense	25,793	25,250	25,250	27,125	1,875	7.4%
554000 - Signage	1,449	2,500	4,000	5,000	1,000	25.0%
557000 - Uniforms/ Laundry	14,156	18,500	18,500	18,500	-	0.0%
567000 - Rental & Use	217	3,500	3,500	3,500	-	0.0%
572000 - R&M - Buildings & Facilities	8,330	11,000	9,000	9,000	-	0.0%
573000 - R&M - Machinery & Equipment	397	-	-	-	-	0.0%
574000 - R&M - Vehicles	46,250	40,000	43,000	43,000	-	0.0%
596000 - Vehicles/Motor Equipment	8,910	55,000	55,000	-	(55,000)	(100.0%)
Total	1,890,234	2,006,879	2,104,092	2,132,043	27,951	1.3%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,573,345	1,707,094	1,684,787	1,707,798	23,011	1.4%
Operating	307,978	244,785	364,305	424,245	59,940	16.5%
Capital	8,910	55,000	55,000	-	(55,000)	(100.0%)
Total	1,890,234	2,006,879	2,104,092	2,132,043	27,951	1.3%

1343 - Municipal Parks Maintenance Non-Personnel Expenditures	FY21 Proposed Budget
522000 - General Operating Supplies	
Athletic paint	4,300
Cleaning supplies - paper towels - toilet paper	3,000
Dog waste bags	5,000
Grass seed	4,000
Infill turf field	29,500
Mulch	10,000
Playground safety surfacing	24,500
Recycle bins	3,000
Special events carpets	500
Trash bags	8,500
Turface	3,000
Ball field dirt	4,000
Topsoil	3,000
Playground equipment parts	4,500
Total	106,800
526000 - Machinery/Equipment	
Small equipment (blowers, trimmers, edgers)	1,500
Bubblers for City owned ponds	5,000
Miscellaneous computer devices & supplies	250
Total	6,750
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (1)	255
Total	255
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
Discovery Park	18,200
Main Street Pavilion and Market Square Park.	15,400
Crown Farm Park	15,900
Total	174,200

1343 - Municipal Parks Maintenance Non-Personnel Expenditures	FY21 Proposed Budget
536500 - Investigations	
Seasonal employees	1,200
Total	1,200
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	27,125
Total	27,125
554000 - Signage	
Park signs	5,000
Total	5,000
557000 - Uniforms/ Laundry	
Uniforms and safety equipment (17 full-time & 4 seasonal employees)	18,500
Total	18,500

1343 - Municipal Parks Maintenance Non-Personnel Expenditures	FY21 Proposed Budget
567000 - Rental & Use	
Miscellaneous equipment	3,500
Total	3,500
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
Total Non-Personnel Expenditures	**424,245**

1344 - Mowing & Bulk Pick-Up

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536400 - Contract Maintenance Services	160,500	204,100	43,600

The increase is for additional contract mowing of State and County Rights-of-Way. We are currently mowing these areas with in-house staff. The cost will be offset by the reduction of an additional two part-time employees for the Operations Team.

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	936,609	1,023,373	1,000,560	1,026,532	25,972	2.6%
505200 - Other Taxable Comp.-GFIT	1,123	1,680	2,436	1,680	(756)	(31.0%)
505300 - Other Taxable Comp.-Housing Stipend	19,600	18,000	20,400	18,000	(2,400)	(11.8%)
507000 - Vacation & Sick Payouts	11,126	11,100	-	-	-	0.0%
508000 - Overtime Wages	109,175	100,000	101,750	105,450	3,700	3.6%
509000 - Part-Time Wages	33,918	66,973	66,973	54,226	(12,747)	(19.0%)
510000 - FICA Taxes	81,985	92,569	94,384	95,524	1,140	1.2%
514200 - Vision Benefit	474	1,392	1,229	1,407	178	14.5%
514210 - Health Insurance	202,693	247,022	261,152	252,488	(8,664)	(3.3%)
514220 - Dental Benefit	11,735	15,700	15,280	15,920	640	4.2%
514230 - Long-Term Care Benefit	1,488	3,020	3,073	3,045	(28)	(0.9%)
514240 - Life Ins and Disability Benefit	8,388	10,412	10,679	10,790	111	1.0%
515000 - Retirement (401A)	74,328	81,871	83,377	85,544	2,167	2.6%
515050 - Supplemental Retirement (401A)	41,103	45,265	46,255	47,295	1,040	2.2%
515100 - Retirement Health Savings (RHS)	20,157	23,442	18,812	23,085	4,273	22.7%
515200 - Medicare Retirement Health Savings (RHS)	2,462	6,841	6,166	8,000	1,834	29.7%
516000 - Savings Plan (401K)	25,137	27,160	27,752	28,377	625	2.3%
521000 - Office Supplies	-	200	500	500	-	0.0%
522000 - General Operating Supplies	20,507	26,500	26,500	26,500	-	0.0%
526000 - Machinery/Equipment	1,823	2,000	3,250	3,650	400	12.3%
531600 - Software Maintenance Agreements	190	190	190	255	65	34.2%
536000 - Miscellaneous Professional Services	-	326	-	-	-	0.0%

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Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
536400 - Contract Maintenance Services	156,223	160,500	160,500	204,100	43,600	27.2%
536500 - Investigations	248	500	500	500	-	0.0%
544000 - Dues/Memberships/Certification	1,104	1,000	3,500	3,500	-	0.0%
546000 - Conf./Seminar/Class Registration	2,030	4,000	2,500	2,500	-	0.0%
546300 - In-Service Training	1,710	90	-	-	-	0.0%
547000 - Travel Expense	125	-	-	-	-	0.0%
551100 - Cellular Phone	1,221	720	720	720	-	0.0%
552500 - Gasoline Expense	44,986	42,500	42,500	46,875	4,375	10.3%
557000 - Uniforms/ Laundry	15,635	20,500	20,500	20,500	-	0.0%
567000 - Rental & Use	113,999	120,000	124,000	124,000	-	0.0%
574000 - R&M - Vehicles	67,401	65,000	75,000	75,000	-	0.0%
596000 - Vehicles/Motor Equipment	45,847	-	-	-	-	0.0%
Total	2,054,548	2,219,846	2,220,438	2,285,963	65,525	3.0%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	1,581,499	1,775,820	1,760,278	1,777,363	17,085	1.0%
Operating	427,202	444,026	460,160	508,600	48,440	10.5%
Capital	45,847	-	-	-	-	0.0%
Total	2,054,548	2,219,846	2,220,438	2,285,963	65,525	3.0%

1344 - Mowing & Bulk Pick-Up Non-Personnel Expenditures	FY21 Proposed 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.)	3,400
Miscellaneous computer devices & supplies	250
Total	3,650
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (1)	255
Total	255
536400 - Contract Maintenance Services	
Contract loose leaf removal	40,000
Contract mowing, mulching and weeding - Rte 355, Muddy Branch, Sam Eig Hwy, Rte 124 and Two	142,600
HOA mowing reimbursement - Kentlands	6,500
HOA mowing reimbursement - Quince Orchard Park	5,000
HOA mowing reimbursement - Saybrooke	10,000
Total	204,100
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	46,875
Total	46,875

1344 - Mowing & Bulk Pick-Up Non-Personnel Expenditures	FY21 Proposed 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	**508,600**

1345 - Recycling

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
567000 - Rental & Use	1,200,672	1,494,900	294,228
New bid price for Recycling Collection and Disposal Contract.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
522000 - General Operating Supplies	34,894	34,894	34,894	34,894	-	0.0%
531000 - IT (Non-Consultant) Services	-	9,000	9,000	13,500	4,500	50.0%
553000 - Printing & Binding	2,680	1,600	1,600	1,600	-	0.0%
567000 - Rental & Use	987,223	1,200,672	1,200,672	1,494,900	294,228	24.5%
Total	1,024,797	1,246,166	1,246,166	1,544,894	298,728	24.0%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	1,024,797	1,246,166	1,246,166	1,544,894	298,728	24.0%
Total	1,024,797	1,246,166	1,246,166	1,544,894	298,728	24.0%

1345 - Recycling Non-Personnel Expenditures	FY21 Proposed 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
Service - software (Recycle Coach)	4,500
Total	13,500
553000 - Printing & Binding	
Recycling stickers	1,600
Total	1,600
567000 - Rental & Use	
Recycling contract	1,494,900
Total	1,494,900
Total Non-Personnel Expenditures	**1,544,894**

1351 - Engineering Services

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
531000 - IT (Non-Consultant) Services	12,586	6,339	(6,247)
Decrease due to software cost adjustments.			
546000 - Conf./Seminar/Class Registration	6,545	15,395	8,850
Engineering Services Division staffing has attained full complement. Increase over previous years accounts for additional staffing as well as continuing a baseline investment in staff training.			

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	341,803	461,682	467,897	548,180	80,283	17.2%
505200 - Other Taxable Comp.-GFIT	774	336	1,428	504	(924)	(64.7%)
507000 - Vacation & Sick Payouts	4,009	4,000	-	-	-	0.0%
508000 - Overtime Wages	-	3,600	7,176	7,176	-	0.0%
509000 - Part-Time Wages	43,504	49,858	49,858	17,153	(32,705)	(65.6%)
510000 - FICA Taxes	29,317	39,434	41,730	45,595	3,865	9.3%
514200 - Vision Benefit	279	283	401	372	(29)	(7.2%)
514210 - Health Insurance	37,883	61,309	73,540	78,675	5,135	7.0%
514220 - Dental Benefit	2,342	3,513	4,311	4,573	262	6.1%
514230 - Long-Term Care Benefit	442	671	725	798	73	10.1%
514240 - Life Ins and Disability Benefit	3,009	4,633	4,774	5,607	833	17.4%
515000 - Retirement (401A)	25,518	36,934	38,961	45,681	6,720	17.2%
515050 - Supplemental Retirement (401A)	1,549	-	4,566	-	(4,566)	(100.0%)
515100 - Retirement Health Savings (RHS)	3,097	4,703	-	4,703	4,703	100.0%
515200 - Medicare Retirement Health Savings (RHS)	923	5,250	4,000	7,000	3,000	75.0%
516000 - Savings Plan (401K)	9,519	13,851	14,612	17,130	2,518	17.2%
519000 - Tuition Reimbursement	-	-	3,500	3,500	-	0.0%
521000 - Office Supplies	18	675	2,500	2,500	-	0.0%
522000 - General Operating Supplies	311	250	330	400	70	21.2%
526000 - Machinery/Equipment	667	500	500	750	250	50.0%
531000 - IT (Non-Consultant) Services	1,519	12,756	12,586	6,339	(6,247)	(49.6%)
531500 - Software Licenses	658	1,308	1,500	-	(1,500)	(100.0%)

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By Object						
531600 - Software Maintenance Agreements	474	616	2,685	3,320	635	23.6%
532000 - Engineering & Architecture	93,956	200,000	200,000	204,800	4,800	2.4%
536500 - Investigations	61	-	-	-	-	0.0%
542000 - Awards & Presentations	100	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	1,388	1,726	1,726	3,292	1,566	90.7%
545000 - Publications/ Resource Material	306	1,442	1,442	1,870	428	29.7%
546000 - Conf./Seminar/Class Registration	195	6,545	6,545	15,395	8,850	135.2%
547000 - Travel Expense	1,414	100	100	3,125	3,025	3,025.0%
551100 - Cellular Phone	1,107	1,500	1,200	2,500	1,300	108.3%
552500 - Gasoline Expense	1,457	1,000	1,000	2,937	1,937	193.7%
556000 - Postage	34	30	-	250	250	100.0%
557000 - Uniforms/ Laundry	338	1,560	1,560	3,380	1,820	116.7%
560000 - Miscellaneous	17,740	-	-	-	-	0.0%
574000 - R&M - Vehicles	581	500	500	500	-	0.0%
Total	626,290	920,565	951,653	1,038,005	86,352	9.1%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	503,967	690,057	717,479	786,647	69,168	9.6%
Operating	122,323	230,508	234,174	251,358	17,184	7.3%
Total	626,290	920,565	951,653	1,038,005	86,352	9.1%

1351 - Engineering Services Non-Personnel Expenditures	FY21 Proposed Budget
521000 - Office Supplies	
Office supplies for the Engineering Services Division	2,500
Total	2,500
522000 - General Operating Supplies	
General operating supplies for the Engineering Services Division	400
Total	400
526000 - Machinery/Equipment	
Field measuring tools	500
Miscellaneous computer devices & supplies	250
Total	750
531000 - IT (Non-Consultant) Services	
Service - software (Adobe Acrobat Pro DC) (3)	339
Service - software (RSMeans Heavy Construction/ Site Works and Masonry) (4)	6,000
Total	6,339
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (4)	1,020
Maintenance - software (AutoCAD AED Suite) (2)	1,993
Maintenance - software (Bluebeam Revu) (2)	307
Total	3,320
532000 - Engineering & Architecture	
Park pedestrian bridge inspections	28,800
Load rating of selected short span culvert bridges	7,200
Short span bridge culvert inspections	38,000
High-mast lighting pole inspections	16,800
Review of retaining wall designs for development plans	15,000
Review of traffic impact studies for development plans	30,000
Speed studies and traffic counts	12,000
Unprogrammed Engineering Services	12,000
Safe Routes to School evaluations	45,000
Total	204,800

1351 - Engineering Services Non-Personnel Expenditures	FY21 Proposed Budget
544000 - Dues/Memberships/Certification	
MD Society of Surveyors (MSS)/National Society of Professional Surveyors (NSPS)	80
Maryland Professional Engineer license fee	152
Maryland Society of Surveyors membership	260
Construction Specification Institute membership renewals	1,100
Construction Document Technologist certification	900
Institute of Asset Management membership	400
APWA Membership	400
Total	3,292
545000 - Publications/ Resource Material	
Technical resource material	1,870
Total	1,870
546000 - Conf./Seminar/Class Registration	
Conferences and seminars	3,395
Professional development education for staff	6,000
COAA Training	6,000
Total	15,395
547000 - Travel Expense	
Travel expenses for Engineering Services Division staff	3,000
Local travel mileage	125
Total	3,125
551100 - Cellular Phone	
Cell phone service (3)	2,160
Cell phone service (no data) (1)	240
Replacement cell phone (1)	100
Total	2,500
552500 - Gasoline Expense	
Gasoline	1,000
87 Octane fuel	1,937
Total	2,937
556000 - Postage	
Postage expenses for Engineering Services Division	250
Total	250

1351 - Engineering Services Non-Personnel Expenditures	FY21 Proposed Budget
557000 - Uniforms/ Laundry	
Uniform/footwear allowance	160
Shoes (7)	1,120
Apparel & Jackets (7)	2,100
Total	3,380
574000 - R&M - Vehicles	
Vehicle maintenance	500
Total	500
Total Non-Personnel Expenditures	**251,358**

1393 - Street Lighting

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
522000 - General Operating Supplies	19	3,500	7,000	7,000	-	0.0%
550000 - Electric	538,981	600,000	618,000	618,000	-	0.0%
567000 - Rental & Use	47,537	-	-	-	-	0.0%
573000 - R&M - Machinery & Equipment	91,481	80,000	80,000	80,000	-	0.0%
Total	678,018	683,500	705,000	705,000	-	0.0%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Operating	678,018	683,500	705,000	705,000	-	0.0%
Total	678,018	683,500	705,000	705,000	-	0.0%

1393 - Street Lighting Non-Personnel Expenditures	FY21 Proposed 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 street lights	80,000
Total	80,000
Total Non-Personnel Expenditures	**705,000**

1397 - Traffic Control

Significant Changes	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
Object - Object Name / Reason for Change			
536400 - Contract Maintenance Services	29,500	59,500	30,000

This cost is to help replace a large amount of old signs and posts at various locations around the City.

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
501000 - Full-Time Wages	113,188	117,638	112,932	118,015	5,083	4.5%
505200 - Other Taxable Comp.-GFIT	155	336	-	336	336	100.0%
507000 - Vacation & Sick Payouts	3,303	3,300	-	-	-	0.0%
508000 - Overtime Wages	11,249	9,800	9,805	14,615	4,810	49.1%
509000 - Part-Time Wages	9,828	33,000	33,487	18,080	(15,407)	(46.0%)
510000 - FICA Taxes	10,059	12,300	12,311	11,932	(379)	(3.1%)
514200 - Vision Benefit	175	184	184	184	-	0.0%
514210 - Health Insurance	37,722	38,186	38,186	38,186	-	0.0%
514220 - Dental Benefit	5,781	2,206	2,206	2,206	-	0.0%
514230 - Long-Term Care Benefit	211	290	290	290	-	0.0%
514240 - Life Ins and Disability Benefit	1,038	1,182	1,179	1,236	57	4.8%
515000 - Retirement (401A)	9,022	9,411	9,411	9,834	423	4.5%
515050 - Supplemental Retirement (401A)	5,639	5,882	5,882	6,146	264	4.5%
516000 - Savings Plan (401K)	3,383	3,529	3,529	3,688	159	4.5%
522000 - General Operating Supplies	46,798	45,000	45,000	45,000	-	0.0%
526000 - Machinery/Equipment	667	800	1,250	1,250	-	0.0%
531500 - Software Licenses	-	-	-	300	300	100.0%
531600 - Software Maintenance Agreements	190	190	190	255	65	34.2%
536000 - Miscellaneous Professional Services	-	899	-	-	-	0.0%
536400 - Contract Maintenance Services	14,332	29,500	29,500	59,500	30,000	101.7%
536500 - Investigations	31	-	-	-	-	0.0%
544000 - Dues/Memberships/Certification	-	-	400	400	-	0.0%
546000 - Conf./Seminar/Class Registration	490	800	1,400	1,400	-	0.0%
550000 - Electric	3,366	5,000	5,000	5,000	-	0.0%
551100 - Cellular Phone	667	-	720	720	-	0.0%

General Fund Departmental Budgets
Public Works - Activity Analysis
FY21 Budget

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object						
552500 - Gasoline Expense	312	-	2,000	2,000	-	0.0%
557000 - Uniforms/ Laundry	1,690	2,600	2,600	2,600	-	0.0%
574000 - R&M - Vehicles	2,736	2,500	3,000	3,000	-	0.0%
596000 - Vehicles/Motor Equipment	47,581	-	-	-	-	0.0%
Total	329,613	324,533	320,462	346,173	25,711	8.0%

Budget Summary	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
By Object Summary						
Personnel Services	210,753	237,244	229,402	224,748	(4,654)	(2.0%)
Operating	71,279	87,289	91,060	121,425	30,365	33.3%
Capital	47,581	-	-	-	-	0.0%
Total	329,613	324,533	320,462	346,173	25,711	8.0%

1397 - Traffic Control Non-Personnel Expenditures	FY21 Proposed Budget
522000 - General Operating Supplies	
General supplies	10,000
Paint and thermo	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
531500 - Software Licenses	
Sign cutter fonts/software	300
Total	300
531600 - Software Maintenance Agreements	
Maintenance - software (Microsoft CALs) (1)	255
Total	255
536400 - Contract Maintenance Services	
Traffic line striping	29,500
Street Sign Replacement	30,000
Total	59,500
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

1397 - Traffic Control Non-Personnel Expenditures	FY21 Proposed Budget
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
Total Non-Personnel Expenditures	**121,425**

Personnel and Salaries

Personnel Schedule

FY21 Budget

Position Title	Grade	FY21 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	2
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
Digital Content Specialist	124	1
Helpdesk Technician I	124	3
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	3
Public Works Program Coordinator	125	2
Sponsorship Program Administrator	125	1
Animal Control Officer II	126	1
Code Administration Officer I	126	6
Community Services Program Coordinator	126	2
Facility Coordinator	126	4
Police Administrative Services Supervisor	126	1
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	1
Primary Counselor	127	1
Community Services Case Coordinator	128	1
Crime Analyst	128	1

Position Title	Grade	FY21 Total No. Positions
Graphics Specialist	128	1
Human Resources Generalist II	128	2
IT Project Manager I	128	1
Network Operations Specialist I	128	2
Paralegal	128	1
Payroll Coordinator	128	1
Program Supervisor	128	8
Television Production Specialist	128	1
Watershed Restoration Specialist	128	1
Accountant II	129	1
Aquatics Facility Coordinator	129	2
Facilities Maintenance Supervisor	129	1
Legal Services Coordinator	129	1
Legislative Affairs Manager	129	1
Planner II	129	4
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
GIS Specialist II	130	1
Helpdesk Manager	130	1
Manager of Animal Services	130	1
Manager of Fleet Operations	130	1
Municipal Clerk	130	1
Permitting Manager	130	1
Right-of-Way Inspector	130	1
Senior Program Supervisor	130	5
Stormwater Inspector	130	1
Assistant to the City Manager	131	1
Chief Electrical Reviewer	131	1
Economic Development Manager	131	1

Personnel and Salaries
Personnel Schedule
FY21 Budget

Position Title	Grade	FY21 Total No. Positions
Finance Systems Support Manager	131	1
Web Administrator	131	1
Aquatics Superintendent	132	1
Arts Administrator	132	1
IT Project Manager III	132	2
Network Operations Specialist III	132	1
Project Engineer	132	4
Project Manager	132	5
Senior Budget Analyst	132	1
Capital Projects Program Manager	133	2
Community Planning Manager	133	1
Human Resources Program Coordinator	133	2
Long Range Planning Manager	133	1
Permit Coordinator	133	1
Police Training & Emergency Operations Coordinator	133	1
Site Development Coordinator	133	1
Television Productions Manager	133	1
Chief Accountant	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
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
GIS 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

Personnel and Salaries
Personnel Schedule
FY21 Budget

Position Title	Grade	FY21 Total No. Positions
Public Works Operations Division Chief	138	1
Comptroller	139	1
Deputy 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	7
Police Officer II	221	8
Police Officer III	222	23
Police Corporal	223	8
Police Sergeant	224	9
Facilities & Equipment Worker I	301	2
Maintenance Worker I	301	18
Maintenance Worker II	301	13
Maintenance Worker III	301	6
Facilities & Equipment Technician I	302	1
Facilities & Equipment Technician II	302	2
Facilities & Equipment Technician III	302	1
Mechanic III	302	2
Work Force Leader I	302	9
Work Force Leader II	302	1
Work Force Leader III	302	6
Facilities & Equipment Specialist III	303	1
Foreman I	303	3
Foreman II	303	1
Senior Mechanic II	303	2
City Attorney	999	1
City Manager	999	1
Total Full-Time Employees		**325**

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
FY21 Budget

Pay Range	Minimum	Mid Point	Maximum
110	23,431	30,462	37,492
111	24,735	32,153	39,574
112	25,909	33,680	41,453
113	27,209	35,371	43,534
114	28,510	37,065	45,617
115	29,943	38,925	47,908
116	31,374	40,785	50,197
117	33,061	42,978	52,895
118	34,632	45,022	55,413
119	36,321	47,217	58,114
120	38,268	49,749	61,229
121	40,098	52,126	64,156
122	42,173	54,824	67,478
123	44,261	57,540	70,819
124	46,479	60,421	74,364
125	48,824	63,470	78,118
126	51,286	66,670	82,057
127	53,759	69,888	86,016
128	56,492	73,441	90,388
129	59,237	77,009	94,782
130	62,228	80,897	99,563
131	65,347	84,951	104,555
132	68,737	89,360	109,979
133	71,986	93,579	115,175
134	75,631	98,323	121,012
135	79,409	103,233	127,055
136	83,442	108,475	133,508
137	87,606	113,889	140,170
138	92,041	119,654	147,266
139	96,589	125,567	154,544
140	101,410	131,832	162,258
141	106,489	138,436	170,383
142	111,825	145,372	178,919
143	117,419	152,644	187,867
144	123,284	160,269	197,253
145	129,393	168,210	207,030
146	135,900	176,672	217,440
301	34,632	49,395	64,156
302	42,173	58,269	74,364
303	48,824	67,420	86,016

Personnel and Salaries
Police Salary Ranges
FY21 Budget

FY21 Step	220 PO I	221 PO II	222 PO III	223 Corporal	224 Sergeant
0	58,874	61,819	64,910	68,155	74,970
1	60,498	63,521	66,697	70,032	77,034
2	62,312	65,427	68,698	72,134	79,347
3	64,180	67,390	70,760	74,296	81,727
4	66,105	69,412	72,881	76,527	84,178
5	68,089	71,495	75,067	78,822	86,703
6	70,131	73,639	77,321	81,185	89,304
7	72,236	75,847	79,640	83,622	91,983
8	74,405	78,124	82,029	86,131	94,743
9	76,636	80,465	84,490	88,716	97,587
10	78,935	82,880	87,024	91,375	100,513
11	81,302	85,369	89,635	94,118	103,529
12	83,743	87,927	92,324	96,941	106,634
13	86,254	90,565	95,093	99,847	109,834
14	88,840	93,283	97,945	102,844	113,129
15	91,508	96,083	100,886	105,927	116,522

After one year in Step 15, employee receives COLA adjustment only based on budgetary guidelines.

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 CIP project can be found within Appendix A 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 Parks, 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 Culture 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 two 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 identify 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 other potential 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

FY21 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.

  o 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: 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
FY21 Budget

Project Name / Location / Description	Estimated Cost
3302 - General Capital Projects	
Installation of Banner Poles	$160,000
This project involves looking at the existing light pole infrastructure and determine the best alternative to allow for the installation of banners within Olde Towne and select other areas in the City. The project will begin in FY21 and be completed in FY22.	
LED Street Light Conversion	$2,730,738
This project will convert all City owned street lights from high pressure sodium or mercury vapor bulbs to light emitting diodes (LEDs). This project will begin in FY21 and will be completed in FY26.	
Buildout of 16 South Summit Avenue	$450,000
This project involves the build out of the remaining space (approximately 7,500 sq. ft.) of 16 South Summit Avenue. It is anticipated that one or more departments will move from the current City Hall into the new facility. The specific departments which would be relocating have not been selected at this time. Given this fact, it is anticipated that design will begin in FY21 with construction in FY22.	

Capital Improvement Plan
New Projects Summary
FY21 Budget

Project Name / Location / Description	Estimated Cost
3303 - Infrastructure CIP	
Curb Installation on Main Street	$100,000
This project involves the install curbing along Main Street in the Kentlands/Lakelands neighborhoods to address concerns with parking on the existing dam structure. The project will be completed in FY21.	
Edison Park Drive & Main Street	$2,250,000
This project will reconstruct Edison Park Drive with structural pavement capable of carrying heavy vehicle loads as well as resurface Main Street. The project also includes installation of anti parallel parking measures along each road and will address all areas of erosion along the shoulders. Design will be in FY22 with construction in FY23.	
East Diamond Avenue & Summit Avenue Signal Improvements	$355,000
This project involves construct improvements to the signal system including upgrading the pedestrian signals and realigning sidewalk ramps for ADA compliance. The project will also included intersection lighting improvements. Design will be in FY21 with construction in FY22.	
Pheasant Run Drive Improvements	$80,000
This project will conduct an engineering study and construct improvements that may be necessary related to traffic calming as a result of the opening of the Watkins Mill Interchange. If additional construction funds are necessary, they will be transferred from 0000032 Future Street Construction upon the completion of the engineering study. This project will be completed in FY21.	
Quince Orchard Boulevard Shared Use Path	$1,625,000
This project will constructed a shared use path along Quince Orchard and will be incorporated with future roadway reconstruction projects. The Shared Use Path will run along Quince Orchard Boulevard, starting at First Field Road and terminating at First Field Road and Quince Orchard. The path will require utility relocation, curb realignment, lighting adjustments and applicable stormwater management. Design will be in FY21 with construction in FY21/22.	
Russell Avenue & Christopher Avenue Signal Recon	$375,000
This project involves construct improvements to the signal system including upgrading the pedestrian signals and realigning sidewalk ramps for ADA compliance. Design will be in FY22 with construction in FY23.	

Capital Improvement Plan
New Projects Summary
FY21 Budget

Project Name / Location / Description	Estimated Cost
3304 - Facilities CIP	
Wells Robertson House Siding Replacement	$370,000
This project involves the replacement of the wood siding, porch columns and windows with composite material or wood material. Design is scheduled for FY24 with construction in FY25.	
City Hall HVAC AHU1 Replacement	$190,000
This project involves the replacement of one of the three main HVAC units at City Hall that has reached end of life and is incurring repeated service calls and component failure. This project will be completed in FY21.	
3305 - Parks CIP	
Benjamin Gaither Center Courtyard Access	$50,000
This project involves the installation of a ADA compliant sidewalk and entrance gate to into courtyard/side garden area. This project is being funded through a developer contribution. The project will be completed in FY21.	
Asphalt Tennis and Basketball Court Resurfacing	$165,000
This project involves the resurfacing of tennis and basketball courts along with installation of replacement equipment in a number of parks. Project Locations: Duvall Park, 14 Holly Drive – One (1) full basketball court. Griffith Park, 29 South Summit Avenue – Two (2) tennis courts and two (2) half basketball courts. Morris Park, 520 Summit Hall Road – One (1) full basketball court. This project be started and completed in FY21.	
Kentlands Mansion - Second Floor Bathroom Renovation	$40,000
This project involves the renovation of both second floor restrooms to increase functionality it involves the removal of the existing tub/shower and replacing it with peroration area. Existing fixtures will also be updated. Design and Construction will be in FY21.	

Capital Improvement Plan
New Projects Summary
FY21 Budget

Project Name / Location / Description	Estimated Cost
3306 - Technology CIP	
City Parking Program Technology	$30,000
This project will support a new IT infrastructure to the City Parking Program. This project is dependent upon further direction from the Mayor and City Council. This project is anticipated for completion in FY22.	
16 South Summit Avenue IT Buildout	$225,000
This project will complete the IT infrastructure that was not included in the base construction for the new Police Station/Council Chambers at 16 S. Summit Avenue. This project is anticipated to begin in FY21 with completion in FY22.	
Financial System Improvements	$70,000
This project will add new functionality to the City's Munis financial system. This project will be completed in FY21.	
Park Facilities Audio-Visual Improvements	$10,000
This project will add or enhance the audio-visual capabilities at several Parks facilities. This project will be completed in FY21.	
Telework Pilot Program	$35,000
This project will fund expenditures related to the implementation of a telework pilot program. The project will be completed in FY21.	
Total Estimated Costs New Projects	**9,310,738**

Capital Improvement Plan

Revenues, Expenditures and Projected Fund Balances - By Fund

FY21 Budget

Fund - Name	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds							
302 - General Capital Projects	3,869,057	3,408,758	945,407	1,199,960	1,199,960	666,653	11,289,795
303 - Infrastructure	4,175,968	5,514,920	9,634,000	5,270,000	5,770,000	6,729,000	37,093,888
304 - Facilities	1,171,380	2,287,090	1,700,000	1,365,000	1,180,000	2,950,000	10,653,470
305 - Parks	1,590,833	1,070,500	281,500	651,500	300,000	600,000	4,494,333
306 - Technology	797,851	447,000	390,000	300,000	330,000	300,000	2,564,851
307 - Art in Public Places	235,000	260,000	38,000	10,000	-	-	543,000
Total	11,840,089	12,988,268	12,988,907	8,796,460	8,779,960	11,245,653	66,639,337
Expenditures and Uses of Funds							
302 - General Capital Projects	9,023,288	22,701,049	3,168,044	1,589,960	1,349,960	816,653	38,648,954
303 - Infrastructure	3,424,595	10,423,500	13,025,000	5,678,325	5,720,000	6,819,491	45,090,911
304 - Facilities	423,952	1,364,090	2,370,000	1,290,000	105,000	6,115,000	11,668,042
305 - Parks	3,254,077	1,989,000	238,000	1,385,000	75,000	575,000	7,516,077
306 - Technology	437,351	967,000	302,000	447,000	65,000	-	2,218,351
307 - Art in Public Places	-	185,000	160,000	20,000	-	-	365,000
Total	16,563,263	37,629,639	19,263,044	10,410,285	7,314,960	14,326,144	105,507,335
Net Change in Fund Balance	(4,723,174)	(24,641,371)	(6,274,137)	(1,613,825)	1,465,000	(3,080,491)	(38,867,998)
Projected Fund Balance							
302 - General Capital Projects	25,891,811	6,599,520	4,376,883	3,986,883	3,836,883	3,686,883	3,686,883
303 - Infrastructure	15,654,417	10,745,837	7,354,837	6,946,512	6,996,512	6,906,021	6,906,021
304 - Facilities	5,629,443	6,552,443	5,882,443	5,957,443	7,032,443	3,867,443	3,867,443
305 - Parks	3,228,566	2,310,066	2,353,566	1,620,066	1,845,066	1,870,066	1,870,066
306 - Technology	1,782,668	1,262,668	1,350,668	1,203,668	1,468,668	1,768,668	1,768,668
307 - Art in Public Places	624,461	699,461	577,461	567,461	567,461	567,461	567,461
Total	52,811,366	28,169,995	21,895,858	20,282,033	21,747,033	18,666,542	18,666,542

Capital Improvement Plan

Revenues, Expenditures and Projected Fund Balance - By Object

FY21 Budget

Object Group	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds							
434000 - State Grant - Open Space	-	350,000	2,144,000	-	-	-	2,494,000
434100 - State Grant - Miscellaneous	1,000,000	1,000,000	-	-	-	-	2,000,000
434940 - State Grant - Bond Bill(s)		-	-	-	-	-	-
437150 - County Grant - Miscellaneous	-	330,000	2,150,000	1,120,000	2,250,000	2,900,000	8,750,000
467200 - Miscellaneous	430,000	1,400,000	2,200,000	-	-	-	4,030,000
499000 - Transfer In - From General Fund	4,920,000	5,120,000	4,369,907	6,826,460	6,529,960	8,345,653	36,111,980
499100 - Transfer In - From CIP	5,490,089	4,788,268	2,125,000	850,000	-	-	13,253,357
Total	11,840,089	12,988,268	12,988,907	8,796,460	8,779,960	11,245,653	66,639,337
Expenditures and Uses of Funds							
532000 - Engineering & Architecture	1,002,186	2,117,910	899,737	1,058,325	805,000	360,491	6,243,649
532100 - Concept Design and Outreach	-	105,000	-	-	-	-	105,000
532500 - Post-Construction Monitoring	5,785	-	-	-	-	-	5,785
536000 - Miscellaneous Professional Services	-	105,000	15,000	-	-	-	120,000
560000 - Miscellaneous	-	-	-	-	-	-	-
532300 - Construction Oversight	53,509	-	-	-	-	-	53,509
590000 - Land		-	-	-	-	-	-
591100 - Construction	10,376,194	25,695,461	15,621,307	7,658,960	6,144,960	12,725,653	78,222,535
592000 - Software		-	-	-	-	-	-
595000 - Furniture & Equipment	265,500	1,288,000	302,000	543,000	65,000	-	2,463,500
595060 - Machinery & Equipment	-	1,595,000	-	-	-	940,000	2,535,000
597500 - Construction Management		35,000	-	-	-	-	35,000
589000 - Transfer to Other Funds	4,860,089	6,688,268	2,425,000	1,150,000	300,000	300,000	15,723,357
Total	16,563,263	37,629,639	19,263,044	10,410,285	7,314,960	14,326,144	105,507,335
Net Change in Fund Balance	(4,723,174)	(24,641,371)	(6,274,137)	(1,613,825)	1,465,000	(3,080,491)	(38,867,998)
Projected Fund Balance	52,811,366	28,169,995	21,895,858	20,282,033	21,747,033	18,666,542	18,666,542

302 - General Capital Projects

	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	380,000	794,080	(1,198,593)	1,199,960	1,199,960	666,653	3,042,060
499100 - Transfer In - From CIP	2,489,057	1,614,678	-	-	-	-	4,103,735
Total	3,869,057	3,408,758	945,407	1,199,960	1,199,960	666,653	11,289,795
Expenditures and Uses of Funds							
532000 - Engineering & Architecture	484,188	424,410	124,737	50,000	50,000	50,000	1,183,335
536000 - Miscellaneous Professional Services	-	75,000	-	-	-	-	75,000
591100 - Construction	6,255,100	16,561,961	2,743,307	1,239,960	999,960	466,653	28,266,941
595000 - Furniture & Equipment	-	665,000	-	-	-	-	665,000
595060 - Machinery & Equipment	-	1,405,000	-	-	-	-	1,405,000
597500 - Construction Management		35,000	-	-	-	-	35,000
589000 - Transfer to Other Funds	2,284,000	3,534,678	300,000	300,000	300,000	300,000	7,018,678
Total	9,023,288	22,701,049	3,168,044	1,589,960	1,349,960	816,653	38,648,954
Net Change in Fund Balance	(5,154,231)	(19,292,291)	(2,222,637)	(390,000)	(150,000)	(150,000)	(27,359,159)
Projected Fund Balance	25,891,811	6,599,520	4,376,883	3,986,883	3,836,883	3,686,883	3,686,883

302 - General Capital Projects

Project	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures by Project							
0000001 - Frederick Ave - Demolition	54,500	-	-	-	-	-	54,500
0000002 - Future Property Acquisition and Disposition		-	-	-	-	-	-
0000004 - Olde Towne Plaza	500,000	-	-	-	-	-	500,000
0000005 - Contingency	2,284,000	2,159,678	300,000	300,000	300,000	300,000	5,643,678
0000006 - Future Edison Park Dr Project	-	1,000,000	-	-	-	-	1,000,000
0000007 - Gaithersburg Police Station	4,130,351	11,864,261	2,637	-	-	-	15,997,249
0000008 - Crown Farm Historic Park	6,600	668,400	230,000	240,000	-	-	1,145,000
0000009 - Future Energy Efficiency and Conservation Projects		-	250,000	250,000	250,000	250,000	1,000,000
0000010 - Discovery Park - MedImmune	1,489,345	-	-	-	-	-	1,489,345
0000011 - CPSC Park	148,000	3,542,000	1,740,000	-	-	-	5,430,000
0000114 - Mayor and City Council Chambers	348,992	2,296,799	-	-	-	-	2,645,791
0000132 - Rolling Stock Relocation		-	-	-	-	-	-
0000135 - Olde Towne - Fiber Duct Bank Installation Project	61,500	341,153	-	-	-	-	402,653
UV999 - Installation of Banner Poles	-	80,000	80,000	-	-	-	160,000
UV999 - LED Street Light Conversion	-	298,758	565,407	799,960	799,960	266,653	2,730,738
UV999 - Buildout of 16 South Summit Avenue	-	450,000	-	-	-	-	450,000
Total	9,023,288	22,701,049	3,168,044	1,589,960	1,349,960	816,653	38,648,954

303 - Infrastructure

	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds							
437150 - County Grant - Miscellaneous	-	330,000	2,150,000	1,120,000	2,250,000	2,900,000	8,750,000
467200 - Miscellaneous	430,000	1,400,000	2,200,000	-	-	-	4,030,000
499000 - Transfer In - From General Fund	2,320,000	2,133,920	3,159,000	3,300,000	3,520,000	3,829,000	18,261,920
499100 - Transfer In - From CIP	1,425,968	1,651,000	2,125,000	850,000	-	-	6,051,968
Total	4,175,968	5,514,920	9,634,000	5,270,000	5,770,000	6,729,000	37,093,888
Expenditures and Uses of Funds							
532000 - Engineering & Architecture	358,000	1,181,500	635,000	808,325	575,000	310,491	3,868,316
532100 - Concept Design and Outreach	-	105,000	-	-	-	-	105,000
591100 - Construction	1,774,000	7,465,000	10,265,000	3,924,000	5,145,000	6,509,000	35,082,000
595000 - Furniture & Equipment	96,000	41,000	-	96,000	-	-	233,000
589000 - Transfer to Other Funds	1,196,595	1,631,000	2,125,000	850,000	-	-	5,802,595
Total	3,424,595	10,423,500	13,025,000	5,678,325	5,720,000	6,819,491	45,090,911
Net Change in Fund Balance	751,373	(4,908,580)	(3,391,000)	(408,325)	50,000	(90,491)	(7,997,023)
Projected Fund Balance	15,654,417	10,745,837	7,354,837	6,946,512	6,996,512	6,906,021	6,906,021

303 - Infrastructure

Project	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures by Project							
0000012 - Annual Street Light Program	40,000	135,000	135,000	135,000	135,000	135,000	715,000
0000013 - Olde Towne LED Conversion	150,000	-	-	-	-	-	150,000
0000014 - Relamping of City Lights	96,000	-	-	96,000	-	-	192,000
0000016 - MidSummer Dr - Lighting	26,154	-	-	-	-	-	26,154
0000017 - East Darby Ct - Sidewalk Rehab	50,000	-	-	-	-	-	50,000
0000018 - East Side of NIST - Multi-Use Path		-	-	120,000	1,300,000	-	1,420,000
0000019 - West Deer Park Road - Bicycle Connections	233,000	-	-	-	-	-	233,000
0000020 - QOP to Conservation Ln - Bicycle Connections	-	-	-	-	100,000	350,000	450,000
0000021 - Washingtonian Blvd - Bicycle Connections	200,000	200,000	1,500,000	-	-	-	1,900,000
0000023 - Olde Towne – Bicycle Connection	310,000	-	-	-	-	-	310,000
0000024 - I-370 - Bicycle Connection		60,000	-	-	400,000	1,600,000	2,060,000
0000025 - Annual Sidewalk Projects	200,000	320,000	200,000	200,000	200,000	100,000	1,220,000
0000026 - Lakelands –Washingtonian Woods - Bicycle Connection		45,000	-	400,000	550,000	1,300,000	2,295,000
0000027 - Olde Towne Streetscape	-	900,000	-	-	-	-	900,000
0000028 - Pavement Re-survey	-	186,500	-	193,325	-	200,491	580,316
0000029 - Road Preventative Maintenance	99,000	206,000	212,000	218,000	225,000	232,000	1,192,000
0000030 - Preventive Maintenance Program Collectors & Arterials	500,000	617,000	636,000	654,000	675,000	694,000	3,776,000
0000031 - Street Resurfacing Program	600,000	1,232,000	1,267,000	1,302,000	1,345,000	1,383,000	7,129,000
0000032 - Future Street Reconstruction	-	-	1,750,000	500,000	-	-	2,250,000
0000033 - East Deer Park Drive - Street Rehab	260,000	235,000	-	-	-	-	495,000
0000034 - QOB Street Rehab - Diamond Dr to First Field Rd	-	1,170,000	1,170,000	-	-	-	2,340,000
0000035 - Saybrooke View Dr - Street Rehab	57,998	-	-	-	-	-	57,998
0000036 - Operational Analysis of 7 Roundabouts	48,664	-	-	-	-	-	48,664
0000037 - N. Summit Ave and Brookes Ave - Signal Recon	25,000	435,000	-	-	-	-	460,000
0000038 - Future Signal Reconstruction	-	-	25,000	350,000	440,000	825,000	1,640,000
0000039 - E. Diamond Ave and Chestnut St - Signal Recon		-	-	-	-	-	-

303 - Infrastructure

Project	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
0000040 - Study on Traffic Signal Effectiveness	13,734	-	-	-	-	-	13,734
0000041 - Pilot Bike Share Program	297,080	-	-	-	-	-	297,080
0000042 - Annual Long Span Bridges Program	-	55,000	-	60,000	-	-	115,000
0000045 - Future Bridges & Culverts Projects	-	496,000	700,000	-	350,000	-	1,546,000
0000115 - Kentlands Blvd - Crosswalk Modifications	-	41,000	-	-	-	-	41,000
0000129 - Market Square Concept Lighting	655	-	-	-	-	-	655
0000130 - NIST Pathway	4,310	-	-	-	-	-	4,310
0000131 - Pedestrian Path over Great Seneca Highway	50,000	2,400,000	2,150,000	-	-	-	4,600,000
0000136 - Bureau Drive Culvert Maintenance Repair	3,000	250,000	-	-	-	-	253,000
0000137 - Diamond Drive Culvert Maintenance Repair Project	3,000	250,000	-	-	-	-	253,000
0000138 - Inspiration Lake Dock Replacement	20,000	75,000	-	-	-	-	95,000
0000139 - Park - Russell Alley Reconstruction	110,000	-	-	-	-	-	110,000
0000140 - Upshire Cir. Culvert Maintenance Repair Project	3,000	60,000	-	-	-	-	63,000
0000141 - Victory Farm Drive Culvert Maintenance Project	3,000	150,000	-	-	-	-	153,000
0000142 - ZC22CPR - Tschiffely Square Road Culvert Maintenance Repair	-	50,000	150,000	-	-	-	200,000
0000143 - ZC53CPR - Tschiffely Square Culvert Maintenance Repair Proje	-	50,000	200,000	-	-	-	250,000
0000148 - Russell Avenue and Odendhal Avenue - Signal Recon	21,000	400,000	-	-	-	-	421,000
IN999 - Curb Installation on Main Street		100,000	-	-	-	-	100,000
IN999 - Edison Park Drive & Main Street	-	-	1,750,000	500,000	-	-	2,250,000
IN999 - East Diamond Avenue & Summit Avenue Signal Improvements	-	-	355,000	-	-	-	355,000
IN999 - Pheasant Run Drive Improvements	-	80,000	-	-	-	-	80,000
IN999 - Quince Orchard Boulevard Shared Use Path	-	225,000	800,000	600,000	-	-	1,625,000
IN999 - Russell Avenue & Christopher Avenue Signal Recon	-	-	25,000	350,000	-	-	375,000
Total	3,424,595	10,423,500	13,025,000	5,678,325	5,720,000	6,819,491	45,090,911

304 - Facilities

	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds							
499000 - Transfer In - From General Fund	1,075,000	1,820,000	1,700,000	1,365,000	1,180,000	2,950,000	10,090,000
499100 - Transfer In - From CIP	96,380	467,090	-	-	-	-	563,470
Total	1,171,380	2,287,090	1,700,000	1,365,000	1,180,000	2,950,000	10,653,470
Expenditures and Uses of Funds							
532000 - Engineering & Architecture	129,102	492,000	-	200,000	105,000	-	926,102
591100 - Construction	174,040	215,000	2,370,000	1,090,000	-	5,175,000	9,024,040
595060 - Machinery & Equipment	-	190,000	-	-	-	940,000	1,130,000
589000 - Transfer to Other Funds	120,810	467,090	-	-	-	-	587,900
Total	423,952	1,364,090	2,370,000	1,290,000	105,000	6,115,000	11,668,042
Net Change in Fund Balance	747,428	923,000	(670,000)	75,000	1,075,000	(3,165,000)	(1,014,572)
Projected Fund Balance	5,629,443	6,552,443	5,882,443	5,957,443	7,032,443	3,867,443	3,867,443

304 - Facilities

Project	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures by Project							
0000047 - City Hall - Exterior Marquee Sign	105,000	-	-	-	-	-	105,000
0000048 - Future City Hall Projects		250,000	800,000	800,000	-	-	1,850,000
0000049 - Public Works - Fuel Facility	58,522	-	620,000	-	-	-	678,522
0000050 - Public Works - Facility Assessment	85,000	-	-	-	-	-	85,000
0000051 - Public Works - Vehicle Wash System	-	467,090	-	-	-	-	467,090
0000053 - Future PW Facility Projects		-	-	200,000	-	4,240,000	4,440,000
0000054 - Olde Towne Parking Garage - 3 Elevator Upgrades		112,000	950,000	-	-	-	1,062,000
0000055 - Public Works - Upgrade Generator	-	-	-	-	55,000	1,555,000	1,610,000
0000057 - Public Works - Existing Salt Bldg. Structural Repairs	106,000	-	-	-	-	-	106,000
0000059 - Utility Assessment	20,000	175,000	-	-	-	-	195,000
0000116 - Activity Center - Facility Assessment	24,430	-	-	-	-	-	24,430
0000117 - Casey Community Center Facility - Assessment		55,000	-	-	-	-	55,000
0000118 - City Parking Lot - Pavement Assessment		20,000	-	-	-	-	20,000
0000119 - DPW Sand Filter Outfall Replacement	25,000	50,000	-	-	-	-	75,000
0000144 - City Hall Historic Wood Siding Replacement		45,000	-	290,000	-	-	335,000
FP999 - Wells Robertson House Siding Replacement		-	-	-	50,000	320,000	370,000
FP999 - City Hall HVAC AHU1 Replacement	-	190,000	-	-	-	-	190,000
Total	423,952	1,364,090	2,370,000	1,290,000	105,000	6,115,000	11,668,042

305 - Parks

	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds							
434000 - State Grant - Open Space	-	350,000	-	-	-	-	350,000
499000 - Transfer In - From General Fund	600,000	50,000	281,500	651,500	300,000	600,000	2,483,000
499100 - Transfer In - From CIP	990,833	670,500	-	-	-	-	1,661,333
Total	1,590,833	1,070,500	281,500	651,500	300,000	600,000	4,494,333
Expenditures and Uses of Funds							
532000 - Engineering & Architecture	30,896	20,000	140,000	-	75,000	-	265,896
532500 - Post-Construction Monitoring	5,785	-	-	-	-	-	5,785
532300 - Construction Oversight	53,509	-	-	-	-	-	53,509
591100 - Construction	2,173,054	1,298,500	98,000	1,385,000	-	575,000	5,529,554
589000 - Transfer to Other Funds	990,833	670,500	-	-	-	-	1,661,333
Total	3,254,077	1,989,000	238,000	1,385,000	75,000	575,000	7,516,077
Net Change in Fund Balance	(1,663,244)	(918,500)	43,500	(733,500)	225,000	25,000	(3,021,744)
Projected Fund Balance	3,228,566	2,310,066	2,353,566	1,620,066	1,845,066	1,870,066	1,870,066

305 - Parks

Project	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures by Project							
0000060 - Water Park - Slide Replacement	129,814	-	-	-	-	-	129,814
0000061 - Activity Center - Roof Replacement		-	105,000	950,000	-	-	1,055,000
0000062 - Water Park - Filtration, Motors & Pumps		700,000	-	-	-	-	700,000
0000064 - Train Station & Museum - Roof Repair	356,935	-	-	-	-	-	356,935
0000065 - Arts Barn - Repointing Construction	125,400	-	-	-	-	-	125,400
0000066 - Arts Barn - Roof Replacement Construction	299,325	-	-	-	-	-	299,325
0000067 - Activity Center - Upgrade Generator	-	-	-	-	75,000	575,000	650,000
0000068 - Sound Study Enhancements for RPYC, OTYC and AC Main Gym	25,000	73,000	-	-	-	-	98,000
0000070 - Kelley Park - Tennis Courts Rehabilitation		-	-	60,000	-	-	60,000
0000071 - Robertson Park - Field Lighting Improvements (3 Fields)	80,657	-	-	-	-	-	80,657
0000072 - Kelley Park Field # 2 - Field Lighting Improvement		-	-	375,000	-	-	375,000
0000074 - Morris Park Walker Field - Field Lighting Improvements	3,069	-	-	-	-	-	3,069
0000075 - Future Renovation of Existing Parks Projects	264,000	670,500	-	-	-	-	934,500
0000079 - Future Benjamin Gaither Center Projects	-	-	-	-	-	-	-
0000081 - Arts Barn - Boiler/Chiller/ Controls Replacement	674,259	-	-	-	-	-	674,259
0000082 - Robertson Park Field #3 - Synthetic Turf Installation	1,005,000	-	-	-	-	-	1,005,000
0000120 - Casey Community Center - Electronic Sign		-	133,000	-	-	-	133,000
0000121 - Community Museum - HVAC and Storage Enclosure	15,618	-	-	-	-	-	15,618
0000122 - Diamond Farms Park Court #3 - New Lighting		55,500	-	-	-	-	55,500
0000123 - Gymnasium Partition Replacement - Activity Center	-	185,000	-	-	-	-	185,000
0000125 - Observatory Park - Modifications and Telescope Study	50,000	-	-	-	-	-	50,000
0000126 - Washingtonian Woods Park - Path Replacement	225,000	-	-	-	-	-	225,000

305 - Parks

Project	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
0000145 - Griffith Park - Tennis Court Lighting		100,000	-	-	-	-	100,000
PK999 - Asphalt Tennis and Basketball Court Resurfacing		165,000	-	-	-	-	165,000
PK999 - Kentlands Mansion - Second Floor Bathroom Renovation	-	40,000	-	-	-	-	40,000
Total	3,254,077	1,989,000	238,000	1,385,000	75,000	575,000	7,516,077

306 - Technology

	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds							
499000 - Transfer In - From General Fund	530,000	62,000	390,000	300,000	330,000	300,000	1,912,000
499100 - Transfer In - From CIP	267,851	385,000	-	-	-	-	652,851
Total	797,851	447,000	390,000	300,000	330,000	300,000	2,564,851
Expenditures and Uses of Funds							
595000 - Furniture & Equipment	169,500	582,000	302,000	447,000	65,000	-	1,565,500
589000 - Transfer to Other Funds	267,851	385,000	-	-	-	-	652,851
Total	437,351	967,000	302,000	447,000	65,000	-	2,218,351
Net Change in Fund Balance	360,500	(520,000)	88,000	(147,000)	265,000	300,000	346,500
Projected Fund Balance	1,782,668	1,262,668	1,350,668	1,203,668	1,468,668	1,768,668	1,768,668

306 - Technology

Project	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures by Project							
0000083 - IT - Network Infrastructure Improvements	10,000	-	-	-	-	-	10,000
0000084 - City - Facility Cameras System	-	-	15,000	15,000	-	-	30,000
0000085 - City - 16 S. Summit Ave. Network Configuration		162,000	-	-	30,000	-	192,000
0000086 - City - Facility Access Security Improvements	25,000	10,000	-	20,000	-	-	55,000
0000088 - IT- Remote Data Center		-	-	30,000	-	-	30,000
0000089 - PW - Energy Management System	-	-	-	-	-	-	-
0000090 - IT - Security Assessment / Testing	-	-	-	-	-	-	-
0000091 - Police - Body Camera Implementation	25,109	-	-	-	-	-	25,109
0000092 - Police - Criminal Intelligence System	170,200	-	-	-	-	-	170,200
0000093 - City - Field Asset & Work Order System	-	-	-	-	-	-	-
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	40,000	70,000	-	-	-	-	110,000
0000097 - IT- Data Backup System	-	-	-	25,000	-	-	25,000
0000098 - City - Shared Server Storage	29,500	-	-	50,000	-	-	79,500
0000099 - City - City Hall Grounds Cameras & Network		-	-	50,000	-	-	50,000
0000100 - City - Wide-Area Network Enhancements		-	157,000	157,000	-	-	314,000
0000101 - City - 16 S. Summit Ave. Training/Conference Rooms		-	-	-	35,000	-	35,000
0000102 - PW - Facility Management System	16,574	-	-	-	-	-	16,574
0000104 - City - Phone System Replacement	15,726	-	-	-	-	-	15,726
0000105 - City - Budget Software	40,242	-	-	-	-	-	40,242
0000106 - Future Technology Projects	-	385,000	-	-	-	-	385,000
0000147 - Fuel Management System Upgrade	65,000	-	-	-	-	-	65,000
IT999 - City Parking Program Technology		-	30,000	-	-	-	30,000
IT999 - 16 South Summit Avenue IT Buildout	-	225,000	-	-	-	-	225,000

306 - Technology

Project	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
IT999 - Financial System Improvements	-	70,000	-	-	-	-	70,000
IT999 - Park Facilities Audio-Visual Improvements	-	10,000	-	-	-	-	10,000
IT999 - Telework Pilot Program	-	35,000	-	-	-	-	35,000
Total	437,351	967,000	302,000	447,000	65,000	-	2,218,351

307 - Art in Public Places

	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds							
499000 - Transfer In - From General Fund	15,000	260,000	38,000	10,000	-	-	323,000
499100 - Transfer In - From CIP	220,000	-	-	-	-	-	220,000
Total	235,000	260,000	38,000	10,000	-	-	543,000
Expenditures and Uses of Funds							
536000 - Miscellaneous Professional Services	-	30,000	15,000	-	-	-	45,000
591100 - Construction	-	155,000	145,000	20,000	-	-	320,000
Total	-	185,000	160,000	20,000	-	-	365,000
Net Change in Fund Balance	235,000	75,000	(122,000)	(10,000)	-	-	178,000
Projected Fund Balance	624,461	699,461	577,461	567,461	567,461	567,461	567,461

307 - Art in Public Places

Project	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures by Project							
0000107 - Olde Towne - Art Project	-	165,000	30,000	-	-	-	195,000
0000108 - Diamond Farms Skate Spot - Art Project	-	-	-	-	-	-	-
0000110 - Observatory Park Armillary Sundial - Art Project	-	-	-	-	-	-	-
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		10,000	110,000	-	-	-	120,000
0000128 - City Event Banners - Art Project	-	-	-	-	-	-	-
Total	-	185,000	160,000	20,000	-	-	365,000

Stormwater Management Fund

Overview

FY21 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.

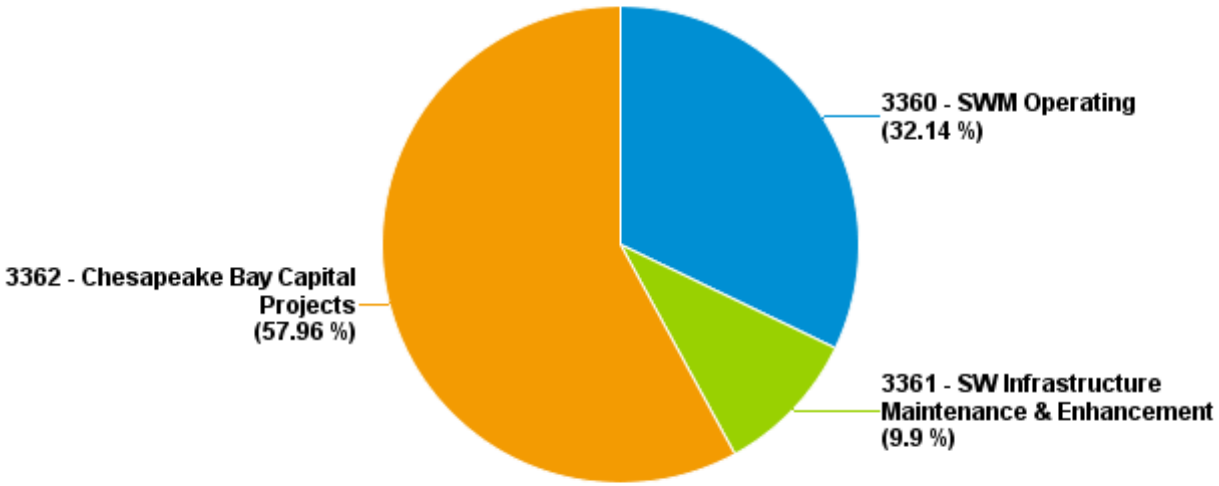
Significant Changes

Activity / Object	FY20 Adopted Budget	FY21 Proposed Budget	Increase / (Decrease)
3360 - SWM Operating			
536000 - Miscellaneous Professional Services	468,000	518,000	50,000
Adjustment due to Rate Model, Drain Inspections.			
546000 - Conf./Seminar/Class Registration	19,800	12,782	(7,018)
Adjustment for current staffing.			
547000 - Travel Expense	10,250	15,540	5,290
Cost of conference attendance.			
577000 - R&M Infrastructure	-	60,000	60,000
Future contractual work.			
3361 - SW Infrastructure Maintenance & Enhancement			
532000 - Engineering & Architecture	160,000	211,000	51,000
Engineering associated with future contractual work.			
536000 - Miscellaneous Professional Services	5,000	-	(5,000)
Adjustment due to program reorganization.			
543000 - Contributions	263,000	50,000	(213,000)
Adjustment to Chesapeake Bay Project Review funding.			
591100 - Construction	170,000	-	(170,000)
Adjustment due to program reorganization.			

Stormwater Management Fund
Departmental Summary
FY21 Budget

Budget Summary by Activity	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Request	Chg	% Chg
By Activity						
3360 - SWM Operating	672,675	1,551,858	1,845,906	1,983,547	137,641	7.5%
3361 - SW Infrastructure Maintenance & Enhancement	30,926	-	948,000	611,000	(337,000)	(35.5%)
3362 - Chesapeake Bay Capital Projects	722,802	739,437	3,358,410	3,577,295	218,886	6.5%
Total	1,426,403	2,291,295	6,152,316	6,171,842	19,527	0.3%

FY21 Proposed- By Activity



Budget Summary by Object	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Request	Chg	% Chg
By Object Category						
Personnel Services	400,658	560,147	665,053	698,767	33,714	5.1%
Operating	385,664	1,232,033	2,444,354	2,515,325	70,971	2.9%
Capital	640,081	499,115	3,042,908	2,957,750	(85,158)	(2.8%)
Total	1,426,403	2,291,295	6,152,316	6,171,842	19,527	0.3%

Stormwater Management Fund
Departmental Summary
FY21 Budget

Class Name	FY19 Adopted Budget	FY20 Adopted Budget	FY21 Requested Budget
3360 - SWM Operating			
Stormwater Inspector	0	0	1
Project Manager	2	3	3
Stormwater Technician	1	1	0
Watershed Restoration Specialist	1	1	1
Stormwater Program Manager	1	1	1
Subtotal	**5**	**6**	**6**
Full-Time Personnel	5	6	6
Total	**5**	**6**	**6**

Stormwater Management Fund
5 Year Financial Plan
FY21 Budget

Revenues and Sources of Funds

Actv	Object - Name	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	5 Year Request Total
3360	431100 - Federal Grant - Miscellaneous	70,000	-	-	-	-	-	-	-	-
	449200 - Stormwater MGMT Plan Review Fees	-	-	40,000	30,000	30,000	30,000	30,000	30,000	150,000
	449300 - Stormwater Program Fee	4,824,853	5,618,000	5,618,000	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000	28,250,000
	461100 - Interest Earnings	335,406	312,000	234,000	298,000	150,000	150,000	150,000	150,000	898,000
	461101 - Change In Unrealized Gain/ Loss	246,158	-	-	-	-	-	-	-	-
	499000 - Transfer In - From General Fund	1,215,977	1,229,811	1,232,365	169,547	169,547	169,547	169,547	169,547	847,735
	499200 - Transfer In	-	(2,167,158)	(2,158,158)	(100,000)	(1,055,000)	(3,820,000)	(2,261,000)	(741,403)	(7,977,403)
3362	499200 - Transfer In	177,546	2,167,158	2,158,158	100,000	1,055,000	3,820,000	2,261,000	741,403	7,977,403
Total Revenues and Sources of Funds		6,869,940	7,159,811	7,124,365	6,147,547	5,999,547	5,999,547	5,999,547	5,999,547	30,145,735

Expenditures and Uses of Funds

Actv	Object - Name	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	5 Year Request Total
3360	501000 - Full-Time Wages	289,406	422,313	470,011	519,232	545,194	572,454	601,077	631,131	2,869,088
	505200 - Other Taxable Comp.-GFIT	270	504	1,092	672	706	741	778	817	3,714
	507000 - Vacation & Sick Payouts	7,951	1,000	-	-	-	-	-	-	-
	519000 - Tuition Reimbursement	3,500	-	7,000	7,000	7,000	7,000	7,000	7,000	35,000
	510000 - FICA Taxes	21,946	32,358	37,538	41,426	43,497	45,672	47,956	50,354	228,905
	514200 - Vision Benefit	73	110	433	164	172	181	190	200	907
	514210 - Health Insurance	41,256	35,975	78,633	42,136	46,771	51,916	57,627	63,966	262,416
	514220 - Dental Benefit	655	2,208	4,654	2,591	2,721	2,857	3,000	3,150	14,319
	514230 - Long-Term Care Benefit	288	725	877	870	914	960	1,008	1,058	4,810
	514240 - Life Ins and Disability Benefit	2,633	4,145	4,878	5,382	5,651	5,934	6,231	6,543	29,741
	515000 - Retirement (401A)	23,152	33,785	39,167	43,269	45,432	47,704	50,089	52,593	239,087

Expenditures and Uses of Funds

Actv	Object - Name	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	5 Year Request Total
	515100 - Retirement Health Savings (RHS)	-	7,055	-	9,799	10,289	10,803	11,343	11,910	54,144
	515200 - Medicare Retirement Health Savings (RHS)	846	7,300	6,083	10,000	10,500	11,025	11,576	12,155	55,256
	516000 - Savings Plan (401K)	8,682	12,669	14,687	16,226	17,037	17,889	18,783	19,722	89,657
	521000 - Office Supplies	693	1,850	3,300	2,700	2,700	2,700	2,700	2,700	13,500
	522000 - General Operating Supplies	151	1,700	2,500	2,500	2,500	2,500	2,500	2,500	12,500
	522500 - Program Activities	2,330	2,200	1,500	6,000	6,000	6,000	6,000	6,000	30,000
	525000 - Furniture/Fixture	-	5,500	-	-	-	-	-	-	-
	526000 - Machinery/Equipment	1,404	-	1,100	1,100	1,100	1,100	1,100	1,100	5,500
	531000 - IT (Non-Consultant) Services	1,416	5,727	4,197	4,206	4,206	4,206	4,206	4,206	21,030
	531500 - Software Licenses	1,559	2,300	2,300	-	-	-	-	-	-
	531600 - Software Maintenance Agreements	1,421	1,741	1,545	2,545	2,545	2,545	2,545	2,545	12,725
	536000 - Miscellaneous Professional Services	67,329	250,000	468,000	518,000	393,000	398,000	403,000	409,000	2,121,000
	536400 - Contract Maintenance Services	166,749	705,000	645,000	645,000	645,000	645,000	645,000	645,000	3,225,000
	536500 - Investigations	-	63	-	-	-	-	-	-	-
	544000 - Dues/Memberships/ Certification	1,012	1,750	4,951	4,377	3,077	3,077	3,077	3,077	16,685
	545000 - Publications/ Resource Material	-	1,500	1,500	1,400	1,400	1,400	1,400	1,400	7,000
	546000 - Conf./Seminar/Class Registration	718	5,000	19,800	12,782	12,882	12,882	12,882	7,650	59,078
	547000 - Travel Expense	2,061	3,000	10,250	15,540	15,540	15,540	15,540	15,540	77,700
	547100 - Local Travel Mileage	8	-	-	-	-	-	-	-	-
	551100 - Cellular Phone	424	250	4,100	820	720	820	720	820	3,900
	552500 - Gasoline Expense	188	250	2,000	2,000	2,250	2,250	2,250	2,250	11,000
	556000 - Postage	145	20	350	350	350	350	350	350	1,750
	557000 - Uniforms/ Laundry	1,239	2,160	4,960	1,960	1,960	1,960	1,960	1,960	9,800

Stormwater Management Fund
5 Year Financial Plan
FY21 Budget

Expenditures and Uses of Funds

Actv	Object - Name	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	5 Year Request Total
	560000 - Miscellaneous	544	500	1,000	1,000	1,000	1,000	1,000	1,000	5,000
	574000 - R&M - Vehicles	576	1,200	2,500	2,500	2,500	2,500	2,500	2,500	12,500
	577000 - R&M Infrastructure	-	-	-	60,000	60,000	60,000	60,000	60,000	300,000
	596000 - Vehicles/Motor Equipment	22,048	-	-	-	-	-	-	-	-
3361	532000 - Engineering & Architecture	-	-	160,000	211,000	231,000	231,000	237,500	236,000	1,146,500
	536000 - Miscellaneous Professional Services	-	-	5,000	-	-	-	-	-	-
	543000 - Contributions	27,931	-	263,000	50,000	60,000	70,000	80,000	90,000	350,000
	548100 - Sponsorships	-	-	10,000	10,000	10,000	10,000	10,000	10,000	50,000
	577000 - R&M Infrastructure	2,995	-	340,000	340,000	340,000	340,000	340,000	340,000	1,700,000
	591100 - Construction	-	-	170,000	-	-	-	-	-	-
3362	532000 - Engineering & Architecture	104,769	225,322	447,501	462,045	379,021	195,000	190,000	-	1,226,066
	532100 - Concept Design and Outreach	-	15,000	33,000	157,500	80,000	40,000	-	-	277,500
	532500 - Post-Construction Monitoring	-	-	-	-	3,400	-	803	-	4,203
	536000 - Miscellaneous Professional Services	-	-	5,000	-	-	-	-	-	-
	532300 - Construction Oversight	22,477	40,395	137,428	90,801	193,393	298,548	182,500	125,500	890,742
	590000 - Land	-	-	400,000	400,000	-	-	-	-	400,000
	591100 - Construction	595,556	445,120	2,260,480	2,397,449	3,822,500	4,915,500	2,567,500	1,234,500	14,937,449
	597500 - Construction Management	-	13,600	75,000	69,500	57,130	19,330	8,700	-	154,660
Total Expenditures and Uses of Funds		1,426,403	2,291,295	6,152,316	6,171,842	7,071,058	8,058,344	5,602,391	4,066,197	30,969,832
Revenues Over (Under) Expenditures		5,443,537	4,868,516	972,049	(24,295)	(1,071,511)	(2,058,797)	397,156	1,933,350	(824,097)
Projected Fund Balance		19,230,634	24,099,150	20,202,683	24,074,855	23,003,344	20,944,547	21,341,703	23,275,053	

Stormwater Management Fund
Object Line Detail
FY21 Budget

3360 - SWM Operating	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request
521000 - Office Supplies					
Office supplies	2,700	2,700	2,700	2,700	2,700
Total	2,700	2,700	2,700	2,700	2,700
522000 - General Operating Supplies					
General operating supplies	1,000	1,000	1,000	1,000	1,000
MS4 permit operating costs	1,500	1,500	1,500	1,500	1,500
Total	2,500	2,500	2,500	2,500	2,500
522500 - Program Activities					
NPDES program activities	2,500	2,500	2,500	2,500	2,500
Illicit discharge/spill response program materials	1,000	1,000	1,000	1,000	1,000
Green Up Day annual cleanup	2,500	2,500	2,500	2,500	2,500
Total	6,000	6,000	6,000	6,000	6,000
526000 - Machinery/Equipment					
Miscellaneous computer devices and supplies	-	1,100	1,100	1,100	1,100
Miscellaneous computer devices & supplies	500	-	-	-	-
Additional iPad	600	-	-	-	-
Total	1,100	1,100	1,100	1,100	1,100

Stormwater Management Fund
Object Line Detail
FY21 Budget

3360 - SWM Operating	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request
531000 - IT (Non-Consultant) Services					
Additional RSMeans licenses	-	2,381	2,381	2,381	2,381
Service - software (Adobe Acrobat Pro DC) (3)	-	339	339	339	339
Service - software (Adobe Creative Cloud for Teams) (2)	-	1,486	1,486	1,486	1,486
Additional RSMeans licenses (2)	2,381	-	-	-	-
Service - software (Adobe Acrobat Pro DC) (3)	339	-	-	-	-
Service - software (Adobe Creative Cloud for Teams) (2)	1,486	-	-	-	-
Total	4,206	4,206	4,206	4,206	4,206
531600 - Software Maintenance Agreements					
Maintenance - software (Bluebeam Revu) (5)	-	760	760	760	760
Maintenance - software (Microsoft CALs) (7)	-	1,785	1,785	1,785	1,785
Maintenance - software (Microsoft CALs) (7)	1,785	-	-	-	-
Maintenance - software (Bluebeam Revu) (5)	760	-	-	-	-
Total	2,545	2,545	2,545	2,545	2,545
536000 - Miscellaneous Professional Services					
City storm drain inspections	258,000	263,000	268,000	273,000	278,000
Geographic Information Systems (GIS) consulting services	35,000	35,000	35,000	35,000	36,000
Stormwater pond bathymetric studies	50,000	50,000	50,000	50,000	50,000
Stormwater Program Fee rate model revisions	150,000	-	-	-	-
Geographic Information Systems (GIS) consulting services	-	20,000	20,000	20,000	20,000
Structural Engineer review of stormwater plans	25,000	25,000	25,000	25,000	25,000
Total	518,000	393,000	398,000	403,000	409,000

Stormwater Management Fund
Object Line Detail
FY21 Budget

3360 - SWM Operating	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request
536400 - Contract Maintenance Services					
Inlet/catch basin inspections	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
Public underground facility inspections	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
Public aboveground facility inspections	85,000	85,000	85,000	85,000	85,000
Public aboveground facility maintenance	50,000	50,000	50,000	50,000	50,000
Private underground facility inspections	100,000	100,000	100,000	100,000	100,000
Private aboveground facility inspections	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
Storm drain maintenance and drainage issue repair	150,000	150,000	150,000	150,000	150,000
Total	645,000	645,000	645,000	645,000	645,000
544000 - Dues/Memberships/Certification					
Professional dues & certification fees	750	750	750	750	750
Professional Engineer license renewal	152	152	152	152	152
Center for Watershed Protection membership	500	500	500	500	500
Stormwater management professional certification	300	300	300	300	300
CSI Construction Documents Technologist (CDT) exam registration	1,300	-	-	-	-
CSI annual membership (5)	1,375	1,375	1,375	1,375	1,375
Total	4,377	3,077	3,077	3,077	3,077

Stormwater Management Fund
Object Line Detail
FY21 Budget

3360 - SWM Operating	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request
545000 - Publications/ Resource Material					
Magazines, books & resource materials	1,400	1,400	1,400	1,400	1,400
Total	1,400	1,400	1,400	1,400	1,400
546000 - Conf./Seminar/Class Registration					
Chesapeake Watershed Forum regional conference	600	600	600	600	600
Local conferences and seminars	2,500	2,500	2,500	2,500	2,500
CIP Delivery Training	5,232	5,232	5,232	5,232	-
National stormwater management conference	1,400	1,500	1,500	1,500	1,500
Professional Engineer training	600	600	600	600	600
Certified Construction Manager certification	2,450	2,450	2,450	2,450	2,450
Total	12,782	12,882	12,882	12,882	7,650
547000 - Travel Expense					
Travel expense	1,500	1,500	1,500	1,500	1,500
National stormwater conference	6,000	6,000	6,000	6,000	6,000
Local travel expense mileage reimbursement for staff	350	350	350	350	350
ESRI GIS San Diego Conference for 2- Staff	7,690	7,690	7,690	7,690	7,690
Total	15,540	15,540	15,540	15,540	15,540
551100 - Cellular Phone					
Cellular phone device costs	100	-	100	-	100
Cellular phone plan costs	720	720	720	720	720
Total	820	720	820	720	820

Stormwater Management Fund
Object Line Detail
FY21 Budget

3360 - SWM Operating	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request
552500 - Gasoline Expense					
Stormwater vehicles - 87 Octane fuel	2,000	-	-	-	-
Vehicle & equipment gasoline expense	-	2,250	2,250	2,250	2,250
Total	2,000	2,250	2,250	2,250	2,250
556000 - Postage					
Postage	350	350	350	350	350
Total	350	350	350	350	350
557000 - Uniforms/ Laundry					
Uniforms/laundry - safety shoes	960	960	960	960	960
Uniforms/laundry - clothing and safety apparel	1,000	1,000	1,000	1,000	1,000
Total	1,960	1,960	1,960	1,960	1,960
560000 - Miscellaneous					
Miscellaneous	1,000	1,000	1,000	1,000	1,000
Total	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
Total	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
Total	60,000	60,000	60,000	60,000	60,000

Stormwater Management Fund
Object Line Detail
FY21 Budget

3360 - SWM Operating	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request
449200 - Stormwater MGMT Plan Review Fees					
Stormwater and sediment control plan review fees	30,000	30,000	30,000	30,000	30,000
Total	30,000	30,000	30,000	30,000	30,000
449300 - Stormwater Program Fee					
Stormwater Program Fee	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000
Total	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000
461100 - Interest Earnings					
Interest	298,000	150,000	150,000	150,000	150,000
Total	298,000	150,000	150,000	150,000	150,000
499000 - Transfer In - From General Fund					
City-paid Stormwater Program Fees for homeowner hardship accounts	28,354	28,354	28,354	28,354	28,354
City-paid Stormwater Fees for City-owned properties	141,193	141,193	141,193	141,193	141,193
Total	169,547	169,547	169,547	169,547	169,547
499200 - Transfer In					
Project funding	(100,000)	(1,055,000)	(3,820,000)	(2,261,000)	(741,403)
Total	(100,000)	(1,055,000)	(3,820,000)	(2,261,000)	(741,403)

3361 - SW Infrastructure Maintenance & Enhancement	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request
532000 - Engineering & Architecture					
Green Streets engineering services	50,000	50,000	50,000	50,000	50,000

Stormwater Management Fund
Object Line Detail
FY21 Budget

3361 - SW Infrastructure Maintenance & Enhancement	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request
532000 - Engineering & Architecture					
SW00002 - Muddy Branch/West Deer Park stream restoration - Post-construction monitoring report	1,000	1,000	1,000	1,000	-
SW00004 - Girard Street stream restoration - Post-construction monitoring report	-	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
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	-	2,500	-	3,500	-
SW00010 - Travis Avenue stream restoration - Post-construction monitoring report	-	2,500	-	3,000	-
SW00011 - Solitaire Court stream restoration - Post-construction monitoring report	-	-	2,500	-	3,000
SW00012 - Rabbitt Road stream restoration - Post-construction monitoring report	-	-	-	5,000	5,000
SW00015 - Solitaire Court stream restoration extension - Post-construction monitoring report	-	-	2,500	-	3,000
Engineering services for drainage improvements	150,000	150,000	150,000	150,000	150,000
Total	211,000	231,000	231,000	237,500	236,000
543000 - Contributions					
Restoration grants for non-profits	50,000	60,000	70,000	80,000	90,000
Total	50,000	60,000	70,000	80,000	90,000

Stormwater Management Fund
Object Line Detail
FY21 Budget

3361 - SW Infrastructure Maintenance & Enhancement	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request
548100 - Sponsorships					
Rainscapes Rewards program	10,000	10,000	10,000	10,000	10,000
Total	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
Drainage issue repairs and improvements	140,000	140,000	140,000	140,000	140,000
Total	340,000	340,000	340,000	340,000	340,000

Stormwater Management Fund
Project List - Expenditures
FY21 Budget

Proj	Project Name	Est'd Credits	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	5 Year Request 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	Headwaters Drainage Study	0	-	-	-	90,000	-	-	-	-	90,000
SW00002	Muddy Branch West Deer	3	-	-	-	-	-	-	-	-	-
SW00004	Girard Street Stream	6	-	-	56,962	86,285	398,294	363,393	-	-	847,972
SW00005	Victory Farm	150	-	117,707	117,707	-	1,185,000	1,193,655	-	-	2,378,655
SW00006	Amberfield	10	-	-	-	-	-	-	100,000	400,000	500,000
SW00007	Lakelands Drive Stream	29	311,163	151,733	151,733	-	-	-	-	-	-
SW00008	Orchard Ridge Drive Stream	26	311,163	151,732	151,732	-	-	-	-	-	-
SW00009	Watkins Mill Road Stream	39	19,868	25,300	1,118,366	1,085,919	17,100	-	-	-	1,103,019
SW00010	Travis Avenue Stream	27	8,948	16,450	756,077	733,900	13,100	-	-	-	747,000
SW00011	Solitaire Court Stream	51	4,885	5,030	-	17,860	532,070	528,100	5,683	-	1,083,713
SW00012	Rabbitt Road Stream	30	-	30,000	-	65,000	350,000	175,000	-	-	590,000
SW00015	Solitaire Court Stream Restoration Extension	34	66,776	3,350	77,697	11,900	351,380	348,730	3,820	-	715,830
SW00017	Quince Orchard Blvd. Recon SWM	0	-	-	-	250,000	-	-	-	-	250,000
SW00018	Kelley Park - Tennis Courts Drainage Improvements	1	-	-	-	-	-	-	-	-	-
SW00019	Kelley Park - Parking Lot Drainage Improvements	1	-	-	-	-	-	-	-	-	-
SW00020	Victory Farm Retrofit - WSSC	0	-	49,135	89,135	457,931	386,000	-	-	-	843,931
SW00021	Casey Community Site Installation	1	-	-	-	62,000	95,000	80,000	-	-	237,000
SW00022	Brighton Weir Retrofit	120	-	15,000	33,000	83,000	100,000	1,550,000	1,655,000	110,000	3,498,000
SW00023	Green Park Retrofit	6	-	-	-	27,500	192,500	454,500	-	-	674,500
SW00029	DI001 - 122 & 124 Woodland Road	0	-	65,000	125,000	60,000	-	-	-	-	60,000
SW00030	DI002 - 100 Water Street - Stream Erosion	1	-	-	501,000	501,000	750,000	-	-	-	1,251,000

Stormwater Management Fund

Project List - Expenditures

FY21 Budget

Proj	Project Name	Est'd Credits	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Request	FY22 Request	FY23 Request	FY24 Request	FY25 Request	5 Year Request Total
SW00031	DI003 - 101 Oakton Road - Storm Drain Repair	0	-	-	80,000	-	-	-	-	-	-
SW00032	DI005 - 14 Chestnut Street - Storm Drain Repair / Drain Imp.	0	-	109,000	100,000	10,000	-	-	-	-	10,000
	Total	**564**	**722,802**	**739,437**	**3,358,410**	**3,577,295**	**4,535,444**	**5,468,378**	**2,949,503**	**1,360,000**	**17,890,620**

Forest Conservation Fund

Fund Overview

FY21 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
FY21 Budget

	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed	Chg	% Chg
Revenues and Sources of Funds						
461100 - Interest Earnings	13,385	22,000	13,000	21,000	8,000	61.54%
461101 - Change In Unrealized Gain/Loss	10,071	-	-	-	-	-
Total Revenues and Sources of Funds	23,456	22,000	13,000	21,000	8,000	61.54%
Expenditures and Uses of Funds						
522000 - General Operating Supplies	19,515	20,300	20,300	25,300	5,000	24.63%
531000 - IT (Non-Consultant) Services	1,000	1,000	1,000	1,000	-	-
551100 - Cellular Phone	400	480	480	480	-	-
573000 - R&M - Machinery & Equipment	-	-	450	525	75	16.67%
Total Expenditures and Uses of Funds	20,915	21,780	22,230	27,305	5,075	22.83%
Net Change in Fund Balance	2,541	220	(9,230)	(6,305)		
Beginning Fund Balance	718,541	721,082	721,082	721,302		
Projected Fund Balance	721,082	721,302	711,852	714,997		

Forest Conservation Fund
Object Detail - Line Description

FY21 Budget

Operating Expenditures	FY21 Proposed
522000 - General Operating Supplies	
Street tree replacement	15,000
volunteer planting project	10,000
Public outreach seedlings	300
Total	25,300
531000 - IT (Non-Consultant) Services	
Service - software (Keynet Position Correction)	1,000
Total	1,000
551100 - Cellular Phone	
Service - mobile device data plan (1)	480
Total	480
573000 - R&M - Machinery & Equipment	
Maintenance - Trimble GIS Handheld	525
Total	525
Total Operating Expenditures	**27,305**

Asset Replacement Fund

Fund Overview

FY21 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
FY21 Budget

Object - Name	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed Budget	Chg	% Chg
Revenues and Sources of Funds						
3810 - Gaithersburg TV Asset Replacement	179,000	31,000	31,000	28,000	(3,000)	(9.68%)
3820 - IT & Security Asset Replacement	301,000	459,000	459,000	532,000	73,000	15.90%
3830 - PR&C Asset Replacement	188,000	165,000	165,000	164,000	(1,000)	(0.61%)
3840 - Police Asset Replacement	42,000	36,000	36,000	49,000	13,000	36.11%
3850 - City Vehicle & PW Asset Replacement	1,464,000	1,797,000	1,797,000	2,054,000	257,000	14.30%
Total Revenues and Sources of Funds	2,174,000	2,488,000	2,488,000	2,827,000	339,000	13.63%
Expenditures and Uses of Funds						
595110 - Gaithersburg Television FA Replace	-	690,000	690,000	52,000	(638,000)	(92.46%)
595120 - IT and Security FA Replacement	119,063	400,000	499,600	772,695	273,095	54.66%
595130 - Parks, Rec, & Culture FA Replacem	29,436	93,000	108,550	205,924	97,374	89.70%
595140 - Police Equipment FA Replacement	36,238	9,754	9,754	76,900	67,146	688.39%
595150 - City Vehicles & PW FA Replacement	1,287,819	1,800,000	1,819,800	1,795,000	(24,800)	(1.36%)
Total Expenditures and Uses of Funds	1,472,557	2,992,754	3,127,704	2,902,519	-225,185	(7.20%)
Net Change in Fund Balance	701,443	(504,754)	(639,704)	(75,519)		
Projected Balance						
3810 - Gaithersburg TV Asset Replacement	735,700	76,700	76,700	52,700		
3820 - IT & Security Asset Replacement	3,489,702	3,548,702	3,449,102	3,308,007		
3830 - PR&C Asset Replacement	954,181	1,026,181	1,010,631	984,257		
3840 - Police Asset Replacement	105,942	132,188	132,188	104,288		
3850 - City Vehicle & PW Asset Replacement	6,389,861	6,386,861	6,367,061	6,645,861		
Total Projected Balance	11,675,385	11,170,631	11,035,681	11,095,112		

Asset Replacement Fund
Purchase Requests
FY21 Budget

Category and Description	Age	Location	Unit No.	Qty	Unit Cost	FY20 Request
3810 - Gaithersburg TV Asset Replacement						
Avid Editing System Package Replacement	1	1213	0	1	32,000	32,000
Panasonic Field Cameras	9	1213	0	4	5,000	20,000
Total				5	37,000	52,000
3820 - IT & Security Asset Replacement						
Budget software replacement	5	1141	0	1	250,000	250,000
Copiers (21)	1	1145		1	200,000	200,000
16 S. Summit desktops (Dais, Police)	1	1145		43	750	32,250
Other City replacement desktops	1	1145		17	750	12,750
IT staff workstations	1	1145		10	1,500	15,000
Laptops	1	1145		5	1,250	6,250
Enhanced laptops for Work-From-Home program	1	1145		15	1,500	22,500
Backup Storage Infrastructure - 4 storage units, 2 servers	1	1145		1	27,000	27,000
City Hall server room Uninterruptible Power Supplies (6) and Power Distribution Units (6)	1	1145		1	20,000	20,000
Portable/mobile network switches	1	1145		10	1,200	12,000
Public Safety Camera System - Fishman site node	1	1145		1	7,500	7,500
Avid editor workstation	1	1145		1	7,755	7,755
In-car camera system - wireless receivers (one per car)	1	1145		65	1,250	81,250
Cable control room Uninterruptible Power Switches and Power Distribution Units for 16 S. Summit	1	1145		1	10,000	10,000
Police eTix printers & cabling (approx. 55 units)	1	1145		1	27,000	27,000
Planning & Code ID card printer	1	1145		1	4,500	4,500
Camera - Public Works gate	1	1145		1	1,000	1,000
Cameras - Olde Towne Youth Center	1	1145		2	1,720	3,440
Energov PocketJet printers	1	1145		20	350	7,000
Misc. Hardware Contingency (due to equipment failures)	1	1145	0	1	20,000	20,000
Camera - Arts Barn Theater	1	1145	0	1	1,000	1,000
Cable control room switch for new 16 S. Summit room	1	1146		1	4,500	4,500
Total				200	590,525	772,695

Asset Replacement Fund
Purchase Requests
FY21 Budget

Category and Description	Age	Location	Unit No.	Qty	Unit Cost	FY20 Request
3830 - PR&C Asset Replacement						
Water Park Main Pool Floatables	6	1422	0	2	4,935	9,870
Lighting Equipment	15	1423	0	1	50,000	50,000
Design & Installation of new lighting system	15	1423	0	1	40,000	40,000
Tricep Extension-Fitness Zone/Activity Center	20+	1426	0	1	2,600	2,600
Low Row Machine-Fitness Zone/Activity Center	20+	1426	0	1	2,500	2,500
Gaithersburg Aquatic Center Lap Lane Replacement	6	1427	0	8	455.5	3,648
Medium-sized display #153	20+	1430	0	1	8,511	8,511
Medium-sized displays	15	1430	1	1	9,288	9,288
Medium-sized Display #156	15	1430	0	1	9,288	9,288
Medium-sized Display #149	15	1430	0	1	8,020	8,020
Medium-sized Display #146	15	1430	0	1	6,683	6,683
Sm/Medium-sized Display #127 and #128	15	1430	0	2	3,910	7,820
Sm/Medium-sized Display #119	15	1430	0	1	3,344	3,344
Sm/Medium-sized Display #110	15	1430	0	1	2,560	2,560
Small-sized Display #36	15	1430	0	1	1,281	1,281
Extra large-sized display	15	1430	0	1	23,111	23,111
Ice maker	20+	1438	0	1	6,000	6,000
Dryer	11	1438	0	1	1,200	1,200
Commercial Microwave	11	1438	0	1	1,200	1,200
Warming Oven	20+	1438	0	1	9,000	9,000
Total				29	193,886.5	205,924
3840 - Police Asset Replacement						
Tasers	5	1211	0	9	1,200	10,800
Ballistic vests	5	1211	0	22	1,300	28,600
Police canine	4	1211	0	1	10,000	10,000
Patrol rifles	10	1211	0	11	2,500	27,500
Total				43	15,000	76,900
3850 - City Vehicle & PW Asset Replacement						
2012 Chevrolet work van - Facilities	11	1150	2230	1	50,000	50,000
2012 Chevrolet work van - Animal Control	8	1197	2185	1	35,000	35,000
2012 Chevrolet work van - Animal Control	10	1197	2195	1	35,000	35,000
2009 Ford Taurus	10	1211	7824	1	28,000	28,000

Asset Replacement Fund
Purchase Requests
FY21 Budget

Category and Description	Age	Location	Unit No.	Qty	Unit Cost	FY20 Request
3850 - City Vehicle & PW Asset Replacement						
2012 Dodge Charger marked Police car	9	1211	7862	1	49,000	49,000
2014 Dodge Charger (Marked Police Car)	7	1211	7857	1	49,000	49,000
2014 Dodge Charger (Marked)	7	1211	7858	1	49,000	49,000
2014 Dodge Charger (Marked)	7	1211	7859	1	49,000	49,000
2014 Dodge Charger (Marked)	7	1211	7860	1	49,000	49,000
2014 Dodge Charger Police Car (Marked)	14	1211	7863	1	49,000	49,000
2012 Chevrolet Crew Cab Utility Body with a lift gate	9	1312	2416	1	55,100	55,100
2012 Chevrolet Utility Body Truck (Plow and Salter)	9	1312	2417	1	52,200	52,200
2009 Chevrolet One To Dump with plow and salter	11	1312	2601	1	84,500	84,500
2011 John Deere 410 Backhoe	10	1312	5944	1	110,000	110,000
2010 Air Compressor	10	1312	6439	1	16,500	16,500
2001 Hudson trailer	20	1312	6445	1	5,500	5,500
2011 Pressure Washer	10	1315	9800	1	5,250	5,250
2009 Chevrolet one ton dump with plow and salter	11	1341	2530	1	84,500	84,500
1999 Ford Bucket Truck	20+	1343	3916	1	210,000	210,000
2002 Haulmark Trailer	19	1343	6954	1	9,500	9,500
2008 Hudson Equipment trailer	13	1343	6965	1	7,500	7,500
2009 Club Car	12	1343	8981	1	9,500	9,500
2012 Exmark Walk Behind Mower (48")	11	1343	9740	1	7,000	7,000
2012 EXMark walk behind mower	8	1343	9740	1	6,300	6,300
Walder Park - playground equipment	18	1343	0	1	225,000	225,000
2010 Freightliner Hook Loader Truck	10	1344	3540	1	245,450	245,450
2013 EXMark walk behind mower	7	1344	8429	1	6,300	6,300
2013 EXmark walk behind mower (36")	7	1344	8428	1	5,700	5,700
2013 EXMark Zero Turn riding mower (60")	7	1344	8430	1	11,000	11,000
2008 Thomas Bus	14	1411	3876	1	196,200	196,200
Total				30	1,795,000	1,795,000

Housing Program Fund

Fund Overview

FY21 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 received payment of $122,500 as a fee-in-lieu from the developer of a multi-family high-rise building in Crown Neighborhood Five and $19,877 as payment for 11 residential units in the Olde Towne Enterprise Zone. 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 FY21, HIF funds of $250,000 will be used to expand homeownership opportunities in areas of the City outside of HUD designated LMI census blocks; $600,000 in loans to developers offering affordable housing opportunities in the City; $500,000 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 FY21.

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 120 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
FY21 Budget

	FY19 Actuals	FY20 Projection	FY20 Adopted Budget	FY21 Proposed	Chg	% Chg
Revenues and Sources of Funds						
433100 - Federal Grant - CDBG	254,612	244,720	262,632	277,352	14,720	5.6%
461100 - Interest Earnings	48,563	53,000	31,000	50,000	19,000	61.3%
461101 - Change In Unrealized Gain/Loss	36,064	-	-	-	-	-
461500 - Interest on Loans	31,268	14,720	36,496	14,720	(21,776)	(59.7%)
467280 - Housing Initiative Fund	1,444,845	142,200	752,500	-	(752,500)	(100.0%)
499000 - Transfer In - From General Fund	240,000	240,000	240,000	240,000	-	-
Total Revenues and Sources of Funds	2,055,352	694,640	1,322,628	582,072	(740,556)	(56.0%)
Expenditures and Uses of Funds						
536000 - Miscellaneous Professional Services	-	1,400	5,000	-	(5,000)	(100.0%)
560000 - Miscellaneous	700	100,000	675,000	1,175,000	500,000	74.1%
562000 - Homeownership Assistance Program	-	778,631	778,631	778,631	-	-
Total Expenditures and Uses of Funds	700	880,031	1,458,631	1,953,631	495,000	33.9%
Net Change in Fund Balance	2,054,652	(185,391)	(136,003)	(1,371,559)		
Beginning Fund Balance	5,429,863	7,484,515	7,484,515	7,299,124		
Projected Balance	7,484,515	7,299,124	7,348,512	5,927,565		

Housing Program Fund
Object Detail - Line Description
FY21 Budget

Operating Expenditures	FY21 Proposed
560000 - Miscellaneous	
Accessibility Loan Program (GRASP)	75,000
Developer loans	600,000
M/F loans	500,000
Total	**1,175,000**
562000 - Homeownership Assistance Program	
Homeownership Assistance Program	528,631
HIF loan transfer	250,000
Total	**778,631**
Total Operating Expenditures	**1,953,631**

Glossary

FY21 Budget

Definitions of terms 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.

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.

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.

Glossary

FY21 Budget

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 & 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.

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.

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 2011 began on July 1, 2010, and ended on June 30, 2011.

Fixed Assets. Assets of a long-term character, which are intended to continue to be held and used by the City. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment costing $5,000 or more.

Fringe Benefits. Employer payments for social security, retirement, group health, dental insurance, and life insurance.

FTE. Full-Time Equivalent positions calculated by dividing hours of work per year by the number of hours worked per year by a full-time employee.

Glossary

FY21 Budget

Fund. A financial entity to account for revenues and expenditures which are segregated for the purpose of conducting specific operations for attaining certain objectives in accordance with special regulations, restrictions, or limitations and constituting an independent fiscal and accounting entity.

Fund Balance. The excess of assets over liabilities for governmental fund types, sometimes called surplus or reserves. Fund balance can also be thought of as the cumulative balance of revenues exceeding expenditures.

General Fund. The general operating fund that is used to account for all financial resources except for those required to be accounted for in another fund. This is the principal fund of the City and accounts for the normal recurring activities of the City.

Geographic Information System (GIS). The system is used to analyze or display data spatially. GIS most often is represented in the form of multiple pieces of information displayed on a map.

***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.

HVAC. Heating, Ventilation, and Air Conditioning.

ICMA. International City Manager's Association.

Infrastructure. The physical assets of the City (streets, sidewalks, buildings, etc.).

Intergovernmental Revenues. Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Investments. Securities, bonds, and real property held for the production of revenues in the form of interest, dividends, and rental or lease payments.

Levy. (Verb) To impose taxes for the support of City government activities. (Noun) The total amount of taxes imposed by the City government.

Liabilities. Obligations incurred in past or current transactions requiring present or future settlement.

Line Item. Detailed expenditure classification established to budget and account for specific goods and services.

MHz. Megahertz.

Mission Statement. A brief description of the purpose and functions of a department.

Mobile Data Terminal (MDT). An MDT is essentially a mobile computer. The City deploys MDT's in police cars for access to critical public safety information.

Modified Accrual Basis of Accounting. Under the modified accrual basis of accounting, revenues are recognized when measurable and available as current assets. Expenditures are generally recognized when the related services or goods are received and the liability is incurred. The City's governmental funds use the modified accrual basis of accounting.

N/A. Not available.

Non-Departmental Expenditures. Operating expenditures which are not charged directly to specific departments but are a cost to the City as a whole, such as general liability and casualty insurance.

Object Classification. A grouping of line items on the basis of the type of goods or services purchased; for example, personal services, operating, and capital outlay.

Objectives. Measurable statements of what a program will accomplish to achieve Citywide goals and desired community outcomes.

Obligation. A future expenditure requirement incurred by voluntary agreement or legal action.

Ordinance. A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the City.

Other 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.

Per Capita. Per unit of population; by or for each person in the City.

Personnel Services. Expenditures, which include salary costs for full-time, part-time, and employment agreements, overtime expenditures, and all associated fringe benefits.

Program Open Space. A grant program offered by the State of Maryland for the acquisition and development of raw land to park use.

Property Tax. A tax levied on all real and certain personal property, tangible and intangible, according to the property's assessed valuation.

Proprietary Fund. 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.

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.

Zoning. The partitioning of the City by ordinance into sections reserved for different purposes (e.g. residential, commercial, and historic).

Bank On Gaithersburg

Appendix

CIP Project Summary

FY21 Budget

	FY20				FY21			FY22			FY23			FY24			FY25			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	64,607	10,000	54,500	20,107	-	-	20,107	-	-	20,107	-	-	20,107	-	-	20,107	-	-	20,107	10,000	54,500
0000002 - Future Property Acquisition and Disposition	862,487	-	-	862,487	-	-	862,487	-	-	862,487	-	-	862,487	-	-	862,487	-	-	862,487	-	-
0000004 - Olde Towne Plaza	55,311	500,000	500,000	55,311	-	-	55,311	-	-	55,311	-	-	55,311	-	-	55,311	-	-	55,311	500,000	500,000
0000005 - Contingency	3,113,247	286,057	2,284,000	1,115,304	1,375,000	2,159,678	330,626	300,000	300,000	330,626	300,000	300,000	330,626	300,000	300,000	330,626	300,000	300,000	330,626	2,861,057	5,643,678
0000006 - Future Edison Park Dr Project	1,000,000	-	-	1,000,000	-	1,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000,000
0000007 - Gaithersburg Police Station	14,290,504	1,000,000	4,130,351	11,160,153	1,000,000	11,864,261	295,892	-	2,637	293,255	-	-	293,255	-	-	293,255	-	-	293,255	2,000,000	15,997,249
0000008 - Crown Farm Historic Park	2,543,561	-	6,600	2,536,961	-	668,400	1,868,561	-	230,000	1,638,561	-	240,000	1,398,561	-	-	1,398,561	-	-	1,398,561	-	1,145,000
0000009 - Future Energy Efficiency and Conservation Projects	853,056	-	-	853,056	-	-	853,056	-	250,000	603,056	100,000	250,000	453,056	100,000	250,000	303,056	100,000	250,000	153,056	300,000	1,000,000
0000010 - Discovery Park - MedImmune	1,345,573	193,000	1,489,345	49,228	-	-	49,228	-	-	49,228	-	-	49,228	-	-	49,228	-	-	49,228	193,000	1,489,345
0000011 - CPSC Park	5,770,970	-	148,000	5,622,970	-	3,542,000	2,080,970	-	1,740,000	340,970	-	-	340,970	-	-	340,970	-	-	340,970	-	5,430,000
0000114 - Mayor and City Council Chambers	1,140,748	1,610,000	348,992	2,401,756	-	2,296,799	104,957	-	-	104,957	-	-	104,957	-	-	104,957	-	-	104,957	1,610,000	2,645,791
0000132 - Rolling Stock Relocation	5,980	70,000	-	75,980	-	-	75,980	-	-	75,980	-	-	75,980	-	-	75,980	-	-	75,980	70,000	-
0000135 - Olde Towne - Fiber Duct Bank Installation Project	-	200,000	61,500	138,500	205,000	341,153	2,347	-	-	2,347	-	-	2,347	-	-	2,347	-	-	2,347	405,000	402,653
UV999 - Installation of Banner Poles	-	-	-	-	80,000	80,000	-	80,000	80,000	-	-	-	-	-	-	-	-	-	-	160,000	160,000
UV999 - LED Street Light Conversion	-	-	-	-	298,758	298,758	-	565,407	565,407	-	799,960	799,960	-	799,960	799,960	-	266,653	266,653	-	2,730,738	2,730,738
UV999 - Buildout of 16 South Summit Avenue	-	-	-	-	450,000	450,000	-	-	-	-	-	-	-	-	-	-	-	-	-	450,000	450,000
General Capital Projects Fund Total	**31,046,043**	**3,869,057**	**9,023,288**	**25,891,813**	**3,408,758**	**22,701,049**	**6,599,522**	**945,407**	**3,168,044**	**4,376,885**	**1,199,960**	**1,589,960**	**3,986,885**	**1,199,960**	**1,349,960**	**3,836,885**	**666,653**	**816,653**	**3,686,885**	**11,289,795**	**38,648,954**
Infrastructure																					
0000012 - Annual Street Light Program	310,459	262,978	40,000	533,437	-	135,000	398,437	125,000	135,000	388,437	-	135,000	253,437	125,000	135,000	243,437	-	135,000	108,437	512,978	715,000
0000013 - Olde Towne LED Conversion	100,000	50,000	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	150,000
0000014 - Relamping of City Lights	57,824	38,176	96,000	-	-	-	-	-	-	-	96,000	96,000	-	-	-	-	-	-	-	134,176	192,000
0000016 - MidSummer Dr - Lighting	26,154		26,154	-		-	-		-	-		-	-		-	-		-	-		26,154
0000017 - East Darby Ct - Sidewalk Rehab	50,000	-	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000
0000018 - East Side of NIST - Multi-Use Path	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
0000020 - QOP to Conservation Ln - Bicycle Connections	53,689	155,000	-	208,689	-	-	208,689	-	-	208,689	-	-	208,689	-	100,000	108,689	245,000	350,000	3,689	400,000	450,000
0000021 - Washingtonian Blvd - Bicycle Connections	31,331	543,000	200,000	374,331	-	200,000	174,331	1,350,000	1,500,000	24,331	-	-	24,331	-	-	24,331	-	-	24,331	1,893,000	1,900,000
0000023 - Olde Towne – Bicycle Connection	310,000	-	310,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	310,000
0000024 - I-370 - Bicycle Connection	50,000	-	-	50,000	10,000	60,000	-	-	-	-	-	-	-	400,000	400,000	-	1,600,000	1,600,000	-	2,010,000	2,060,000
0000025 - Annual Sidewalk Projects	518,743	-	200,000	318,743	100,000	320,000	98,743	200,000	200,000	98,743	200,000	200,000	98,743	200,000	200,000	98,743	100,000	100,000	98,743	800,000	1,220,000
0000026 - Lakelands –Washingtonian Woods - Bicycle Connection	30,000	-	-	30,000	15,000	45,000	-	-	-	-	400,000	400,000	-	550,000	550,000	-	1,300,000	1,300,000	-	2,265,000	2,295,000
0000027 - Olde Towne Streetscape	923,113		-	923,113		900,000	23,113		-	23,113		-	23,113		-	23,113		-	23,113		900,000

Appendix

CIP Project Summary

FY21 Budget

	FY20				FY21			FY22			FY23			FY24			FY25			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	274,168	-	-	274,168	100,000	186,500	187,668	100,000	-	287,668	100,000	193,325	194,343	100,000	-	294,343	100,000	200,491	193,852	500,000	580,316
0000029 - Road Preventative Maintenance	-	100,000	99,000	1,000	206,000	206,000	1,000	212,000	212,000	1,000	218,000	218,000	1,000	225,000	225,000	1,000	232,000	232,000	1,000	1,193,000	1,192,000
0000030 - Preventive Maintenance Program Collectors & Arterials	980,388	500,000	500,000	980,388	617,000	617,000	980,388	-	636,000	344,388	654,000	654,000	344,388	675,000	675,000	344,388	694,000	694,000	344,388	3,140,000	3,776,000
0000031 - Street Resurfacing Program	550,235	655,000	600,000	605,235	1,177,000	1,232,000	550,235	1,267,000	1,267,000	550,235	1,302,000	1,302,000	550,235	1,345,000	1,345,000	550,235	1,383,000	1,383,000	550,235	7,129,000	7,129,000
0000032 - Future Street Reconstruction	4,180,806	513,734	-	4,694,540	-	-	4,694,540	500,000	1,750,000	3,444,540	500,000	500,000	3,444,540	500,000	-	3,944,540	500,000	-	4,444,540	2,513,734	2,250,000
0000033 - East Deer Park Drive - Street Rehab	495,000	-	260,000	235,000	-	235,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	495,000
0000034 - QOB Street Rehab - Diamond Dr to First Field Rd	2,267,533	-	-	2,267,533	-	1,170,000	1,097,533	250,000	1,170,000	177,533	-	-	177,533	-	-	177,533	-	-	177,533	250,000	2,340,000
0000035 - Saybrooke View Dr - Street Rehab	57,998	-	57,998	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	57,998
0000036 - Operational Analysis of 7 Roundabouts	48,664	-	48,664	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	48,664
0000037 - N. Summit Ave and Brookes Ave - Signal Recon	262,750	10,000	25,000	247,750	200,000	435,000	12,750	-	-	12,750	-	-	12,750	-	-	12,750	-	-	12,750	210,000	460,000
0000038 - Future Signal Reconstruction	642,940	-	-	642,940	-	-	642,940	200,000	25,000	817,940	200,000	350,000	667,940	200,000	440,000	427,940	425,000	825,000	27,940	1,025,000	1,640,000
0000039 - E. Diamond Ave and Chestnut St - Signal Recon	10,000	50,000	-	60,000	-	-	60,000	-	-	60,000	-	-	60,000	-	-	60,000	-	-	60,000	50,000	-
0000040 - Study on Traffic Signal Effectiveness	13,734	-	13,734	(1)	-	-	(1)	-	-	(1)	-	-	(1)	-	-	(1)	-	-	(1)	-	13,734
0000041 - Pilot Bike Share Program	267,080	30,000	297,080	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	297,080
0000042 - Annual Long Span Bridges Program	248,765	-	-	248,765	-	55,000	193,765	-	-	193,765	-	60,000	133,765	-	-	133,765	-	-	133,765	-	115,000
0000045 - Future Bridges & Culverts Projects	1,698,806	-	-	1,698,806	-	496,000	1,202,806	-	700,000	502,806	150,000	-	652,806	150,000	350,000	452,806	150,000	-	602,806	450,000	1,546,000
0000115 - Kentlands Blvd - Crosswalk Modifications	25,000	-	-	25,000	16,000	41,000	-	-	-	-	-	-	-	-	-	-	-	-	-	16,000	41,000
0000129 - Market Square Concept Lighting	655	-	655	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	655
0000130 - NIST Pathway	4,310	-	4,310	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,310
0000131 - Pedestrian Path over Great Seneca Highway	9,898	697,080	50,000	656,978	1,752,920	2,400,000	9,898	2,150,000	2,150,000	9,898	-	-	9,898	-	-	9,898	-	-	9,898	4,600,000	4,600,000
0000136 - Bureau Drive Culvert Maintenance Repair	12,500	-	3,000	9,500	240,500	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	240,500	253,000
0000137 - Diamond Drive Culvert Maintenance Repair Project	12,500	320,000	3,000	329,500	-	250,000	79,500	-	-	79,500	-	-	79,500	-	-	79,500	-	-	79,500	320,000	253,000
0000138 - Inspiration Lake Dock Replacement	-	75,000	20,000	55,000	20,000	75,000	-	-	-	-	-	-	-	-	-	-	-	-	-	95,000	95,000
0000139 - Park - Russell Alley Reconstruction	-	110,000	110,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	110,000	110,000
0000140 - Upshire Cir. Culvert Maintenance Repair Project	12,500	-	3,000	9,500	50,500	60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	50,500	63,000
0000141 - Victory Farm Drive Culvert Maintenance Project	12,500	-	3,000	9,500	150,000	150,000	9,500	-	-	9,500	-	-	9,500	-	-	9,500	-	-	9,500	150,000	153,000
0000142 - ZC22CPR - Tschiffely Square Road Culvert Maintenance Repair	-	30,000	-	30,000	20,000	50,000	-	150,000	150,000	-	-	-	-	-	-	-	-	-	-	200,000	200,000

Appendix

CIP Project Summary

FY21 Budget

	FY20				FY21			FY22			FY23			FY24			FY25			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																					
0000143 - ZC53CPR - Tschiffely Square Culvert Maintenance Repair Proje	-	15,000	-	15,000	35,000	50,000	-	200,000	200,000	-	-	-	-	-	-	-	-	-	-	250,000	250,000
0000148 - Russell Avenue and Odendhal Avenue - Signal Recon	-	21,000	21,000	-	400,000	400,000	-	-	-	-	-	-	-	-	-	-	-	-	-	421,000	421,000
IN999 - Curb Installation on Main Street	-	-	-	-	100,000	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000
IN999 - Edison Park Drive & Main Street	-	-	-	-	-	-	-	1,750,000	1,750,000	-	500,000	500,000	-	-	-	-	-	-	-	2,250,000	2,250,000
IN999 - East Diamond Avenue & Summit Avenue Signal Improvements	-	-	-	-	-	-	-	355,000	355,000	-	-	-	-	-	-	-	-	-	-	355,000	355,000
IN999 - Pheasant Run Drive Improvements	-	-	-	-	80,000	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	80,000	80,000
IN999 - Quince Orchard Boulevard Shared Use Path	-	-	-	-	225,000	225,000	-	800,000	800,000	-	600,000	600,000	-	-	-	-	-	-	-	1,625,000	1,625,000
IN999 - Russell Avenue & Christopher Avenue Signal Recon	-	-	-	-	-	-	-	25,000	25,000	-	350,000	350,000	-	-	-	-	-	-	-	375,000	375,000
Infrastructure Fund Total	**14,903,044**	**4,175,968**	**3,424,595**	**15,654,415**	**5,514,920**	**10,423,500**	**10,745,835**	**9,634,000**	**13,025,000**	**7,354,835**	**5,270,000**	**5,678,325**	**6,946,510**	**5,770,000**	**5,720,000**	**6,996,510**	**6,729,000**	**6,819,491**	**6,906,019**	**37,093,888**	**45,090,911**
Facilities																					
0000047 - City Hall - Exterior Marquee Sign	118,415	-	105,000	13,415	-	-	13,415	-	-	13,415	-	-	13,415	-	-	13,415	-	-	13,415	-	105,000
0000048 - Future City Hall Projects	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	200,000	-	719,982	1,200,000	1,850,000
0000049 - Public Works - Fuel Facility	533,401	-	58,522	474,879	-	-	474,879	150,000	620,000	4,879	-	-	4,879	-	-	4,879	-	-	4,879	150,000	678,522
0000050 - Public Works - Facility Assessment	85,000	-	85,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	85,000
0000051 - Public Works - Vehicle Wash System	467,090		-	467,090		467,090	-		-	-		-	-		-	-		-	-		467,090
0000053 - Future PW Facility Projects	1,753,203	971,380	-	2,724,583	1,342,090	-	4,066,673	875,000	-	4,941,673	875,000	200,000	5,616,673	875,000	-	6,491,673	875,000	4,240,000	3,126,673	5,813,470	4,440,000
0000054 - Olde Towne Parking Garage - 3 Elevator Upgrades	187,000	-	-	187,000	400,000	112,000	475,000	475,000	950,000	-	-	-	-	-	-	-	-	-	-	875,000	1,062,000
0000055 - Public Works - Upgrade Generator	-	-	-	-	-	-	-	-	-	-	-	-	-	55,000	55,000	-	1,555,000	1,555,000	-	1,610,000	1,610,000
0000057 - Public Works - Existing Salt Bldg. Structural Repairs	106,000	-	106,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	106,000
0000059 - Utility Assessment	187,494	-	20,000	167,494	10,000	175,000	2,494	-	-	2,494	-	-	2,494	-	-	2,494	-	-	2,494	10,000	195,000
0000116 - Activity Center - Facility Assessment	24,430	-	24,430	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,430
0000117 - Casey Community Center Facility - Assessment	-	-	-	-	55,000	55,000	-	-	-	-	-	-	-	-	-	-	-	-	-	55,000	55,000
0000118 - City Parking Lot - Pavement Assessment	-	-	-	-	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	20,000
0000119 - DPW Sand Filter Outfall Replacement	50,000	-	25,000	25,000	25,000	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	75,000
0000144 - City Hall Historic Wood Siding Replacement	-	-	-	-	45,000	45,000	-	-	-	-	290,000	290,000	-	-	-	-	-	-	-	335,000	335,000
FP999 - Wells Robertson House Siding Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000	-	320,000	320,000	-	370,000	370,000
FP999 - City Hall HVAC AHU1 Replacement	-	-	-	-	190,000	190,000	-	-	-	-	-	-	-	-	-	-	-	-	-	190,000	190,000
Facilities Fund Total	**4,882,015**	**1,171,380**	**423,952**	**5,629,443**	**2,287,090**	**1,364,090**	**6,552,443**	**1,700,000**	**2,370,000**	**5,882,443**	**1,365,000**	**1,290,000**	**5,957,443**	**1,180,000**	**105,000**	**7,032,443**	**2,950,000**	**6,115,000**	**3,867,443**	**10,653,470**	**11,668,042**

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CIP Project Summary

FY21 Budget

	FY20				FY21			FY22			FY23			FY24			FY25			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																					
0000060 - Water Park - Slide Replacement	129,814	-	129,814	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	129,814
0000061 - Activity Center - Roof Replacement	928,838	-	-	928,838	-	-	928,838	-	105,000	823,838	126,500	950,000	338	-	-	338	-	-	338	126,500	1,055,000
0000062 - Water Park - Filtration, Motors & Pumps	-	100,000	-	100,000	600,000	700,000	-	-	-	-	-	-	-	-	-	-	-	-	-	700,000	700,000
0000063 - Future Bohrer Park at Summit Hall Projects	50,000	50,000		100,000	50,000		150,000	48,500		198,500	50,000		248,500	50,000		298,500	-		298,500	248,500	
0000064 - Train Station & Museum - Roof Repair	356,935	-	356,935	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	356,935
0000065 - Arts Barn - Repointing Construction	125,400	-	125,400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125,400
0000066 - Arts Barn - Roof Replacement Construction	299,325	-	299,325	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	299,325
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	60,000	73,000	12,000	-	-	12,000	-	-	12,000	-	-	12,000	-	-	12,000	110,000	98,000
0000070 - Kelley Park - Tennis Courts Rehabilitation	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
0000072 - Kelley Park Field # 2 - Field Lighting Improvement	-	-	-	-	-	-	-	-	-	-	375,000	375,000	-	-	-	-	-	-	-	375,000	375,000
0000074 - Morris Park Walker Field - Field Lighting Improvements	3,069	-	3,069	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,069
0000075 - Future Renovation of Existing Parks Projects	1,175,657	726,833	264,000	1,638,490	-	670,500	967,990	100,000	-	1,067,990	100,000	-	1,167,990	100,000	-	1,267,990	100,000	-	1,367,990	1,126,833	934,500
0000079 - Future Benjamin Gaither Center Projects	106,445	-	-	106,445	-	-	106,445	-	-	106,445	-	-	106,445	-	-	106,445	-	-	106,445	-	-
0000081 - Arts Barn - Boiler/Chiller/ Controls Replacement	324,260	350,000	674,259	1	-	-	1	-	-	1	-	-	1	-	-	1	-	-	1	350,000	674,259
0000082 - Robertson Park Field #3 - Synthetic Turf Installation	1,050,793	-	1,005,000	45,793	-	-	45,793	-	-	45,793	-	-	45,793	-	-	45,793	-	-	45,793	-	1,005,000
0000120 - Casey Community Center - Electronic Sign	-	-	-	-	-	-	-	133,000	133,000	-	-	-	-	-	-	-	-	-	-	133,000	133,000
0000121 - Community Museum - HVAC and Storage Enclosure	15,618	-	15,618	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,618
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	-	185,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	185,000
0000125 - Observatory Park - Modifications and Telescope Study	-	50,000	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000
0000126 - Washingtonian Woods Park - Path Replacement	-	264,000	225,000	39,000	-	-	39,000	-	-	39,000	-	-	39,000	-	-	39,000	-	-	39,000	264,000	225,000
0000145 - Griffith Park - Tennis Court Lighting	-	-	-	-	100,000	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000
PK999 - Asphalt Tennis and Basketball Court Resurfacing	-	-	-	-	165,000	165,000	-	-	-	-	-	-	-	-	-	-	-	-	-	165,000	165,000
PK999 - Kentlands Mansion - Second Floor Bathroom Renovation	-	-	-	-	40,000	40,000	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000	40,000

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FY21 Budget

	FY20				FY21			FY22			FY23			FY24			FY25			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																					
Parks Fund Total	**4,891,810**	**1,590,833**	**3,254,077**	**3,228,567**	**1,070,500**	**1,989,000**	**2,310,067**	**281,500**	**238,000**	**2,353,567**	**651,500**	**1,385,000**	**1,620,067**	**300,000**	**75,000**	**1,845,067**	**600,000**	**575,000**	**1,870,067**	**4,494,333**	**7,516,077**
Technology																					
0000083 - IT - Network Infrastructure Improvements	96,339	-	10,000	86,339	-	-	86,339	-	-	86,339	-	-	86,339	-	-	86,339	-	-	86,339	-	10,000
0000084 - City - Facility Cameras System	33,396	-	-	33,396	-	-	33,396	-	15,000	18,396	-	15,000	3,396	-	-	3,396	-	-	3,396	-	30,000
0000085 - City - 16 S. Summit Ave. Network Configuration	50,000	50,000	-	100,000	62,000	162,000	-	-	-	-	-	-	-	30,000	30,000	-	-	-	-	142,000	192,000
0000086 - City - Facility Access Security Improvements	69,523	-	25,000	44,523	-	10,000	34,523	-	-	34,523	-	20,000	14,523	-	-	14,523	-	-	14,523	-	55,000
0000088 - IT- Remote Data Center	30,000	-	-	30,000	-	-	30,000	-	-	30,000	-	30,000	-	-	-	-	-	-	-	-	30,000
0000089 - PW - Energy Management System	50,000	-	-	50,000	-	-	50,000	-	-	50,000	-	-	50,000	-	-	50,000	-	-	50,000	-	-
0000090 - IT - Security Assessment / Testing	75,000	-	-	75,000	-	-	75,000	-	-	75,000	-	-	75,000	-	-	75,000	-	-	75,000	-	-
0000091 - Police - Body Camera Implementation	25,109	-	25,109	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,109
0000092 - Police - Criminal Intelligence System	170,200	-	170,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	170,200
0000093 - City - Field Asset & Work Order System	150,000	-	-	150,000	-	-	150,000	-	-	150,000	-	-	150,000	-	-	150,000	-	-	150,000	-	-
0000094 - Police - Public Safety Surveillance Cameras	100,000	-	-	100,000	-	-	100,000	-	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000
0000095 - City - Parking Garage Technology Improvements	101,019	-	-	101,019	-	-	101,019	-	-	101,019	-	100,000	1,019	-	-	1,019	-	-	1,019	-	100,000
0000096 - City - Radio System Upgrades	50,000	75,000	40,000	85,000	-	70,000	15,000	-	-	15,000	-	-	15,000	-	-	15,000	-	-	15,000	75,000	110,000
0000097 - IT- Data Backup System	5,000	-	-	5,000	25,000	-	30,000	-	-	30,000	-	25,000	5,000	-	-	5,000	-	-	5,000	25,000	25,000
0000098 - City - Shared Server Storage	20,000	20,000	29,500	10,500	20,000	-	30,500	25,000	-	55,500	-	50,000	5,500	-	-	5,500	-	-	5,500	65,000	79,500
0000099 - City - City Hall Grounds Cameras & Network	50,000	-	-	50,000	-	-	50,000	-	-	50,000	-	50,000	-	-	-	-	-	-	-	-	50,000
0000100 - City - Wide-Area Network Enhancements	237,000	85,000	-	322,000	-	-	322,000	-	157,000	165,000	-	157,000	8,000	-	-	8,000	-	-	8,000	85,000	314,000
0000101 - City - 16 S. Summit Ave. Training/Conference Rooms	-	-	-	-	-	-	-	35,000	-	35,000	-	-	35,000	-	35,000	-	-	-	-	35,000	35,000
0000102 - PW - Facility Management System	16,574		16,574	-		-	-		-	-		-	-		-	-		-	-		16,574
0000104 - City - Phone System Replacement	15,726		15,726	-		-	-		-	-		-	-		-	-		-	-		15,726
0000105 - City - Budget Software	40,242		40,242	-		-	-		-	-		-	-		-	-		-	-		40,242
0000106 - Future Technology Projects	37,040	502,851	-	539,891	-	385,000	154,891	300,000	-	454,891	300,000	-	754,891	300,000	-	1,054,891	300,000	-	1,354,891	1,702,851	385,000
0000147 - Fuel Management System Upgrade	-	65,000	65,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	65,000	65,000
IT999 - City Parking Program Technology	-	-	-	-	-	-	-	30,000	30,000	-	-	-	-	-	-	-	-	-	-	30,000	30,000
IT999 - 16 South Summit Avenue IT Buildout	-	-	-	-	225,000	225,000	-	-	-	-	-	-	-	-	-	-	-	-	-	225,000	225,000
IT999 - Financial System Improvements	-	-	-	-	70,000	70,000	-	-	-	-	-	-	-	-	-	-	-	-	-	70,000	70,000

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CIP Project Summary

FY21 Budget

	FY20				FY21			FY22			FY23			FY24			FY25			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																					
IT999 - Park Facilities Audio-Visual Improvements	-	-	-	-	10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000
IT999 - Telework Pilot Program	-	-	-	-	35,000	35,000	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000	35,000
Technology Fund Total	**1,422,168**	**797,851**	**437,351**	**1,782,668**	**447,000**	**967,000**	**1,262,668**	**390,000**	**302,000**	**1,350,668**	**300,000**	**447,000**	**1,203,668**	**330,000**	**65,000**	**1,468,668**	**300,000**	**0**	**1,768,668**	**2,564,851**	**2,218,351**
Art in Public Places																					
0000107 - Olde Towne - Art Project	193,000	220,000	-	413,000	180,000	165,000	428,000	-	30,000	398,000	-	-	398,000	-	-	398,000	-	-	398,000	400,000	195,000
0000108 - Diamond Farms Skate Spot - Art Project	6,000	2,000	-	8,000	-	-	8,000	-	-	8,000	-	-	8,000	-	-	8,000	-	-	8,000	2,000	-
0000110 - Observatory Park Armillary Sundial - Art Project	11,800	8,000	-	19,800	-	-	19,800	-	-	19,800	-	-	19,800	-	-	19,800	-	-	19,800	8,000	-
0000111 - Park Trail Markers - Art Project	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	48,661	-	-	48,661	-	-	48,661	-	-	48,661	-	-	48,661	-	-	48,661	-	-	48,661	-	-
0000127 - 16 S. Summit Ave Building - Art Project	2,000	5,000	-	7,000	80,000	10,000	77,000	38,000	110,000	5,000	-	-	5,000	-	-	5,000	-	-	5,000	123,000	120,000
0000128 - City Event Banners - Art Project	70,000	-	-	70,000	-	-	70,000	-	-	70,000	-	-	70,000	-	-	70,000	-	-	70,000	-	-
Art in Public Places Fund Total	**389,461**	**235,000**	**-**	**624,461**	**260,000**	**185,000**	**699,461**	**38,000**	**160,000**	**577,461**	**10,000**	**20,000**	**567,461**	**0**	**-**	**567,461**	**0**	**0**	**567,461**	**543,000**	**365,000**
Total Capital Improvements	**57,534,540**	**11,840,089**	**16,563,263**	**52,811,367**	**12,988,268**	**37,629,639**	**28,169,996**	**12,988,907**	**19,263,044**	**21,895,859**	**8,796,460**	**10,410,285**	**20,282,034**	**8,779,960**	**7,314,960**	**21,747,034**	**11,245,653**	**14,326,144**	**18,666,543**	**66,639,337**	**105,507,335**

302 - General Capital

Project	0000001 - Frederick Ave - Demolition	**Fund**	302 - General Capital
Project Location	303 - 307 South Frederick Avenue	**Project Manager**	Melanie Brown

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. This project will be completed and closed 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	38,000	10,000	10,000	-	-	-	-	-	48,000
499100 - Transfer In - From CIP	315,000	-	-	-	-	-	-	-	315,000
Total Revenues and Sources of Funds	353,000	10,000	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	15,600	70,955	54,500	-	-	-	-	-	70,100
Total Expenditures and Uses of Funds	333,393	70,955	54,500	-	-	-	-	-	387,893
Net Change in Fund Balance	19,607	(60,955)	(44,500)	-	-	-	-	-	(24,893)
Beginning Fund Balance	45,000	-	-	-	-	-	-	-	45,000
Projected Fund Balance	**64,607**	**3,652**	**20,107**	**20,107**	**20,107**	**20,107**	**20,107**	**20,107**	**20,107**

Appendix
CIP Project Detail
FY21 Budget

Project 0000002 - Future Property Acquisition and Disposition

Fund 302 - General Capital

Project Location Citywide

Project Manager Dennis Enslinger

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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**	**862,487**

Appendix
CIP Project Detail
FY21 Budget

Project	0000004 - Olde Towne Plaza	**Fund**	302 - General Capital
Project Location	Olde Towne Park Plaza, 1 South Summit Avenue	**Project Manager**	Thomas Lonergan

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 FY19.
Design issues have resulted in the need for additional expenditures in FY20/21.

Operating Budget Impacts

The City will have additional maintenance because of new features such as the interactive fountain.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	-	-	-	-	-	1,000,000
Total Revenues and Sources of Funds	600,000	-	500,000	-	-	-	-	-	1,100,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	22,041	-	45,000	-	-	-	-	-	67,041
560000 - Miscellaneous	3,066	-	-	-	-	-	-	-	3,066
591100 - Construction	1,677,310	-	455,000	-	-	-	-	-	2,132,310
Total Expenditures and Uses of Funds	1,702,417	-	500,000	-	-	-	-	-	2,202,417
Net Change in Fund Balance	(1,102,417)	-	-	-	-	-	-	-	(1,102,417)
Beginning Fund Balance	1,157,728	-	-	-	-	-	-	-	1,157,728
Projected Fund Balance	**55,311**	**55,311**	**55,311**	**55,311**	**55,311**	**55,311**	**55,311**	**55,311**	**55,311**

Appendix
CIP Project Detail
FY21 Budget

Project	0000005 - Contingency	**Fund**	302 - General Capital
Project Location	Citywide	**Project Manager**	Dennis Enslinger

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	475,000	150,000	150,000	-	300,000	300,000	300,000	300,000	1,825,000
499100 - Transfer In - From CIP	1,550,000	-	136,057	1,375,000	-	-	-	-	3,061,057
Total Revenues and Sources of Funds	2,025,000	150,000	286,057	1,375,000	300,000	300,000	300,000	300,000	4,886,057
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	1,768	-	-	-	-	-	-	-	1,768
560000 - Miscellaneous	(757)	-	-	-	-	-	-	-	(757)
589000 - Transfer to Other Funds	1,264,281	2,020,000	2,284,000	2,159,678	300,000	300,000	300,000	300,000	6,907,959
591100 - Construction	58,378	-	-	-	-	-	-	-	58,378
Total Expenditures and Uses of Funds	1,323,669	2,020,000	2,284,000	2,159,678	300,000	300,000	300,000	300,000	6,967,347
Net Change in Fund Balance	701,331	(1,870,000)	(1,997,943)	(784,678)	-	-	-	-	(2,081,290)
Beginning Fund Balance	2,411,916	-	-	-	-	-	-	-	2,411,916
Projected Fund Balance	**3,113,247**	**1,243,247**	**1,115,304**	**330,626**	**330,626**	**330,626**	**330,626**	**330,626**	**330,626**

Appendix
CIP Project Detail
FY21 Budget

Project	0000006 - Future Edison Park Dr Project	**Fund**	302 - General Capital
Project Location	51 Edison Park Drive	**Project Manager**	TBD

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. The balance of this account will be transferred back to Project no. 000005 in FY21 for use in other CIP projects.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	-	1,000,000	-	-	-	-	1,000,000
Total Expenditures and Uses of Funds	-	-	-	1,000,000	-	-	-	-	1,000,000
Net Change in Fund Balance	-	-	-	(1,000,000)	-	-	-	-	(1,000,000)
Beginning Fund Balance	1,000,000	-	-	-	-	-	-	-	1,000,000
Projected Fund Balance	**1,000,000**	**1,000,000**	**1,000,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000007 - Gaithersburg Police Station	**Fund**	302 - General Capital
Project Location	16 South Summit Avenue	**Project Manager**	Ron Kaczmarek

Project Description

Conversion of a 3-story office building purchased by the City to be repurposed into a new police station. Design was completed in FY20 and construction started in March of 2020. The anticipated completion date will be in late FY21 (May 2021) with the building being 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
434100 - State Grant - Miscellaneous	-	1,000,000	1,000,000	1,000,000	-	-	-	-	2,000,000
499000 - Transfer In - From General Fund	2,640,000	-	-	-	-	-	-	-	2,640,000
499100 - Transfer In - From CIP	1,180,543	-	-	-	-	-	-	-	1,180,543
Total Revenues and Sources of Funds	3,820,543	1,000,000	1,000,000	1,000,000	-	-	-	-	5,820,543
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	669,507	410,477	194,351	225,261	2,637	-	-	-	1,091,756
536000 - Miscellaneous Professional Services	-	75,000	-	75,000	-	-	-	-	75,000
591100 - Construction	-	13,120,000	3,936,000	10,264,000	-	-	-	-	14,200,000
595000 - Furniture & Equipment	-	-	-	525,000	-	-	-	-	525,000
595060 - Machinery & Equipment	-	775,000	-	775,000	-	-	-	-	775,000
Total Expenditures and Uses of Funds	669,507	14,380,477	4,130,351	11,864,261	2,637	-	-	-	16,666,756
Net Change in Fund Balance	3,151,036	(13,380,477)	(3,130,351)	(10,864,261)	(2,637)	-	-	-	(10,846,213)
Beginning Fund Balance	11,139,468	-	-	-	-	-	-	-	11,139,468
Projected Fund Balance	**14,290,504**	**910,027**	**11,160,153**	**295,892**	**293,255**	**293,255**	**293,255**	**293,255**	**293,255**

Appendix
CIP Project Detail
FY21 Budget

Project	0000008 - Crown Farm Historic Park	**Fund**	302 - General Capital
Project Location	Crown Farm Park, 403 Decoverly Drive	**Project Manager**	Melanie Brown

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 City took ownership of the park parcel in January of 2020. The project will be done in phases including the renovation of several existing structures and it is anticipated to be completed in FY22.
Based on anticipated costs funding of $375,000 was transferred back to Project #0005, Contingency in FY21.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	70,000	-	-	-	-	70,000
589000 - Transfer to Other Funds	-	-	-	375,000	-	-	-	-	375,000
591100 - Construction	-	50,000	6,600	223,400	230,000	240,000	-	-	700,000
Total Expenditures and Uses of Funds	-	50,000	6,600	668,400	230,000	240,000	-	-	1,145,000
Net Change in Fund Balance	-	(50,000)	(6,600)	(668,400)	(230,000)	(240,000)	-	-	(1,145,000)
Beginning Fund Balance	2,543,561	-	-	-	-	-	-	-	2,543,561
Projected Fund Balance	**2,543,561**	**2,493,561**	**2,536,961**	**1,868,561**	**1,638,561**	**1,398,561**	**1,398,561**	**1,398,561**	**1,398,561**

Appendix
CIP Project Detail
FY21 Budget

Project	0000009 - Future Energy Efficiency and Conservation Projects	**Fund**	302 - General Capital
Project Location	Various City facilities	**Project Manager**	Ron Kaczmarek

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 were prioritize and completed for these facilities. The City does not anticipate any projects in FY21. Should a project arise, a new project will be created and funded through this holding fund.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	600,000	-	-	-	-	100,000	100,000	100,000	900,000
Total Revenues and Sources of Funds	600,000	-	-	-	-	100,000	100,000	100,000	900,000
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	600,000	-	-	-	(250,000)	(150,000)	(150,000)	(150,000)	(100,000)
Beginning Fund Balance	253,056	-	-	-	-	-	-	-	253,056
Projected Fund Balance	**853,056**	**853,056**	**853,056**	**853,056**	**603,056**	**453,056**	**303,056**	**153,056**	**153,056**

Appendix
CIP Project Detail
FY21 Budget

Project	0000010 - Discovery Park - MedImmune	**Fund**	302 - General Capital
Project Location	Discovery Park, 601 Orchard Ridge Drive	**Project Manager**	Melanie Brown

Project Description

The City acquired this parcel in 2010 for a new public park. Although the main focus of the park is passive in nature, there will be additional amenities constructed as part of the improvements. The park will have several small picnic areas, pathways and a small nature play area. The design phase was completed in FY19. Construction started in August FY20 and is scheduled to finish in early FY21. Additional funding was provided from Project #0005, Contingency 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	150,000	150,000	-	-	-	-	-	150,000
499100 - Transfer In - From CIP	-	-	43,000	-	-	-	-	-	43,000
Total Revenues and Sources of Funds	-	150,000	193,000	-	-	-	-	-	193,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	85,543	19,890	54,345	-	-	-	-	-	139,888
591100 - Construction	38,379	1,370,000	1,435,000	-	-	-	-	-	1,473,379
Total Expenditures and Uses of Funds	123,922	1,389,890	1,489,345	-	-	-	-	-	1,613,267
Net Change in Fund Balance	(123,922)	(1,239,890)	(1,296,345)	-	-	-	-	-	(1,420,267)
Beginning Fund Balance	1,469,495	-	-	-	-	-	-	-	1,469,495
Projected Fund Balance	**1,345,573**	**105,682**	**49,228**	**49,228**	**49,228**	**49,228**	**49,228**	**49,228**	**49,228**

Appendix
CIP Project Detail
FY21 Budget

Project	0000011 - CPSC Park	**Fund**	302 - General Capital
Project Location	10901 Darnestown Road	**Project Manager**	Sunil Prithviraj

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 FY21 with construction scheduled for FY22 and FY23. 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
434000 - State Grant - Open Space	-	-	-	-	2,144,000	-	-	-	2,144,000
499000 - Transfer In - From General Fund	2,615,000	-	-	-	(2,144,000)	-	-	-	471,000
Total Revenues and Sources of Funds	2,615,000	-	-	-	-	-	-	-	2,615,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	362,162	120,000	120,000	40,000	40,000	-	-	-	562,162
589000 - Transfer to Other Funds	2,500,000	-	-	-	-	-	-	-	2,500,000
591100 - Construction	-	-	28,000	3,502,000	1,700,000	-	-	-	5,230,000
Total Expenditures and Uses of Funds	2,862,162	120,000	148,000	3,542,000	1,740,000	-	-	-	8,292,162
Net Change in Fund Balance	(247,162)	(120,000)	(148,000)	(3,542,000)	(1,740,000)	-	-	-	(5,677,162)
Beginning Fund Balance	6,018,132	-	-	-	-	-	-	-	6,018,132
Projected Fund Balance	**5,770,970**	**5,650,970**	**5,622,970**	**2,080,970**	**340,970**	**340,970**	**340,970**	**340,970**	**340,970**

Appendix
CIP Project Detail
FY21 Budget

Project	0000114 - Mayor and City Council Chambers	**Fund**	302 - General Capital
Project Location	16 South Summit Avenue	**Project Manager**	Ron Kaczmarek

Project Description

This project involves the relocation of the Mayor and City Council Chambers to 16 South Summit Avenue from City Hall. This project is scheduled to coincide with the Gaithersburg Police Station. Design was complete in FY20 and construction started in FY20 (March 2020). It is anticipated that the projected will be completed late FY21 (May 2021).

Operating Budget Impacts

There will additional operating costs based on the overall design and additional functions related to the project.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	1,610,000	-	-	-	-	-	1,661,869
Total Revenues and Sources of Funds	1,171,869	1,610,000	1,610,000	-	-	-	-	-	2,781,869
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	15,475	8,992	6,799	-	-	-	-	15,791
536000 - Miscellaneous Professional Services	31,121	-	-	-	-	-	-	-	31,121
591100 - Construction	-	1,700,000	340,000	1,560,000	-	-	-	-	1,900,000
595000 - Furniture & Equipment	-	-	-	100,000	-	-	-	-	100,000
595060 - Machinery & Equipment	-	530,000	-	630,000	-	-	-	-	630,000
Total Expenditures and Uses of Funds	31,121	2,245,475	348,992	2,296,799	-	-	-	-	2,676,912
Net Change in Fund Balance	1,140,748	(635,475)	1,261,008	(2,296,799)	-	-	-	-	104,957
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**1,140,748**	**505,273**	**2,401,756**	**104,957**	**104,957**	**104,957**	**104,957**	**104,957**	**104,957**

Appendix
CIP Project Detail
FY21 Budget

Project	0000132 - Rolling Stock Relocation	**Fund**	302 - General Capital
Project Location	Adjacent to the Gaithersburg Community Museum, 9 South Summit Avenue	**Project Manager**	Sandra Gross

Project Description

This project involves the relocation of the rolling stock (Bud train car) from the old Fishman property (315 E. Diamond Avenue) to the Community Museum Complex (9 S. Summit Avenue). The project will be conducted by the developer of Fishman property with additional funding provided by the City. The project is anticipated to be completed in FY20/FY21 depending on the developer's construction schedule.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	70,000	70,000	-	-	-	-	-	70,000
499100 - Transfer In - From CIP	45,000	-	-	-	-	-	-	-	45,000
Total Revenues and Sources of Funds	45,000	70,000	70,000	-	-	-	-	-	115,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	39,020	-	-	-	-	-	-	-	39,020
Total Expenditures and Uses of Funds	39,020	-	-	-	-	-	-	-	39,020
Net Change in Fund Balance	5,980	70,000	70,000	-	-	-	-	-	75,980
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**5,980**	**75,980**	**75,980**	**75,980**	**75,980**	**75,980**	**75,980**	**75,980**	**75,980**

Appendix
CIP New Project Detail
FY21 Budget

Project Buildout of 16 South Summit Avenue **Fund** 302 - General Capital

Project Location 16 S. Summit Avenue **Project Manager** TBD

Project Description

This project involves the build out of the remaining space (approximately 7,500 sq. ft.) of 16 South Summit Avenue. It is anticipated that one or more departments will move from the current City Hall into the new facility. The specific departments which would be relocating have not been selected at this time. Given this fact, it is anticipated that design will begin in FY21 with construction in FY22.

Operating Budget Impacts

This will increase the operational budget through additional utilities and facilities costs.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	225,000	-	-	-	-	225,000
499100 - Transfer In - From CIP	-	-	-	225,000	-	-	-	-	225,000
Total Revenues and Sources of Funds	-	-	-	450,000	-	-	-	-	450,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	45,000	-	-	-	-	45,000
591100 - Construction	-	-	-	-	365,000	-	-	-	365,000
595000 - Furniture & Equipment	-	-	-	-	40,000	-	-	-	40,000
Total Expenditures and Uses of Funds	-	-	-	45,000	405,000	-	-	-	450,000
Net Change in Fund Balance	-	-	-	405,000	(405,000)	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**405,000**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project Installation of Banner Poles

Fund 302 - General Capital

Project Location Select locations in the City

Project Manager TBD

Project Description

This project involves looking at the existing light pole infrastructure and determine the best alternative to allow for the installation of banners within Olde Towne and select other areas in the City. The project will begin in FY21 and be completed in FY22.

Operating Budget Impacts

This will increase the operation budget by adding costs for production and installation of banners on a regular basis.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	80,000	80,000	-	-	-	160,000
Total Revenues and Sources of Funds	-	-	-	80,000	80,000	-	-	-	160,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	-	-	-	-	-	-
591100 - Construction	-	-	-	80,000	80,000	-	-	-	160,000
Total Expenditures and Uses of Funds	-	-	-	80,000	80,000	-	-	-	160,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project LED Street Light Conversion

Fund 302 - General Capital

Project Location Citywide

Project Manager TBD

Project Description

This project will convert all City owned street lights from high pressure sodium or mercury vapor bulbs to light emitting diodes (LEDs). This project will begin in FY21 and will be completed in FY26.

Operating Budget Impacts

This project will reduce annual energy costs once it is implemented.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	298,758	565,407	799,960	799,960	266,653	2,730,738
Total Revenues and Sources of Funds	-	-	-	298,758	565,407	799,960	799,960	266,653	2,730,738
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	32,100	32,100	-	-	-	64,200
536000 - Miscellaneous Professional Services	-	-	-	-	-	-	-	-	-
591100 - Construction	-	-	-	266,658	533,307	799,960	799,960	266,653	2,666,538
Total Expenditures and Uses of Funds	-	-	-	298,758	565,407	799,960	799,960	266,653	2,730,738
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

303 - Infrastructure

Project 0000012 - Annual Street Light Program

Fund 303 - Infrastructure

Project Location Citywide

Project Manager Michael Johnson

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 Street Light 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	239,683	125,000	125,000	-	125,000	-	125,000	-	614,683
499100 - Transfer In - From CIP	62,980	-	137,978	-	-	-	-	-	200,958
Total Revenues and Sources of Funds	302,663	125,000	262,978	-	125,000	-	125,000	-	815,641
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	35,000	-	35,000	35,000	35,000	35,000	35,000	175,000
591100 - Construction	42,203	100,000	40,000	100,000	100,000	100,000	100,000	100,000	582,203
Total Expenditures and Uses of Funds	42,203	135,000	40,000	135,000	135,000	135,000	135,000	135,000	757,203
Net Change in Fund Balance	260,459	(10,000)	222,978	(135,000)	(10,000)	(135,000)	(10,000)	(135,000)	58,437
Beginning Fund Balance	50,000	-	-	-	-	-	-	-	50,000
Projected Fund Balance	**310,459**	**300,459**	**533,437**	**398,437**	**388,437**	**253,437**	**243,437**	**108,437**	**108,437**

Appendix
CIP Project Detail
FY21 Budget

Project 0000013 - Olde Towne LED Conversion

Fund 303 - Infrastructure

Project Location Olde Towne

Project Manager Deborah Moran

Project Description

This was an ongoing project for the conversion of HPS lights in Olde Towne to LED. FY20 funding was utilized for the conversion of lights in 3 parking lots in Olde Towne. This project has been incorporated into a larger City-wide project to convert existing HPS lights to LED. This project will be closed at the end of FY21 and the remaining fund balance will be transferred to Project no. 0000012 and Project no 0000014.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	50,000	50,000	50,000	-	-	-	-	-	100,000
Total Revenues and Sources of Funds	50,000	50,000	50,000	-	-	-	-	-	100,000
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	150,000	-	-	-	-	-	150,000
591100 - Construction	-	50,000	-	-	-	-	-	-	-
Total Expenditures and Uses of Funds	-	50,000	150,000	-	-	-	-	-	150,000
Net Change in Fund Balance	50,000	-	(100,000)	-	-	-	-	-	(50,000)
Beginning Fund Balance	50,000	-	-	-	-	-	-	-	50,000
Projected Fund Balance	**100,000**	**100,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project 0000014 - Relamping of City Lights

Fund 303 - Infrastructure

Project Location Citywide

Project Manager Diane Archer

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. As the City moves to more LED lighting it is anticipated that there will be a reduction in expenditures for this project.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	-	-	96,000	-	-	96,000
499100 - Transfer In - From CIP	-	-	38,176	-	-	-	-	-	38,176
Total Revenues and Sources of Funds	-	-	38,176	-	-	96,000	-	-	134,176
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	17,176	-	-	-	-	-	-	-	17,176
595000 - Furniture & Equipment	-	-	96,000	-	-	96,000	-	-	192,000
Total Expenditures and Uses of Funds	17,176	-	96,000	-	-	96,000	-	-	209,176
Net Change in Fund Balance	(17,176)	-	(57,824)	-	-	-	-	-	(75,000)
Beginning Fund Balance	75,000	-	-	-	-	-	-	-	75,000
Projected Fund Balance	**57,824**	**57,824**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000016 - MidSummer Dr - Lighting	**Fund**	303 - Infrastructure
Project Location	MidSummer Drive	**Project Manager**	Sandra Gross

Project Description

This was 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.
This project was completed and will be closed in FY20 with the remaining balance transferred to the Annual Street Light Program (Project no. 0000014).

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	26,154	-	-	-	-	-	26,154
591100 - Construction	40,005	-	-	-	-	-	-	-	40,005
Total Expenditures and Uses of Funds	40,005	-	26,154	-	-	-	-	-	66,159
Net Change in Fund Balance	(40,005)	-	(26,154)	-	-	-	-	-	(66,159)
Beginning Fund Balance	66,159	-	-	-	-	-	-	-	66,159
Projected Fund Balance	**26,154**	**26,154**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000017 - East Darby Ct - Sidewalk Rehab	**Fund**	303 - Infrastructure
Project Location	East Darby Court	**Project Manager**	Sandra Gross

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 FY20.
It is anticipated that this project will be closed at the end of FY20.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	50,000	-	-	-	-	-	-	-	50,000
Projected Fund Balance	**50,000**	**50,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000018 - East Side of NIST - Multi-Use Path	**Fund**	303 - Infrastructure
Project Location	East side of NIST between MD 117 and Muddy Branch Road	**Project Manager**	TBD

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
FY21 Budget

Project	0000019 - West Deer Park Road - Bicycle Connections	**Fund**	303 - Infrastructure
Project Location	West Deer Park between South Frederick Avenue and Muddy Branch Road	**Project Manager**	Mark Kile

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.

Bicycle Connection projects have been reprioritized based on new criteria. This project will be closed for the current CIP and funds will be transferred to Project no. 0000021 at the end of FY20.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	71,311	-	-	-	-	-	-	-	71,311
Total Revenues and Sources of Funds	71,311	-	-	-	-	-	-	-	71,311
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	233,000	-	-	-	-	-	233,000
Total Expenditures and Uses of Funds	-	-	233,000	-	-	-	-	-	233,000
Net Change in Fund Balance	71,311	-	(233,000)	-	-	-	-	-	(161,689)
Beginning Fund Balance	161,689	-	-	-	-	-	-	-	161,689
Projected Fund Balance	**233,000**	**233,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000020 - QOP to Conservation Ln - Bicycle Connections	**Fund**	303 - Infrastructure
Project Location	Between Quince Orchard Park Neighborhood and Conservation Lane	**Project Manager**	Mark Kile

Project Description

This project involves the retrofit of the existing off-road pathway to meet existing standards between Quince Orchard Park Neighborhood and Conservation Lane. Design was originally plan for FY22 and has been moved to FY24. Construction was scheduled for FY23 but has been moved to FY25 due to changing priorities.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	53,689	155,000	155,000	-	-	-	-	245,000	453,689
Total Revenues and Sources of Funds	53,689	155,000	155,000	-	-	-	-	245,000	453,689
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	-	-	-	100,000	-	100,000
591100 - Construction	-	-	-	-	-	-	-	350,000	350,000
Total Expenditures and Uses of Funds	-	-	-	-	-	-	100,000	350,000	450,000
Net Change in Fund Balance	53,689	155,000	155,000	-	-	-	(100,000)	(105,000)	3,689
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**53,689**	**208,689**	**208,689**	**208,689**	**208,689**	**208,689**	**108,689**	**3,689**	**3,689**

Appendix
CIP Project Detail
FY21 Budget

Project	0000021 - Washingtonian Blvd - Bicycle Connections	**Fund**	303 - Infrastructure
Project Location	Washingtonian Boulevard - between Sam Eig Highway and Fields Road	**Project Manager**	Mark Kile

Project Description

This project involves the design and construction of low-stress bicycle connections along Washingtonian Blvd. from Sam Eig Highway to Rio Boulevard. 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
437150 - County Grant - Miscellaneous	-	-	-	-	1,350,000	-	-	-	1,350,000
499000 - Transfer In - From General Fund	45,000	-	-	-	-	-	-	-	45,000
499100 - Transfer In - From CIP	15,398	-	543,000	-	-	-	-	-	558,398
Total Revenues and Sources of Funds	60,398	-	543,000	-	1,350,000	-	-	-	1,953,398
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	29,067	-	200,000	200,000	-	-	-	-	429,067
591100 - Construction	-	-	-	-	1,500,000	-	-	-	1,500,000
Total Expenditures and Uses of Funds	29,067	-	200,000	200,000	1,500,000	-	-	-	1,929,067
Net Change in Fund Balance	31,331	-	343,000	(200,000)	(150,000)	-	-	-	24,331
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**31,331**	**31,331**	**374,331**	**174,331**	**24,331**	**24,331**	**24,331**	**24,331**	**24,331**

Appendix
CIP Project Detail
FY21 Budget

Project	0000023 - Olde Towne – Bicycle Connection	**Fund**	303 - Infrastructure
Project Location	Olde Towne from Train Station to City limits	**Project Manager**	Mark Kile

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.
Bicycle Connection projects have been reprioritized based on new criteria. This project will be closed for the current CIP and funds will be transferred to Project no. 0000021 at the end of FY20.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
437150 - County Grant - Miscellaneous	-	60,000	-	-	-	-	-	-	-
499000 - Transfer In - From General Fund	280,000	(60,000)	-	-	-	-	-	-	280,000
Total Revenues and Sources of Funds	280,000	-	-	-	-	-	-	-	280,000
Expenditures and Uses of Funds									
532100 - Concept Design and Outreach	-	60,000	-	-	-	-	-	-	-
589000 - Transfer to Other Funds	-	-	310,000	-	-	-	-	-	310,000
Total Expenditures and Uses of Funds	-	60,000	310,000	-	-	-	-	-	310,000
Net Change in Fund Balance	280,000	(60,000)	(310,000)	-	-	-	-	-	(30,000)
Beginning Fund Balance	30,000	-	-	-	-	-	-	-	30,000
Projected Fund Balance	**310,000**	**250,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000024 - I-370 - Bicycle Connection	**Fund**	303 - Infrastructure
Project Location	I-370 from Summit Hall Road to Industrial Drive	**Project Manager**	Mark Kile

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. Concept design alternatives will be developed in FY21. Final design is scheduled in FY24 with construction in FY25.

Operating Budget Impacts

Upon completion, this project will require additional operating funds to maintain the constructed facility.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
437150 - County Grant - Miscellaneous	-	-	-	60,000	-	-	400,000	1,600,000	2,060,000
499000 - Transfer In - From General Fund	-	-	-	(50,000)	-	-	-	-	(50,000)
Total Revenues and Sources of Funds	-	-	-	10,000	-	-	400,000	1,600,000	2,010,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	-	-	-	400,000	-	400,000
532100 - Concept Design and Outreach	-	-	-	60,000	-	-	-	-	60,000
591100 - Construction	-	-	-	-	-	-	-	1,600,000	1,600,000
Total Expenditures and Uses of Funds	-	-	-	60,000	-	-	400,000	1,600,000	2,060,000
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**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000025 - Annual Sidewalk Projects	**Fund**	303 - Infrastructure
Project Location	Citywide	**Project Manager**	Mark Scafide

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. In addition, the FY21 expenditures include new sidewalk construction along Marsh Lane to connect the neighborhood to the new park (former CPSC site).

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	100,000	200,000	200,000	200,000	100,000	800,000
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	100,000	833,743
Expenditures and Uses of Funds									
591100 - Construction	-	200,000	200,000	320,000	200,000	200,000	200,000	100,000	1,220,000
Total Expenditures and Uses of Funds	-	200,000	200,000	320,000	200,000	200,000	200,000	100,000	1,220,000
Net Change in Fund Balance	33,743	(200,000)	(200,000)	(220,000)	-	-	-	-	(386,257)
Beginning Fund Balance	485,000	-	-	-	-	-	-	-	485,000
Projected Fund Balance	**518,743**	**318,743**	**318,743**	**98,743**	**98,743**	**98,743**	**98,743**	**98,743**	**98,743**

Appendix
CIP Project Detail
FY21 Budget

Project	0000026 - Lakelands –Washingtonian Woods - Bicycle Connection	**Fund**	303 - Infrastructure
Project Location	Lakelands neighborhood and Washingtonian Woods neighborhood	**Project Manager**	Mark Kile

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 FY23 with construction in FY24 and FY25.

Operating Budget Impacts

Upon completion, this project will require additional operating funds to maintain the constructed facility.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
437150 - County Grant - Miscellaneous	-	-	-	45,000	-	400,000	550,000	1,300,000	2,295,000
Total Revenues and Sources of Funds	-	-	-	45,000	-	400,000	550,000	1,300,000	2,295,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	-	-	400,000	-	-	400,000
532100 - Concept Design and Outreach	-	-	-	45,000	-	-	-	-	45,000
591100 - Construction	-	-	-	-	-	-	550,000	1,300,000	1,850,000
Total Expenditures and Uses of Funds	-	-	-	45,000	-	400,000	550,000	1,300,000	2,295,000
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
FY21 Budget

Project	0000027 - Olde Towne Streetscape	**Fund**	303 - Infrastructure
Project Location	Olde Towne	**Project Manager**	Michael Johnson

Project Description

This project involves the design and construction for streetscape improvements along E. Diamond Ave. and portions of N. Summit Ave.
This project has been reprioritized and $900,000 has been transferred to Project no. 0000031 in FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	500,000	-	-	900,000	-	-	-	-	1,400,000
Total Expenditures and Uses of Funds	500,000	-	-	900,000	-	-	-	-	1,400,000
Net Change in Fund Balance	(500,000)	-	-	(900,000)	-	-	-	-	(1,400,000)
Beginning Fund Balance	1,423,113	-	-	-	-	-	-	-	1,423,113
Projected Fund Balance	**923,113**	**923,113**	**923,113**	**23,113**	**23,113**	**23,113**	**23,113**	**23,113**	**23,113**

Appendix
CIP Project Detail
FY21 Budget

Project	0000028 - Pavement Re-survey	**Fund**	303 - Infrastructure
Project Location	Citywide	**Project Manager**	Anthony Berger

Project Description

The City performs a survey of all City maintained roadways on a two year basis 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 FY21, FY23 and FY25.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	100,000	100,000	100,000	100,000	100,000	500,000
Total Revenues and Sources of Funds	-	-	-	100,000	100,000	100,000	100,000	100,000	500,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	186,500	-	193,325	-	200,491	580,316
536000 - Miscellaneous Professional Services	25,832	-	-	-	-	-	-	-	25,832
Total Expenditures and Uses of Funds	25,832	-	-	186,500	-	193,325	-	200,491	606,148
Net Change in Fund Balance	(25,832)	-	-	(86,500)	100,000	(93,325)	100,000	(100,491)	(106,148)
Beginning Fund Balance	300,000	-	-	-	-	-	-	-	300,000
Projected Fund Balance	**274,168**	**274,168**	**274,168**	**187,668**	**287,668**	**194,343**	**294,343**	**193,852**	**193,852**

Appendix
CIP Project Detail
FY21 Budget

Project	0000029 - Road Preventative Maintenance	**Fund**	303 - Infrastructure
Project Location	Citywide	**Project Manager**	Essay Habteselassie

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. The FY21 amount is estimated based on the results from the 2019 Pavement Management Services Report recommendations.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	100,000	100,000	100,000	206,000	212,000	218,000	225,000	232,000	1,293,000
499100 - Transfer In - From CIP	26,983	-	-	-	-	-	-	-	26,983
Total Revenues and Sources of Funds	126,983	100,000	100,000	206,000	212,000	218,000	225,000	232,000	1,319,983
Expenditures and Uses of Funds									
591100 - Construction	231,983	100,000	99,000	206,000	212,000	218,000	225,000	232,000	1,423,983
Total Expenditures and Uses of Funds	231,983	100,000	99,000	206,000	212,000	218,000	225,000	232,000	1,423,983
Net Change in Fund Balance	(105,000)	-	1,000	-	-	-	-	-	(104,000)
Beginning Fund Balance	105,000	-	-	-	-	-	-	-	105,000
Projected Fund Balance	**-**	**-**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**

Appendix
CIP Project Detail
FY21 Budget

Project 0000030 - Preventive Maintenance Program Collectors & Arterials

Fund 303 - Infrastructure

Project Location Citywide

Project Manager Essay Habteselassie

Project Description

This annual program provides preventive maintenance for City collectors and arterials. This will be done by providing a microsurfacing treatment to these roadways 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. The FY21 amount is estimated based on the results from the 2019 Pavement Management Services Report recommendations.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	1,080,000	500,000	500,000	617,000	-	654,000	675,000	694,000	4,220,000
Total Revenues and Sources of Funds	1,080,000	500,000	500,000	617,000	-	654,000	675,000	694,000	4,220,000
Expenditures and Uses of Funds									
591100 - Construction	559,612	500,000	500,000	617,000	636,000	654,000	675,000	694,000	4,335,612
Total Expenditures and Uses of Funds	559,612	500,000	500,000	617,000	636,000	654,000	675,000	694,000	4,335,612
Net Change in Fund Balance	520,388	-	-	-	(636,000)	-	-	-	(115,612)
Beginning Fund Balance	460,000	-	-	-	-	-	-	-	460,000
Projected Fund Balance	**980,388**	**980,388**	**980,388**	**980,388**	**344,388**	**344,388**	**344,388**	**344,388**	**344,388**

Appendix
CIP Project Detail
FY21 Budget

Project	0000031 - Street Resurfacing Program	**Fund**	303 - Infrastructure
Project Location	Citywide	**Project Manager**	Upton Reed

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. The FY21 amount is estimated based on the results from the 2019 Pavement Management Services Report recommendations.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	1,020,000	600,000	600,000	42,000	1,267,000	1,302,000	1,345,000	1,383,000	6,959,000
499100 - Transfer In - From CIP	-	-	55,000	1,135,000	-	-	-	-	1,190,000
Total Revenues and Sources of Funds	1,020,000	600,000	655,000	1,177,000	1,267,000	1,302,000	1,345,000	1,383,000	8,149,000
Expenditures and Uses of Funds									
591100 - Construction	1,411,952	600,000	600,000	1,232,000	1,267,000	1,302,000	1,345,000	1,383,000	8,540,952
Total Expenditures and Uses of Funds	1,411,952	600,000	600,000	1,232,000	1,267,000	1,302,000	1,345,000	1,383,000	8,540,952
Net Change in Fund Balance	(391,952)	-	55,000	(55,000)	-	-	-	-	(391,952)
Beginning Fund Balance	942,187	-	-	-	-	-	-	-	942,187
Projected Fund Balance	**550,235**	**550,235**	**605,235**	**550,235**	**550,235**	**550,235**	**550,235**	**550,235**	**550,235**

Appendix
CIP Project Detail
FY21 Budget

Project 0000032 - Future Street Reconstruction **Fund** 303 - Infrastructure

Project Location Citywide **Project Manager** TBD

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	1,700,000	500,000	500,000	-	500,000	500,000	500,000	500,000	4,200,000
499100 - Transfer In - From CIP	-	-	13,734	-	-	-	-	-	13,734
Total Revenues and Sources of Funds	1,700,000	500,000	513,734	-	500,000	500,000	500,000	500,000	4,213,734
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	6,000	-	-	-	1,750,000	500,000	-	-	2,256,000
Total Expenditures and Uses of Funds	6,000	-	-	-	1,750,000	500,000	-	-	2,256,000
Net Change in Fund Balance	1,694,000	500,000	513,734	-	(1,250,000)	-	500,000	500,000	1,957,734
Beginning Fund Balance	2,486,806	-	-	-	-	-	-	-	2,486,806
Projected Fund Balance	**4,180,806**	**4,680,806**	**4,694,540**	**4,694,540**	**3,444,540**	**3,444,540**	**3,944,540**	**4,444,540**	**4,444,540**

Appendix
CIP Project Detail
FY21 Budget

Project	0000033 - East Deer Park Drive - Street Rehab	**Fund**	303 - Infrastructure
Project Location	East Deer Park Drive	**Project Manager**	Upton Reed

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. This project was completed in FY20. This project will be closed in FY20 and the remaining balance will be transferred to Project no. 0000031.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	-	235,000	-	-	-	-	235,000
591100 - Construction	-	170,000	260,000	-	-	-	-	-	260,000
Total Expenditures and Uses of Funds	-	170,000	260,000	235,000	-	-	-	-	495,000
Net Change in Fund Balance	-	(170,000)	(260,000)	(235,000)	-	-	-	-	(495,000)
Beginning Fund Balance	495,000	-	-	-	-	-	-	-	495,000
Projected Fund Balance	**495,000**	**325,000**	**235,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000034 - QOB Street Rehab - Diamond Dr to First Field Rd	**Fund**	303 - Infrastructure
Project Location	Quince Orchard Boulevard between Firstfield Road and Quince Orchard Road	**Project Manager**	Mark Kile

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. In addition, the existing HPS lights along Quince Orchard Blvd. will be replaced with new LED lights. Any necessary stormwater management features will be included in this project but funded from the SWM CIP. As part of a related project, a bike facility along Firstfield Road and Quince Orchard Blvd. from MD 117 to MD 124 will be constructed along with a bike facility along Rabbitt Road from the Robertson Park Youth Center to Quince Orchard Blvd. This project is scheduled for construction in FY21 and FY22.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	187,467	166,440	-	-	-	-	-	-	187,467
591100 - Construction	-	-	-	1,170,000	1,170,000	-	-	-	2,340,000
Total Expenditures and Uses of Funds	187,467	166,440	-	1,170,000	1,170,000	-	-	-	2,527,467
Net Change in Fund Balance	72,850	(166,440)	-	(1,170,000)	(920,000)	-	-	-	(2,017,150)
Beginning Fund Balance	2,194,683	-	-	-	-	-	-	-	2,194,683
Projected Fund Balance	**2,267,533**	**2,101,093**	**2,267,533**	**1,097,533**	**177,533**	**177,533**	**177,533**	**177,533**	**177,533**

Appendix
CIP Project Detail
FY21 Budget

Project	0000035 - Saybrooke View Dr - Street Rehab	**Fund**	303 - Infrastructure
Project Location	Saybrooke View Drive	**Project Manager**	Upton Reed

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. This project will be closed at the end of FY20 and the fund balance will be transferred to Project no. 0000005.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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									
589000 - Transfer to Other Funds	-	-	57,998	-	-	-	-	-	57,998
591100 - Construction	168,002	-	-	-	-	-	-	-	168,002
Total Expenditures and Uses of Funds	168,002	-	57,998	-	-	-	-	-	226,000
Net Change in Fund Balance	(162,002)	-	(57,998)	-	-	-	-	-	(220,000)
Beginning Fund Balance	220,000	-	-	-	-	-	-	-	220,000
Projected Fund Balance	**57,998**	**57,998**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000036 - Operational Analysis of 7 Roundabouts	**Fund**	303 - Infrastructure
Project Location	Citywide	**Project Manager**	Mark Kile

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 and completed in FY20.

This project will be closed at the end of FY20 and the balance transferred to Project no. 0000005.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	31,336	-	-	-	-	-	-	-	31,336
589000 - Transfer to Other Funds	-	-	48,664	-	-	-	-	-	48,664
Total Expenditures and Uses of Funds	31,336	-	48,664	-	-	-	-	-	80,000
Net Change in Fund Balance	(1,336)	-	(48,664)	-	-	-	-	-	(50,000)
Beginning Fund Balance	50,000	-	-	-	-	-	-	-	50,000
Projected Fund Balance	**48,664**	**48,664**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000037 - N. Summit Ave and Brookes Ave - Signal Recon	**Fund**	303 - Infrastructure
Project Location	North Summit Avenue and Brooks Avenue intersection	**Project Manager**	Mark Kile

Project Description

This project involves the replacement of the traffic signal at N. Summit Ave. and Brooks Ave. This project was scheduled for design in FY19 and construction in FY20. This project has been rescheduled for final design in FY20 and construction in FY21. Additional funding of $200,000 is need to complete the project.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	10,000	10,000	200,000	-	-	-	-	210,000
499100 - Transfer In - From CIP	12,750	-	-	-	-	-	-	-	12,750
Total Revenues and Sources of Funds	12,750	10,000	10,000	200,000	-	-	-	-	222,750
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	25,000	-	-	-	-	-	25,000
591100 - Construction	-	250,000	-	435,000	-	-	-	-	435,000
Total Expenditures and Uses of Funds	-	250,000	25,000	435,000	-	-	-	-	460,000
Net Change in Fund Balance	12,750	(240,000)	(15,000)	(235,000)	-	-	-	-	(237,250)
Beginning Fund Balance	250,000	-	-	-	-	-	-	-	250,000
Projected Fund Balance	**262,750**	**22,750**	**247,750**	**12,750**	**12,750**	**12,750**	**12,750**	**12,750**	**12,750**

Appendix
CIP Project Detail
FY21 Budget

Project 0000038 - Future Signal Reconstruction

Fund 303 - Infrastructure

Project Location Citywide

Project Manager TBD

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	485,000	-	-	-	200,000	200,000	200,000	425,000	1,510,000
Total Revenues and Sources of Funds	485,000	-	-	-	200,000	200,000	200,000	425,000	1,510,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	-	-	-	40,000	75,000	115,000
589000 - Transfer to Other Funds	-	-	-	-	25,000	350,000	-	-	375,000
591100 - Construction	-	-	-	-	-	-	400,000	750,000	1,150,000
Total Expenditures and Uses of Funds	-	-	-	-	25,000	350,000	440,000	825,000	1,640,000
Net Change in Fund Balance	485,000	-	-	-	175,000	(150,000)	(240,000)	(400,000)	(130,000)
Beginning Fund Balance	157,940	-	-	-	-	-	-	-	157,940
Projected Fund Balance	**642,940**	**642,940**	**642,940**	**642,940**	**817,940**	**667,940**	**427,940**	**27,940**	**27,940**

Appendix
CIP Project Detail
FY21 Budget

Project	0000039 - E. Diamond Ave and Chestnut St - Signal Recon	**Fund**	303 - Infrastructure
Project Location	East Diamond Avenue and Chestnut Street	**Project Manager**	Mark Kile

Project Description

The project involves the design and reconstruction of the signal at E. Diamond Ave. and Chestnut St. This project was originally scheduled for design in FY20 with construction in FY21. Reconstruction of signals have been reprioritized so design and construction will be in FY26.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	50,000	50,000	-	-	-	-	-	50,000
Total Revenues and Sources of Funds	-	50,000	50,000	-	-	-	-	-	50,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	25,000	-	-	-	-	-	-	-
Total Expenditures and Uses of Funds	-	25,000	-	-	-	-	-	-	-
Net Change in Fund Balance	-	25,000	50,000	-	-	-	-	-	50,000
Beginning Fund Balance	10,000	-	-	-	-	-	-	-	10,000
Projected Fund Balance	**10,000**	**35,000**	**60,000**	**60,000**	**60,000**	**60,000**	**60,000**	**60,000**	**60,000**

Appendix
CIP Project Detail
FY21 Budget

Project	0000040 - Study on Traffic Signal Effectiveness	**Fund**	303 - Infrastructure
Project Location	Citywide	**Project Manager**	Mark Kile

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. East Diamond Avenue and Summit Avenue
2. North Summit Avenue and Brookes Avenue
3. East Diamond Avenue and Chestnut Street
4. Russell Avenue and Odendhal Avenue
5. Russell Avenue and Lakeforest Boulevard
6. Russell Avenue and Christopher Avenue
7. East Diamond Avenue and Girard Street

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.

This project was completed in FY19. This project will be closed at the end of FY20 and balance transferred to Project no. 0000032.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	33,517	-	-	-	-	-	-	-	33,517
589000 - Transfer to Other Funds	12,750	-	13,734	-	-	-	-	-	26,484
Total Expenditures and Uses of Funds	46,267	-	13,734	-	-	-	-	-	60,001
Net Change in Fund Balance	(31,267)	-	(13,734)	-	-	-	-	-	(45,001)
Beginning Fund Balance	45,000	-	-	-	-	-	-	-	45,000
Projected Fund Balance	**13,734**	**13,734**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000041 - Pilot Bike Share Program	**Fund**	303 - Infrastructure
Project Location	Crown Farm and Rio Developments	**Project Manager**	Dennis Enslinger

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 was scheduled to be completed in FY20. However, do to changing priorities this project has been removed from the current CIP. The project will be closed in FY20 and the balance transferred to Project no. 0000131.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
467200 - Miscellaneous	-	30,000	30,000	-	-	-	-	-	30,000
499000 - Transfer In - From General Fund	125,000	-	-	-	-	-	-	-	125,000
Total Revenues and Sources of Funds	125,000	30,000	30,000	-	-	-	-	-	155,000
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	297,080	-	-	-	-	-	297,080
595000 - Furniture & Equipment	-	30,000	-	-	-	-	-	-	-
Total Expenditures and Uses of Funds	-	30,000	297,080	-	-	-	-	-	297,080
Net Change in Fund Balance	125,000	-	(267,080)	-	-	-	-	-	(142,080)
Beginning Fund Balance	142,080	-	-	-	-	-	-	-	142,080
Projected Fund Balance	**267,080**	**267,080**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project 0000042 - Annual Long Span Bridges Program

Fund 303 - Infrastructure

Project Location Citywide

Project Manager Essay Habteselassie

Project Description

This project provides for the biennial maintenance for the following long span bridges: Bureau Drive, Diamond Drive, Solitaire Court, Upshire Circle, and Victory Farm Drive. The City conducts biennial inspections of its long-span bridges and then makes any necessary repairs in the following year.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	-	-	-	55,000	-	60,000	-	-	115,000
536000 - Miscellaneous Professional Services	76,235	-	-	-	-	-	-	-	76,235
Total Expenditures and Uses of Funds	76,235	-	-	55,000	-	60,000	-	-	191,235
Net Change in Fund Balance	117,907	-	-	(55,000)	-	(60,000)	-	-	2,907
Beginning Fund Balance	130,858	-	-	-	-	-	-	-	130,858
Projected Fund Balance	**248,765**	**248,765**	**248,765**	**193,765**	**193,765**	**133,765**	**133,765**	**133,765**	**133,765**

Appendix
CIP Project Detail
FY21 Budget

Project 0000045 - Future Bridges & Culverts Projects

Fund 303 - Infrastructure

Project Location Citywide

Project Manager TBD

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	1,405,858	-	-	-	-	150,000	150,000	150,000	1,855,858
499100 - Transfer In - From CIP	294,935	-	-	-	-	-	-	-	294,935
Total Revenues and Sources of Funds	1,700,793	-	-	-	-	150,000	150,000	150,000	2,150,793
Expenditures and Uses of Funds									
536000 - Miscellaneous Professional Services	1,987	-	-	-	-	-	-	-	1,987
589000 - Transfer to Other Funds	-	-	-	496,000	350,000	-	-	-	846,000
591100 - Construction	-	-	-	-	350,000	-	350,000	-	700,000
Total Expenditures and Uses of Funds	1,987	-	-	496,000	700,000	-	350,000	-	1,547,987
Net Change in Fund Balance	1,698,806	-	-	(496,000)	(700,000)	150,000	(200,000)	150,000	602,806
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**1,698,806**	**1,698,806**	**1,698,806**	**1,202,806**	**502,806**	**652,806**	**452,806**	**602,806**	**602,806**

Appendix
CIP Project Detail
FY21 Budget

Project	0000115 - Kentlands Blvd - Crosswalk Modifications	**Fund**	303 - Infrastructure
Project Location	Kentlands Boulevard between Great Seneca Highway and Orchard Ridge Road	**Project Manager**	Anthony Berger

Project Description

This project involves making modifications to the existing crosswalks along Kentland Blvd. to assist in pedestrian movement in the corridor. The project may also include the installation of a Rectangular Rapid Flashing Beacon (RRFB) as part of a test pilot program. This project is scheduled for FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	95,000	-	-	16,000	-	-	-	-	111,000
Total Revenues and Sources of Funds	95,000	-	-	16,000	-	-	-	-	111,000
Expenditures and Uses of Funds									
591100 - Construction	70,000	-	-	-	-	-	-	-	70,000
595000 - Furniture & Equipment	-	-	-	41,000	-	-	-	-	41,000
Total Expenditures and Uses of Funds	70,000	-	-	41,000	-	-	-	-	111,000
Net Change in Fund Balance	25,000	-	-	(25,000)	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**25,000**	**25,000**	**25,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000129 - Market Square Concept Lighting	**Fund**	303 - Infrastructure
Project Location	40 Market Street, Kentlands Community	**Project Manager**	Kevin Etters

Project Description

This project will add two (2) wooden light poles and accent LED string lighting throughout the Market Square park area.
This project was completed in FY19. This project will be closed at the end of FY20 and the balance transferred to Project no. 0000005.

Operating Budget Impacts

Maintenance of string lighting and changing LED lights, if necessary.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
589000 - Transfer to Other Funds	-	-	655	-	-	-	-	-	655
591100 - Construction	33,630	-	-	-	-	-	-	-	33,630
Total Expenditures and Uses of Funds	39,345	-	655	-	-	-	-	-	40,000
Net Change in Fund Balance	655	-	(655)	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**655**	**655**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000130 - NIST Pathway	**Fund**	303 - Infrastructure
Project Location	East side of MD 124 - Quince Orchard Road	**Project Manager**	TBD

Project Description

This project involves the construction of a 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.
The City has completed its contribution and the project is projected to be completed by FY20. This project will be closed at the end of FY20 and the balance transferred to Project no. 0000005.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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									
589000 - Transfer to Other Funds	-	-	4,310	-	-	-	-	-	4,310
590000 - Land	5,643	-	-	-	-	-	-	-	5,643
591100 - Construction	80,047	-	-	-	-	-	-	-	80,047
Total Expenditures and Uses of Funds	85,690	-	4,310	-	-	-	-	-	90,000
Net Change in Fund Balance	4,310	-	(4,310)	-	-	-	-	-	0
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**4,310**	**4,310**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000131 - Pedestrian Path over Great Seneca Highway	**Fund**	303 - Infrastructure
Project Location	Intersection of Great Seneca Highway and Kentlands Boulevard	**Project Manager**	Michael Johnson

Project Description

this project involves the construction of a pedestrian bridge across Great Seneca Highway at the intersection of Kentlands Blvd. and Orchard Ridge Drive. 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
467200 - Miscellaneous	-	400,000	400,000	1,400,000	2,200,000	-	-	-	4,000,000
499000 - Transfer In - From General Fund	-	-	-	352,920	(50,000)	-	-	-	302,920
499100 - Transfer In - From CIP	75,000	-	297,080	-	-	-	-	-	372,080
Total Revenues and Sources of Funds	75,000	400,000	697,080	1,752,920	2,150,000	-	-	-	4,675,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	65,102	400,000	50,000	350,000	100,000	-	-	-	565,102
591100 - Construction	-	-	-	2,050,000	2,050,000	-	-	-	4,100,000
Total Expenditures and Uses of Funds	65,102	400,000	50,000	2,400,000	2,150,000	-	-	-	4,665,102
Net Change in Fund Balance	9,898	-	647,080	(647,080)	-	-	-	-	9,898
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**9,898**	**9,898**	**656,978**	**9,898**	**9,898**	**9,898**	**9,898**	**9,898**	**9,898**

Appendix
CIP Project Detail
FY21 Budget

Project	0000135 - Olde Towne - Fiber Duct Bank Installation Project	**Fund**	303 - Infrastructure
Project Location	In the Olde Towne Area around the following City Facilities (City Hall, City Hall Concert Pavilion, 16 South Summit Avenue, and Olde Towne Parking Garage)	**Project Manager**	Melanie Brown

Project Description

This project consists of the installation of underground fiber duct bank to interconnect City Facilities in the Olde Towne complex (16 S. Summit Avenue and Parking Garage) that are not currently on the City's Network. The project will be designed in FY20 and constructed in FY21.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	190,322	-	-	-	-	190,322
499100 - Transfer In - From CIP	-	200,000	200,000	14,678	-	-	-	-	214,678
Total Revenues and Sources of Funds	-	200,000	200,000	205,000	-	-	-	-	405,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	56,250	61,500	5,250	-	-	-	-	66,750
591100 - Construction	-	76,419	-	300,903	-	-	-	-	300,903
597500 - Construction Management	-	-	-	35,000	-	-	-	-	35,000
Total Expenditures and Uses of Funds	-	132,669	61,500	341,153	-	-	-	-	402,653
Net Change in Fund Balance	-	67,331	138,500	(136,153)	-	-	-	-	2,347
Beginning Fund Balance									
Projected Fund Balance	**-**	**67,331**	**138,500**	**2,347**	**2,347**	**2,347**	**2,347**	**2,347**	**2,347**

Appendix
CIP Project Detail
FY21 Budget

Project	0000136 - Bureau Drive Culvert Maintenance Repair	**Fund**	303 - Infrastructure
Project Location	Bureau Drive over a tributary to Long Draught Branch (about 200 feet north of West Diamond Avenue and Bureau Drive intersection)	**Project Manager**	Essay Habteselassie

Project Description

This project involves the repair of structure (MG-02) which 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.
Project design will be completed in FY20 with repairs being completed in FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499100 - Transfer In - From CIP	12,500	-	-	240,500	-	-	-	-	253,000
Total Revenues and Sources of Funds	12,500	-	-	240,500	-	-	-	-	253,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	3,000	-	-	-	-	-	3,000
591100 - Construction	-	-	-	250,000	-	-	-	-	250,000
Total Expenditures and Uses of Funds	-	-	3,000	250,000	-	-	-	-	253,000
Net Change in Fund Balance	12,500	-	(3,000)	(9,500)	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**12,500**	**12,500**	**9,500**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000137 - Diamond Drive Culvert Maintenance Repair Project	**Fund**	303 - Infrastructure
Project Location	Diamond Drive over a tributary leading to Clopper Lake (about 300 ft. west of Diamond Drive and Quince Orchard Boulevard intersection)	**Project Manager**	Essay Habteselassie

Project Description

This project involves the repair of structure (MG-07) which 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.
Project design will be completed in FY20 with repairs being completed in FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499100 - Transfer In - From CIP	12,500	320,000	320,000	-	-	-	-	-	332,500
Total Revenues and Sources of Funds	12,500	320,000	320,000	-	-	-	-	-	332,500
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	3,000	-	-	-	-	-	3,000
591100 - Construction	-	320,000	-	250,000	-	-	-	-	250,000
Total Expenditures and Uses of Funds	-	320,000	3,000	250,000	-	-	-	-	253,000
Net Change in Fund Balance	12,500	-	317,000	(250,000)	-	-	-	-	79,500
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**12,500**	**12,500**	**329,500**	**79,500**	**79,500**	**79,500**	**79,500**	**79,500**	**79,500**

Appendix
CIP Project Detail
FY21 Budget

Project	0000138 - Inspiration Lake Dock Replacement	**Fund**	303 - Infrastructure
Project Location	Inspiration Lake waterfront	**Project Manager**	Mark Kile

Project Description

This project involves the replacement of the dock located at Inspiration Lake. The current dock which is in need of repair was anchored in the damn structure and must be relocated. Project design will be completed in FY20 with construction being completed in FY21.

Operating Budget Impacts

This is a replacement structure so there are no new operational impacts.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	75,000	75,000	-	-	-	-	-	75,000
499100 - Transfer In - From CIP	10	-	-	20,000	-	-	-	-	20,010
Total Revenues and Sources of Funds	10	75,000	75,000	20,000	-	-	-	-	95,010
Expenditures and Uses of Funds									
591100 - Construction	10	75,000	20,000	75,000	-	-	-	-	95,010
Total Expenditures and Uses of Funds	10	75,000	20,000	75,000	-	-	-	-	95,010
Net Change in Fund Balance	-	-	55,000	(55,000)	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**55,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000139 - Park - Russell Alley Reconstruction	**Fund**	303 - Infrastructure
Project Location	Alley between Park Avenue and Russell Avenue	**Project Manager**	Upton Reed

Project Description

This project involves the reconstruction of an existing alley connecting Park Avenue and Russell Avenue. The project was completed in FY20. The remaining balance will be transferred at the end of FY20 to Project no. 0000031.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	110,000	110,000	-	-	-	-	-	110,000
Total Revenues and Sources of Funds	-	110,000	110,000	-	-	-	-	-	110,000
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	55,000	-	-	-	-	-	55,000
591100 - Construction	-	110,000	55,000	-	-	-	-	-	55,000
Total Expenditures and Uses of Funds	-	110,000	110,000	-	-	-	-	-	110,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000140 - Upshire Cir. Culvert Maintenance Repair Project	**Fund**	303 - Infrastructure
Project Location	This structure is located on Upshire Circle over a tributary to Shady Branch (about 600 feet north of Upshire Circle and Midsummer Circle intersection)	**Project Manager**	Essay Habteselassie

Project Description

The project involves repair of 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.
Project design will be completed in FY20 with construction being completed in FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499100 - Transfer In - From CIP	12,500	-	-	50,500	-	-	-	-	63,000
Total Revenues and Sources of Funds	12,500	-	-	50,500	-	-	-	-	63,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	3,000	-	-	-	-	-	3,000
591100 - Construction	-	-	-	60,000	-	-	-	-	60,000
Total Expenditures and Uses of Funds	-	-	3,000	60,000	-	-	-	-	63,000
Net Change in Fund Balance	12,500	-	(3,000)	(9,500)	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**12,500**	**12,500**	**9,500**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000141 - Victory Farm Drive Culvert Maintenance Project	**Fund**	303 - Infrastructure
Project Location	This structure is located on Victory Farm Drive over a tributary to Whetstone Run (between Girard Street and Belle Grove Road)	**Project Manager**	Essay Habteselassie

Project Description

This project involves the repair of structure (MG-05) which 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.
Project design will be completed in FY20 with construction being completed in FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499100 - Transfer In - From CIP	12,500	-	-	150,000	-	-	-	-	162,500
Total Revenues and Sources of Funds	12,500	-	-	150,000	-	-	-	-	162,500
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	3,000	-	-	-	-	-	3,000
591100 - Construction	-	-	-	150,000	-	-	-	-	150,000
Total Expenditures and Uses of Funds	-	-	3,000	150,000	-	-	-	-	153,000
Net Change in Fund Balance	12,500	-	(3,000)	-	-	-	-	-	9,500
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**12,500**	**12,500**	**9,500**	**9,500**	**9,500**	**9,500**	**9,500**	**9,500**	**9,500**

Appendix
CIP Project Detail
FY21 Budget

Project	0000142 - ZC22CPR - Tschiffely Square Road Culvert Maintenance Repair	**Fund**	303 - Infrastructure
Project Location	The structure is located on Tschiffely Square Road over a tributary to Lake Lynette	**Project Manager**	Essay Habteselassie

Project Description

This project involves the repair the road culvert structure (42" diameter) located at Tschiffely Square. The inspection report recommends replacement of the headwall and other minor repairs. Project design will be completed in FY21 with construction being completed in FY22.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	30,000	30,000	-	-	-	-	-	30,000
499100 - Transfer In - From CIP	-	-	-	20,000	150,000	-	-	-	170,000
Total Revenues and Sources of Funds	-	30,000	30,000	20,000	150,000	-	-	-	200,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	30,000	-	50,000	-	-	-	-	50,000
591100 - Construction	-	-	-	-	150,000	-	-	-	150,000
Total Expenditures and Uses of Funds	-	30,000	-	50,000	150,000	-	-	-	200,000
Net Change in Fund Balance	-	-	30,000	(30,000)	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**30,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000143 - ZC53CPR - Tschiffely Square Culvert Maintenance Repair Proje	**Fund**	303 - Infrastructure
Project Location	The structure is located on Tschiffely Square Road over a tributary to Lake Helene	**Project Manager**	Essay Habteselassie

Project Description

This project involves the repair the road culvert structure (42" diameter) located at Tschiffely Square. The inspection report recommends replacing two pipes and performing other repair work due to spalls and cracks on the concrete pipes. Project design will be completed in FY21 with construction being completed in FY22.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	15,000	15,000	-	-	-	-	-	15,000
499100 - Transfer In - From CIP	-	-	-	35,000	200,000	-	-	-	235,000
Total Revenues and Sources of Funds	-	15,000	15,000	35,000	200,000	-	-	-	250,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	15,000	-	50,000	-	-	-	-	50,000
591100 - Construction	-	-	-	-	200,000	-	-	-	200,000
Total Expenditures and Uses of Funds	-	15,000	-	50,000	200,000	-	-	-	250,000
Net Change in Fund Balance	-	-	15,000	(15,000)	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**15,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000148 - Russell Avenue and Odendhal Avenue - Signal Recon	**Fund**	303 - Infrastructure
Project Location	Intersection of Russell Avenue and Odendhal Avenue	**Project Manager**	Mark Kile

Project Description

This project involves the reconstruction of traffic signal at Russell Avenue and Odendhal Avenue. Design is scheduled for FY20 with construction in FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	400,000	-	-	-	-	400,000
499100 - Transfer In - From CIP	-	-	21,000	-	-	-	-	-	21,000
Total Revenues and Sources of Funds	-	-	21,000	400,000	-	-	-	-	421,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	21,000	-	-	-	-	-	21,000
591100 - Construction	-	-	-	400,000	-	-	-	-	400,000
Total Expenditures and Uses of Funds	-	-	21,000	400,000	-	-	-	-	421,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project Curb Installation on Main Street

Fund 303 - Infrastructure

Project Location Main Street just off of Route MD28.

Project Manager Michael Johnson

Project Description

This project involves the install curbing along Main Street in the Kentlands/Lakelands neighborhoods to address concerns with parking on the existing dam structure. The project will be completed in FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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 New Project Detail
FY21 Budget

Project	East Diamond Avenue & Summit Avenue Signal Improvements	**Fund**	303 - Infrastructure
Project Location	Intersection of East Diamond Avenue and Summit Avenue	**Project Manager**	TBD

Project Description

This project involves construct improvements to the signal system including upgrading the pedestrian signals and realigning sidewalk ramps for ADA compliance. The project will also included intersection lighting improvements. Design will be in FY21 with construction in FY22.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	-	355,000	-	-	-	355,000
499100 - Transfer In - From CIP	-	-	-	-	-	-	-	-	-
Total Revenues and Sources of Funds	-	-	-	-	355,000	-	-	-	355,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	25,000	-	-	-	-	25,000
591100 - Construction	-	-	-	-	330,000	-	-	-	330,000
Total Expenditures and Uses of Funds	-	-	-	25,000	330,000	-	-	-	355,000
Net Change in Fund Balance	-	-	-	(25,000)	25,000	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**(25,000)**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project	Edison Park Drive & Main Street	**Fund**	303 - Infrastructure
Project Location	Edison Park Drive & Main Street - each from Darnestown Road to Montgomery County parking lot driveway	**Project Manager**	TBD

Project Description

This project will reconstruct Edison Park Drive with structural pavement capable of carrying heavy vehicle loads as well as resurface Main Street. The project also includes installation of anti parallel parking measures along each road and will address all areas of erosion along the shoulders. Design will be in FY22 with construction in FY23.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499100 - Transfer In - From CIP	-	-	-	-	1,750,000	500,000	-	-	2,250,000
Total Revenues and Sources of Funds	-	-	-	-	1,750,000	500,000	-	-	2,250,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	-	250,000	-	-	-	250,000
591100 - Construction	-	-	-	-	1,500,000	500,000	-	-	2,000,000
Total Expenditures and Uses of Funds	-	-	-	-	1,750,000	500,000	-	-	2,250,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project	Pheasant Run Drive Improvements	**Fund**	303 - Infrastructure
Project Location	Pheasant Run Drive from Clopper Road to Longdraft Road	**Project Manager**	TBD

Project Description

This project will conduct an engineering study and construct improvements that may be necessary related to traffic calming as a result of the opening of the Watkins Mill Interchange. If additional construction funds are necessary, they will be transferred from 0000032 Future Street Construction upon the completion of the engineering study. This project will be completed in FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	80,000	-	-	-	-	80,000
Total Revenues and Sources of Funds	-	-	-	80,000	-	-	-	-	80,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	30,000	-	-	-	-	30,000
591100 - Construction	-	-	-	50,000	-	-	-	-	50,000
Total Expenditures and Uses of Funds	-	-	-	80,000	-	-	-	-	80,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	-	-	-	-	-	-	-	-	-

Appendix
CIP New Project Detail
FY21 Budget

Project Quince Orchard Boulevard Shared Use Path **Fund** 303 - Infrastructure

Project Location Quince Orchard Boulevard **Project Manager** Mark Kile

Project Description

This project will constructed a shared use path along Quince Orchard and will be incorporated with future roadway reconstruction projects. The Shared Use Path will run along Quince Orchard Boulevard, starting at First Field Road and terminating at First Field Road and Quince Orchard. The path will require utility relocation, curb realignment, lighting adjustments and applicable stormwater management. Design will be in FY21 with construction in FY21/22.

Operating Budget Impacts

There will be additional operating budget impacts related to additional maintenance for the path.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
437150 - County Grant - Miscellaneous	-	-	-	225,000	800,000	600,000	-	-	1,625,000
499000 - Transfer In - From General Fund	-	-	-	-	-	-	-	-	-
Total Revenues and Sources of Funds	-	-	-	225,000	800,000	600,000	-	-	1,625,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	225,000	200,000	-	-	-	425,000
591100 - Construction	-	-	-	-	600,000	600,000	-	-	1,200,000
Total Expenditures and Uses of Funds	-	-	-	225,000	800,000	600,000	-	-	1,625,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project	Russell Avenue & Christopher Avenue Signal Recon	**Fund**	303 - Infrastructure
Project Location	Intersection of Russell Avenue and Christopher Avenue	**Project Manager**	TBD

Project Description

This project involves construct improvements to the signal system including upgrading the pedestrian signals and realigning sidewalk ramps for ADA compliance. Design will be in FY22 with construction in FY23.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499100 - Transfer In - From CIP	-	-	-	-	25,000	350,000	-	-	375,000
Total Revenues and Sources of Funds	-	-	-	-	25,000	350,000	-	-	375,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	-	25,000	-	-	-	25,000
591100 - Construction	-	-	-	-	-	350,000	-	-	350,000
Total Expenditures and Uses of Funds	-	-	-	-	25,000	350,000	-	-	375,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

304 - Facilities

Project	0000047 - City Hall - Exterior Marquee Sign	**Fund**	304 - Facilities
Project Location	Near 31 South Summit Avenue (City Hall) and City Hall Concert Pavilion	**Project Manager**	Sunil Prithviraj

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 was designed in FY19 and will be constructed in FY20. This project is recommended for closure at the end of 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	4,585	-	-	-	-	-	-	-	4,585
591100 - Construction	-	108,000	105,000	-	-	-	-	-	105,000
Total Expenditures and Uses of Funds	4,585	108,000	105,000	-	-	-	-	-	109,585
Net Change in Fund Balance	20,415	(108,000)	(105,000)	-	-	-	-	-	(84,585)
Beginning Fund Balance	98,000	-	-	-	-	-	-	-	98,000
Projected Fund Balance	**118,415**	**10,415**	**13,415**	**13,415**	**13,415**	**13,415**	**13,415**	**13,415**	**13,415**

Appendix
CIP Project Detail
FY21 Budget

Project	0000048 - Future City Hall Projects	**Fund**	304 - Facilities
Project Location	City Hall, 31 South Summit Avenue	**Project Manager**	Dennis Enslinger

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	400,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,600,000
499100 - Transfer In - From CIP	7,042	-	-	-	-	-	-	-	7,042
Total Revenues and Sources of Funds	407,042	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,607,042
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	80,165	200,000	200,000	(50,000)	(600,000)	(600,000)	200,000	200,000	(569,835)
Beginning Fund Balance	1,289,817	-	-	-	-	-	-	-	1,289,817
Projected Fund Balance	**1,369,982**	**1,569,982**	**1,569,982**	**1,519,982**	**919,982**	**319,982**	**519,982**	**719,982**	**719,982**

Appendix
CIP Project Detail
FY21 Budget

Project	0000049 - Public Works - Fuel Facility	**Fund**	304 - Facilities
Project Location	Public Works, 800 Rabbitt Road	**Project Manager**	McNeal Brown

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 DEF 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 a more environmentally friendly bio-diesel fuel. Design was completed in FY20. Construction is scheduled for FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	212,228	-	-	-	150,000	-	-	-	362,228
Total Revenues and Sources of Funds	212,228	-	-	-	150,000	-	-	-	362,228
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	66,599	50,000	58,522	-	-	-	-	-	125,121
591100 - Construction	-	-	-	-	620,000	-	-	-	620,000
Total Expenditures and Uses of Funds	66,599	50,000	58,522	-	620,000	-	-	-	745,121
Net Change in Fund Balance	145,629	(50,000)	(58,522)	-	(470,000)	-	-	-	(382,893)
Beginning Fund Balance	387,772	-	-	-	-	-	-	-	387,772
Projected Fund Balance	**533,401**	**483,401**	**474,879**	**474,879**	**4,879**	**4,879**	**4,879**	**4,879**	**4,879**

Appendix
CIP Project Detail
FY21 Budget

Project	0000050 - Public Works - Facility Assessment	**Fund**	304 - Facilities
Project Location	Public Works, 800 Rabbitt Road	**Project Manager**	Melanie Brown

Project Description

The project will be to conduct a Facility Needs Assessment and update to 2006 DPW Master Plan. The assessment is scheduled to be completed FY20. This project will closed at the end of FY20 with the balance being transferred to Project no. 0000053.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	10,116	50,580	-	-	-	-	-	50,580
589000 - Transfer to Other Funds	-	-	34,420	-	-	-	-	-	34,420
Total Expenditures and Uses of Funds	-	10,116	85,000	-	-	-	-	-	85,000
Net Change in Fund Balance	-	(10,116)	(85,000)	-	-	-	-	-	(85,000)
Beginning Fund Balance	85,000	-	-	-	-	-	-	-	85,000
Projected Fund Balance	**85,000**	**74,884**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000051 - Public Works - Vehicle Wash System	**Fund**	304 - Facilities
Project Location	Public Works, 800 Rabbitt Road	**Project Manager**	Kevin Etters

Project Description

This project is for the design 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 FY20. It was decided that this project would be incorporated into a larger Public Works Facility renovation. This project will be closed and the balance transferred to Project no. 0000053.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	32,910	-	-	-	-	-	-	-	32,910
589000 - Transfer to Other Funds	-	-	-	467,090	-	-	-	-	467,090
591100 - Construction	-	467,275	-	-	-	-	-	-	-
Total Expenditures and Uses of Funds	32,910	467,275	-	467,090	-	-	-	-	500,000
Net Change in Fund Balance	(32,910)	(467,275)	-	(467,090)	-	-	-	-	(500,000)
Beginning Fund Balance	500,000	-	-	-	-	-	-	-	500,000
Projected Fund Balance	**467,090**	**(185)**	**467,090**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000053 - Future PW Facility Projects	**Fund**	304 - Facilities
Project Location	Public Works, 800 Rabbit Road	**Project Manager**	Dennis Enslinger

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 FY23 and construction in FY25.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	1,537,772	875,000	875,000	875,000	875,000	875,000	875,000	875,000	6,787,772
499100 - Transfer In - From CIP	215,431	-	96,380	467,090	-	-	-	-	778,901
Total Revenues and Sources of Funds	1,753,203	875,000	971,380	1,342,090	875,000	875,000	875,000	875,000	7,566,673
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	-	-	200,000	-	-	200,000
591100 - Construction	-	-	-	-	-	-	-	3,300,000	3,300,000
595060 - Machinery & Equipment	-	-	-	-	-	-	-	940,000	940,000
Total Expenditures and Uses of Funds	-	-	-	-	-	200,000	-	4,240,000	4,440,000
Net Change in Fund Balance	1,753,203	875,000	971,380	1,342,090	875,000	675,000	875,000	(3,365,000)	3,126,673
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**1,753,203**	**2,628,203**	**2,724,583**	**4,066,673**	**4,941,673**	**5,616,673**	**6,491,673**	**3,126,673**	**3,126,673**

Appendix
CIP Project Detail
FY21 Budget

Project	0000054 - Olde Towne Parking Garage - 3 Elevator Upgrades	**Fund**	304 - Facilities
Project Location	Olde Towne Parking Garage, 112 Olde Towne Avenue	**Project Manager**	McNeal Brown

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. Schedule: The design portion of this project will take place in FY21 with the construction taking place in FY22.

Operating Budget Impacts

No additional operating impacts are expected. We anticipate a decrease in electric and maintenance costs due to these upgrades.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	400,000	475,000	-	-	-	875,000
Total Revenues and Sources of Funds	-	-	-	400,000	475,000	-	-	-	875,000
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	-	-	-	288,000	(475,000)	-	-	-	(187,000)
Beginning Fund Balance	187,000	-	-	-	-	-	-	-	187,000
Projected Fund Balance	**187,000**	**187,000**	**187,000**	**475,000**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000055 - Public Works - Upgrade Generator	**Fund**	304 - Facilities
Project Location	Public Works Complex, 800 Rabbitt Road	**Project Manager**	Ron Kaczmarek

Project Description

This project involves the upgrade of the current generator at the Public Works (PW) Complex. 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 FY24 and construction in 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	-	-	-	55,000	1,555,000	1,610,000
Total Revenues and Sources of Funds	-	-	-	-	-	-	55,000	1,555,000	1,610,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	-	-	-	55,000	-	55,000
591100 - Construction	-	-	-	-	-	-	-	1,555,000	1,555,000
Total Expenditures and Uses of Funds	-	-	-	-	-	-	55,000	1,555,000	1,610,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000057 - Public Works - Existing Salt Bldg. Structural Repairs	**Fund**	304 - Facilities
Project Location	Public Works Facility, 800 Rabbitt Road	**Project Manager**	McNeal Brown

Project Description

This project originally involved the installation of two new overhead rolling doors and their associated hoisting mechanisms which were installed in FY19. Additional repairs to replace four damaged wooden columns in the front of the existing salt barn was completed in FY20. This project will be closed at the end of FY20 with the balance transferred to Project no. 00000053.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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									
589000 - Transfer to Other Funds	-	-	61,960	-	-	-	-	-	61,960
591100 - Construction	-	-	44,040	-	-	-	-	-	44,040
Total Expenditures and Uses of Funds	-	-	106,000	-	-	-	-	-	106,000
Net Change in Fund Balance	106,000	-	(106,000)	-	-	-	-	-	(0)
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**106,000**	**106,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000059 - Utility Assessment	**Fund**	304 - Facilities
Project Location	Robertson Park, 801 Rabbitt Road & Bohrer Park, 506 South Frederick Avenue	**Project Manager**	Ron Kaczmarek

Project Description

This project is being conducted to assist the City in tracking reduction of utility use and the City's carbon footprint. Based on a utility study done in FY18, this proposed project is to install submeters 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). Design will be completed in FY20 with construction taking place in FY21.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	45,000	-	-	10,000	-	-	-	-	55,000
499100 - Transfer In - From CIP	265,000	-	-	-	-	-	-	-	265,000
Total Revenues and Sources of Funds	310,000	-	-	10,000	-	-	-	-	320,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	30,000	20,000	10,000	-	-	-	-	30,000
536000 - Miscellaneous Professional Services	272,506	-	-	-	-	-	-	-	272,506
591100 - Construction	-	-	-	165,000	-	-	-	-	165,000
Total Expenditures and Uses of Funds	272,506	30,000	20,000	175,000	-	-	-	-	467,506
Net Change in Fund Balance	37,494	(30,000)	(20,000)	(165,000)	-	-	-	-	(147,506)
Beginning Fund Balance	150,000	-	-	-	-	-	-	-	150,000
Projected Fund Balance	**187,494**	**157,494**	**167,494**	**2,494**	**2,494**	**2,494**	**2,494**	**2,494**	**2,494**

Appendix
CIP Project Detail
FY21 Budget

Project	0000116 - Activity Center - Facility Assessment	**Fund**	304 - Facilities
Project Location	Bohrer Park Activity Center, 506 South Frederick Avenue	**Project Manager**	Sunil Prithviraj

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 completed in FY19 and the balance transferred in FY20 to Project no. 0000005.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	18,070	-	-	-	-	-	-	-	18,070
589000 - Transfer to Other Funds	-	-	24,430	-	-	-	-	-	24,430
Total Expenditures and Uses of Funds	18,070	-	24,430	-	-	-	-	-	42,500
Net Change in Fund Balance	24,430	-	(24,430)	-	-	-	-	-	0
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**24,430**	**24,430**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000117 - Casey Community Center Facility - Assessment	**Fund**	304 - Facilities
Project Location	Casey Community Center, 810 South Frederick Avenue	**Project Manager**	McNeal Brown

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	55,000	-	-	-	-	55,000
Total Revenues and Sources of Funds	-	-	-	55,000	-	-	-	-	55,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	55,000	-	-	-	-	55,000
Total Expenditures and Uses of Funds	-	-	-	55,000	-	-	-	-	55,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000118 - City Parking Lot - Pavement Assessment	**Fund**	304 - Facilities
Project Location	Citywide	**Project Manager**	McNeal Brown

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. Any future expenditures related to repairs will need to be budgeted either in the operations budget or as a future CIP project. This project is scheduled for FY21.

Operating Budget Impacts

The study will result in a maintenance program for our parking lots that will be funded from the operating budget and additional future CIP Projects.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	20,000	-	-	-	-	20,000
Total Revenues and Sources of Funds	-	-	-	20,000	-	-	-	-	20,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	20,000	-	-	-	-	20,000
Total Expenditures and Uses of Funds	-	-	-	20,000	-	-	-	-	20,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000119 - DPW Sand Filter Outfall Replacement	**Fund**	304 - Facilities
Project Location	Public Works Department, 800 Rabbitt Road	**Project Manager**	Patrick Fitzgerald

Project Description

This project involves the 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 corroded and need to be replaced. 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	50,000	-	-	25,000	-	-	-	-	75,000
Total Revenues and Sources of Funds	50,000	-	-	25,000	-	-	-	-	75,000
Expenditures and Uses of Funds									
591100 - Construction	-	25,000	25,000	50,000	-	-	-	-	75,000
Total Expenditures and Uses of Funds	-	25,000	25,000	50,000	-	-	-	-	75,000
Net Change in Fund Balance	50,000	(25,000)	(25,000)	(25,000)	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**50,000**	**25,000**	**25,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000144 - City Hall Historic Wood Siding Replacement	**Fund**	304 - Facilities
Project Location	City Hall, 31 South Summit Avenue	**Project Manager**	Sunil Prithviraj

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 addressing the sheathing and exterior vapor barrier. Design is scheduled to start in FY21 and continue through FY22 with construction is scheduled for FY23.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	45,000	-	290,000	-	-	335,000
Total Revenues and Sources of Funds	-	-	-	45,000	-	290,000	-	-	335,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	45,000	-	-	-	-	45,000
591100 - Construction	-	-	-	-	-	290,000	-	-	290,000
Total Expenditures and Uses of Funds	-	-	-	45,000	-	290,000	-	-	335,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project Benjamin Gaither Center Courtyard Access **Fund** 304 - Facilities

Project Location Benjamin Gaither Center, 80A Bureau Drive **Project Manager** Kevin Etters

Project Description

This project involves the installation of a ADA compliant sidewalk and entrance gate to into courtyard/side garden area. This project is being funded through a developer contribution. The project will be completed in FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
467200 - Miscellaneous	-	-	-	50,000	-	-	-	-	50,000
499000 - Transfer In - From General Fund	-	-	-	-	-	-	-	-	-
Total Revenues and Sources of Funds	-	-	-	50,000	-	-	-	-	50,000
Expenditures and Uses of Funds									
591100 - Construction	-	-	-	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 New Project Detail
FY21 Budget

Project City Hall HVAC AHU1 Replacement **Fund** 304 - Facilities

Project Location 31 S. Summit Avenue, City Hall **Project Manager** TBD

Project Description

This project involves the replacement of one of the three main HVAC units at City Hall that has reached end of life and is incurring repeated service calls and component failure. This project will be completed in FY21.

Operating Budget Impacts

It is anticipated that replacement of the unit will reduce facility repair costs.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	190,000	-	-	-	-	190,000
499100 - Transfer In - From CIP	-	-	-	-	-	-	-	-	-
Total Revenues and Sources of Funds	-	-	-	190,000	-	-	-	-	190,000
Expenditures and Uses of Funds									
595060 - Machinery & Equipment	-	-	-	190,000	-	-	-	-	190,000
Total Expenditures and Uses of Funds	-	-	-	190,000	-	-	-	-	190,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project Wells Robertson House Siding Replacement **Fund** 304 - Facilities

Project Location 1 Wells Avenue, Gaithersburg, MD 20877 **Project Manager** Sunil Prithviraj

Project Description

This project involves the replacement of the wood siding, porch columns and windows with composite material or wood material. Design is scheduled for FY24 with construction in FY25.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	-	-	-	50,000	320,000	370,000
Total Revenues and Sources of Funds	-	-	-	-	-	-	50,000	320,000	370,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	-	-	-	50,000	-	50,000
591100 - Construction	-	-	-	-	-	-	-	320,000	320,000
Total Expenditures and Uses of Funds	-	-	-	-	-	-	50,000	320,000	370,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

305 - Parks

Project	0000060 - Water Park - Slide Replacement	**Fund**	305 - Parks
Project Location	Gaithersburg Water Park, 512 South Frederick Avenue	**Project Manager**	Sunil Prithviraj

Project Description

This project involves the replacement of existing waterslides and waterslide tower at the Gaithersburg Water Park. The project was 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 POS funding did not exceed 50%. Project was completed in FY19 and the fund balance was transferred to Project no. 00000075.

Operating Budget Impacts

New slide to be added to the asset replacement.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	715,000	-	-	-	-	-	-	-	715,000
Total Revenues and Sources of Funds	715,000	-	-	-	-	-	-	-	715,000
Expenditures and Uses of Funds									
532300 - Construction Oversight	-	-	53,509	-	-	-	-	-	53,509
532500 - Post-Construction Monitoring	-	-	5,785	-	-	-	-	-	5,785
589000 - Transfer to Other Funds	-	-	70,520	-	-	-	-	-	70,520
595000 - Furniture & Equipment	1,070,186	-	-	-	-	-	-	-	1,070,186
Total Expenditures and Uses of Funds	1,070,186	-	129,814	-	-	-	-	-	1,200,000
Net Change in Fund Balance	(355,186)	-	(129,814)	-	-	-	-	-	(485,000)
Beginning Fund Balance	485,000	-	-	-	-	-	-	-	485,000
Projected Fund Balance	**129,814**	**129,814**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000061 - Activity Center - Roof Replacement	**Fund**	305 - Parks
Project Location	Activity Center, 506 South Frederick Avenue	**Project Manager**	Sunil Prithviraj

Project Description

This project involves the 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. The design was originally scheduled to occur FY21 with construction scheduled for FY22. Design for this project has been moved to FY22 and construction will occur in FY23.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	315,000	-	-	-	-	126,500	-	-	441,500
Total Revenues and Sources of Funds	315,000	-	-	-	-	126,500	-	-	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	-	-	-	(105,000)	(823,500)	-	-	(613,500)
Beginning Fund Balance	613,838	-	-	-	-	-	-	-	613,838
Projected Fund Balance	**928,838**	**928,838**	**928,838**	**928,838**	**823,838**	**338**	**338**	**338**	**338**

Appendix
CIP Project Detail
FY21 Budget

Project	0000062 - Water Park - Filtration, Motors & Pumps	**Fund**	305 - Parks
Project Location	Gaithersburg Water Park, 506 South Frederick Avenue	**Project Manager**	Sunil Prithviraj

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%.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
434000 - State Grant - Open Space	-	-	-	350,000	-	-	-	-	350,000
499000 - Transfer In - From General Fund	-	100,000	100,000	-	-	-	-	-	100,000
499100 - Transfer In - From CIP	-	-	-	250,000	-	-	-	-	250,000
Total Revenues and Sources of Funds	-	100,000	100,000	600,000	-	-	-	-	700,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	10,000	-	20,000	-	-	-	-	20,000
591100 - Construction	-	-	-	680,000	-	-	-	-	680,000
Total Expenditures and Uses of Funds	-	10,000	-	700,000	-	-	-	-	700,000
Net Change in Fund Balance	-	90,000	100,000	(100,000)	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**-**	**90,000**	**100,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000063 - Future Bohrer Park at Summit Hall Projects	**Fund**	305 - Parks
Project Location	Bohrer Park at Summit Hall, 506 South Frederick Avenue	**Project Manager**	Dennis Enslinger

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	50,000	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	50,000	48,500	50,000	50,000	-	298,500
Net Change in Fund Balance	50,000	50,000	50,000	50,000	48,500	50,000	50,000	-	298,500
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**50,000**	**100,000**	**100,000**	**150,000**	**198,500**	**248,500**	**298,500**	**298,500**	**298,500**

Appendix
CIP Project Detail
FY21 Budget

Project	0000064 - Train Station & Museum - Roof Repair	**Fund**	305 - Parks
Project Location	Train Station and Museum Complex, 5 & 9 South Summit Avenue	**Project Manager**	Melanie Brown

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 was started and finished FY20. Budget has decreased as the scope changed from a complete roof replacement to a selective roof repair. This project will be closed at the end of FY20 and the balance transferred to Project no. 0000075.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	2,000	5,896	-	-	-	-	-	23,961
589000 - Transfer to Other Funds	-	-	187,935	-	-	-	-	-	187,935
591100 - Construction	-	25,000	163,104	-	-	-	-	-	163,104
Total Expenditures and Uses of Funds	18,065	27,000	356,935	-	-	-	-	-	375,000
Net Change in Fund Balance	281,935	(27,000)	(356,935)	-	-	-	-	-	(75,000)
Beginning Fund Balance	75,000	-	-	-	-	-	-	-	75,000
Projected Fund Balance	**356,935**	**329,935**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000065 - Arts Barn - Repointing Construction	**Fund**	305 - Parks
Project Location	Arts Barn, 311 Kent Square Road	**Project Manager**	McNeal Brown

Project Description

This project required 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. This work was moved to FY20 to coincide with the Boiler/Cooling Tower/Controls project since the building was closed for roughly a 30-day period. The project was completed in FY20 and the balance was transferred to Project no. 0000075.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	110,400	-	-	-	-	-	110,400
591100 - Construction	-	125,400	15,000	-	-	-	-	-	15,000
Total Expenditures and Uses of Funds	-	125,400	125,400	-	-	-	-	-	125,400
Net Change in Fund Balance	-	(125,400)	(125,400)	-	-	-	-	-	(125,400)
Beginning Fund Balance	125,400	-	-	-	-	-	-	-	125,400
Projected Fund Balance	**125,400**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000066 - Arts Barn - Roof Replacement Construction	**Fund**	305 - Parks
Project Location	Arts Barn, 311 Kent Square Road	**Project Manager**	Melanie Brown

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. Construction started and finished in FY20. The balance of the fund will be transferred to Project no. 0000075.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	17,286	-	-	-	-	-	-	-	17,286
589000 - Transfer to Other Funds	-	-	199,375	-	-	-	-	-	199,375
591100 - Construction	-	170,713	99,950	-	-	-	-	-	99,950
Total Expenditures and Uses of Funds	17,286	170,713	299,325	-	-	-	-	-	316,611
Net Change in Fund Balance	(17,286)	(170,713)	(299,325)	-	-	-	-	-	(316,611)
Beginning Fund Balance	316,611	-	-	-	-	-	-	-	316,611
Projected Fund Balance	**299,325**	**128,612**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000067 - Activity Center - Upgrade Generator	**Fund**	305 - Parks
Project Location	506 South Summit Avenue	**Project Manager**	Ron Kaczmarek

Project Description

This project involves the replacement and upgrade of the building generator at the Activity Center. Currently, portions of the building do not have backup power, so additional capacity is necessary in key locations. This project design is scheduled to occur in FY24 and construction in FY25.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
FY21 Budget

Project	0000068 - Sound Study Enhancements for RPYC, OTYC and AC Main Gym	**Fund**	305 - Parks
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 South Frederick Avenue	**Project Manager**	Sunil Prithviraj

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	50,000	50,000	-	-	-	-	-	50,000
499100 - Transfer In - From CIP	6,668	-	-	60,000	-	-	-	-	66,668
Total Revenues and Sources of Funds	6,668	50,000	50,000	60,000	-	-	-	-	116,668
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	6,668	25,000	25,000	-	-	-	-	-	31,668
591100 - Construction	-	-	-	73,000	-	-	-	-	73,000
Total Expenditures and Uses of Funds	6,668	25,000	25,000	73,000	-	-	-	-	104,668
Net Change in Fund Balance	-	25,000	25,000	(13,000)	-	-	-	-	12,000
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**-**	**25,000**	**25,000**	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**	**12,000**

Appendix
CIP Project Detail
FY21 Budget

Project	0000070 - Kelley Park - Tennis Courts Rehabilitation	**Fund**	305 - Parks
Project Location	Kelley Park, 400 Victory Farm Drive	**Project Manager**	Kevin Etters

Project Description

This project involves the rehabilitation of the tennis courts a Kelley Park. This was moved to FY23 due to the possible impact of the construction of a new elementary school on the site

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
FY21 Budget

Project	0000071 - Robertson Park - Field Lighting Improvements (3 Fields)	**Fund**	305 - Parks
Project Location	Robertson Park, 801 Rabbitt Road	**Project Manager**	Kevin Etters

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 was scheduled for FY21. This project has been removed from the current CIP. The remaining balance will be transferred to Project no. 000007 at the end of FY20.

Operating Budget Impacts

The City should see a cost savings for using LED lights.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	80,657	-	-	-	-	-	-	-	80,657
Total Revenues and Sources of Funds	80,657	-	-	-	-	-	-	-	80,657
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	80,657	-	-	-	-	-	80,657
Total Expenditures and Uses of Funds	-	-	80,657	-	-	-	-	-	80,657
Net Change in Fund Balance	80,657	-	(80,657)	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**80,657**	**80,657**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000072 - Kelley Park Field # 2 - Field Lighting Improvement	**Fund**	305 - Parks
Project Location	Kelley Park, 400 Victory Farm Drive	**Project Manager**	Kevin Etters

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
FY21 Budget

Project	0000074 - Morris Park Walker Field - Field Lighting Improvements	**Fund**	305 - Parks
Project Location	Morris Park, 520 Summit Hall Road	**Project Manager**	Kevin Etters

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 was completed in FY19. The remaining balance will be transferred to Project no. 0000075 at the end of FY20.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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									
589000 - Transfer to Other Funds	-	-	3,069	-	-	-	-	-	3,069
591100 - Construction	341,931	-	-	-	-	-	-	-	341,931
Total Expenditures and Uses of Funds	341,931	-	3,069	-	-	-	-	-	345,000
Net Change in Fund Balance	(91,931)	-	(3,069)	-	-	-	-	-	(95,000)
Beginning Fund Balance	95,000	-	-	-	-	-	-	-	95,000
Projected Fund Balance	**3,069**	**3,069**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project 0000075 - Future Renovation of Existing Parks Projects

Fund 305 - Parks

Project Location Citywide

Project Manager Dennis Enslinger

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	20,000	-	-	-	100,000	100,000	100,000	100,000	420,000
499100 - Transfer In - From CIP	1,155,657	-	726,833	-	-	-	-	-	1,882,490
Total Revenues and Sources of Funds	1,175,657	-	726,833	-	100,000	100,000	100,000	100,000	2,302,490
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	264,000	264,000	670,500	-	-	-	-	934,500
Total Expenditures and Uses of Funds	-	264,000	264,000	670,500	-	-	-	-	934,500
Net Change in Fund Balance	1,175,657	(264,000)	462,833	(670,500)	100,000	100,000	100,000	100,000	1,367,990
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**1,175,657**	**911,657**	**1,638,490**	**967,990**	**1,067,990**	**1,167,990**	**1,267,990**	**1,367,990**	**1,367,990**

Appendix
CIP Project Detail
FY21 Budget

Project	0000079 - Future Benjamin Gaither Center Projects	**Fund**	305 - Parks
Project Location	Benjamin Gaither Center, 80 A Bureau Drive	**Project Manager**	Dennis Enslinger

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	106,445	-	-	-	-	-	-	-	106,445
Projected Fund Balance	**106,445**	**106,445**	**106,445**	**106,445**	**106,445**	**106,445**	**106,445**	**106,445**	**106,445**

Appendix
CIP Project Detail
FY21 Budget

Project	0000081 - Arts Barn - Boiler/Chiller/Controls Replacement	**Fund**	305 - Parks
Project Location	Arts Barn, 311 Kent Square Road	**Project Manager**	McNeal Brown

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). This project was moved from FY17 to FY20 to consolidate work items and to limit the impact on Arts Barn operations. Project was completed in FY20 and balance transferred to Project no. 0000075.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	350,000	350,000	-	-	-	-	-	350,000
Total Revenues and Sources of Funds	-	350,000	350,000	-	-	-	-	-	350,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	50,741	-	-	-	-	-	-	-	50,741
589000 - Transfer to Other Funds	-	-	9,259	-	-	-	-	-	9,259
591100 - Construction	-	650,711	665,000	-	-	-	-	-	665,000
Total Expenditures and Uses of Funds	50,741	650,711	674,259	-	-	-	-	-	725,000
Net Change in Fund Balance	(50,741)	(300,711)	(324,259)	-	-	-	-	-	(375,000)
Beginning Fund Balance	375,000	-	-	-	-	-	-	-	375,000
Projected Fund Balance	**324,260**	**23,549**	**1**	**1**	**1**	**1**	**1**	**1**	**1**

Appendix
CIP Project Detail
FY21 Budget

Project	0000082 - Robertson Park Field #3 - Synthetic Turf Installation	**Fund**	305 - Parks
Project Location	Robertson Park, 801 Rabbitt Road	**Project Manager**	Kevin Etters

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 will be constructed in FY20 as a design-build project. 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
434000 - State Grant - Open Space	-	500,000	-	-	-	-	-	-	-
499000 - Transfer In - From General Fund	965,000	(500,000)	-	-	-	-	-	-	965,000
Total Revenues and Sources of Funds	965,000	-	-	-	-	-	-	-	965,000
Expenditures and Uses of Funds									
591100 - Construction	-	950,000	1,005,000	-	-	-	-	-	1,005,000
Total Expenditures and Uses of Funds	-	950,000	1,005,000	-	-	-	-	-	1,005,000
Net Change in Fund Balance	965,000	(950,000)	(1,005,000)	-	-	-	-	-	(40,000)
Beginning Fund Balance	85,793	-	-	-	-	-	-	-	85,793
Projected Fund Balance	**1,050,793**	**100,793**	**45,793**	**45,793**	**45,793**	**45,793**	**45,793**	**45,793**	**45,793**

Appendix
CIP Project Detail
FY21 Budget

Project	0000120 - Casey Community Center - Electronic Sign	**Fund**	305 - Parks
Project Location	Casey Community Center, 810 South Frederick Avenue	**Project Manager**	Sunil Prithviraj

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	-	133,000	-	-	-	133,000
Total Revenues and Sources of Funds	-	-	-	-	133,000	-	-	-	133,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	-	35,000	-	-	-	35,000
591100 - Construction	-	-	-	-	98,000	-	-	-	98,000
Total Expenditures and Uses of Funds	-	-	-	-	133,000	-	-	-	133,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000121 - Community Museum - HVAC and Storage Enclosure	**Fund**	305 - Parks
Project Location	Community Museum, 9 South Summit Avenue and B&O Train Station, 5 South Summit Avenue	**Project Manager**	Sunil Prithviraj

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.
Project was completed in FY19. This project will be closed in FY20 and the balance transferred to Project no. 0000075.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	3,147	-	-	-	-	-	-	-	3,147
589000 - Transfer to Other Funds	-	-	15,618	-	-	-	-	-	15,618
591100 - Construction	11,235	10,000	-	-	-	-	-	-	11,235
Total Expenditures and Uses of Funds	14,382	10,000	15,618	-	-	-	-	-	30,000
Net Change in Fund Balance	15,618	(10,000)	(15,618)	-	-	-	-	-	(0)
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**15,618**	**5,618**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000122 - Diamond Farms Park Court #3 - New Lighting	**Fund**	305 - Parks
Project Location	Diamond Farms Park, 857 Quince Orchard Boulevard	**Project Manager**	Kevin Etters

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499100 - Transfer In - From CIP	-	-	-	55,500	-	-	-	-	55,500
Total Revenues and Sources of Funds	-	-	-	55,500	-	-	-	-	55,500
Expenditures and Uses of Funds									
591100 - Construction	-	-	-	55,500	-	-	-	-	55,500
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
FY21 Budget

Project	0000123 - Gymnasium Partition Replacement - Activity Center	**Fund**	305 - Parks
Project Location	Bohrer Park Activity Center, 506 South Frederick Avenue	**Project Manager**	McNeal Brown

Project Description

This project involves the replacement of the partition between the two gyms in the Activity Center. Design for the project was originally schedule for FY19 but moved to FY20. Construction is anticipated to be completed in FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	-	185,000	-	-	-	-	185,000
Total Expenditures and Uses of Funds	-	40,000	-	185,000	-	-	-	-	185,000
Net Change in Fund Balance	185,000	(40,000)	-	(185,000)	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**185,000**	**145,000**	**185,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000125 - Observatory Park - Modifications and Telescope Study	**Fund**	305 - Parks
Project Location	International Latitude Observatory Park, 100 DeSellum Avenue	**Project Manager**	Melanie Brown

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 was completed in FY20. It has been determined that operating capital would be used to purchase additional mobile equipment. This project will be closed in FY20 and the balance transferred to Project no. 0000075.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	50,000	50,000	-	-	-	-	-	50,000
Total Revenues and Sources of Funds	-	50,000	50,000	-	-	-	-	-	50,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	50,000	-	-	-	-	-	-	-
589000 - Transfer to Other Funds	-	-	50,000	-	-	-	-	-	50,000
Total Expenditures and Uses of Funds	-	50,000	50,000	-	-	-	-	-	50,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000126 - Washingtonian Woods Park - Path Replacement	**Fund**	305 - Parks
Project Location	Washingtonian Woods Park, 341 Upshire Circle	**Project Manager**	Sean Stevens

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 construction in 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499100 - Transfer In - From CIP	-	264,000	264,000	-	-	-	-	-	264,000
Total Revenues and Sources of Funds	-	264,000	264,000	-	-	-	-	-	264,000
Expenditures and Uses of Funds									
591100 - Construction	-	264,000	225,000	-	-	-	-	-	225,000
Total Expenditures and Uses of Funds	-	264,000	225,000	-	-	-	-	-	225,000
Net Change in Fund Balance	-	-	39,000	-	-	-	-	-	39,000
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**39,000**	**39,000**	**39,000**	**39,000**	**39,000**	**39,000**	**39,000**

Appendix
CIP Project Detail
FY21 Budget

Project	0000145 - Griffith Park - Tennis Court Lighting	**Fund**	305 - Parks
Project Location	Griffith Park, 31 South Summit Avenue	**Project Manager**	Kevin Etters

Project Description

This project involves the install of 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.
Construction on this project is scheduled for FY21.

Operating Budget Impacts

There will be an increase in electrical costs for Griffith Park with the installation of the new lights.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499100 - Transfer In - From CIP	-	-	-	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 New Project Detail
FY21 Budget

Project Asphalt Tennis and Basketball Court Resurfacing

Fund 305 - Parks

Project Location Duvall Park, 14 Holly Drive; Griffith Park, 29 South Summit Avenue; and Morris Park, 520 Summit Hall Road

Project Manager Kevin Etters

Project Description

This project involves the resurfacing of tennis and basketball courts along with installation of replacement equipment in a number of parks. Project Locations: Duvall Park, 14 Holly Drive – One (1) full basketball court. Griffith Park, 29 South Summit Avenue – Two (2) tennis courts and two (2) half basketball courts. Morris Park, 520 Summit Hall Road – One (1) full basketball court.
This project be started and completed in FY21.

Operating Budget Impacts

Less time will be spent clearing debris, such as leaves, from the tennis courts because of the addition of double wide fence gates.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	-	-	-	-	-	-
499100 - Transfer In - From CIP	-	-	-	165,000	-	-	-	-	165,000
Total Revenues and Sources of Funds	-	-	-	165,000	-	-	-	-	165,000
Expenditures and Uses of Funds									
591100 - Construction	-	-	-	165,000	-	-	-	-	165,000
Total Expenditures and Uses of Funds	-	-	-	165,000	-	-	-	-	165,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project	Kentlands Mansion - Second Floor Bathroom Renovation	**Fund**	305 - Parks
Project Location	320 Kent Square Rd., Kentlands Mansion	**Project Manager**	Melanie Brown

Project Description

This project involves the renovation of both second floor restrooms to increase functionality it involves the removal of the existing tub/shower and replacing it with peroration area. Existing fixtures will also be updated. Design and Construction will be in FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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									
591100 - Construction	-	-	-	40,000	-	-	-	-	40,000
Total Expenditures and Uses of Funds	-	-	-	40,000	-	-	-	-	40,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

306 - Technology

Project 0000083 - IT - Network Infrastructure Improvements **Fund** 306 - Technology

Project Location Citywide **Project Manager** Pete Cottrell

Project Description

This project supports improving the City's network infrastructure. Expenditures are currently budgeted for only FY20.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	9,661	23,000	10,000	-	-	-	-	-	19,661
Total Expenditures and Uses of Funds	9,661	23,000	10,000	-	-	-	-	-	19,661
Net Change in Fund Balance	3,339	(23,000)	(10,000)	-	-	-	-	-	(6,661)
Beginning Fund Balance	93,000	-	-	-	-	-	-	-	93,000
Projected Fund Balance	**96,339**	**73,339**	**86,339**	**86,339**	**86,339**	**86,339**	**86,339**	**86,339**	**86,339**

Appendix
CIP Project Detail
FY21 Budget

Project 0000084 - City - Facility Cameras System

Fund 306 - Technology

Project Location Citywide

Project Manager Pete Cottrell

Project Description

This ongoing project is for the build-out of the City's networked security cameras and supporting infrastructure (servers, storage, etc.). Expenditures are currently budgeted for FY22 and FY23.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
595000 - Furniture & Equipment	28,604	-	-	-	15,000	15,000	-	-	58,604
Total Expenditures and Uses of Funds	28,604	-	-	-	15,000	15,000	-	-	58,604
Net Change in Fund Balance	(28,604)	-	-	-	(15,000)	(15,000)	-	-	(58,604)
Beginning Fund Balance	62,000	-	-	-	-	-	-	-	62,000
Projected Fund Balance	**33,396**	**33,396**	**33,396**	**33,396**	**18,396**	**3,396**	**3,396**	**3,396**	**3,396**

Appendix
CIP Project Detail
FY21 Budget

Project	0000085 - City - 16 S. Summit Ave. Network Configuration	**Fund**	306 - Technology
Project Location	16 South Summit Avenue	**Project Manager**	Pete Cottrell

Project Description

This project supports the acquisition of network services for the new 16 South Summit Avenue and the integration of the site into the City's network. Expenditures are currently budgeted for FY21 and FY24.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	50,000	50,000	62,000	-	-	30,000	-	142,000
Total Revenues and Sources of Funds	-	50,000	50,000	62,000	-	-	30,000	-	142,000
Expenditures and Uses of Funds									
595000 - Furniture & Equipment	-	-	-	162,000	-	-	30,000	-	192,000
Total Expenditures and Uses of Funds	-	-	-	162,000	-	-	30,000	-	192,000
Net Change in Fund Balance	-	50,000	50,000	(100,000)	-	-	-	-	(50,000)
Beginning Fund Balance	50,000	-	-	-	-	-	-	-	50,000
Projected Fund Balance	**50,000**	**100,000**	**100,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project 0000086 - City - Facility Access Security Improvements

Fund 306 - Technology

Project Location Citywide

Project Manager Pete Cottrell

Project Description

This project supports the addition of City facilities to the City's access control system. Expenditures are currently budgeted for FY20, FY21, and FY23.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
595000 - Furniture & Equipment	10,477	25,000	25,000	10,000	-	20,000	-	-	65,477
Total Expenditures and Uses of Funds	10,477	25,000	25,000	10,000	-	20,000	-	-	65,477
Net Change in Fund Balance	(10,477)	(25,000)	(25,000)	(10,000)	-	(20,000)	-	-	(65,477)
Beginning Fund Balance	80,000	-	-	-	-	-	-	-	80,000
Projected Fund Balance	**69,523**	**44,523**	**44,523**	**34,523**	**34,523**	**14,523**	**14,523**	**14,523**	**14,523**

Appendix
CIP Project Detail
FY21 Budget

Project 0000088 - IT- Remote Data Center

Fund 306 - Technology

Project Location Public Works, 800 Rabbitt Road

Project Manager Pete Cottrell

Project Description

This project supports the building of a true datacom/small server room at the PW facility. This project is schedule for completion in FY23.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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**	**30,000**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project 0000089 - PW - Energy Management System

Fund 306 - Technology

Project Location Public Works, 800 Rabbitt Road

Project Manager Pete Cottrell

Project Description

This project is to implement a system which allows Facilities to track and report on energy usage and costs. There no expenditures currently budgeted.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	50,000	-	-	-	-	-	-	-	50,000
Projected Fund Balance	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**

Appendix
CIP Project Detail
FY21 Budget

Project 0000090 - IT - Security Assessment / Testing

Fund 306 - Technology

Project Location Citywide

Project Manager Pete Cottrell

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. There are currently no expenditures budgeted.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
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**	**75,000**

Appendix
CIP Project Detail
FY21 Budget

Project	0000091 - Police - Body Camera Implementation	**Fund**	306 - Technology
Project Location	Citywide	**Project Manager**	Pete Cottrell

Project Description

This project supports the implementation of the body-worn cameras system for the Police Department. This project has been completed and will be closed in FY20. The balance will be transferred to Project no. 0000106.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	25,109	-	-	-	-	-	25,109
595000 - Furniture & Equipment	64,891	-	-	-	-	-	-	-	64,891
Total Expenditures and Uses of Funds	64,891	-	25,109	-	-	-	-	-	90,000
Net Change in Fund Balance	(64,891)	-	(25,109)	-	-	-	-	-	(90,000)
Beginning Fund Balance	90,000	-	-	-	-	-	-	-	90,000
Projected Fund Balance	**25,109**	**25,109**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000092 - Police - Criminal Intelligence System	**Fund**	306 - Technology
Project Location	Police Department, 14 Fulks Corner Avenue	**Project Manager**	Pete Cottrell

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. The project has been completed and the project will be closed at the end of Fy20. The balance will be transferred to Project no. 0000106.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	170,200	-	-	-	-	-	170,200
592000 - Software	29,800	-	-	-	-	-	-	-	29,800
Total Expenditures and Uses of Funds	29,800	-	170,200	-	-	-	-	-	200,000
Net Change in Fund Balance	(29,800)	-	(170,200)	-	-	-	-	-	(200,000)
Beginning Fund Balance	200,000	-	-	-	-	-	-	-	200,000
Projected Fund Balance	**170,200**	**170,200**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project 0000093 - City - Field Asset & Work Order System

Fund 306 - Technology

Project Location Citywide

Project Manager Pete Cottrell

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.).

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
592000 - Software	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	200,000	-	-	-	-	-	-	-	200,000
Projected Fund Balance	**150,000**	**150,000**	**150,000**	**150,000**	**150,000**	**150,000**	**150,000**	**150,000**	**150,000**

Appendix
CIP Project Detail
FY21 Budget

Project	0000094 - Police - Public Safety Surveillance Cameras	**Fund**	306 - Technology
Project Location	Olde Towne	**Project Manager**	Pete Cottrell

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. An expenditure is currently budgeted for FY22.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
FY21 Budget

Project	0000095 - City - Parking Garage Technology Improvements	**Fund**	306 - Technology
Project Location	Olde Towne Parking Garage, 112 Olde Towne Avenue	**Project Manager**	Pete Cottrell

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. This project is scheduled for completion in FY23.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	**101,019**	**101,019**	**101,019**	**101,019**	**101,019**	**1,019**	**1,019**	**1,019**	**1,019**

Appendix
CIP Project Detail
FY21 Budget

Project	0000096 - City - Radio System Upgrades	**Fund**	306 - Technology
Project Location	Citywide	**Project Manager**	Pete Cottrell

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. This project is scheduled for FY21 and FY22.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	75,000	75,000	-	-	-	-	-	75,000
Total Revenues and Sources of Funds	-	75,000	75,000	-	-	-	-	-	75,000
Expenditures and Uses of Funds									
595000 - Furniture & Equipment	-	88,000	40,000	70,000	-	-	-	-	110,000
Total Expenditures and Uses of Funds	-	88,000	40,000	70,000	-	-	-	-	110,000
Net Change in Fund Balance	-	(13,000)	35,000	(70,000)	-	-	-	-	(35,000)
Beginning Fund Balance	50,000	-	-	-	-	-	-	-	50,000
Projected Fund Balance	**50,000**	**37,000**	**85,000**	**15,000**	**15,000**	**15,000**	**15,000**	**15,000**	**15,000**

Appendix
CIP Project Detail
FY21 Budget

Project 0000097 - IT- Data Backup System

Fund 306 - Technology

Project Location City Hall, 31 South Summit Avenue

Project Manager Pete Cottrell

Project Description

This project supports the maintenance and expansion of the City's data backup system, which includes software and hardware components. This project is scheduled for FY23.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499100 - Transfer In - From CIP	-	-	-	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	-	(25,000)	-	-	(25,000)
Beginning Fund Balance	30,000	-	-	-	-	-	-	-	30,000
Projected Fund Balance	**5,000**	**5,000**	**5,000**	**30,000**	**30,000**	**5,000**	**5,000**	**5,000**	**5,000**

Appendix
CIP Project Detail
FY21 Budget

Project	0000098 - City - Shared Server Storage	**Fund**	306 - Technology
Project Location	City Hall, 31 South Summit Avenue	**Project Manager**	Pete Cottrell

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. An expenditure is currently budgeted for FY21.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	20,000	20,000	20,000	-	25,000	-	-	-	65,000
499100 - Transfer In - From CIP	-	-	-	20,000	-	-	-	-	20,000
Total Revenues and Sources of Funds	20,000	20,000	20,000	20,000	25,000	-	-	-	85,000
Expenditures and Uses of Funds									
595000 - Furniture & Equipment	-	35,000	29,500	-	-	50,000	-	-	79,500
Total Expenditures and Uses of Funds	-	35,000	29,500	-	-	50,000	-	-	79,500
Net Change in Fund Balance	20,000	(15,000)	(9,500)	20,000	25,000	(50,000)	-	-	5,500
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**20,000**	**5,000**	**10,500**	**30,500**	**55,500**	**5,500**	**5,500**	**5,500**	**5,500**

Appendix
CIP Project Detail
FY21 Budget

Project	0000099 - City - City Hall Grounds Cameras & Network	**Fund**	306 - Technology
Project Location	City Hall, 31 South Summit Avenue	**Project Manager**	Pete Cottrell

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. An expenditure is currently budgeted for FY23.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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**	**50,000**	**50,000**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000100 - City - Wide-Area Network Enhancements	**Fund**	306 - Technology
Project Location	Citywide	**Project Manager**	Pete Cottrell

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. Expenditures are currently budgeted for FY22 and FY23.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	237,000	85,000	85,000	-	-	-	-	-	322,000
Total Revenues and Sources of Funds	237,000	85,000	85,000	-	-	-	-	-	322,000
Expenditures and Uses of Funds									
595000 - Furniture & Equipment	-	-	-	-	157,000	157,000	-	-	314,000
Total Expenditures and Uses of Funds	-	-	-	-	157,000	157,000	-	-	314,000
Net Change in Fund Balance	237,000	85,000	85,000	-	(157,000)	(157,000)	-	-	8,000
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**237,000**	**322,000**	**322,000**	**322,000**	**165,000**	**8,000**	**8,000**	**8,000**	**8,000**

Appendix
CIP Project Detail
FY21 Budget

Project	0000101 - City - 16 S. Summit Ave. Training/ Conference Rooms	**Fund**	306 - Technology
Project Location	16 South Summit Avenue	**Project Manager**	Pete Cottrell

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. This project is currently scheduled for FY22.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	-	-	-	-	35,000	-	(35,000)	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**-**	**-**	**-**	**-**	**35,000**	**35,000**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000102 - PW - Facility Management System	**Fund**	306 - Technology
Project Location	Public Works, 800 Rabbitt Road	**Project Manager**	Pete Cottrell

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 was completed in FY19. The balance will be transferred to Project no. 0000106 at the end of FY20.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	16,574	-	-	-	-	-	16,574
592000 - Software	23,426	-	-	-	-	-	-	-	23,426
Total Expenditures and Uses of Funds	23,426	-	16,574	-	-	-	-	-	40,000
Net Change in Fund Balance	(23,426)	-	(16,574)	-	-	-	-	-	(40,000)
Beginning Fund Balance	40,000	-	-	-	-	-	-	-	40,000
Projected Fund Balance	**16,574**	**16,574**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000104 - City - Phone System Replacement	**Fund**	306 - Technology
Project Location	Citywide	**Project Manager**	Pete Cottrell

Project Description

This project supports the implementation of an enterprise VOIP-based phone system, replacing a dozen separate systems. This project is complete in FY20 and the balance will be transferred to Project no. 0000106 at the end of FY20.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	15,726	-	-	-	-	-	15,726
595000 - Furniture & Equipment	9,274	-	-	-	-	-	-	-	9,274
Total Expenditures and Uses of Funds	9,274	-	15,726	-	-	-	-	-	25,000
Net Change in Fund Balance	(9,274)	-	(15,726)	-	-	-	-	-	(25,000)
Beginning Fund Balance	25,000	-	-	-	-	-	-	-	25,000
Projected Fund Balance	**15,726**	**15,726**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project	0000105 - City - Budget Software	**Fund**	306 - Technology
Project Location	City Hall, 31 South Summit Avenue	**Project Manager**	Pete Cottrell

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 was completed in FY19 and the balance will be transferred to Project no. 0000106 at the end of FY20.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	40,242	-	-	-	-	-	40,242
592000 - Software	191,758	-	-	-	-	-	-	-	191,758
Total Expenditures and Uses of Funds	191,758	-	40,242	-	-	-	-	-	232,000
Net Change in Fund Balance	(191,758)	-	(40,242)	-	-	-	-	-	(232,000)
Beginning Fund Balance	232,000	-	-	-	-	-	-	-	232,000
Projected Fund Balance	**40,242**	**40,242**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP Project Detail
FY21 Budget

Project 0000106 - Future Technology Projects

Fund 306 - Technology

Project Location Citywide

Project Manager Pete Cottrell

Project Description

This is a placeholder for future projects.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	235,000	235,000	-	300,000	300,000	300,000	300,000	1,435,000
499100 - Transfer In - From CIP	22,040	-	267,851	-	-	-	-	-	289,891
Total Revenues and Sources of Funds	22,040	235,000	502,851	-	300,000	300,000	300,000	300,000	1,724,891
Expenditures and Uses of Funds									
589000 - Transfer to Other Funds	-	-	-	385,000	-	-	-	-	385,000
Total Expenditures and Uses of Funds	-	-	-	385,000	-	-	-	-	385,000
Net Change in Fund Balance	22,040	235,000	502,851	(385,000)	300,000	300,000	300,000	300,000	1,339,891
Beginning Fund Balance	15,000	-	-	-	-	-	-	-	15,000
Projected Fund Balance	**37,040**	**272,040**	**539,891**	**154,891**	**454,891**	**754,891**	**1,054,891**	**1,354,891**	**1,354,891**

Appendix
CIP Project Detail
FY21 Budget

Project	0000147 - Fuel Management System Upgrade	**Fund**	306 - Technology
Project Location	Public Works, 800 Rabbitt Road	**Project Manager**	Pete Cottrell

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	65,000	65,000	-	-	-	-	-	65,000
Total Revenues and Sources of Funds	-	65,000	65,000	-	-	-	-	-	65,000
Expenditures and Uses of Funds									
595000 - Furniture & Equipment	-	65,000	65,000	-	-	-	-	-	65,000
Total Expenditures and Uses of Funds	-	65,000	65,000	-	-	-	-	-	65,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project 16 South Summit Avenue IT Buildout

Fund 306 - Technology

Project Location 16 S. Summit Avenue

Project Manager Pete Cottrell

Project Description

This project will complete the IT infrastructure that was not included in the base construction for the new Police Station/Council Chambers at 16 S. Summit Avenue. This project is anticipated to begin in FY21 with completion in FY22.

Operating Budget Impacts

For the most part, equipment going into the building will be expansions of existing infrastructure (e.g. additional computer, network devices, etc.) so operating budget for maintenance of these infrastructure will increase accordingly.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	-	-	-	-	-	-
499100 - Transfer In - From CIP	-	-	-	225,000	-	-	-	-	225,000
Total Revenues and Sources of Funds	-	-	-	225,000	-	-	-	-	225,000
Expenditures and Uses of Funds									
595000 - Furniture & Equipment	-	-	-	200,000	25,000	-	-	-	225,000
Total Expenditures and Uses of Funds	-	-	-	200,000	25,000	-	-	-	225,000
Net Change in Fund Balance	-	-	-	25,000	(25,000)	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**25,000**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project City Parking Program Technology

Fund 306 - Technology

Project Location Citywide

Project Manager Pete Cottrell

Project Description

This project will support a new IT infrastructure to the City Parking Program. This project is dependent upon further direction from the Mayor and City Council. This project is anticipated for completion in FY22.

Operating Budget Impacts

Requirements and technologies have yet to be identified, so unknown at this time.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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									
595000 - Furniture & Equipment	-	-	-	-	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
FY21 Budget

Project Financial System Improvements

Fund 306 - Technology

Project Location Citywide

Project Manager Pete Cottrell

Project Description

This project will add new functionality to the City's Munis financial system. This project will be completed in FY21.

Operating Budget Impacts

The additional CAFR-builder module will increase the annual maintenance cost for Munis by some amount ($2K - $4K?). Some of the funds in this project are for one-time consulting and implementation and shouldn't have recurring charges.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	-	-	-	-	-	-
499100 - Transfer In - From CIP	-	-	-	70,000	-	-	-	-	70,000
Total Revenues and Sources of Funds	-	-	-	70,000	-	-	-	-	70,000
Expenditures and Uses of Funds									
595000 - Furniture & Equipment	-	-	-	70,000	-	-	-	-	70,000
Total Expenditures and Uses of Funds	-	-	-	70,000	-	-	-	-	70,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project Park Facilities Audio-Visual Improvements **Fund** 306 - Technology

Project Location Select park locations Citywide **Project Manager** Pete Cottrell

Project Description

This project will add or enhance the audio-visual capabilities at several Parks facilities. This project will be completed in FY21.

Operating Budget Impacts

Negligible.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	-	-	-	-	-	-
499100 - Transfer In - From CIP	-	-	-	10,000	-	-	-	-	10,000
Total Revenues and Sources of Funds	-	-	-	10,000	-	-	-	-	10,000
Expenditures and Uses of Funds									
595000 - Furniture & Equipment	-	-	-	10,000	-	-	-	-	10,000
Total Expenditures and Uses of Funds	-	-	-	10,000	-	-	-	-	10,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
CIP New Project Detail
FY21 Budget

Project Telework Pilot Program

Fund 306 - Technology

Project Location Citywide

Project Manager Pete Cottrell

Project Description

This project will fund expenditures related to the implementation of a telework pilot program. The project will be completed in FY21.

Operating Budget Impacts

Unknown, TBD

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	-	-	-	-	-	-	-	-	-
499100 - Transfer In - From CIP	-	-	-	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	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

307 - Art in Public Places

Project	0000107 - Olde Towne - Art Project	**Fund**	307 - Art in Public Places
Project Location	Olde Towne, South Side of East Diamond Avenue	**Project Manager**	Shellie Williams

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	-	-	-	-	-	220,000
Total Revenues and Sources of Funds	100,000	220,000	220,000	180,000	-	-	-	-	500,000
Expenditures and Uses of Funds									
536000 - Miscellaneous Professional Services	-	55,000	-	10,000	5,000	-	-	-	15,000
591100 - Construction	-	250,000	-	155,000	25,000	-	-	-	180,000
Total Expenditures and Uses of Funds	-	305,000	-	165,000	30,000	-	-	-	195,000
Net Change in Fund Balance	100,000	(85,000)	220,000	15,000	(30,000)	-	-	-	305,000
Beginning Fund Balance	93,000	-	-	-	-	-	-	-	93,000
Projected Fund Balance	**193,000**	**108,000**	**413,000**	**428,000**	**398,000**	**398,000**	**398,000**	**398,000**	**398,000**

Appendix
CIP Project Detail
FY21 Budget

Project	0000108 - Diamond Farms Skate Spot - Art Project	**Fund**	307 - Art in Public Places
Project Location	Diamond Farms Skate Spot, 857 Quince Orchard Boulevard	**Project Manager**	Shellie Williams

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	4,000	2,000	2,000	-	-	-	-	-	6,000
Total Revenues and Sources of Funds	4,000	2,000	2,000	-	-	-	-	-	6,000
Expenditures and Uses of Funds									
591100 - Construction	-	4,000	-	-	-	-	-	-	-
Total Expenditures and Uses of Funds	-	4,000	-	-	-	-	-	-	-
Net Change in Fund Balance	4,000	(2,000)	2,000	-	-	-	-	-	6,000
Beginning Fund Balance	2,000	-	-	-	-	-	-	-	2,000
Projected Fund Balance	**6,000**	**4,000**	**8,000**	**8,000**	**8,000**	**8,000**	**8,000**	**8,000**	**8,000**

Appendix
CIP Project Detail
FY21 Budget

Project	0000110 - Observatory Park Armillary Sundial - Art Project	**Fund**	307 - Art in Public Places
Project Location	Observatory Park, 100 DeSellum Avenue	**Project Manager**	Shellie Williams

Project Description

This 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 occurred in FY19 and construction and installation will occur in FY20.

Operating Budget Impacts

This project will increase the operating budget with only minor maintenance costs.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	4,300	8,000	8,000	-	-	-	-	-	12,300
Total Revenues and Sources of Funds	4,300	8,000	8,000	-	-	-	-	-	12,300
Expenditures and Uses of Funds									
536000 - Miscellaneous Professional Services	500	-	-	-	-	-	-	-	500
591100 - Construction	-	8,200	-	-	-	-	-	-	-
Total Expenditures and Uses of Funds	500	8,200	-	-	-	-	-	-	500
Net Change in Fund Balance	3,800	(200)	8,000	-	-	-	-	-	11,800
Beginning Fund Balance	8,000	-	-	-	-	-	-	-	8,000
Projected Fund Balance	**11,800**	**11,600**	**19,800**	**19,800**	**19,800**	**19,800**	**19,800**	**19,800**	**19,800**

Appendix
CIP Project Detail
FY21 Budget

Project	0000111 - Park Trail Markers - Art Project	**Fund**	307 - Art in Public Places
Project Location	Citywide Park Locations	**Project Manager**	Shellie Williams

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, FY22 and FY23. This project offers corporate and developer funding opportunities.

Operating Budget Impacts

This project will increase the operating budget with only minor maintenance costs.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
FY21 Budget

Project	0000112 - Developer Sponsored City Art Projects	**Fund**	307 - Art in Public Places
Project Location	Citywide	**Project Manager**	Shellie Williams

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. There are no anticipated expenditures.

Operating Budget Impacts

This project will increase the operating budget with only minor maintenance costs.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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**	**18,000**

Appendix
CIP Project Detail
FY21 Budget

Project	0000113 - Future Art in Public Places	**Fund**	307 - Art in Public Places
Project Location	Citywide	**Project Manager**	Shellie Williams

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	46,000	-	-	-	-	-	-	-	46,000
Net Change in Fund Balance	46,000	-	-	-	-	-	-	-	46,000
Beginning Fund Balance	2,661	-	-	-	-	-	-	-	2,661
Projected Fund Balance	**48,661**	**48,661**	**48,661**	**48,661**	**48,661**	**48,661**	**48,661**	**48,661**	**48,661**

Appendix
CIP Project Detail
FY21 Budget

Project	0000127 - 16 S. Summit Ave Building - Art Project	**Fund**	307 - Art in Public Places
Project Location	16 South Summit Avenue	**Project Manager**	Shellie Williams

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499000 - Transfer In - From General Fund	2,000	5,000	5,000	80,000	38,000	-	-	-	125,000
Total Revenues and Sources of Funds	2,000	5,000	5,000	80,000	38,000	-	-	-	125,000
Expenditures and Uses of Funds									
536000 - Miscellaneous Professional Services	-	5,000	-	10,000	10,000	-	-	-	20,000
591100 - Construction	-	-	-	-	100,000	-	-	-	100,000
Total Expenditures and Uses of Funds	-	5,000	-	10,000	110,000	-	-	-	120,000
Net Change in Fund Balance	2,000	-	5,000	70,000	(72,000)	-	-	-	5,000
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**2,000**	**2,000**	**7,000**	**77,000**	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**

Appendix
CIP Project Detail
FY21 Budget

Project	0000128 - City Event Banners - Art Project	**Fund**	307 - Art in Public Places
Project Location	Olde Towne and MD 355 Corridor	**Project Manager**	Shellie Williams

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	-	8,000	-	-	-	-	-	-	-
591100 - Construction	-	60,000	-	-	-	-	-	-	-
Total Expenditures and Uses of Funds	-	68,000	-	-	-	-	-	-	-
Net Change in Fund Balance	70,000	(68,000)	-	-	-	-	-	-	70,000
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**70,000**	**2,000**	**70,000**	**70,000**	**70,000**	**70,000**	**70,000**	**70,000**	**70,000**

Bohrer Park
at Summit Hall Farm

Appendix

Stormwater Projects Summary

By Project, By Fund

	FY20			FY21		FY22		FY23		FY24		FY25			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	Ending Balance	Rev.	Expend
Stormwater Management																
SW00002 - Muddy Branch West Deer	37,416				-		-		-		-		-	37,416		-
SW00004 - Girard Street Stream	492,824	1,080	-	-	86,285	-	398,294	355,000	363,393	-	-	-	-	932	356,080	847,972
SW00005 - Victory Farm	2,626,466	-	117,707	-	-	-	1,185,000	-	1,193,655	-	-	-	-	130,104	-	2,496,362
SW00006 - Amberfield	468,597	-		-	-	-	-	-	-	-	100,000	31,403	400,000	-	31,403	500,000
SW00007 - Lakelands Drive Stream	306,455		151,733	-	-	-	-	-	-	-	-	-	-	154,722	-	151,733
SW00008 - Orchard Ridge Drive Stream	246,455	4,938	151,732	-	-	-	-	-	-	-	-	-	-	99,661	4,938	151,732
SW00009 - Watkins Mill Road Stream	407,280	718,366	25,300	-	1,085,919	15,000	17,100	-	-	-	-	-	-	12,327	733,366	1,128,319
SW00010 - Travis Avenue Stream	320,820	456,077	16,450	-	733,900	-	13,100	-	-	-	-	-	-	13,447	456,077	763,450
SW00011 - Solitaire Court Stream	530,293	-	5,030	-	17,860	30,000	532,070	525,000	528,100	6,000	5,683	-	-	2,550	561,000	1,088,743
SW00012 - Rabbitt Road Stream	551,896		30,000	-	65,000	-	350,000	70,000	175,000	-	-	-	-	1,896	70,000	620,000
SW00015 - Solitaire Court Stream Restoration Extension	437,780	77,697	3,350	-	11,900	-	351,380	210,000	348,730	5,000	3,820	-	-	11,297	292,697	719,180
SW00017 - Quince Orchard Blvd. Recon SWM	250,000				250,000		-		-		-		-	-		250,000
SW00018 - Kelley Park - Tennis Courts Drainage Improvements	74,000	-		-	-	-	-	-	-	-	-	-	-	74,000	-	-
SW00019 - Kelley Park - Parking Lot Drainage Improvements	74,000				-		-		-		-		-	74,000		-
SW00020 - Victory Farm Retrofit - WSSC	690,000	94,000	49,135	-	457,931	120,000	386,000	-	-	-	-	-	-	10,934	214,000	893,066
SW00021 - Casey Community Site Installation	77,000			-	62,000	80,000	95,000	80,000	80,000	-	-	-	-	-	160,000	237,000
SW00022 - Brighton Weir Retrofit	220,000		15,000	-	83,000	-	100,000	1,540,000	1,550,000	1,650,000	1,655,000	110,000	110,000	7,000	3,300,000	3,513,000
SW00023 - Green Park Retrofit	165,000			-	27,500	60,000	192,500	490,000	454,500	-	-	-	-	40,500	550,000	674,500
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	125,000	65,000	-	60,000	-	-	-	-	-	-	-	-	23,500	125,000	125,000
SW00030 - DI002 - 100 Water Street - Stream Erosion	-	501,000		-	501,000	750,000	750,000	-	-	-	-	-	-	-	1,251,000	1,251,000
SW00031 - DI003 - 101 Oakton Road - Storm Drain Repair	-	80,000		-		-		-		-		-		80,000	80,000	
SW00032 - DI005 - 14 Chestnut Street - Storm Drain Repair / Drain Imp.	-	109,000	109,000	10,000	10,000	-	-	-	-	-	-	-	-	-	119,000	119,000
SW999 - Headwaters Drainage Study	-	-	-	90,000	90,000	-	-	-	-	-	-	-	-	-	90,000	90,000

Appendix

Stormwater Projects Summary

By Project, By Fund

	FY20			FY21		FY22		FY23		FY24		FY25			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	Ending Balance	Rev.	Expend
Stormwater Management																
Stormwater Management Fund Total	9,259,782	2,167,158	739,437	100,000	3,577,295	1,055,000	4,535,444	3,820,000	5,468,378	2,261,000	2,949,503	741,403	1,360,000	774,286	10,144,561	18,630,057

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00002 - Muddy Branch West Deer **Project Manager** Beth Forbes

Project Location Muddy Branch Tributary, near the intersection of MD 355 (South Frederick Avenue) and West Deer Park Road

Project Description **Estimated Credits** 3

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. This project is complete and will be closed at the end of 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00004 - Girard Street Stream **Project Manager** Pearce Wroe

Project Location North of Girard Street, to the northeast of the intersection of Girard Street and Whetstone Glen Street

Project Description **Estimated Credits** 6

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 time frame 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 FY21, and construction in FY22/FY23.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	-	1,080	1,080	-	-	355,000	-	-	356,080
Total Revenues and Sources of Funds	-	1,080	1,080	-	-	355,000	-	-	356,080
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	2,140	56,962	-	86,285	34,901	-	-	-	123,326
532300 - Construction Oversight	-	-	-	-	53,393	53,393	-	-	106,786
591100 - Construction	-	-	-	-	310,000	310,000	-	-	620,000
Total Expenditures and Uses of Funds	2,140	56,962	-	86,285	398,294	363,393	-	-	850,112
Net Change in Fund Balance	(2,140)	(55,882)	1,080	(86,285)	(398,294)	(8,393)	-	-	(491,892)
Beginning Fund Balance	494,964	-	-	-	-	-	-	-	494,964
Projected Fund Balance	**492,824**	**436,942**	**493,904**	**407,619**	**9,325**	**932**	**932**	**932**	**932**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00005 - Victory Farm **Project Manager** Pearce Wroe

Project Location South of Forest Oak Middle School (sites 2012-1a and 2012-2 per the Middle Great Seneca Creek Watershed Study)

Project Description **Estimated Credits** 150

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 FY22/FY23.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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	117,707	117,707	-	-	-	-	-	123,895
532300 - Construction Oversight	-	-	-	-	60,000	68,655	-	-	128,655
591100 - Construction	-	-	-	-	1,125,000	1,125,000	-	-	2,250,000
Total Expenditures and Uses of Funds	6,188	117,707	117,707	-	1,185,000	1,193,655	-	-	2,502,550
Net Change in Fund Balance	6,546	(117,707)	(117,707)	-	(1,185,000)	(1,193,655)	-	-	(2,483,629)
Beginning Fund Balance	2,619,920	-	-	-	-	-	-	-	2,619,920
Projected Fund Balance	**2,626,466**	**2,508,758**	**2,508,759**	**2,508,759**	**1,323,759**	**130,104**	**130,104**	**130,104**	**130,104**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00006 - Amberfield **Project Manager** Patrick Fitzgerald

Project Location The north side of MD 119 (Great Seneca Highway) near Muddy Branch Road

Project Description **Estimated Credits** 10

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 to allow for the development and approval of a City policy in performing work on HOA facilities. 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
FY21 Budget

Project SW00007 - Lakelands Drive Stream **Project Manager** Patrick Fitzgerald

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 **Estimated Credits** 29

The project included stream restoration of approximately 980 linear feet (LF), which included reconnecting, grading, stabilizing, realigning, and repairing the existing stream channel. The intent was to implement restoration to the maximum extent possible. There were 29 credits achieved with the completion of this project. 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 occurred in FY20. This project is anticipated to close at he end of FY20 and any balance transferred to the overall stormwater fund.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	4,528	-	-	-	-	-	-	-	4,528
532300 - Construction Oversight	11,239	19,673	19,673	-	-	-	-	-	30,912
591100 - Construction	297,778	132,060	132,060	-	-	-	-	-	429,838
Total Expenditures and Uses of Funds	313,545	151,733	151,733	-	-	-	-	-	465,278
Net Change in Fund Balance	(313,545)	(151,733)	(151,733)	-	-	-	-	-	(462,896)
Beginning Fund Balance	620,000	-	-	-	-	-	-	-	620,000
Projected Fund Balance	**306,455**	**154,723**	**154,722**	**154,722**	**154,722**	**154,722**	**154,722**	**154,722**	**154,722**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00008 - Orchard Ridge Drive Stream **Project Manager** Patrick Fitzgerald

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 **Estimated Credits** 26

The project includes stream restoration of approximately 870 linear feet (LF), which included reconnecting, grading, stabilizing, realigning, and repairing the existing stream channel. The intent was to implement restoration to the maximum extent possible. There were 26 credits achieved with the completion of this project. 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 occurred in FY20. This project is expected to close at the end of FY20 and any balance will be transferred to the overall stormwater fund.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	-	4,938	4,938	-	-	-	-	-	4,938
Total Revenues and Sources of Funds	-	4,938	4,938	-	-	-	-	-	4,938
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	4,528	-	-	-	-	-	-	-	4,528
532300 - Construction Oversight	11,239	19,672	19,672	-	-	-	-	-	30,911
591100 - Construction	297,778	132,060	132,060	-	-	-	-	-	429,838
Total Expenditures and Uses of Funds	313,545	151,732	151,732	-	-	-	-	-	465,277
Net Change in Fund Balance	(313,545)	(146,794)	(146,794)	-	-	-	-	-	(457,957)
Beginning Fund Balance	560,000	-	-	-	-	-	-	-	560,000
Projected Fund Balance	**246,455**	**99,661**	**99,661**	**99,661**	**99,661**	**99,661**	**99,661**	**99,661**	**99,661**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00009 - Watkins Mill Road Stream **Project Manager** Beth Forbes

Project Location West of Watkins Mill Road in the northeastern portion of Blohm Park (see the Middle Great Seneca Creek Watershed Study site GST-1)

Project Description **Estimated Credits** 39

The project includes approximately 1,300 linear feet of restoration including floodplain reconnection, grading, stabilizing, realigning, and repairing the existing stream channel. The intent is to implement restoration to the maximum extent possible. The credits are estimated to be 39 based on the state's guidance of April, 2019.
The original budget was amended 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 completion of design in FY18, but scope revisions due to the status of bridge inspections delayed the final design until FY20. Construction is proposed to begin in FY20 and complete 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	39,516	718,366	718,366	-	15,000	-	-	-	772,882
Total Revenues and Sources of Funds	39,516	718,366	718,366	-	15,000	-	-	-	772,882
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	102,236	-	5,100	-	-	-	-	-	107,336
532300 - Construction Oversight	-	50,856	600	50,350	-	-	-	-	50,950
532500 - Post-Construction Monitoring	-	-	-	-	1,700	-	-	-	1,700
591100 - Construction	-	1,020,510	12,000	1,007,069	-	-	-	-	1,019,069
597500 - Construction Management	-	47,000	7,600	28,500	15,400	-	-	-	51,500
Total Expenditures and Uses of Funds	102,236	1,118,366	25,300	1,085,919	17,100	-	-	-	1,230,555
Net Change in Fund Balance	(62,720)	(400,000)	693,066	(1,085,919)	(2,100)	-	-	-	(375,305)
Beginning Fund Balance	470,000	-	-	-	-	-	-	-	470,000
Projected Fund Balance	**407,280**	**7,280**	**1,100,346**	**14,427**	**12,327**	**12,327**	**12,327**	**12,327**	**12,327**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00010 - Travis Avenue Stream **Project Manager** Beth Forbes

Project Location North of Travis Avenue between Watkins Mill Road and Knoll Mist Lane in Blohm Park (see the Middle Great Seneca Creek Watershed Study sites GST-2a and GST-2b)

Project Description **Estimated Credits** 27

The project includes approximately 900 linear feet of restoration including floodplain reconnection, grading, stabilizing, and repairing the existing stream channel. The intent is to implement restoration to the maximum extent possible. The credits are estimated to be 27 based on the state's guidance of April, 2019.
The original budget was amended 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 completion of design in FY18, but scope revisions due to the status of bridge inspections delayed the final design until FY20. Construction is proposed to begin in FY20 and complete 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	20,978	456,077	456,077	-	-	-	-	-	477,055
Total Revenues and Sources of Funds	20,978	456,077	456,077	-	-	-	-	-	477,055
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	64,158	-	1,000	-	-	-	-	-	65,158
532300 - Construction Oversight	-	47,227	450	33,520	-	-	-	-	33,970
532500 - Post-Construction Monitoring	-	-	-	-	1,700	-	-	-	1,700
591100 - Construction	-	680,850	9,000	670,380	-	-	-	-	679,380
597500 - Construction Management	-	28,000	6,000	30,000	11,400	-	-	-	47,400
Total Expenditures and Uses of Funds	64,158	756,077	16,450	733,900	13,100	-	-	-	827,608
Net Change in Fund Balance	(43,180)	(300,000)	439,627	(733,900)	(13,100)	-	-	-	(295,343)
Beginning Fund Balance	364,000	-	-	-	-	-	-	-	364,000
Projected Fund Balance	**320,820**	**20,820**	**760,447**	**26,547**	**13,447**	**13,447**	**13,447**	**13,447**	**13,447**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00011 - Solitaire Court Stream **Project Manager** Beth Forbes

Project Location Between Quince Orchard Boulevard and the two Solitaire Court cul-de-sacs, north of Solitaire Court (site GST-4 per the Lower Great Seneca Creek Watershed Study)

Project Description **Estimated Credits** 51

The project includes restoration of approximately 1,355 linear feet of stream 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 credits are estimated to be 51 based on the state's guidance of April, 2019. The original anticipated budget has been amended from $603K 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 will delay the 90% design. The updated schedule is as follows: 100% design completion in FY21, and construction in FY22 and FY23.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	17,008	-	-	-	30,000	525,000	6,000	-	578,008
Total Revenues and Sources of Funds	17,008	-	-	-	30,000	525,000	6,000	-	578,008
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	74,715	-	5,030	17,860	3,970	-	-	-	101,575
532300 - Construction Oversight	-	-	-	0	16,500	16,500	-	-	33,000
532500 - Post-Construction Monitoring	-	-	-	-	-	-	483	-	483
591100 - Construction	-	-	-	-	500,000	500,000	-	-	1,000,000
597500 - Construction Management	-	-	-	-	11,600	11,600	5,200	-	28,400
Total Expenditures and Uses of Funds	74,715	-	5,030	17,860	532,070	528,100	5,683	-	1,163,458
Net Change in Fund Balance	(57,707)	-	(5,030)	(17,860)	(502,070)	(3,100)	317	-	(515,620)
Beginning Fund Balance	588,000	-	-	-	-	-	-	-	588,000
Projected Fund Balance	**530,293**	**530,293**	**525,263**	**507,403**	**5,333**	**2,233**	**2,550**	**2,550**	**2,550**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00012 - Rabbitt Road Stream **Project Manager** Patrick Fitzgerald

Project Location North of Rabbitt Road between Pointer Ridge Drive and Quince Orchard Boulevard

Project Description **Estimated Credits** 30

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 30 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 FY20, when concept vetting is anticipated to occur. Final Design Plans (30% through 100%) is anticipated for FY22 and construction is anticipated to occur in FY22 and FY23.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	-	-	-	-	-	70,000	-	-	70,000
Total Revenues and Sources of Funds	-	-	-	-	-	70,000	-	-	70,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	36,779	-	30,000	65,000	-	-	-	-	131,779
532100 - Concept Design and Outreach	1,325	-	-	-	-	-	-	-	1,325
532300 - Construction Oversight	-	-	-	-	37,500	12,500	-	-	50,000
591100 - Construction	-	-	-	-	312,500	162,500	-	-	475,000
Total Expenditures and Uses of Funds	38,104	-	30,000	65,000	350,000	175,000	-	-	658,104
Net Change in Fund Balance	(38,104)	-	(30,000)	(65,000)	(350,000)	(105,000)	-	-	(550,000)
Beginning Fund Balance	590,000	-	-	-	-	-	-	-	590,000
Projected Fund Balance	**551,896**	**551,896**	**521,896**	**456,896**	**106,896**	**1,896**	**1,896**	**1,896**	**1,896**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00015 - Solitaire Court Stream Restoration Extension

Project Manager Beth Forbes

Project Location Between Quince Orchard Boulevard and the two Solitaire Court cul-de-sacs, south of Solitaire Court

Project Description

Estimated Credits 34

The project includes restoration of approximately 865 linear feet of stream which will include reconnecting, grading, stabilizing, and repairing the existing stream channel. The intent is to implement restoration to the maximum extent possible. The credits are estimated to be 34 based on the state's guidance of April, 2019.
The project was originally conceived as a pond and 267 linear feet of restoration. During design, site constraints indicated that the facility was infeasible. The funding for the facility has been reallocated to a longer stream restoration segment. The original anticipated budget has been amended from $819K due to market price shifts and the change in scope.
Schedule Impacts: The original time frame contemplated completion of design in FY18, however, scope revisions will delay the 90% design. Therefore the updated schedule is as follows: 100% design completion in FY21, and construction in FY22 and FY23.

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	63,811	77,697	77,697	-	-	210,000	5,000	-	356,508
Total Revenues and Sources of Funds	63,811	77,697	77,697	-	-	210,000	5,000	-	356,508
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	96,031	77,697	3,350	11,900	2,650	-	-	-	113,931
532300 - Construction Oversight	-	-	-	-	11,000	11,000	-	-	22,000
532500 - Post-Construction Monitoring	-	-	-	-	-	-	320	-	320
591100 - Construction	-	-	-	-	330,000	330,000	-	-	660,000
597500 - Construction Management	-	-	-	-	7,730	7,730	3,500	-	18,960
Total Expenditures and Uses of Funds	96,031	77,697	3,350	11,900	351,380	348,730	3,820	-	815,211
Net Change in Fund Balance	(32,220)	-	74,347	(11,900)	(351,380)	(138,730)	1,180	-	(429,448)
Beginning Fund Balance	470,000	-	-	-	-	-	-	-	470,000
Projected Fund Balance	**437,780**	**437,780**	**512,127**	**500,227**	**148,847**	**10,117**	**11,297**	**11,297**	**11,297**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00017 - Quince Orchard Blvd. Recon SWM

Project Manager Patrick Fitzgerald

Project Location Along Quince Orchard Boulevard, from Rabbitt Road to Diamond Drive

Project Description

Estimated Credits 0

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
FY21 Budget

Project SW00018 - Kelley Park - Tennis Courts Drainage Improvements

Project Manager TBD

Project Location West of the existing tennis courts in Kelley Park, 400 Victory Farm Drive

Project Description

Estimated Credits 1

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00019 - Kelley Park - Parking Lot Drainage Improvements

Project Manager TBD

Project Location In or near the existing parking lot in Kelley Park, 400 Victory Farm Drive

Project Description

Estimated Credits 1

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00020 - Victory Farm Retrofit - WSSC **Project Manager** Pearce Wroe

Project Location South of Forest Oak Middle School (sites 2012-1a and 2012-2 per the Middle Great Seneca Creek Watershed Study)

Project Description **Estimated Credits** 0

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 and FY22.

Operating Budget Impacts

N/A; Relocated sewer will be maintained by WSSC after construction and/or maintenance bond release.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	-	94,000	94,000	-	120,000	-	-	-	214,000
Total Revenues and Sources of Funds	-	94,000	94,000	-	120,000	-	-	-	214,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	89,135	49,135	40,000	-	-	-	-	89,135
532300 - Construction Oversight	-	-	-	6,931	5,000	-	-	-	11,931
591100 - Construction	-	-	-	400,000	370,000	-	-	-	770,000
597500 - Construction Management	-	-	-	11,000	11,000	-	-	-	22,000
Total Expenditures and Uses of Funds	-	89,135	49,135	457,931	386,000	-	-	-	893,066
Net Change in Fund Balance	-	4,865	44,865	(457,931)	(266,000)	-	-	-	(679,066)
Beginning Fund Balance	690,000	-	-	-	-	-	-	-	690,000
Projected Fund Balance	**690,000**	**694,865**	**734,865**	**276,934**	**10,934**	**10,934**	**10,934**	**10,934**	**10,934**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00021 - Casey Community Site Installation

Project Manager Beth Forbes

Project Location Casey Community Center, 810 South Frederick Avenue

Project Description

Estimated Credits 1

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. It is anticipated that in FY22 and FY23 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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	-	-	-	-	80,000	80,000	-	-	160,000
Total Revenues and Sources of Funds	-	-	-	-	80,000	80,000	-	-	160,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	30,000	15,000	-	-	-	45,000
532100 - Concept Design and Outreach	-	-	-	32,000	-	-	-	-	32,000
532300 - Construction Oversight	-	-	-	-	5,000	5,000	-	-	10,000
591100 - Construction	-	-	-	-	75,000	75,000	-	-	150,000
Total Expenditures and Uses of Funds	-	-	-	62,000	95,000	80,000	-	-	237,000
Net Change in Fund Balance	-	-	-	(62,000)	(15,000)	-	-	-	(77,000)
Beginning Fund Balance	77,000	-	-	-	-	-	-	-	77,000
Projected Fund Balance	**77,000**	**77,000**	**77,000**	**15,000**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00022 - Brighton Weir Retrofit **Project Manager** Beth Forbes

Project Location Brighton Weir is a city-owned dry pond within Malcolm King Park between School and Coral Reef Drives

Project Description **Estimated Credits** 120

Brighton Weir was originally constructed in the 1970s and was rebuilt in 2004 to meet embankment standards. It currently provides a minimum of water quantity control and an insignificant amount of water quality treatment. Because a retrofit of this facility was not included in the Muddy Branch Watershed Plan (2014), this project would fund a study to investigate the feasibility of retrofitting the facility to provide water quality treatment and to prepare a cost-benefit study comparing a retrofit to other possible projects in Malcolm King Park. The drainage area to this facility is large (approximately 2000 acres) and is approximately 50 percent impervious. Significant water quality credits might be realized at this location. Preliminary information from a state permitting agency indicates that a retrofit of the existing facility might be difficult to permit.

The study would begin in late FY20 and continue into FY21. Conceptual designs of the most feasible project(s) identified in the study would move into a full design in FY22 with construction in FY23 through FY25.

Operating Budget Impacts

Impacts to the operating budget would begin in FY25 and would be assessed upon completion of concept design. Until construction activity begins, the existing facility will continue to be inspected and maintained by the current schedule.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	-	-	-	-	-	1,540,000	1,650,000	110,000	3,300,000
Total Revenues and Sources of Funds	-	-	-	-	-	1,540,000	1,650,000	110,000	3,300,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	20,000	100,000	10,000	5,000	-	135,000
532100 - Concept Design and Outreach	-	33,000	15,000	63,000	-	-	-	-	78,000
532300 - Construction Oversight	-	-	-	-	-	77,000	82,500	5,500	165,000
591100 - Construction	-	-	-	-	-	1,463,000	1,567,500	104,500	3,135,000
Total Expenditures and Uses of Funds	-	33,000	15,000	83,000	100,000	1,550,000	1,655,000	110,000	3,513,000
Net Change in Fund Balance	-	(33,000)	(15,000)	(83,000)	(100,000)	(10,000)	(5,000)	-	(213,000)
Beginning Fund Balance	220,000	-	-	-	-	-	-	-	220,000
Projected Fund Balance	**220,000**	**187,000**	**205,000**	**122,000**	**22,000**	**12,000**	**7,000**	**7,000**	**7,000**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00023 - Green Park Retrofit **Project Manager** Beth Forbes

Project Location City-owned dry pond between the southern end of Curry Ford Lane and Sam Eig Highway

Project Description **Estimated Credits** 6

A dry pond at Green Park was originally approved in 1991. Designed under the 1985 Stormwater Management standards, it provides water quantity controls only and does not provide any water quality treatment. A preliminary concept for this site was prepared during the Muddy Branch Watershed Study (2014) with others that also showed promise as low-cost, low-impact opportunities. The current scope of this project will be to conduct a detailed review of options based on the current best management practices and in accordance with the uses of the park. 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 late FY22-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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	-	-	-	-	60,000	490,000	-	-	550,000
Total Revenues and Sources of Funds	-	-	-	-	60,000	490,000	-	-	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	-	-	-	-	5,000	4,500	-	-	9,500
591100 - Construction	-	-	-	-	50,000	450,000	-	-	500,000
Total Expenditures and Uses of Funds	-	-	-	27,500	192,500	454,500	-	-	674,500
Net Change in Fund Balance	-	-	-	(27,500)	(132,500)	35,500	-	-	(124,500)
Beginning Fund Balance	165,000	-	-	-	-	-	-	-	165,000
Projected Fund Balance	**165,000**	**165,000**	**165,000**	**137,500**	**5,000**	**40,500**	**40,500**	**40,500**	**40,500**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00024 - Bridalwood Retrofit **Project Manager** Patrick Fitzgerald

Project Location City-owned dry pond, between Bradenton Court and Great Seneca Highway

Project Description **Estimated Credits** 12

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
FY21 Budget

Project SW00025 - Turtle Pond Retrofit **Project Manager** Pearce Wroe

Project Location City-owned dry pond, near the intersection of Still Creek Lane and Turtle Pond Lane

Project Description **Estimated Credits** 4

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
FY21 Budget

Project SW00026 - Hyde Park Retrofit **Project Manager** Pearce Wroe

Project Location Between Carlsbad Drive and Christopher Avenue

Project Description **Estimated Credits** 3

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
FY21 Budget

Project SW00027 - Carriage Hills Retrofit **Project Manager** Patrick Fitzgerald

Project Location Near the end of Wild Forest Drive

Project Description **Estimated Credits** 3

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 FY21. Final design will occur in FY22, contingent upon favorable findings of the concept design. Construction is slated for FY23.

Operating Budget Impacts

To be determined; The City may assume structural maintenance responsibility depending on HOA facility policy.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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**	**85,000**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00028 - Woodland Hills Retrofit **Project Manager** Patrick Fitzgerald

Project Location Near the intersection of Travis Avenue and Watkins Mill Road

Project Description **Estimated Credits** 7

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	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
FY21 Budget

Project SW00029 - DI001 - 122 & 124 Woodland Road

Project Manager Pearce Wroe

Project Location 122-124 Woodlawn Road

Project Description

Estimated Credits 0

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. Construction for this project will begin in FY20 and be completed in FY21.

Operating Budget Impacts

None. Once corrective action taken, normal maintenance will be routine.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	23,500	125,000	125,000	-	-	-	-	-	148,500
Total Revenues and Sources of Funds	23,500	125,000	125,000	-	-	-	-	-	148,500
Expenditures and Uses of Funds									
591100 - Construction	-	125,000	65,000	60,000	-	-	-	-	125,000
Total Expenditures and Uses of Funds	-	125,000	65,000	60,000	-	-	-	-	125,000
Net Change in Fund Balance	23,500	-	60,000	(60,000)	-	-	-	-	23,500
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
Projected Fund Balance	**23,500**	**23,500**	**83,500**	**23,500**	**23,500**	**23,500**	**23,500**	**23,500**	**23,500**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00030 - DI002 - 100 Water Street - Stream Erosion

Project Manager Patrick Fitzgerald

Project Location 100 Water Street

Project Description

Estimated Credits 1

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.
Design for this project will begin in FY21. It is anticipated that property acquisition will be required as part of the project. Construction will begin in FY22.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	-	501,000	501,000	-	750,000	-	-	-	1,251,000
Total Revenues and Sources of Funds	-	501,000	501,000	-	750,000	-	-	-	1,251,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	101,000	-	101,000	-	-	-	-	101,000
590000 - Land	-	400,000	-	400,000	-	-	-	-	400,000
591100 - Construction	-	-	-	-	750,000	-	-	-	750,000
Total Expenditures and Uses of Funds	-	501,000	-	501,000	750,000	-	-	-	1,251,000
Net Change in Fund Balance	-	-	501,000	(501,000)	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**501,000**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00031 - DI003 - 101 Oakton Road - Storm Drain Repair

Project Manager Beth Forbes

Project Location 101 Oakton Road

Project Description

Estimated Credits 0

This project is no longer required and does not need to appear in the FY21 CIP. Further investigation has shown that the damaged CMP identified during WSSC's water line replacement project is not a part of the modern storm drain system. The existing storm drain system, however, is not operating optimally. Inlets in this area will be inspected and repaired in late FY20. Also, this area will be included within the Gaithersburg Headwaters Study; any capital drainage improvements needed in this vicinity will be recommended by that study. As any future projects will be identified in the Gaithersburg Headwaters Study, this project will be closed at the end of FY20 and any balance returned to the overall stormwater fund.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	-	80,000	80,000	-	-	-	-	-	80,000
Total Revenues and Sources of Funds	-	80,000	80,000	-	-	-	-	-	80,000
Expenditures and Uses of Funds									
536000 - Miscellaneous Professional Servi	-	5,000	-	-	-	-	-	-	-
591100 - Construction	-	75,000	-	-	-	-	-	-	-
Total Expenditures and Uses of Funds	-	80,000	-	-	-	-	-	-	-
Net Change in Fund Balance	-	-	80,000	-	-	-	-	-	80,000
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**80,000**	**80,000**	**80,000**	**80,000**	**80,000**	**80,000**	**80,000**

Appendix
Stormwater Project Detail
FY21 Budget

Project SW00032 - DI005 - 14 Chestnut Street - Storm Drain Repair / Drain Imp.

Project Manager Pearce Wroe

Project Location 14 Chestnut Street

Project Description

Estimated Credits 0

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.

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	-	100,000	109,000	10,000	-	-	-	-	119,000
Total Revenues and Sources of Funds	-	100,000	109,000	10,000	-	-	-	-	119,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	5,000	14,000	-	-	-	-	-	14,000
591100 - Construction	-	95,000	95,000	10,000	-	-	-	-	105,000
Total Expenditures and Uses of Funds	-	100,000	109,000	10,000	-	-	-	-	119,000
Net Change in Fund Balance	-	-	-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Appendix
Stormwater New Project Detail
FY21 Budget

Project Manager Michael Weyand

Project SW999 - Headwaters Drainage Study

Project Location Olde Towne and East Deer Park subdivisions

Project Description **Estimated Credits** **0**

This project involves the study of stormwater infrastructure in Olde Towne and East Deer Park subdivisions. High-intensity short-duration rainfall events have resulted in damaging stormwater runoff in the Olde Towne (163ac) and East Deer Park (143ac) drainage catchments. Between 2017 and 2019, staff responded to seven drainage complaints from the East Deer Park community and five complaints from the Olde Towne subdivision. Drainage issues such as forming sinkholes, separated storm drain lines, and overwhelmed storm drain inlets are the most commonly reported issues. This project will be completed in FY21.

Operating Budget Impacts

None

	Prior Years Actuals	FY20 Adopted	FY20 Projection	FY21	FY22	FY23	FY24	FY25	Total
Revenues and Sources of Funds									
499200 - Transfer In	-	-	-	90,000	-	-	-	-	90,000
Total Revenues and Sources of Funds	-	-	-	90,000	-	-	-	-	90,000
Expenditures and Uses of Funds									
532000 - Engineering & Architecture	-	-	-	90,000	-	-	-	-	90,000
Total Expenditures and Uses of Funds	-	-	-	90,000	-	-	-	-	90,000
Net Change in Fund Balance	-		-	-	-	-	-	-	-
Beginning Fund Balance									
Projected Fund Balance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

City of Gaithersburg Fee Schedule – FY21

Preliminary

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City of Gaithersburg Fee Schedule

FY21 Proposed Budget

PROPOSED FEE CHANGES – PLANNING AND CODE ADMINISTRATION

PLANNING AND CODE ADMINISTRATION – LICENSING

Fee Category: Rental Housing

Fee Description	Existing Fee	Proposed Fee
Multi-Family Rental Housing License	Application Fee $~~110~~ per Unit	Application Fee $130 per Unit
Increase in fees to defray the costs associated with hiring an additional rental housing inspector.		

Fee Category: Rental Housing

Fee Description	Existing Fee	Proposed Fee
Short-Term Rental License	Application Fee $150	Application Fee $150 per Unit
Clarification on Short-Term Rentals to indicate that application fee is per Unit.		

Fee Category: Rental Housing

Fee Description	Existing Fee	Proposed Fee
Single Family Rental License	Application Fee $150	Application Fee $150 per Unit
Clarification on Short-Term Rentals to indicate that application fee is per Unit.		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

PLANNING AND CODE ADMINISTRATION – PERMITS

Fee Category: Residential Construction – New

Fee Description	Existing Fee	Proposed Fee
Detached	Permit Fee – Building Square Footage 0-5500: $~~1100~~ Square Footage 5500+: $~~1300~~	Permit Fee – Building Square Footage 0-5500: $1,300 Square Footage 5500+: $1,500
Increase in fees to be comparable with other local jurisdictions.		

Fee Category: Residential Construction – New

Fee Description	Existing Fee	Proposed Fee
Duplex	Permit Fee – Building $~~600~~	Permit Fee – Building $800
Increase in fees to be comparable with other local jurisdictions.		

Fee Category: Residential Construction – New

Fee Description	Existing Fee	Proposed Fee
Townhouse	Permit Fee – Building $~~800~~	Permit Fee – Building $1,000
Increase in fees to be comparable with other local jurisdictions.		

Fee Category: Residential Construction – New

Fee Description	Existing Fee	Proposed Fee
Two over Two Condo	Permit Fee – Building $~~800~~	Permit Fee – Building $1,000
Increase in fees to be comparable with other local jurisdictions.		

Fee Category: Commercial Construction – New

Fee Description	Existing Fee	Proposed Fee
Commercial	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Commercial Construction – New (Continued)

Fee Description	Existing Fee	Proposed Fee
Apartments	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Commercial Construction – New

Fee Description	Existing Fee	Proposed Fee
Condos	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Commercial Construction – Improvement

Fee Description	Existing Fee	Proposed Fee
Addition/Alteration	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Commercial Construction – Improvement

Fee Description	Existing Fee	Proposed Fee
Interior Fit Up	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

Fee Category: Commercial Construction – Miscellaneous

Fee Description	Existing Fee	Proposed Fee
Foundation	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Commercial Construction – Miscellaneous

Fee Description	Existing Fee	Proposed Fee
Use and Occupancy	Occupying Without a Permit Fee $~~200~~	Occupying Without a Permit Fee $500
Increase in fees to encourage compliance and serve as a deterrent for illegal occupancy.		

Fee Category: Demolition / Relocation

Fee Description	Existing Fee	Proposed Fee
Commercial – Entire Building	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Demolition / Relocation

Fee Description	Existing Fee	Proposed Fee
Commercial – Partial Building	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Demolition / Reconstruction (Continued)

Fee Description	Existing Fee	Proposed Fee
Commercial – Interior Building	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Electrical

Fee Description	Existing Fee	Proposed Fee
Temporary Service	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Electrical

Fee Description	Existing Fee	Proposed Fee
Commercial Addition/Alteration with No Service Change	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Electrical

Fee Description	Existing Fee	Proposed Fee
Commercial Addition/Alteration with Service Change	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Electrical (Continued)

Fee Description	Existing Fee	Proposed Fee
Commercial Low Voltage	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~250~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $500
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Fence

Fee Description	Existing Fee	Proposed Fee
Commercial New/Addition/Alteration	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~250~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $500
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Fuel Tank

Fee Description	Existing Fee	Proposed Fee
Permanent – Install	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial) $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Fuel Tank

Fee Description	Existing Fee	Proposed Fee
Permanent – Remove	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial) $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Fuel Tank (Continued)

Fee Description	Existing Fee	Proposed Fee
Permanent – Remove and Replace	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial) $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Fuel Tank

Fee Description	Existing Fee	Proposed Fee
Temporary	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial) $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Right of Way Permit

Fee Description	Existing Fee	Proposed Fee
Construction in Public Right-of-Way (Private Utility)	Application Fee: $200	Application Fee: $200
	Permit Fee: $2 per linear foot under unpaved surfaces and $4 per linear foot under paved surfaces, minimum total fee $130	Permit Fee: $2 per linear foot under unpaved surfaces and $4 per linear foot under paved surfaces, minimum total fee $130
	Permit Amendment Fee: $100	Permit Amendment Fee: $100
	Automation Fee: 10% of all application and permit fees	Automation Fee: 10% of all application and permit fees
Wireless Facilities	Application Fee: $100	Application Fee: $100
	Permit Fee: 1.5% of Telecom Facility project cost; $100 minimum	Permit Fee: 1.5% of Telecom Facility project cost; $100 minimum
	Permit Fee – Electrical	10% of Permit Fee Telecom Facility; $100 minimum
	Automation Fee	10% of all application and permit fees
Temporary Occupancy of ROW		No charge
Adding the Right of Way permit type and removing the existing Utility permit. Added wireless facilities as a sub-type and respects the telecommunications permit fees already in place. Including the temporary occupancy of right of way and not assessing a fee to encourage compliance.		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

Fee Category: Mechanical

Fee Description	Existing Fee	Proposed Fee
Commercial	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Site Development

Fee Description	Existing Fee	Proposed Fee
Combination	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Site Development

Fee Description	Existing Fee	Proposed Fee
Private On-Site	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Site Development

Fee Description	Existing Fee	Proposed Fee
Public Improvement	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

Fee Category: Site Development (Continued)

Fee Description	Existing Fee	Proposed Fee
Retaining Wall Less Than Four Feet in Height	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Site Development

Fee Description	Existing Fee	Proposed Fee
Sediment Control, Grading and Forest Conservation	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Site Development (Continued)

Fee Description	Existing Fee	Proposed Fee
Stormwater Management		Waiver Fee for New Development and Re-Development C = A x I x F C = the waiver fee contribution A = area (disturbed area for redevelopment, site area of new development) I = percent of A that is impervious F = the maximum fee per acre = $43,560 Credit for previously paid re-development Stormwater Management Fee will be applied to the contribution
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work. Stormwater Management Waiver Fee Calculation is a correction to fee schedule.		

Fee Category: Swimming Pool

Fee Description	Existing Fee	Proposed Fee
Commercial – New	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Swimming Pool (Continued)

Fee Description	Existing Fee	Proposed Fee
Commercial – Renovation	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~500~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $1,000
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Tent

Fee Description	Existing Fee	Proposed Fee
New	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~200~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $500
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Trailer

Fee Description	Existing Fee	Proposed Fee
Construction	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~200~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $500 per trailer
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Trailer

Fee Description	Existing Fee	Proposed Fee
Sales	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~200~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $500 per trailer
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

Fee Category: Trailer

Fee Description	Existing Fee	Proposed Fee
Storage	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $~~200~~	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee $500 per trailer
	Reinspection Fee: $~~200~~	Reinspection Fee: $250 for 1st reinspection; $500 for each reinspection thereafter
Increase in fees to encourage compliance and serve as a deterrent for illegal work.		

Fee Category: Utility

Fee Description	Existing Fee	Proposed Fee
Construction in Public Right-of-Way (Private Utility)	Application Fee: $200	~~Application Fee: $200~~
	Permit Fee: $2 per linear foot under unpaved surfaces and $4 per linear foot under paved surfaces, minimum total fee $130	~~Permit Fee: $2 per linear foot under unpaved surfaces and $4 per linear foot under paved surfaces, minimum total fee $130~~
	Permit Amendment Fee: $100	~~Permit Amendment Fee: $100~~
	Automation Fee: 10% of all application and permit fees	~~Automation Fee: 10% of all application and permit fees~~
Removing this permit type and renaming it to Public Right of Way Permit to streamline application process and add permit sub-types.		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

PLANNING AND CODE ADMINISTRATION – MUNICIPAL INFRACTIONS

Fee Category: Health and Sanitation – Chapter 12

Fee Description	Existing Fee	Proposed Fee
Health and Sanitation Section 12-1, 12-2, 12-4	$500	$500
Health and Sanitation Section 12-3, 12-5, 12-6, 12-7	~~$500~~	$200
Correcting fee descriptions and fees to correct amounts and sections referenced.		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

PROPOSED FEE CHANGES – PARKS, RECREATION AND CULTURE

PARKS, RECREATION AND CULTURE – RENTAL FEES

Fee Category: Arts Barn

Fee Description	Existing Fee	Proposed Fee
Recital (2 hours) resident	~~$150~~	$175
Recital (2 hours) non-resident	~~$175~~	$200
Changes in fees reflect market conditions.		

Fee Category: Kentlands Mansion

Fee Description	Existing Fee	Proposed Fee
Sunday-Friday ~~Weekend~~ Social (7 hour rental) resident	~~$1,815~~	$1,980
Sunday-Friday ~~Weekend~~ Social (7 hour rental) non-resident	~~$2,310~~	$2,520
Saturday Social (8 hour rental) resident	~~$2,420~~	$2,640
Saturday Social (8 hour rental) non-resident	~~$3,080~~	$3,360
Mini Socials (4 hour rental) resident	~~$450~~	$500
Mini Socials (4 hour rental) non-resident	~~$550~~	$600
Changes in fees reflect market conditions.		

Fee Category: Main Street Park & Pavilion or Market Square

Fee Description	Existing Fee	Proposed Fee
Rental (5 hours) nonprofit resident	~~$80~~	$100
Rental (5 hours) nonprofit non-resident	~~$100~~	$120
Rental (5 hours) commercial resident	~~$120~~	$140
Rental (5 hours) commercial non-resident	~~$140~~	$160
Changes in fees reflect market conditions.		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

PARKS, RECREATION AND CULTURE – MEMBERSHIP FEES

Fee Category: Community Museum

Fee Description	Existing Fee	Proposed Fee
Individual Friend of Museum-annual resident	N/A	$20-$100
Individual Friend of Museum-annual non-resident	N/A	$25-$135
Business Friend of Museum-annual resident	N/A	$35-$150
Business Friend of Museum-annual non-resident	N/A	$45-$160
Exploring membership opportunities as this would align with other similar cultural and educational facilities in the region and state.		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

PARKS, RECREATION AND CULTURE – ADMISSION FEES

Fee Category: Miniature Golf Course

Fee Description	Existing Fee	Proposed Fee
Daily admission-1 round resident	~~$6~~	$7
Daily admission-1 round non-resident	~~$7~~	$8
Daily admission-unlimited play resident	~~$8~~	$9
Daily admission-unlimited play non-resident	~~$9~~	$10
Daily admission-senior 1 round resident	~~$5~~	$6
Daily admission-senior 1 round non-resident	~~$6~~	$7
Daily admission-senior unlimited play resident	~~$8~~	$9
Daily admission-senior unlimited play non-resident	~~$9~~	$10
Group rate-1 round	~~$5~~	$6
Group rate-unlimited	~~$7~~	$8
The last admission fee increase was FY15. There are not similar venues to make actual comparisons, however rates fall in line with other recreational venues. Change will be effective May 1, 2021.		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

PARKS, RECREATION AND CULTURE – PROGRAM, CLASS AND LESSON FEES

Fee Category: Aquatics

Fee Description	Existing Fee	Proposed Fee
Member Aquatic Classes	$30-~~$400~~	$30-$350
Correction to fee schedule.		

Fee Category: Community Center Programs

Fee Description	Existing Fee	Proposed Fee
Creative Tot Time School Year resident	$725-~~$1,000~~	$725-$1,150
Creative Tot Time School Year non-resident	$850-~~$1,175~~	$850-$1,350
Let's Cook camps & classes resident	N/A	$10-$565
Let's Cook camps & classes non-resident	N/A	$10-$565
Classes, Workshops & Events resident	N/A	$2-$540
Classes, Workshops & Events non-resident	N/A	$2-$540
Expanded programming. Classes, camps, workshops and events are new to fee schedule.		

Fee Category: Community Museum / Observatory Park

Fee Description	Existing Fee	Proposed Fee
Theater/Events resident	N/A	$1-$100
Theater/Events non-resident	N/A	$1-$125
Aligns Museum programs with similar programs in City and region.		

Fee Category: Events

Fee Description	Existing Fee	Proposed Fee
Vendor ~~Permits~~ Fees-Food Vendor resident	$~~50~~-$450	$30-$450
Vendor ~~Permits~~ Fees-Food Vendor non-resident	$~~70~~-$500	$40-$500
Changes in fees reflect market conditions.		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

Fee Category: Event Permits

Fee Description	Existing Fee	Proposed Fee
Street Closure Permit-Festival resident	$~~150~~	$200
Street Closure Permit-Festival non-resident	$~~150~~	$200
Street Closure Permit-Parade resident	$~~150~~	$200
Street Closure Permit-Parade non-resident	$~~150~~	$200
Street Closure Permit-Race/Walk resident	$~~150~~	$200
Street Closure Permit-Race/Walk non-resident	$~~150~~	$200
Changes in fees reflect market conditions.		

Fee Category: Kentlands Mansion Programs

Fee Description	Existing Fee	Proposed Fee
Vendors (shows/events) resident	$~~150~~-$~~200~~	$175-$350
Vendors (shows/events) non-resident	$~~175~~-$~~250~~	$200-$400
Concerts/Events/Classes	No change	No change
Changes in fees reflect market conditions.		

Fee Category: Summer Programs

Fee Description	Existing Fee	Proposed Fee
Elementary Camps resident	$~~126~~-$~~264~~	$80-$275
Elementary Camps non-resident	$~~175~~-$350	$100-$350
Extended Care - resident	$~~25~~-$80	$20-$80
Extended Care – non-resident	$~~35~~-$100	$30-$100
Expanding fee range		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

PROPOSED FEE CHANGES - PUBLIC WORKS

PUBLIC WORKS – MISCELLANEOUS FEES

Fee Category: Recycling Fees – Single Family & Townhouse

Fee Description	Existing Fee	Proposed Fee
Franchise Fee – Full Year	~~$107.57~~	$129.86
Franchise Fee – 3/4 Year	~~$80.68~~	$97.40
Franchise Fee – 1/2 Year	~~$53.79~~	$64.93
Franchise Fee – 1/4 Year	~~$26.89~~	$32.47
Recycling Collections fee increase due to increase in recycling operating costs based on new recycling contract, including the purchase of new bins. Increases for partial year payments are updates to match current year full year payment.		

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

PLANNING AND CODE ADMINISTRATION - LICENSING

Animal Control

Commercial Kennel License	Application Fee	$250 Annually

Pet Shop License	Application Fee	$250 Annually

Dog Park Membership	Application Fee	$60 Annually

Litter License	Application Fee	Animal Not Whelped	Animal Whelped
		$25	$100

Pet License	Application Fee	Spayed/Neutered	$10
		Spayed/Neutered – Public Assistance or Senior Citizen	$5
		Not Spayed/Neutered	$35
		Animal under 1 Year of Age	$0
		Service Animal	$0

Business - Miscellaneous

Amusement Machine License	Application Fee	$150 per Machine

Donation Box License	Application Fee	$50

Home Based Business License	Application Fee	No Impact	Minor Impact
		$0	$50

Mobile Food Vendor License	Application Fee	$250 Annually

Solicitor License	Application Fee	$250 Annually

Electrical

Electrician License - Limited	Application Fee	$175 Annually

Electrician License - Master	Application Fee	$175 Annually

Fire Protection

Fire System License	Application Fee	< 31 Days Expired	$65 per System
		<=31 Days or More Expired	$65 per System

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Rental Housing

Hotel or Motel License	Application Fee	$50 per Unit
	Reinspection Fee (two failed or missed inspections)	$50 per Unit

Multi-Family Rental Housing License	Application Fee	$130 per Unit
	Reinspection Fee (two failed or missed inspections)	$50 per Unit

Rooming House License	Application Fee	5 or fewer units: $70 More than 5 units: $70 plus $7 per unit for each unit over 5
	Reinspection Fee (two failed or missed inspections)	$50 per Unit

Short-Term Rental License	Application Fee	$150 per Unit
	Reinspection Fee (two failed or missed inspections)	$50 per Unit

Single Family Rental License	Application Fee	$150 per Unit
	Reinspection Fee (two failed or missed inspections)	$50 per Unit

Public Swimming Pool

Electrical Safety License	Application Fee	No Charge

City of Gaithersburg Fee Schedule

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PLANNING AND CODE ADMINISTRATION - PERMITS

Animal Control Traps

Trap Loan	Application Fee	$75 (Refundable)

Residential Construction - Model Home Plan Review

Residential – two over two Condo	Application Fee	$250
	Plan Revision Fee	$100
	Automation Fee	10% of all application and permit fees

Residential – Duplex	Application Fee	$250
	Plan Revision Fee	$100
	Automation Fee	10% of all application and permit fees

Residential – Single Family Detached	Application Fee	$250
	Plan Revision Fee	$100
	Automation Fee	10% of all application and permit fees

Residential – Townhouse	Application Fee	$250
	Plan Revision Fee	$100
	Automation Fee	10% of all application and permit fees

Residential Construction - New

Detached	Application Fee	$200
	Home Builder Guaranty Fund	$50
	Permit Fee – Building	Square Footage 0-5500: $1,300 Square Footage 5500+: $1,500
	Electrical Fee – Under 200 Amps	$250
	Electrical Fee – Over 200 Amps	$300
	Mechanical Fee	$150
	Use and Occupancy Fee	$150
	Fence Permit Fee	$35
	Deck Permit Fee	Square footage up to 550 sq. ft.: $85 Square footage 551 or more: $140
	Plan Revision Fee	$200
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Residential Construction – New (continued)

Duplex	Application Fee	$200
	Home Builder Guaranty Fund	$50
	Permit Fee – Building	$800
	Electrical Fee – Under 200 Amps	$300
	Electrical Fee – Over 200 Amps	$350
	Mechanical Fee	$150
	Use and Occupancy Fee	$150
	Fence Permit Fee	$35
	Deck Permit Fee	Square footage up to 550 sq. ft.: $85 Square footage 551 or more: $140
	Plan Revision Fee	$200
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Townhouse	Application Fee	$200
	Home Builder Guaranty Fund	$50
	Permit Fee – Building	$1,000
	Electrical Fee – Under 200 Amps	$300
	Electrical Fee – Over 200 Amps	$350
	Mechanical Fee	$150
	Use and Occupancy Fee	$150
	Fence Permit Fee	$35
	Deck Permit Fee	Square footage up to 550 sq. ft.: $85 Square footage 551 or more: $140
	Plan Revision Fee	$200
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Residential Construction – New (continued)

Two over Two Condo	Application Fee	$200
	Home Builder Guaranty Fund	$50
	Permit Fee – Building	$1,000
	Electrical Fee – Under 200 Amps	$300
	Electrical Fee – Over 200 Amps	$350
	Mechanical Fee	$150
	Use and Occupancy Fee	$150
	Fence Permit Fee	$35
	Deck Permit Fee	Square footage up to 550 sq. ft.: $85 Square footage 551 or more: $140
	Plan Revision Fee	$200
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

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Residential Construction - Improvements

Addition	Application Fee	$50
	Permit Fee – Building	0.12 per square foot - $30 minimum or $350 minimum if project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$100
	Homeowner Approved Mechanical Permit Fee	1 appliance: $50 Each additional appliance: $25
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Basement Egress	Application Fee	$50
	Permit Fee – Building	0.12 per square foot - $30 minimum or $350 minimum if project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$100
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Exterior Alteration	Application Fee	$50
	Permit Fee – Building	0.12 per square foot - $30 minimum or $350 minimum if project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$100
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Residential Construction – Improvements (continued)

Fire Damage Rehabilitation	Application Fee	$50
	Permit Fee – Building	0.12 per square foot - $30 minimum or $350 minimum if project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$100
	Homeowner Approved Mechanical Permit Fee	1 appliance: $50 Each additional appliance: $25
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Interior Alteration	Application Fee	$50
	Permit Fee – Building	0.12 per square foot - $30 minimum or $350 minimum if project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$100
	Homeowner Approved Mechanical Permit Fee	1 appliance: $50 Each additional appliance: $25
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Roof Sheathing Replacement	Application Fee	$50 0.12 per square foot - $30 minimum or $350 minimum if project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	n/a
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

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Commercial Construction - New

Commercial	Application Fee	Project cost equal to or greater than $500,000: $1,000 Project cost less than $500,000: Square footage 0-750: $100 Square footage 751-1,999: $150 Square footage 2000+: $250
	Permit Fee – Building (Includes 2 Plan Reviews)	$.24 per square foot or: 1.5% of project cost if less than $10M (whichever is greater) - $150 minimum 1.25% of project cost if equal to or greater than $10M to $30M (whichever is greater) - $150 minimum 1.0% of project cost if over $30M (whichever is greater) - $150 minimum
	Permit Fee – Building Third Plan Review	75% of total original permit fee(s) not to exceed $3,000
	Permit Fee – Building Each Subsequent Plan Review	100% of original permit fee not to exceed $5,000
	Permit Fee – Electrical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Structural	10% of Permit Fee - Building - $100 minimum
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Commercial Construction – New (continued)

Apartments	Application Fee	Project cost equal to or greater than $500,000: $1,000 Project cost less than $500,000: Square footage 0-750: $100 Square footage 751-1,999: $150 Square footage 2000+: $250
	Permit Fee – Building (Includes 2 Plan Reviews)	$.24 per square foot or: 1.5% of project cost if less than $10M (whichever is greater) - $150 minimum 1.25% of project cost if equal to or greater than $10M to $30M (whichever is greater) - $150 minimum 1.0% of project cost if over $30M (whichever is greater) - $150 minimum
	Permit Fee – Building Third Plan Review	75% of total original permit fee(s) not to exceed $3,000
	Permit Fee – Building Each Subsequent Plan Review	100% of original permit fee not to exceed $5,000
	Permit Fee – Electrical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Occupancy	$150 per dwelling unit
	Permit Fee – Structural	10% of Permit Fee - Building - $100 minimum
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Commercial Construction – New (continued)

Condos	Application Fee	Project cost equal to or greater than $500,000: $1,000 Project cost less than $500,000: Square footage 0-750: $100 Square footage 751-1,999: $150 Square footage 2000+: $250
	Home Builder Guaranty Fund	$50 per dwelling unit
	Permit Fee – Building (Includes 2 Plan Reviews)	$.24 per square foot or: 1.5% of project cost if less than $10M (whichever is greater) - $150 minimum 1.25% of project cost if equal to or greater than $10M to $30M (whichever is greater) - $150 minimum 1.0% of project cost if over $30M (whichever is greater) - $150 minimum
	Permit Fee – Building Third Plan Review	75% of total original permit fee(s) not to exceed $3,000
	Permit Fee – Building Each Subsequent Plan Review	100% of original permit fee not to exceed $5,000
	Permit Fee – Electrical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Occupancy	$150 per dwelling unit
	Permit Fee – Structural	10% of Permit Fee - Building - $100 minimum
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Telecommunication Facility – New Facility or Co-Location/Replacement	Application Fee	$100
	Permit Fee	1.5% of Telecom Facility project cost; $100 minimum
	Permit Fee – Electrical	10% of Permit Fee Telecom Facility; $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee Telecom Facility; $100 minimum
	Automation Fee	10% of all application and permit fees
Telecommunication Facility – Small Cell: Private/Non-City ROW	Application Fee	$100
	Permit Fee	1.5% of Telecom Facility project cost; $100 minimum
	Permit Fee – Electrical	10% of Permit Fee Telecom Facility; $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee Telecom Facility; $100 minimum
	Automation Fee	10% of all application and permit fees

Commercial Construction – New (continued)

Telecommunication Facility – Small Cell: City ROW	Application Fee	$100
	Permit Fee	1.5% of Telecom Facility project cost; $100 minimum
	Permit Fee – Electrical	10% of Permit Fee Telecom Facility; $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee Telecom Facility; $100 minimum
	Automation Fee	10% of all application and permit fees
Telecommunication Facility – Small Cell: Planning Commission	Application Fee	$100
	Planning Commission Review	$150
	Permit Fee	1.5% of Telecom Facility project cost; $100 minimum
	Permit Fee – Electrical	10% of Permit Fee Telecom Facility; $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee Telecom Facility; $100 minimum
	Automation Fee	10% of all application and permit fees

Commercial Construction - Improvement

Addition / Alteration	Application Fee	Project cost equal to or greater than $500,000: $1,000 Project cost less than $500,000: Square footage 0-750: $100 Square footage 751-1,999: $150 Square footage 2000+: $250
	Permit Fee – Building (Includes 2 Plan Reviews)	$.24 per square foot or: 1.5% of project cost if less than $10M (whichever is greater) - $150 minimum 1.25% of project cost if equal to or greater than $10M to $30M (whichever is greater) - $150 minimum 1.0% of project cost if over $30M (whichever is greater) - $150 minimum
	Permit Fee – Building Third Plan Review	75% of total original permit fee(s) not to exceed $3,000
	Permit Fee – Building Each Subsequent Plan Review	100% of original permit fee not to exceed $5,000
	Permit Fee – Electrical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Structural	10% of Permit Fee - Building - $100 minimum
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Commercial Construction – Improvement (continued)

Interior Fit Up	Application Fee	Project cost equal to or greater than $500,000: $1,000 Project cost less than $500,000: Square footage 0-750: $100 Square footage 751-1,999: $150 Square footage 2000+: $250
	Permit Fee – Building (Includes 2 Plan Reviews)	$.24 per square foot or: 1.5% of project cost if less than $10M (whichever is greater) - $150 minimum 1.25% of project cost if equal to or greater than $10M to $30M (whichever is greater) - $150 minimum 1.0% of project cost if over $30M (whichever is greater) - $150 minimum
	Permit Fee – Building Third Plan Review	75% of total original permit fee(s) not to exceed $3,000
	Permit Fee – Building Each Subsequent Plan Review	100% of original permit fee not to exceed $5,000
	Permit Fee – Electrical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - $100 minimum
	Permit Fee - Early Start	$.24 per square foot - $200 minimum
	Permit Fee – Structural	10% of Permit Fee - Building - $100 minimum
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

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Commercial Construction - Miscellaneous

Foundation	Application Fee	$200
	Permit Fee – Building	Square footage 2000+: $0.10 cents per square foot
	Permit Fee – Slab	$0.05 cents per square foot of slab area
	Permit Fee – Building Third Plan Review	75% of total original permit fee(s) not to exceed $3,000
	Permit Fee – Building Each Subsequent Plan Review	100% of original permit fee not to exceed $5,000
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Use and Occupancy	Application Fee	$150 every 0-5,000 square feet
	Occupying Without a Permit Fee	$500
	Automation Fee	10% of all application and permit fees

Deck

New / Addition / Alteration	Application Fee	Square footage up to 550 sq. ft.: $85 Square footage 551 or more: $140
	Homeowner Approved Electric Permit Fee	$80
	Permit Amendment Fee	$50
	Plan Revision Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

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Demolition/Relocation

Commercial - Entire Building	Application Fee	$1,000
	Permit Amendment Fee	$100
	Bond	$10,000 or Approved Cost Estimate
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Commercial - Partial Building	Application Fee	$200
	Permit Fee	Over 4,000 square feet, $0.05 cents per square foot, minimum $50
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Commercial - Interior Building	Application Fee	$100
	Permit Fee	Over 5,000 square feet, $0.03 cents per square foot, minimum $20
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Demolition/Relocation (continued)

Residential - Entire Building	Application Fee	$1,000
	Bond	$10,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Electrical

Temporary Service	Application Fee	$120
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Commercial Addition/Alteration with No Service Change	Application Fee	1-19 receptacles and switches: $120 20 or more receptacles and switches: $175 Or 1% of project cost whichever is higher
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Electrical (continued)

Commercial Addition/Alteration with Service Change	Application Fee	1-19 receptacles and switches: $120 20 or more receptacles and switches: $175 Or 1% of project cost whichever is higher
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Commercial Low Voltage	Application Fee	.5% cost of wiring (labor and materials), $120 minimum
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Residential Addition or Alteration with No Service Change	Application Fee	$200
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Electrical (continued)

Residential Addition or Alteration with Service Change	Application Fee	$300
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Residential Addition or Alteration with No Service Change – Approved Homeowner Installation	Application Fee	$100
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

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Fence

Commercial New/Addition/Alteration	Application Fee	$100 or 1.5% project cost (whichever is greater)
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Residential New / Addition / Alteration	Application Fee	$35
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fire Protection

Blasting/Explosives	Application Fee	$100
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Clean Agent	Application Fee	$50
	Permit Fee (Includes one Plan Revision)	$1 per pound of agent, $150 minimum
	Second Plan Revision	75% of Original Permit Fee Not to Exceed $3,000
	Each Subsequent Plan Revision	100% of Original Permit Fee Not to Exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fire Protection (continued)

Commercial Floor Re-Surfacing	Application Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fire Alarm - Alteration	Application Fee	$50
	Permit Fee (Includes one Plan Revision)	$15 per device, maximum $300 per floor altered
	Second Plan Revision	75% of original permit fee not to exceed $3,000
	Each Subsequent Plan Revision	100% of original permit fee not to exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fire Alarm - New	Application Fee (Includes one Plan Revision)	$50
	Permit Fee	$300 per Story
	Second Plan Revision	75% of original permit fee not to exceed $3,000
	Each Subsequent Plan Revision	100% of original permit fee not to exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fire Marshal Inspection for Mandated Licenses	Application Fee	Group Home	$50
		Daycare <13 Clients	$50
		Daycare ≥13 Clients	$100
		Private School	$150
		Driving School	$150
		Health Care	$300
		Board & Care ≤16 Residents	$100
		Board & Care > 16 Residents	$200
		Safety Inspection	$100

Fire Protection (continued)

Fireworks or Pyrotechnics	Application Fee	Pyrotechnics	Fireworks
		$100	$400
	Permit Amendment Fee	$50	
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500	
	Reinspection Fee	$200	
	Automation Fee	10% of all application and permit fees	

Hood and Duct - Alteration	Application Fee	$50
	Permit Fee (Includes one Plan Revision)	$25 per nozzle, $200 maximum
	Second Plan Revision	75% of original permit fee not to exceed $3,000
	Each Subsequent Plan Revision	100% of original permit fee not to exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Hood and Duct - New	Application Fee (Includes one Plan Revision)	$50
	Permit Fee	$200 per System
	Second Plan Revision	75% of original permit fee not to exceed $3,000
	Each Subsequent Plan Revision	100% of original permit fee not to exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Smoke Control System	Application Fee (Includes one Plan Revision)	$200
	Second Plan Revision	75% of original permit fee not to exceed $3,000
	Each Subsequent Plan Revision	100% of original permit fee not to exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fire Protection (continued)

Sprinkler – Add/Alteration	Application Fee	$50
	Permit Fee (Includes one Plan Revision)	$4 per sprinkler head, $25 minimum
	Fire Pump Test	$200 per pump
	Fire Main Flush/Flow or Hydro Test	$250 per test witnessed
	Second Plan Revision	75% of original permit fee not to exceed $3,000
	Each Subsequent Plan Revision	100% of original permit fee not to exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Sprinkler – New	Application Fee	$50
	Permit Fee (Includes one Plan Revision)	$4 per sprinkler head, $25 minimum
	Fire Pump Test	$200 per pump
	Fire Main Flush/Flow or Hydro Test	$250 per test witnessed
	Second Plan Revision	75% of original permit fee not to exceed $3,000
	Each Subsequent Plan Revision	100% of original permit fee not to exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Standpipe	Application Fee	$50
	Permit Fee (Includes one Plan Revision)	$200 per riser
	Second Plan Revision	75% of original permit fee not to exceed $3,000
	Each Subsequent Plan Revision	100% of original permit fee not to exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fuel Tank

Permanent - Install	Application Fee	$100 per tank
	Permit Fee	1,000 gallons or more: $100 per tank
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Permanent - Remove	Application Fee	$100 per tank
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Permanent - Remove and Replace	Application Fee	$100 per tank
	Permit Fee	1,000 gallons or more: $100 per tank
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Fuel Tank (continued)

Temporary	Application Fee	$100 per tank
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Garage

New / Addition / Alteration	Application Fee	$120
	Permit Fee	If construction cost exceeds $15,000: $350
	Homeowner Approved Electric Permit Fee	$80
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Gazebo

New / Addition / Alteration	Application Fee	$30
	Permit Fee	Pre-Fabricated: $30 Not Pre-Fabricated: $0.12 per square foot, $80 minimum or $350 minimum if the project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$80
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

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Mechanical

Residential	Application Fee	1 appliance: $50 Each additional appliance: $25
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Commercial	Application Fee	$100
	Permit Fee	0.5% of project cost
	Permit Fee Electric	10% of Permit Fee, $100 Minimum
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Right-of-Way

Construction in Public Right-of-Way (Private Utility)	Application Fee	$200
	Permit Fee	$2 per linear foot under unpaved surfaces and $4 per linear foot under paved surfaces, minimum total fee $130
	Permit Amendment Fee	$100
	Automation Fee	10% of all application and permit fees

Wireless Facilities	Application Fee	$100
	Permit Fee	1.5% of Telecom Facility project cost; $100 minimum
	Permit Fee Electric	10% of Permit Fee Telecom Facility; $100 minimum
	Automation Fee	10% of all application and permit fees

Temporary Occupancy of Right-of-Way	Application Fee	No Charge

Shed

New / Addition / Alteration	Application Fee	$30
	Permit Fee	Pre-Fabricated: $30 Not Pre-Fabricated: $0.12 per square foot, $50 minimum or $350 minimum if the project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$80
	Permit Amendment Fee	$50
	Plan Revision Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Sign

Permanent	Application Fee	Non-Electric	Electric
		$1.50 per square foot, $50 minimum	$1.50 per square foot, $50 minimum, plus $80
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250	
	Permit Extension Fee	$100	
	Automation Fee	10% of all application and permit fees	

Sign (continued)

Temporary	Application Fee	$1.50 per square foot, $50 minimum
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Automation Fee	10% of all application and permit fees

Site Development

Combination	Application Fee	$200
	Permit Fee	10% of approved stormwater management project cost 10% of approved public improvement project cost 5% of approved private on-site project cost grading/sediment control/forest conservation - $0.05 cents per sq. ft. of disturbed area
	As Built Fee (SWM Only)	$1,500 per stormwater management structure
	Floodplain Permit Fee	$500
	Bond	110% of approved cost
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Private On-Site	Application Fee	$200
	Permit Fee	5% of project cost
	Bond	110% of approved cost
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Public Improvement	Application Fee	$200
	Permit Fee	10% of project cost
	Bond	110% of approved cost
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Site Development (continued)

Retaining Wall Less than Four Feet in Height	Application Fee	$200
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Sediment Control, Grading, and Forest Conservation	Application Fee	$200
	Permit Fee	$0.05 cents per square foot of disturbed area, $200 minimum
	Bond	110% of approved cost
	Forest Conservation Fee in Lieu	$3 per square foot
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee (pre-expiration)	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Stormwater Management	Application Fee	$200
	Permit Fee	10% of project cost
	As Built Fee	$1,500 per stormwater management structure
	Bond	110% of approved cost
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Waiver Fee for New Development and Redevelopment	C = A x I x F C = the waiver fee contribution A = area (disturbed area for redevelopment, site area of new development) I = percent of A that is impervious F = the maximum fee per acre = $43,560 Credit for previously paid redevelopment Stormwater Management Fee will be applied to the contribution.
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

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Swimming Pool

Residential	Application Fee	$180
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$100
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees

Commercial - New	Application Fee	$300
	Permit Fee	1.5% of project cost
	Plan Revision Fee	1% of revised construction cost, $100 minimum
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Commercial - Renovation	Application Fee	$300
	Permit Fee	1.5% of project cost
	Plan Revision Fee	1% of revised construction cost, $100 minimum
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$1,000
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Tent

New	Application Fee	120 – 2000 square feet, $100 2000+ square feet, $200 plus $0.02 per square feet over 2000 square feet
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Tent Event Fee	$100 for 2nd event & each subsequent event thereafter
	Automation Fee	10% of all application and permit fees

Trailer

Construction	Application Fee	$150 per trailer
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500 per trailer
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Sales	Application Fee	$250
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500 per trailer
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Storage	Application Fee	$150 per trailer
	Permit Amendment Fee	$100
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500 per trailer
	Permit Extension Fee	$100
	Reinspection Fee	$250 for 1st reinspection; $500 for each reinspection thereafter
	Automation Fee	10% of all application and permit fees

Tree Removal

Tree Removal	Application Fee	$5 per tree
	Reinspection Fee	$200
	Automation Fee	10% of all application and permit fees
	Tree Removal Variance Request Application Fee	$25 per tree; $150 for 6 or more trees

City of Gaithersburg Fee Schedule

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PLANNING AND CODE ADMINISTRATION - PLANS

Abandonment

Abandonment – Public Right-of-Way	Application Fee	$550

Amendment to Schematic Development Plan

CD Zone – Schematic Development or Concept Plan: Change in Use, Change Other Than to Use	Application Fee	$840
Height Waiver	Application Fee	$1,100
Parking Waiver	Application Fee	$1,100

MXD Zone – Schematic Development: Change in Use & Change Other than to Use	Application Fee	$5,500
Height Waiver	Application Fee	$1,100
Parking Waiver	Application Fee	$1,100

Amendment to Final Site Plans

Consent Item	Application Fee	$165

Planning Commission Approval	Application Fee	$550 plus $50 per residential unit $0.01 per additional square foot of nonresidential
Height Waiver	Application Fee	$1,100
Parking Waiver	Application Fee	$550

Staff Approval (Minor)	Application Fee	$165
Parking Wavier	Application Fee	$165

Amendment to Sketch Plans

MXD Zone – Change in Use	Application Fee	$2,000

MXD Zone – Change Other than to Use	Application Fee	$4,000

Board of Appeals - Administrative Review

Government Official	Application Fee	Individual Resides at Subject Location: $265 Individual Does Not Reside at Subject Location: $520 Commercial or Business Entity: $1,050
	*Transcription Fee (if required)	$7 per page, $50 minimum

Historic District Commission	Application Fee	$2,625
	*Transcription Fee (if required)	$7 per page, $50 minimum

Planning Commission	Application Fee	$2,625
	*Transcription Fee (if required)	$7 per page, $50 minimum

**In cases of administrative appeals pursuant to Section 24-187 resulting in favor of an appellant, the City shall refund the fee and the cost of transcript*

Board of Appeals - Special Exception

Auto Sales	Application Fee	$5,000
Automobile, motorcycle, marine, and truck repair and service	Application Fee	$5,000
Assembling/Manufacturing	Application Fee	$5,000
Bed and Breakfast	Application Fee	$500
Care Homes	Application Fee	$1000
Family Daycare	Application Fee	$500
Child/Adult Daycare Center	Application Fee	$1,000
Fortunetelling	Application Fee	$5000
Housing for the Elderly	Application Fee	$1,000
Home Based Business – Material Impact	Application Fee	$1,000
Hospital/Veterinary Hospital	Application Fee	$10,000
Laboratories	Application Fee	$1,000
Motor Vehicle Assembly	Application Fee	$10,000
Off Street or Off-Site Parking Lots and Garages	Application Fee	$5,000
Outdoor Amusement and Recreational Facilities	Application Fee	$2,500
Pawn Shops	Application Fee	$5,000
Private Educational Institutions	Application Fee	$1,000
Public Utilities	Application Fee	$10,000
Radio and TV Broadcasting	Application Fee	$15,000
Religious Facilities, including Convents and Seminaries	Application Fee	$1,000
Tattoo/Body Piercing Parlor	Application Fee	$2,500
Telecommunications Facility Requiring New Pole or Tower	Application Fee	$10,000
Telecommunications Facilities – All Other	Application Fee	$5,000
All Other Uses	Application Fee	$500

Board of Appeals - Special Exception Amendment

Auto Sales	Application Fee	$1,000
Automobile, motorcycle, marine, and truck repair and service	Application Fee	$1,000
Assembling/Manufacturing	Application Fee	$5,000
Bed and Breakfast	Application Fee	$500
Care Homes	Application Fee	$500
Family Daycare	Application Fee	$500
Child/Adult Daycare Center	Application Fee	$1,000
Fortunetelling	Application Fee	$1,000
Housing for the Elderly	Application Fee	$1,000
Home Based Business – Material Impact	Application Fee	$500
Hospital/Veterinary Hospital	Application Fee	$10,000
Laboratories	Application Fee	$1,000
Motor Vehicle Assembly	Application Fee	$2,000
Off Street or Off-Site Parking Lots and Garages	Application Fee	$5,000

Board of Appeals - Special Exception Amendment (continued)

Outdoor Amusement and Recreational Facilities	Application Fee	$500
Pawn Shops	Application Fee	$5,000
Private Educational Institutions	Application Fee	$1,000
Public Utilities	Application Fee	$10,000
Radio and TV Broadcasting	Application Fee	$3,000
Religious Facilities	Application Fee	$500
Tattoo/Body Piercing Parlor	Application Fee	$2,500
Telecommunications Facility Requiring New Pole or Tower	Application Fee	$10,000
Telecommunications Facilities – All Other	Application Fee	$5,000
All Other Uses	Application Fee	$500

Board of Appeals - Variance

Variance	Application Fee	Single Family: $250 Townhouse: $250 Multi-Family: $1,000 Nonresidential or Mixed Use: $2,500
Variance - Floodplain	Application Fee	$2,500

Environment

Forest Conservation Plan	Application Fee	$160 plus $10 per acre for every acre over 10
Forest Conservation Plan Amendment	Application Fee	Staff Approval: $160 Planning Commission: $1,050
Natural Resources Inventory/Forest Stand Delineation	Application Fee	A Single Family Lot: $160 Other: $210 plus $5 per acre for every acre over 10
Floodplain Study	Application Fee	$1,000
Waiver	Application Fee	Single Family Lot: $105 per waiver Multi-Family Lot: $1,050 per waiver Nonresidential Lot: $1,050 per waiver

High Rise

High Rise	Application Fee	$5,500

Plat - Subdivision

Final Subdivision (Record) Plat (including resubdivision plats)	Application Fee	$1,050 plus $50 per lot, parcel or outlot
Minor Subdivision	Application Fee	$1,050 plus $50 per lot, parcel or outlot

Road Code Waiver

Road Code Waiver	Application Fee	$550 per road, or $2,200 if more than 50 acres or in the MXD Zone

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Schematic Development Plans

Schematic Development Plan	Application Fee	MXD Zone: $10,500 or CD Zone: $840 plus $50 per Residential Dwelling Unit and $0.01 per square feet of Gross Floor Area of Nonresidential
Height Waiver	Application Fee	$1,050
Parking Waiver	Application Fee	$1,050

Site Development Plans

Site Development Plans – Concept *All Zones Except MXD*	Application Fee	$790 plus $50 per Residential Dwelling Unit and $0.01 per square feet Gross Floor Area of Nonresidential

Site Development Plans – Preliminary	Application Fee	$790 plus $50 per Residential Dwelling Unit and $0.01 per square feet Gross Floor Area of Nonresidential
Height Waiver	Application Fee	$1,050
Parking Waiver	Application Fee	$1,050

Site Development Plans – Final	Application Fee	Non-MXD: $790 plus $50 per Residential Dwelling Unit and $0.01 per square feet Gross Floor Area of Nonresidential or MXD: $7,000 plus $10 per Residential Dwelling Unit and $0.025 per square feet Gross Floor Area of Nonresidential
	Extension to Final Site Plan	$110
	Reapproval of Final Site Plan	$330
Height Waiver	Application Fee	$1,050
Parking Waiver	Application Fee	$1,050

Sketch Plans

Sketch Plan	Application Fee	Less than 2 acres: $2,000 2 or more acres: $4,000

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Sediment & Erosion Control

Concept	Application Fee (Application fee is based on disturbed area and includes 2 full review cycles and approval processing)	Up to 1 Acre: $500 1-3 Acres: $1,000 >3-5 Acres: $1,500 Over 5 Acres: $2,000 plus $100 per Acre Over 5
	Each Additional Review Past 2: (Additional reviews may be required to ensure that plan comments and required items are fully addressed)	3rd review: $500 4th review: $1,000 5th and subsequent reviews: $1,500

Preliminary	Application Fee (Application fee is based on disturbed area and includes 2 full review cycles and approval processing)	Up to 1 Acre: $250 1-3 Acres: $500 >3-5 Acres: $750 Over 5 Acres: $1,000 plus $100 per Acre Over 5
	Each Additional Review Past 2: (Additional reviews may be required to ensure that plan comments and required items are fully addressed)	3rd review: $500 4th review: $1,000 5th and subsequent reviews: $1,500

Final	Application Fee (Application fee is based on disturbed area and includes 2 full review cycles and approval processing)	Up to 1 Acre: $250 1-3 Acres: $500 >3-5 Acres: $750 Over 5 Acres: $1,000 plus $100 per Acre Over 5
	Each Additional Review Past 2: (Additional reviews may be required to ensure that plan comments and required items are fully addressed)	3rd review: $500 4th review: $1,000 5th and subsequent reviews: $1,500
	Plan Revision Fee	$500

Stormwater Management

Concept	Application Fee (Application fee is based on disturbed area and includes 2 full review cycles and approval processing)	Up to 1 Acre: $500 1-3 Acres: $1,000 >3-5 Acres: $1,500 Over 5 Acres: $2,000 plus $100 per acre over 5
	Each Additional Review Past 2: (Additional reviews may be required to ensure that plan comments and required items are fully addressed)	3rd review: $500 4th review: $1,000 5th and subsequent reviews: $1,500

Preliminary	Application Fee (Application fee is based on disturbed area and includes 2 full review cycles and approval processing)	Up to 1 Acre: $250 1-3 Acres: $500 >3-5 Acres: $750 Over 5 Acres: $1,000 plus $100 per acre over 5
	Each Additional Review Past 2: (Additional reviews may be required to ensure that plan comments and required items are fully addressed)	3rd review: $500 4th review: $1,000 5th and subsequent reviews: $1,500

Stormwater Management (continued)

Final	Application Fee (Application fee is based on disturbed area and includes 2 full review cycles and approval processing)	Up to 1 Acre: $250 1-3 Acres: $500 >3-5 Acres: $750 Over 5 Acres: $1,000 plus $100 per acre over 5
	Each Additional Review Past 2: (Additional reviews may be required to ensure that plan comments and required items are fully addressed)	3rd review: $500 4th review: $1,000 5th and subsequent reviews: $1,500
	Plan Revision Fee	$500

Waiver - Administrative	Application Fee	$1,000

Traffic Impact Study

Minor	Application Fee	$250

Preliminary	Application Fee	Peak Hour Trips: 30-249: $500 250-749: $1,500 750-1,249: $2,500 1,250-1,749: $3,500 1,750+: $5,000
	Each Review Past Two	20% of the total costs
	Parking Study	$500, each additional review $100
	Neighborhood Impact Study	$500, each additional review $100
	Average Daily Traffic Study	$500, each additional review $100
	Traffic Calming Study	$500, each additional review $100
	Traffic Timing Study	$500, each additional review $100
	Turning Lane Study	$500, each additional review $100
	Other Miscellaneous Traffic Study	$500, each additional review $100

Final	Preliminary Application Fee (if combo)	Peak Hour Trips: 30-249: $500 250-749: $1,500 750-1,249: $2,500 1,250-1,749: $3,500 1,750+: $5,000
	Final Application Fee	20% of preliminary traffic study fee
	Each Review Past Two	20% of the total costs
	Parking Study	$500, each additional review $100
	Neighborhood Impact Study	$500, each additional review $100
	Average Daily Traffic Study	$500, each additional review $100
	Traffic Calming Study	$500, each additional review $100
	Traffic Timing Study	$500, each additional review $100
	Turning Lane Study	$500, each additional review $100
	Other Miscellaneous Traffic Study	$500, each additional review $100

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Use

Use - Conditional	Application Fee	$5,025
Use – Conditional Radio & Television Broadcast Station	Application Fee	$15,750
Use - Temporary	Application Fee	$525

Verification

Zoning / Code / U&O Verification Request	Application Fee	Zoning and Code Verification: $275 per parcel Use and Occupancy Verification: $25 per address

Zoning Map Amendment

Zoning Map Amendment - Standard	Application Fee	Less than 2 Acres: $1,100 2 or More Acres: $2,200

Zoning Map Amendment – Standard (Optional Method)	Application Fee	Less than 2 Acres: $2,200 2 or More Acres: $4,400

Zoning Map Amendment – MXD with Sketch Plan	Application Fee	Less than 2 Acres: $4,400 2 or More Acres: $6,600

PLANNING AND CODE ADMINISTRATION - MUNICIPAL INFRACTIONS

Animals and Fowl – Chapter 4

Cruelty to Animals – Sec. 4-3	Fine	$500
Public Nuisance – Sec. 4-4	Fine	$100
Potential Dangerous/Dangerous Section 4-5(b, e, g)	Fine	$500
Sanitation – Sec. 4-6	Fine	$100
Licensing – Sec. 4-8 (a,c)	Fine	$100
Rabies Vaccination Required – Section 4-9	Fine	$500
Reports of Animal Attacks or Bites – Section 4-10	Fine	$500
Confinement of Animals – Section 4-11	Fine	$500
Notice of Rabies to State – Section 4-12	Fine	$500
Enforcement During Quarantine – Section 4-13	Fine	$500
Restrictions on Animals with Rabies – Section 4-14	Fine	$500
All Other Sections	Fine	$250

Buildings – Chapter 5

Buildings	Fine	$500
Buildings, Repeat Violations	Fine	$1,000
Buildings – Sec. R310 and all sub-sections	Fine	$500

Electricity – Chapter 7

Electricity	Fine	$200

Erosion, Sediment Control and Stormwater Management – Chapter 8

Erosion, Sediment Control, Stormwater Management	Fine	$500

Excavation of Underground Utility Facilities – Chapter 9

Excavation of Underground Utility Facilities	Fine	$200

Fire Safety – Chapter 11

Fire Safety – Initial Violation	Fine	$500
Fire Safety – Repeat Violation(s)	Fine	$1,000

Floodplain Management – Chapter 10

Floodplain Management – Initial Violation	Fine	$500
Floodplain Management – Repeat Violation(s)	Fine	$1,000

City of Gaithersburg Fee Schedule

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Health and Sanitation – Chapter 12

Health and Sanitation Section 12-1, 12-2, 12-4	Fine	$500
Health and Sanitation Section 12-3, 12-5, 12-6, 12-7	Fine	$200

Landlord Tenant Relations – Chapter 13

Landlord Tenant Relations	Fine	$200

Parks and Other Properties – Chapter 15A

Parks and Other Properties – Sec. 17 (Dog Exercise Area)	Fine	$100

Peddlers, Hawkers and Solicitors – Chapter 16

Peddlers, Hawkers and Solicitors	Fine	$200

Property Maintenance – Chapter 17AA

Property Maintenance	Fine	$100
Overcrowding - Initial Violation	Fine	$500
Overcrowding - Repeat Violation(s)	Fine	$1,000

Refuse and Garbage - Chapter 18

Refuse and Garbage – Sec. 18-4(a)	Fine	$500
Refuse and Garbage – All Other Sections	Fine	$200

Rental Housing Licensing – Chapter 18AA

Rental Housing Licensing	Fine	$500

Smoking – Chapter 18A

Smoking and/or vaping	Fine	$100

Streets and Sidewalks – Chapter 19

Streets and Sidewalks	Fine	$100
Streets and Sidewalks – Sec. 19-2	Fine	$500

Trees and Vegetation – Chapter 21

Trees and Vegetation	Fine	$500

Forest Conservation- Chapter 22

Forest Conservation	Fine	$200 per violation

Zoning – Chapter 24

Zoning	Fine	$200
Zoning – Sec. 24-184	Fine	Initial Violation: $200
		Repeat Violation(s): $500

PLANNING AND CODE ADMINISTRATION - MISCELLANEOUS FEES

Non-Business Hours Inspection Fee

Non-Business Hours Inspection Fee	Fee	$150 per Hour, $600 Minimum

Animal Control Signage

Large Pet Waste Sign	Fee	$25
Small Pet Waste Sign	Fee	$20
Pet Waste Sign Post	Fee	$13
Pet Waste Sign Hardware	Fee	$3

City of Gaithersburg Fee Schedule

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PARKS, RECREATION & CULTURE – RENTAL FEES

Activity Center

	Type	Resident	Nonresident
Activity Rooms (per hour)	Individual	$43 - $50	$65 - $75
	Business/Commercial	$60 - $68	$90 - $102
Gymnasiums - Social Events (per hour)	Individual / Business / Commercial	$75 - $110	$75 - $160
Gymnasium - Athletic Events (per hour)	Individual	$40 - $63	$40 - $95
	Business/Commercial	$75 - $95	$110 - $140
Fees vary based on peak and non-peak times (i.e. weekend, M-F before 3pm and M-F after 3pm, etc.).			

Aquatic Center

Group Rentals (per hour)	Number of Participants	Resident	Nonresident
	1-40	$95	$95
	41-99	$115	$115
	100-140	$135	$135
	141-175	$155	$155
Group rental fees are based on number of participants (i.e. swim team practices – participants are likely to be a combination of residents and Nonresidents).			

Arts Barn

Theater/Gallery (per hour)	Type	Resident	Nonresident
	Individual	$85 - $150	$110 - $220
	Non Profit	$50 - $80	$60 - $110
	Recital (2-hour block)	$175	$200
Room Rentals (per hour)	Classroom Individual	$40	$55
	Classroom Non Profit	$35	$40
	Birthday Parties	$65	$80
Fees vary based on peak and non-peak times (i.e. weekend, weekday, evenings, etc.).			

Casey Community Center

Rate (per hour) Varies depending on room	Type	Resident	Nonresident
	Individual Rate	$25 - $90	$38 - $135
	Non Profit	$22-$47	$33-$70
	Business/Commercial	$43-$110	$65 - $165
Fees are based upon room size.			

Community Museum

Rate (per hour) Varies depending on room/train car Non Profit – 50% off posted Individual Rate	Type	Resident	Nonresident
	Individual Rate	$25-$130	$30-$170
	Business/Commercial	$30-$160	$35-$190
Additional rooms/space added to rental options. Fees vary based upon what car is rented and/or option to rent the museum complex.			

City of Gaithersburg Fee Schedule

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Field Use

Rates	Fee	Resident	Nonresident
	Staff Fees/Administrative Fees	$15 - $25	$20 - $35
	Light Fees / hour	$25 - $50	$25 - $50
	General Field Rental Fees / hour	$15	$20
	Synthetic Turf Rental Fees / hour	$100 - $160	$120 - $185
	Criswell Field KP / hour	$20 - $30	$40 - $60
Rental and Administrative fees vary based on type of group (i.e. Commercial or Individual/Non Commercial). Light fees vary depending on field.			

Kentlands Green

Rate (per hour)	Type	Resident	Nonresident
	Community Event	$15 - $25	$25 - $35
	Private Social Event	$150	$300
Fees vary based on peak and non-peak times (i.e. weekend versus weekday).			

Kentlands Mansion

Event	Function Type	Resident	Nonresident
	Sunday-Friday Social (7 hour rental)	$1,980	$2,520
	Weekend Social (8 hour rental)	$2,640	$3,360
	Mini Socials (4 hour rental)	$500	$600
	Business Meeting (8-hr rental)	$150 - $450	$175 - $525
	2-Hr Recital (Monday-Thursday)	$175	$200
Business Meeting fees vary based on the room(s) or floor(s) rented; rate change based on market price study.			

Main Street Park and Pavilion

Rate (per 5 hour block)	Type	Resident	Nonresident
	Nonprofit	$100	$120
	Commercial	$140	$160
	Each additional hour	$25	$25

Picnic Pavilions

Individual/Non Profit (per rental)	Pavilion	Resident	Nonresident
	Park/Pond/Hillside	$225-$315	$335-$475
	City Hall	$180	$270
Business/Commercial (per rental)	**Pavilion**	**Resident**	**Nonresident**
	Park/Pond/Hillside	$290-$450	$435-$660
	City Hall	$225	$340
Changes in fees reflect market conditions. Fees vary based on size of group.			

City of Gaithersburg Fee Schedule

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Benjamin Gaither Center

Rate (per hour) Varies depending on room	Type	Resident	Nonresident
	Individual	$40 - $80	$60 - $100
	Non Profit	$30 - $60	$40 - $85
Fees vary based on the room rented.			

Skate Park

Rate (per hour)	Type	Resident	Nonresident
	Park Rental	$60 - $150	$80 - $225
Fees vary based on type of rental (i.e. exclusive use of park versus a rental held while park is open to public).			

Water Park

Exclusive Use Group Rental (rate per 4 hours)	Type	Resident	Nonresident
	Park Rental	$1,800 - $2,600	$2,000 - $2,800
Limited availability / Fees vary based on size of group.			

Rental (per day; Friday, Saturday, Sunday & Holidays)	Type	Resident	Nonresident	Out of County
	Picnic Pavilion Rental	$60	$100	$130

Youth Center – Olde Towne

Rental (per hour)	Type	Resident	Nonresident
	Individual	$70	$85
	Business/Commercial	$85	$100
	Member (studio rental only)	$50	$50
	Non-Member (studio rental only)	$65	$80
Adding rental options for non-members.			

Youth Center – Robertson Park

Rental (per hour)	Type	Resident	Nonresident
	Individual / Non Profit	$70	$85
	Business/Commercial	$85	$100

City of Gaithersburg Fee Schedule

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PARKS, RECREATION & CULTURE – MEMBERSHIP FEES

Aquatics

Individual	**Term**	**Resident**	**Nonresident**	**Out of County**
	Annual (GAC & WP)	$250	$400 (ala carte)	$500 (ala carte)
	GAC only (annual)	$200	$200	$200
	Summer (WP only)	$150	$200	$300
	Monthly (GAC only)	$50	$50	$50
2 Person	**Term**	**Resident**	**Nonresident**	**Out of County**
	Annual (GAC & WP)	$300	$500 (ala carte)	$600 (ala carte)
	GAC only (annual)	$250	$250	$250
	Summer (WP only)	$200	$250	$350
	Monthly (GAC only)	$75	$75	$75
Family	**Term**	**Resident**	**Nonresident**	**Out of County**
	Annual (GAC & WP)	$350	$600 (ala carte)	$800 (ala carte)
	GAC only (annual)	$300	$300	$300
	Summer (WP only)	$250	$300	$500
	Monthly (GAC only)	$100	$100	$100
Offering general membership fees rather than resident and non-resident rates at Aquatic Center per an MOU with Montgomery County government.				

Community Museum

Individual Friend of the Museum membership	**Term**	**Resident**	**Nonresident**
	Annual	$20- $100	$25-$135
Business Friend of the Museum membership	Annual	$35 - $150	$45-$160

Fitness Center at Bohrer Park

Membership (varies depending on term)	**Type**	**Resident**	**Nonresident**
	Adult	$55- $150	$85-$215
	Senior	$55 - $120	$85-$180
	Youth	$55 - $120	$85-$180
	2 Person	$245	$355
	Family	$290	$420
Fees vary depending on term of membership (i.e. Annual, 25-admission, 3-month)			

Recreation Super Pass

Annual Membership	**Type**	**Resident**	**Nonresident**
	Adult	$305	$500
	2 Person	$455	$685
	Family	$540	$805

City of Gaithersburg Fee Schedule

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Benjamin Gaither Center

	Type	Resident	Nonresident
Member	Annual	$50	$125
	Annual 2 Person	$80	$195
	Monthly	$10	$25
Fitness Center (must be a BGC Member)	Annual	$75	$75
	Monthly	$15	$15

Student Union

	Term	Resident	Nonresident
Participant	Annual	$10	$15

Youth Centers

	Term	Resident	Nonresident
Participant	Annual	$20	$25

City of Gaithersburg Fee Schedule

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PARKS, RECREATION & CULTURE – ADMISSION FEES

Aquatic Center

Daily Admission	Type	Resident	Nonresident
	Adult	$5	$5
	Child	$4	$4
Going to a general admission fee rather than resident/nonresident fees per an MOU with Montgomery County government. Fees were streamlined, eliminating Senior Membership Plan.			

Fitness Center

Daily Admission	Type	Resident	Nonresident
	Adult	$5	$6
	Senior	$4	$5
	Youth	$4	$5
	Designated Promo Times	$3	$3

Miniature Golf (through April 30, 2021)

Daily Admission (Varies depending on 1-round / unlimited play)	Type	Resident	Nonresident
	Individual	$6/$8	$7/$9
	Senior	$5/$8	$6/$9
	Group Rate	$5	$5

Miniature Golf (effective May 1, 2021)

Daily Admission (Varies depending on 1-round / unlimited play)	Type	Resident	Nonresident
	Individual	$7/$9	$8/$10
	Senior	$6/$9	$7/$10
	Group Rate	$6/$8	$6/$8

Water Park

Daily Admission	Type	Resident	Nonresident (In County)	Nonresident (Out of County)
	Under 48" tall – Weekday (Mon-Thurs)	$5	$8	$10
	Under 48" tall – Weekend (Fri-Sun & Holiday)	$5	$10	$15
	Over 48" tall – Weekday (Mon-Thurs)	$6	$11	$16
	Over 48" tall – Weekend (Fri-Sun & Holiday)	$6	$17	$22
	Putt & Pool Pass Weekday	$9.50	$14.50	$18
	Putt & Pool Pass Weekend	$9.50	$21	$26
	Seasonal Group Rate (pool only)	$6	$6	$6
	School Group Rate (pool only)	$6	N/A	N/A
	Advance Group Rate (pool only) Weekday / Weekend	$6	$9.50 / $15.50	$14 / $20
	Seasonal Group Rate (Putt & Pool)	$9.50	$9.50	$9.50
	School Group Rate (Putt & Pool)	$9.50	N/A	N/A
	Advance Group Rate (Putt & Pool) Weekday / Weekend	$9.50	$13 / $20	$16 / $25
The various group rates are dependent on type of user group and the times reserved (i.e. seasonal groups that reserve 4 or more dates, school groups reserving May 31-June 17, or groups of 20+ that purchase Advance Passes).				

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

PARKS, RECREATION & CULTURE - PROGRAM, CLASS & LESSON FEES

Recreation Classes

Rate (per class)	Type	Resident	Nonresident
	Participant	$3-$400	$5-$410
Fee ranges increased due to specialty classes being offered during a recital year (held every other year). Fees vary based on type and cost of class and number of sessions.			

Sports Programs

Participant / Team	Type	Resident	Nonresident
	Youth & Teen Sports	$15 - $200	$20 - $225
	Adult Sports (Leagues & Tournaments)	$20 - $1,500	$20 - $1,500
Fees vary based on type and cost of class and number of sessions (i.e. a variety of youth & teen leagues, clinics and camps are offered; a variety of adult sports options are offered from 1 day tournaments to softball & volleyball leagues).			

Aquatics

Member	**Type**	**Resident**	**Non Resident**
	Swim Lessons	$55	$55
	Aquatic Classes	$30-$350	$30-$350
	Winter Swim	$475	$475
	Special Event / Promotional Rate	$2 - $50	$2 - $50
Non Member	**Type**	**Resident**	**Non Resident**
	Swim Lessons (dependent on location)	$60	$60 - $65
	Aquatic Classes (dependent on location)	$30 - $250	$30 - $250
	Winter Swim	$500	$500
	Special Event / Promotional Rate	$2 - $75	$2 - $75
Fee range for Aquatic Classes increased to include Water Safety Courses. Class fees vary based on type and cost of class and number of sessions. Special Event/Promotional rates provide flexibility to offer new and inventive programming.			

Casey Community Center Programs

Participant	**Type**	**Resident**	**Nonresident**
	Tot Time School Year	$725 - $1,150	$850 - $1,350
	Tot Time Summer	$170	$220
	Let's Cook at Casey Camps & Classes	$10 - $565	$10 - $565
	Classes, Workshops & Events	$2 - $540	$2 - $540
Fees vary based on number of sessions (i.e. 4 year olds meet 3 times/week and 3 year olds meet 2 times/week).			

Arts Barn

Participant	**Type**	**Resident**	**Nonresident**
	Classes	$5 - $435	$5 - $480
	Theater & Concert Tickets	$3 - $100	$3 - $120
	Camps	$80 - $520	$95 - $620
Class and camp fees vary based on the number of hours and length of each class or camp offered (i.e. drop-in attendance for workshops, 6 weeks of structured, 3 hour classes per week, or 1 or 2 week long camps). Theater and Concert Tickets vary based on the performance (i.e., drama or a more costly to produce musical, amateur or professional artists).			

City of Gaithersburg Fee Schedule

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Community Museum / Observatory Park

Participant	Type	Resident	Nonresident
	Lecture / Tour / Class / Workshop	$2 - $250	$2 - $300
	Camps	$33 - $440	$41 - $540
	Party Package	$100 - $500	$125 - $500
	Theater / Events	$1 - $100	$1 - $125
Fees vary based on the hours and length of the event and the number of rooms used. Lowest rate is for drop-in attendance to small events.			

Cultural Arts

Vendor Permits	Type	Resident	Nonresident
	Arts & Crafts - Seasonal	$50 - $300	$70 - $400
	Book Festival	$35 - $300	$35 - $300
Rates vary based on the size of the event (i.e., number of event attendees).			

Cultural Arts Programs

Participant	Activity or Program	Resident	Nonresident
	Community Chorus	$75 - $125	$80 - $150
Rate increase proposed in lieu of Chorus members' continued fundraising to offset lower than market rate registration fees (based on feedback from Chorus members).			

Events Programs

Participant	Activity or Program	Resident	Nonresident
	Events / Trips	$10 - $150	$12 - $175
Rate calculated to recover trip costs (i.e., gas, driver, entrance fees).			

Events

Vendor Fees	Type	Resident	Nonresident
	Crafter	$10 - $300	$25 - $400
	Food Vendor	$30 - $450	$40 - $500
	Political Candidate or Non Profit	$20 - $100	$40 - $125
	Business	$50 - $350	$70 - $400
Rates vary based on the size of the event (i.e., number of event attendees).			

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

Event Permits

Permit Fee	Event Attendance	Resident	Nonresident
	Under 1,000 attendees	$100 - $150	$100 - $150
	1,000 – 5,000 attendees	$500 - $750	$500 - $750
	5,000 – 10,000 attendees	$1,000 - $1,500	$1,000 - $1,500
	Over 10,000 attendees	$1,500 - $2,250	$1,500 - $2,250

Permit Fee	Fee Category	Resident	Nonresident
	Event Permits- Street Closure Permit for Festival	$200	$200
	Event Permits- Street Closure Permit for Parade	$200	$200
	Event Permits- Street Closure Permit for Race/Walk	$200	$200

Winter Lights

Vehicle or Participant	Event	Resident	Nonresident
	Winter Lights Activities	$8 - $100	$8 - $100
Fees vary based on size of the vehicle (i.e., car, bus), day of week (weekday or weekend), walk or run based event, special event, etc.			

Kentlands Mansion Programs

Participant or Vendor	Type	Resident	Nonresident
	Vendors (shows / events)	$175 - $350	$200 - $400
	Concerts / Events / Classes	$3 - $100	$3 - $125
Vendor fees vary based on the size of the event (i.e., number of attendees). Concert/Event tickets vary based on the performance/event (i.e., drama or a more costly to produce musical, amateur or professional artists, large or small special event).			

Miniature Golf Course

Birthday Party	Description	Resident	Nonresident
	Party Package	$11 - $18	$11 - $18
Fees vary based on party package (i.e. adding the pool option).			

Senior Center

Member	Type	Resident	Nonresident
	Classes	$1 - $120	$1 - $120
	Fitness Program	$1 - $130	$1 - $130
	Trips	$1 - $125	$1 - $125
Class fees vary depending on number and type of class. Trip fees vary based on actual cost of trip.			

Skate Park

Participant	Type	Resident	Nonresident
	Lessons	$20 - $100	$27 - $125
	School of Skate	$100 - $150	$125 - $175
	Competition / Special Event	$3 - $20	$3 - $20
Fees vary based on number of classes or lessons and whether they are private or group.			

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

Summer Programs

Participant (per session)	Type	Resident	Nonresident
	Elementary	$80 - $275	$100 - $350
	Middle School & Specialty Camps	$75 - $457	$100 - $604
	Youth Activity Program & Fun Zone	$50 - $220	$60 - $285
	Extended Care	$20 - $80	$30 - $100
Ranges increased to include additional program options. Program fees vary based on number of sessions, length of day and type of programming.			

Youth & Teen Programs

Participant	Type	Resident	Nonresident
	Break Blasts & Early Release Trips	$5 - $40	$15 - $45
	Spring Break Camps	$100 - $200	$125 - $250
	Counselor in Training	$30 - $125	$35 - $175
	High School Trips & Activities	$5-$50	$5-$50
	GYC Trips	$5-125	$5 - $125
Ranges increased to include additional program options. Program fees vary based on number of sessions and type of programming.			

PARKS, RECREATION & CULTURE – MISCELLANEOUS FEES

Fingerprint Services

Fees	Type	Resident	Nonresident
	Service Fee	$10 - $44.50	$20 - $54.50
Fees set at state and federal level and vary depending on requested background check. A $10 resident and $20 nonresident service charge is added and included in the above ranges.			

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

POLICE – MISCELLANEOUS FEES

Motor Vehicles & Traffic (Chapter 14) Violation Fines

Handicapped Parking	$250
Fire Lane/Yellow curb	$250
Parking Next to Fire Hydrant	$250
All Other Parking Violations	$60

Services

Digital Video Copy (body-worn, in-car or fixed camera)	$75

City of Gaithersburg Fee Schedule

FY21 Proposed Budget

PUBLIC WORKS – MISCELLANEOUS FEES

Recycling Fees – Single Family & Townhouse

Fee Per Year, Per Dwelling Unit Fee is authorized to be placed on the County's consolidated property tax bill of all properties receiving curbside recycling services. Fee to be placed on the consolidated County property tax bill of new dwelling units as they are added to the tax roll according to the following schedule:	$129.86
Payment of ¾ Year Fee – Dwelling units added to the tax roll from July 1 to September 30 will be charged the fee at 75% of the annual City fee	$97.40
Payment of ½ Year Fee – Dwelling units added to the tax roll from October 1 to December 31 will be charged the fee at 50% of the annual City fee	$64.93
Payment of ¼ Year Fee – Dwelling units added to the tax roll from January 1 to March 30 will be charged the fee at 25% of the annual City fee	$32.47

Storm Water Program Fee

Fee per year, per Equivalent Residential Unit or 500 Sq. Ft. of Impervious Surface (ERU)	1 ERU Rate = $32.28

Storm Water Program Fee – Credit and Appeal Applications

Application Fee, Stormwater Fee Credit Application	$100 flat application fee application, plus $50 per stormwater BMP included in application
Application Fee, Fee Appeal or Adjustment	$25, refundable if appeal is approved
Application Fee, Hardship Appeal	$0

City of Gaithersburg Fee Schedule

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GENERAL GOVERNMENT - MISCELLANEOUS FEES

Copying and Printing

Copying and Printing Requests	Size	Black and White	Color
	Letter/Legal, 1-10 pages	No Charge	$1.00 each
	Letter/Legal, 11 or more pages	$.20 each	$1.00 each
	11”x17”	$.50 each	$2.00 each
	18”x 24”	$3.00 each	$5.00 each
	21”x24”	N/A	$6.00 each
	24”x36”	$6.00 each	$10.00 each
	30”x42”	$9.00 each	$15.00 each
	36”x36”	$9.00 each	$15.00 each
	36”x48”	$12.00 each	$20.00 each
	42”x42”	$12.00 each	$20.00 each
	Custom Sizes	$1.00 per Sq. Ft.	$1.67 per Sq. Ft.

Electronic Information

Copy of VHS Tape, DVD, or Audio Recording of Meeting	Fee	$25
Documents Provided Via E-Mail	Fee	$10 per E-mail
Documents Provided Via CD	Fee	$10 per CD
Documents Provided Via USB Key	Fee	$20 per USB Key

Dishonored Checks

Dishonored Check Fee	Fee	$35

COMMUNITY SERVICES – MISCELLANEOUS FEES

Resident Monthly Services Fees

Wells Robertson House Resident	$0 - $250
DeSellum House Resident	$230 - $300

Residential Rental (for City owned property)

Residential Rental Fee	Fee	Market rental rate of the surrounding area

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City of Gaithersburg, MD
Department of Finance and Administration
31 South Summit Avenue
Gaithersburg, Maryland 20877
301-258-6320 • gaithersburgmd.gov