City of Gaithersburg, MD
Proposed Budget

For the Fiscal Year Ended
July 1, 2014 to June 30, 2015

Capital Improvements Program 2015 - 2019

FY2015

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Gaithersburg
A CHARACTER COUNTS! CITY

April 7, 2014

Mayor and City Council and Citizens of Gaithersburg:

I am pleased to submit the proposed Fiscal Year 2015 (FY15) City of Gaithersburg budget, a document that reflects an alignment of our strategic directions and our funding priorities. With an emphasis on transparency, the proposed strategic directions were presented for your consideration in February, 2014. We then ensured that the proposed budget addressed priorities, meshing action items with available and potential resources and inviting public review and comment along the way.

Despite relatively flat revenue, this budget allows us to continue our commitment to deliver the highest level of service possible to our residents by more accurately forecasting our annual spending, making use of some of our substantial reserve funds, and thoughtfully and strategically allocating monies within the Capital Improvement Plan (CIP).

I am happy to report that once again no tax increase is proposed with this budget. The rate will remain at $0.262 per $100 of assessed value. We continue to enjoy what is arguably the best overall financial position of any municipality in the state, despite having one of the lowest property tax rates.

This year significant emphasis was placed on budget forecasting. Using comprehensive financial statements, departments were charged with comparing proposed FY15 expenditures to actual spending over the past three years. The directive was not necessarily to look for spending reductions, but rather to ensure that the budget accurately reflects reality, allowing us to free up money for CIP projects and other initiatives. This is an incremental process, and we anticipate that it will take several years to achieve our goal of a 90 to 95% actual-to-budget ratio by the end of a given fiscal year.

We are encouraged by the continued signs of growth in our local economy. In 2013, Class A and B office vacancy rates in Gaithersburg dropped to under 11% for the first time in more than six years, with a net occupancy increase of more than 135,000 square feet. A substantial grant from the Economic Development Opportunities Fund helped bring the headquarters of Emergent BioSolutions to Gaithersburg, with 125 new employees and the promise of 130 more over the next five years. The Economic Development Toolbox also continued to prove impactful, with more than $110,000 in grants supporting more than 100 jobs and leveraging millions of dollars in matching private investment.

In this proposed budget you will see a new approach to CIP funding. Traditionally, as we strive to maintain our debt-free status, we have allocated smaller amounts of money across many

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CITY MANAGER
Tony Tomasello

projects, building up reserves to allow for eventual construction or implementation. In this budget you will see the concentration of larger amounts of funding in three priority areas, allowing us to expedite their development. Please see the CIP section for details.

Gaithersburg's FY15 budget continues to encourage 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 our residents enjoy the highest quality of life possible.

The Budget

The total proposed budget for FY15 is $59.3 million. This represents a 4.5% increase over the adopted FY14 budget. The FY15 budget includes $49.6 million in operating expenses, a $910,000 transfer to the Other Post Employment Benefits Trust Fund, and Capital Improvement Plan funding of $8.8 million.

Revenue

Before reappropriation of reserve funding, the FY15 revenue budget represents a 0.2% increase over FY14.

- Local tax revenue is once again expected to remain relatively flat, with only nominal increases expected in both the real property and personal property categories.
- The combination of a recovering economy and additional City residents is expected to result in income tax revenues increasing by just over 4.4%.
- Revenue from licenses and permits is anticipated to remain strong as a result of continued development activity; an increase of 15% over the FY14 budgeted amount.
- As a result of vigorous legislative efforts, the City's two major "shared" revenue sources, Maryland highway user fees and Montgomery County revenue sharing, have been maintained for FY15.
- Service charge revenue is expected to increase by about 5.9% as staff work to maximize revenue offset from our programs and services, while still maintaining an affordable roster of recreation and cultural offerings.
- Combined revenues from federal and state governments are still somewhat dependent upon the outcomes of the Maryland General Assembly session currently underway, but they are expected to be reduced by between 5% and 15% by the time the final FY15 budget is adopted.
- Revenue related to the photo radar program is forecast to drop significantly, by just over 32%, in FY15 as the program matures. The vendor fees associated with the program will also decrease.

Operating Budget

Highlighted below in alphabetical order are select FY15 Strategic Direction action items which are reflected in the proposed budget.

City Administration

- Seven new positions are proposed in this budget, allowing us to enhance our services especially in the areas of facility management and maintenance, code inspection, public safety and recreation.
- Development and implementation of a Stormwater Management Program continues to be a priority as we ensure compliance with state and federal regulations and explore best management practices to address water quality and stormwater runoff volume.

Communication

- With the City launching its newly redesigned website in March, attention in FY15 turns to website enhancements and the opportunity to expand content contribution to other personnel throughout the City.
- We continue to pursue avenues that further engage our citizenry, including increased use of Facebook, Twitter, YouTube and other social media outlets.

Community Services

- Plans are underway to establish a Financial Wellness Coalition to coordinate a variety of community initiatives related to self-sufficiency.
- We continue our emphasis on providing the broadest safety net possible through increased grant funding to nonprofit organizations and schools.

Economic Development

- We will be exploring next steps and prioritizing implementation strategies from the Frederick Avenue Corridor Study.
- An FY15 action item has been added to determine the efficacy of a business and/or retail incubator in Gaithersburg.
- Enhancements to Olde Towne are planned, including lighting and façade improvements and the possible addition of wayfinding signage.

Infrastructure and Facilities

- We are moving forward with the project to redesign Constitution Gardens.
- Improvements to employee workspaces within City Hall will be addressed.
- There are several watershed studies that are underway or planned as part of our overall commitment to preserving and enhancing water quality.

Parks, Recreation and Culture

- Several projects are poised to move forward as we preserve and enhance aging facilities and plan for new ones, including:
    - Development of the former Consumer Product Safety Commission site
    - Renovations to Casey Community Center
    - Artificial turf installation at Lakelands Park
    - Renovations to the Miniature Golf Park

Planning and Development

- We will be incorporating best practices for parking requirements and waivers into the Zoning Ordinance and development procedures.

- Work will continue towards the draft Historic Preservation Master Plan.
- We will be moving towards full utilization of the Code Enforcement Abatement Fund to address property maintenance violations. The Fund was established in FY14.

Police Department

- With a funding strategy identified in the CIP, we will be establishing a multi-disciplinary Police Station Planning Team. Please see the CIP section for more details.
- In FY15 we will be completing an evaluation of the public safety camera network and putting systems in place to allow officers to view the images on mobile devices.
- A system will be deployed to allow specially equipped GPS units to aid in the recovery of property and the identification of suspects.
- Through the use of a consultant we will be developing and implementing a competitive promotional process to the ranks of Corporal and Sergeant.

Sustainability

- We will be defining and adopting plans for the use of the previously approved Housing Initiatives Fund.
- FY15 will see the adoption of the Environmental Element to the Master Plan.
- Environmental Services will complete the first year of a Community Emissions Tracking program.

Transportation

- We will be evaluating plans and making recommendations for a possible Bus Circulator Study.
- Implementation of the Bicycle Master Plan will continue with the installation of share-the-road "sharrow" lane markings and other road signage.
- We will continue to work with the State Highway Administration to resolve issues with the final engineering plans for the missing portion of the pathway along Maryland Route 124 in the vicinity of the National Institute of Standards and Technology (NIST).
- Plans are underway to begin the process of identifying a new pavement management system for yearly inspections of streets and sidewalks.

Capital Improvement Plan

At the Budget Public Forum and during the annual Mayor and City Council retreat we discussed a new approach to funding CIP projects. The proposed CIP budget of $8.8 million reflects this new approach, with three high priority projects now being fully programmed for multi-year funding. Other projects continue to receive funding for completion within a realistic time frame. Reallocation of our substantial reserves has helped to make this new approach possible.

Three projects are now fully programmed:

- **Police Station**: CIP funding in FY15 will allow for site identification and a facility study contract. Funding in out-years for property acquisition, design and construction anticipates the new facility opening in FY19. A multi-disciplinary planning team is being established to ensure the incorporation of best practices in designing the new station.

- **Consumer Product Safety Commission Site:** Funding has been programmed through FY17 to allow for the evaluation of possible uses, assessment of existing structures, development of a stakeholder plan for future use, and construction as necessary.
- **Crown Farm Park:** We are awaiting receipt of this property from the developer, and anticipate its future use as a passive park with the retention of some historic structures. Funding is programmed through FY17.

Conclusion

I am proud of the efforts of all who had a hand in crafting the budget. Our very capable City staff, some of whom are very new to this budget process, combined visionary, long-range planning with detailed analysis to ensure that this budget serves as both a planning tool and a guide to action.

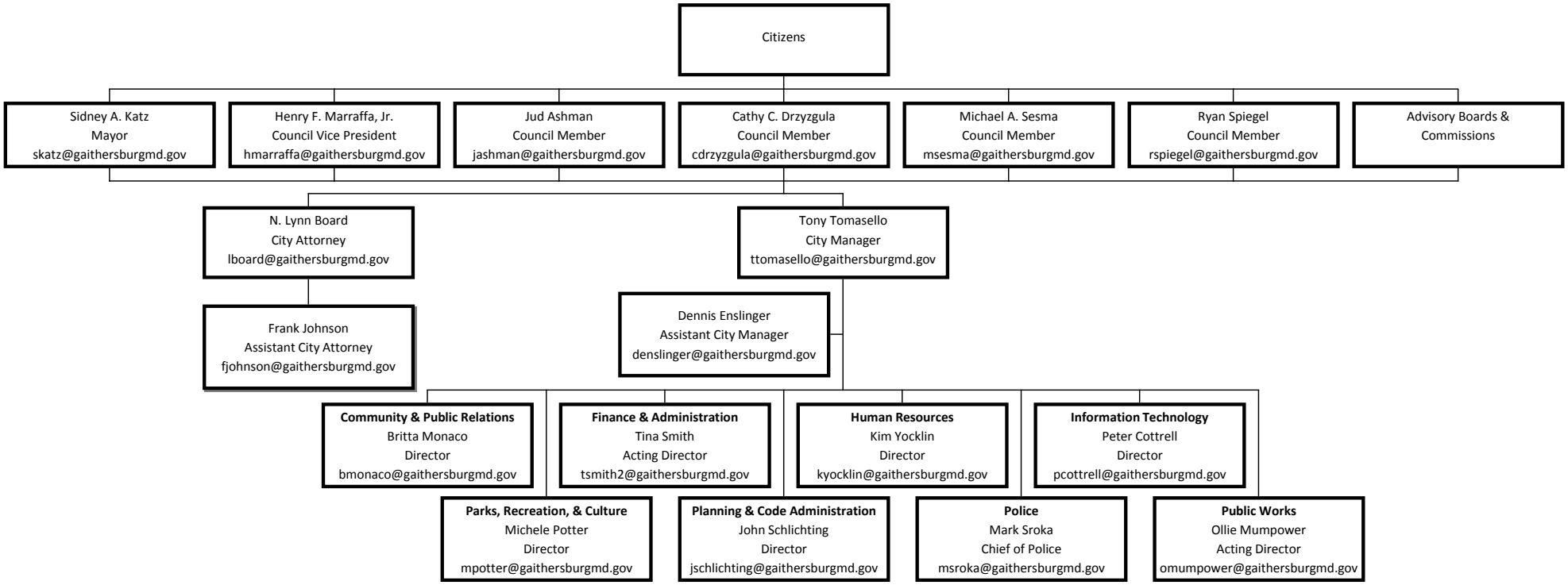
It is a time of renewed growth and optimism in Gaithersburg, and we look forward to the continued involvement of our stakeholders as we collectively move this community forward.

Tony Tomasello
City Manager

Concert Pavilion

Introduction

City of Gaithersburg, Maryland



2014 - 2015

BUDGET ANALYSIS

Office of the City Manager	
1101	Mayor & City Council
	551100 - Cellular Telephone expenditure budget was omitted in error in FY14. The expenditure is now added.
1111	Legal Services
	533000 - Legal Services decreased $8000 in outside counsel costs resulting from addition of second attorney.
	541000 - Advertising decreased $5,000 to more accurately reflect prior year expenses.
1122	Registration & Elections
	553000 - Printing & Binding decreased $5,000 due to no election in FY 15
	556000 - Postage decreased $11,000 due to no election in FY 15
	560000 - Miscellaneous decreased $5,750 due to no election in FY 15
	567000 - Rental and Use decreased $20,750 due to no election in FY 15
	595000 - Furniture & Equipment decreased $9,000 due to no election in FY 15
1131	Office of the City Manager
	No significant changes
1133	Economic & Business Development
	548000 - Economic Development Activities decreased $89,500 to reflect the anticipation of smaller grant requests and awards in FY15.

2014 - 2015

BUDGET ANALYSIS

Finance and Administration	
1141	Finance & Administration
	No significant changes
1142	Housing and Community Development
	536000 - Miscellaneous Professional Services decreased $25,500 to reflect Housing Counseling services to be charged to 1216-536000.
	543000 - Contribution decreased $225,000 to reflect FY15 estimated contributions.
	562000 - Homeownership Assistance Program increased $43,000 to reflect increased demand.
1149	General Services
	521000 - Office Supplies decreased $15,500 to reflect actual usage in the past three years and due to centralization of copier, City purchased less toner and paper.
	556000 - Postage decreased $8,000 to reflect actual usage in the past three years.
	596000 - Vehicles & Equipment decreased $30,000 to reflect a one-time installation of electric vehicle charging stations (2) in FY14.
1911	Non-Departmental
	530000 - Accounting & Audit decreased $7,000 due to renegotiation of fees with the City's credit card carriers.
	536000 - Miscellaneous Professional Services decreased $133,400 largely in two areas: a reduction of $60,000 in Photo Radar Camera expenses based upon the project revenue from the Photo Radar Camera Program and a reduction in Personnel Review and Salary Survey of $70,000, a one time spending in 2013.
	544000 - Professional Dues & Certification Fees decreased $7,341 due to MWCOG – Water Resources Dues will be paid by WSSC. This was initially a reduction of $10,000 which was then offset by increased fees to the Maryland Municipal League and MWCOG.
	563000 - Insurance - Not Payroll decreased $125,000 to reflect three year average expenditures.
	564000 - Tax Abatement is a new line item to account for tax incentives related to the Economic Development and Annexation. In the past, tax incentives were shown as a reduction of tax revenues rather than an expenditure. The creation of this expenditure line item creates a more transparent transaction.
	589000 - Transfers To Other Funds increased $1,860,000 to reflect the increase in transfer to the Capital Improvements Program.

2014 - 2015

BUDGET ANALYSIS

Information Technology	
1145	Information Technology
	531000 - Information Technology increased $7,325 to include anticipated expenditures in wiring and vendor consulting for an upgrade of the City's timekeeping system.
	531500 - Software Licenses decreased $5,700 to reflect lower anticipated expenditures.
	546000 - Conference & Seminar Registrations increased $17,300 to reflect increased participation in conferences related to major City software systems, and to more accurately characterize training funds which were budgeted in FY14 in the In-Service Training category.
	546300 - In-Service Training decreased $10,000 to reflect that training funds have been moved to the Conference & Seminar Registration category.
	573000 - Repair & Maintenance - Machinery & Equipment increased $25,000 to reflect a growing technical infrastructure, and the replacement of old equipment with newer equipment.
	595100 - Furniture & Equipment (Replacement) decreased $14,885 to reflect a one-year reduction by 50% of the replacement funds for a growing technical infrastructure.
1146	Geographic Information Systems
	531500 - Software Licenses increased $7,000 to reflect the need for additional ArcGIS user licenses in the City's expanding GIS infrastructure.

2014 - 2015

BUDGET ANALYSIS

Department of Parks, Recreation and Culture	
1411	Parks, Recreation & Culture Administration
	530000 - Accounting & Audit increased $15,000 to reflect fees associated with all credit card processing moving to hosted payment services for increased security.
	573000 - Repair & Maintenance - Machinery & Equipment increased $5,100 due to a consolidation of vehicles used by PR & C into one account.
	592100 - Software (Replacement) decreased $20,000 to reflect the determination that the Class application is likely to be replaced by a hosted Software-as-a-Service solution.
1415	Recreation Programs & Sports
	509000 - Part-Time Salaries increased $10,000 to reflect the addition of a Part-Time Program Supervisor.
	522000 - General Operating decreased $11,585 to reflect the reallocation of adult sports awards to a more appropriate budget code 542000 Awards and Presentations.
	537000 - Instructor Services increased $7,740 due to the addition of a series of Summer Soccer Clinics and expansion of the Tennis Program.
	542000 - Awards and Presentations increased $13,473 due to reallocation of Adult Sports Awards from 522000 General Operating.
1418	Summer Programs
	509000 - Part-Time Salaries decreased $15,050 due to cancellation of Fields Road Fun Zone.
1419	Gaithersburg Youth Center at Robertson Park
	509000 - Part-Time Salaries decreased $26,885 due to creation of a new full time Bus Driver-Site Leader position. The decrease offsets the increase in the 501000 Full-Time Salaries.
1420	Skate Park
	509000 - Part-Time Salaries decreased $7,313 due to elimination of one staff member on selected days.
1421	Casey Community Center
	No Significant Changes
1422	Water Park
	509000 - Part-Time Salaries increased $8,288 due to actual expenditure in FY13.
	525000 - Furniture & Fixtures decreased $6,800 due to completion of Phase II Water Park renovations of the administrative offices.
	536400 - Contract Maintenance Services increased $9,100 due to a newly identified maintenance requirement with the Ultra Violet Disinfectant System installed during the Water Park renovation. This maintenance requires a special technical expertise.
	595100 - Furniture & Equipment Replacement increased $44,695 to establish funding for future replacement of splash and main pool features.

2014 - 2015

BUDGET ANALYSIS

Department of Parks, Recreation and Culture	
1423	Gaithersburg Arts Barn
	538000 - Performance & Entertainment increased $16,000 due to increased revenue-sharing from successful partnerships with performing and visual artists for ticketed performances and fee-based educational programs.
1424	Gaithersburg Youth Center at Olde Towne
	509000 - Part-Time Salaries decreased $19,892 due to reduction in studio programs, restructuring of Camp Innov8 and to reflect actuals expenditures.
1425	Seniors Program
	509000 - Part-Time Salaries increased $12,655 due to new fitness center staffing and additional Saturday programming.
	526000 - Machinery & Equipment increased $7,900 due to additional computers and monitors for new computer lab $2,900, as well as an Industrial Floor Buffer and Cleaner Machine, $5,000.
	537000 - Instructor Services increased $10,360 due to increased class offerings.
1426	Activity Center
	No Significant Changes
1427	Gaithersburg Aquatic Center
	537000 - Instructor Services decreased $16,500 due to contract for offsite water exercise courses not renewed.
1428	Miniature Golf Course
	No significant changes
1429	Picnic Pavilions
	No significant changes
1430	Winter Lights
	522000 - General Operating Supplies increased $27,500 for the purchase of new lighting features and support electrical supplies.
	567000 - Rental and Use increased $10,500 for the rental of a bucket truck to install new lighting features and to provide equipment needed for special event nights.
1435	Food Service
	573000 - Repair & Maintenance - Machinery & Equipment decreased $5,000 due to the transfer of this object to a more appropriate code in the Maintenance account for the Water Park.

2014 - 2015

BUDGET ANALYSIS

Department of Parks, Recreation and Culture	
1436	Special Events
	Events and programs formerly provided for in Activity 1437 have been transferred to this activity, with the exception of the operations/programs of the Community Museum and programs at Observatory Park. The impact of moving the costs associated with the Gaithersburg Book Festival, the Gaithersburg Chorus, visual art exhibitions, and select programs at the City Hall Concert Pavilion and in various City parks to this activity has resulted in significant changes in numerous object codes.
1437	Museums
	Events and programs formerly provided for in this activity have been transferred to Activity 1436, with the exception of the operations/programs of the Community Museum and programs at Observatory Park. The impact of moving the costs associated with the Gaithersburg Book Festival, the Gaithersburg Chorus, visual art exhibitions, and select programs at the City Hall Concert Pavilion and in various City parks out of this activity has resulted in significant changes in numerous object codes.
1438	Kentlands Mansion
	524000 - Supplies for Resale decreased $6,000 to reflect a decrease in meals purchased by business rentals.

2014 - 2015

BUDGET ANALYSIS

Department of Planning and Code Administration	
1134	Environmental Services
	596000 - Vehicles & Equipment decreased $25,000 due to a one-time purchase of a New Vehicle for SWM Inspector in FY14.
1192	Planning & Code Administration
	531600 - Software Maintenance Agreements decreased $44,000 to reflect actual usage in the past two years.
1194	Planning
	536000 - Miscellaneous Professional Services decreased $6,500 due to a reduction in contract services based on historic spending trends and the direction from the City Manager to utilize contingency funds in cases of unforeseen circumstances.
1196	Permits and Inspections
	No significant changes
1197	Neighborhood Services
	526000 - Machinery & Equipment decreased $10,100 due to a one time purchase of Toughbooks and up-fitted cost for two positions in FY14.
	536700 - Abatement Services added $50,000 per recommendation from M&CC Work Session to allow for the expending and recovering of funds associated with the abatement of code violations.
	596000 - Vehicles & Equipment decreased $25,000 due to a one-time vehicle purchase in FY14 for the new Administration Officer I.
1198	Animal Control
	No significant changes

2014 - 2015

BUDGET ANALYSIS

Gaithersburg Police Department	
1211	Police Department
	Police Administration (1211) and Police Operations (1221) have been consolidated into one Activity (Police Department - 1211) to establish accurate, consistent and efficient budgeting. An increase in expenditures of $12,527 is due to the consolidation.
	522000 - Because 1211 and 1221 were consolidated into one activity code for FY15, General Operating Supplies increased $18,506 due to the transfer of other line items into this account per request of Procurement Officer Wes Rhodes. This account was originally in Activity Code 1221 in FY14.
	523400 - Police Weapons, Accessories & Supplies increased $55,617 to reflect the turnaround period from the time we order ammunition until the time it is received. To ensure an adequate supply of ammunition is available enough has been ordered to cover two years. This increase also reflects additional vests, handguns and accessories, supplies and other equipment for three additional officers, as well as supplies and equipment for annual departmental training.
	526000 - Machinery & Equipment increased $75,725 because 1211 and 1221 were consolidated into one activity code for FY15.
	546000 - Conference & Seminar Registration decreased $8,600 due to some training being eliminated.
	557000 - Laundry & Uniforms increased $11,130 to reflect the cost of new uniforms for the three additional officers and the replacement of some existing uniforms as they become worn out.
	560000 - Miscellaneous shows that Police Forfeiture Funds were added to the new forfeiture account for heat thermal binoculars (2 @ $6,000 each), and $5,000 for funding the new account. Also, as requested by the acting Finance Director, funds in the amount of $2,500 for Drink More Water was moved from Account 521000 to this account.
	567000 - Rental & Use increased $28,190 due to the transfer of other line items into this account as requested by Procurement Officer Wes Rhodes.
	595100 - Furniture & Equipment Replacement increased $224,522 due to the consolidation of 1211 and 1221 for FY15.
	596000 - Vehicles & Equipment increased $132,000 to purchase three new up-fitted vehicles for three new officers and one new parking enforcement vehicle.

2014 - 2015

BUDGET ANALYSIS

Public Works	
1150	Facilities Management
	550000 - Electric decreased $55,000 due to reallocation to each facility account and elimination of single account aggregation.
	572000 - Repairs and Maintenance decreased $65,370 due to reallocation to each facility account and elimination of single account aggregation.
	596000 - Vehicles & Equipment increased $35,000 to reflect the purchase of a new van for a new position.
1151	Building & Grounds - City Hall
	No significant changes
1152	Building & Grounds - Police Station
	No significant changes
1153	Building & Grounds - Public Service Facility
	No significant changes
1155	Building & Grounds - Train Station/Freight House
	536300 - Contract Cleaning Services increased $9,233 to support the cleaning the two new bathrooms at the train station.
1156	Building & Grounds - Kentlands Firehouse
	No significant changes
1158	Building & Grounds - Kentlands Mansion
	No significant changes
1159	Building & Grounds - Senior Center
	No significant changes
1160	Building & Grounds - Casey Community Center
	No significant changes
1161	Building & Grounds - Olde Towne Pavilion
	No significant changes
1164	Building & Grounds - GAC
	No significant changes
1165	Building & Grounds - Activity Center at Bohrer Park
	No significant changes
1166	Building & Grounds - Gaithersburg Arts Barn
	No significant changes
1167	Building & Grounds - Water Park at Bohrer Park
	No significant changes
1168	Building & Grounds - Miniature Golf
	No significant changes

2014 - 2015

BUDGET ANALYSIS

Public Works	
1169	Building & Grounds - Skate Park
	No significant changes
1170	Building & Grounds - Gaithersburg Youth Center at Olde Towne
	536300 - Contract Cleaning Services decreased $15,100 to reflect actual expenditures in the last three years.
1172	Building & Grounds - Gaithersburg Youth Center at Robertson Park
	536300 - Contract Cleaning Services decreased 14,090 to reflect actual expenditures in the last three years.
1173	**Building & Grounds - Gaithersburg – CPSC Park Site**
	536400 - Contract Maintenance Services - $20,000 has been placed in this activity code to reflect first year costs for this new facility
	550000 - Electric - $12,000 has been placed in this activity code to reflect first year costs for this new facility
	550200 - Water - $6,000 has been placed in this activity code to reflect first year costs for this new facility
1175	Building & Grounds - Parking Facility
	536000 - Miscellaneous Professional Services decreased $5,200 to reflect actual expenditures in last 3 years
1312	Streets & Special Projects
	536400 - Contract Maintenance Services decreased $10,000 to reflect actual expenditures in the last three years.
1315	Fleet Maintenance
	No significant changes
1341	Landscaping & Forestry
	522000 - General Operating Supplies decreased $64,148 for the completion of the Governor's Stream Restoration Grant.
1343	Municipal Parks Maintenance
	522000 - General Operating Supplies decreased $10,550. The decrease offsets the increase in 572000.
	572000 - Repairs and Maintenance increased $10,000, it offsets the decrease in 522000.
1344	Mowing and Special Pickups
	536400 - Contract Maintenance Services decreased $10,200 to reflect expenditures over the past three years.
	567000 - Rental & Use decreased $10,000 to reflect actual expenditures over the past three years.

2014 - 2015

BUDGET ANALYSIS

Public Works	
1345	Recycling
	567000 - Rental and Use increased $22,387 to reflect a 1.5% CPI increase in the contract cost and the increased number of homes to be occupied
1351	Engineering Services
	536000 - Miscellaneous Professional Services decreased $10,000 to reflect work to be done by the staff
1393	Street Lighting
	No significant changes
1397	Traffic Control
	522000 - General Operating Supplies decreased $6,000 to reflect the solar panel school signs move to the CIP
	536000 - Miscellaneous Professional services increased $15,000 to reflect current need for restriping of marked parking spaces in various communities.
	572000 - Repair and Maintenance - $10,000 has been placed in this activity code to reflect first year costs for this new facility

2014 - 2015

BUDGET ANALYSIS

Human Resources	
1135	Human Resources
	514700 - City reimbursed medical insurance deductibles previously budgeted in individual activity accounts are consolidated into the Human Resources budget under one object code in FY 2015 to facilitate ease of tracking. $20,000 increase in FY 2015 reflects deductible reimbursement funding for new positions as well as increased reimbursement submissions.
	531000 - Information Technology decreased $13,000 to reflect actual usage in the past year.
	536000 - Miscellaneous Professional Services increased $47,380 to provide funding for executive level recruitments and consultant review of Personnel Rules and Regulations.

2014 - 2015

BUDGET ANALYSIS

Community and Public Relations	
1212	Public Information
	531600 - Software Maintenance Agreements decreased $13,850 due to the reclassification of Alert Gaithersburg maintenance to the Police Department 1211 and other pricing adjustments.
	536000 - Miscellaneous Professional Services decreased $15,500 due to no expense for biennial Citizen Survey in FY15 $15,000, elimination of Freelance Writing and Translation Services $3,000, and increase for Media Training $2,500.
	541000 - Advertising decreased $8,000 due to no municipal election in FY15 $5,000 and a reduction in advertising for website promotions $3,000.
	553000 - Printing & Binding decreased $12,500 due to no Voter Guide in FY15 $5,000 and elimination of contingency for printing of inGaithersburg magazine $7,500.
	556000 - Postage decreased $7,100 due to no Voter Guide in FY15 $6,000 and a reduction in allocation for HOA mailings, volunteer recruitment and recognition $1,100.
1213	Gaithersburg Television
	595000 - Furniture & Equipment decreased $25,000. No new purchases outside of the use of Cable TV reserve funds are planned for FY15.
1215	Community Services
	543000 - Contributions increased $53,246 due to the transfer of $29,000 from the Housing Emergency Assistance Grant Program, the net increase of $16,796 for the nonprofit RFP service contract program, the increase of $7,200 for grants and GREAT program supports to schools and school-based nonprofit youth organizations, and a net increase of $250 in the funding for miscellaneous service programs.
1216	Homeless Assistance
	522500 - Program Activities decreased $8,457 due to a reduction in Community Building activities ($3,000), adjustment in expenditures for emergency, dental and emergency gap healthcare ($4,500) and other pricing adjustments.
	550000 - Electric decreased $5,200 based on projected estimate.
	560000 - Miscellaneous decreased $5,000 due to no expense for 25th Anniversary Gala in FY15.

Mission

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

Vision

Gaithersburg will set the standard for other cities as a "special" place where people want to live, work, learn, and play. Gaithersburg will be a City that:

- Lives by the Six Pillars of CHARACTER COUNTS! (trustworthiness, respect, responsibility, fairness, caring and citizenship).
- Has retained the best qualities of a small town and respects its heritage while embracing the opportunities that new technologies provide.
- Has involved and supportive citizens and businesses reflecting the diversity of the community.
- Has a fiscally conservative, proactive government.
- Has safe, highly livable neighborhoods with a variety of housing types and styles served by diverse transportation options.
- Has a desirable business environment and diverse employment options.
- Has excellent learning opportunities that meet the needs of the community.
- Has attractive and beautifully maintained parks and public places.
- Has many leisure time activities that meet the needs of the community.
- Has a high quality, family-friendly environment for people of all ages and cultures.
- Has citizens with a strong sense of community and individual responsibility.
- Has a natural environment that is protected, respected, and enhanced.
- Has strong partnerships to meet the needs of the community.
- Has a community that encourages individual health and wellness.

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

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

- Strengthen the community by caring for the needs and safety of all City residents through the support of area nonprofits and schools, the collaborative implementation of community educational events, supporting affordable housing and financial wellness strategies, and by identifying emerging needs.

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

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

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

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

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

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

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

GUIDING PRINCIPLES
FISCAL YEAR 2015

We are guided by the **Six Pillars of CHARACTER COUNTS!** as demonstrated by:

CUSTOMER FOCUS

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

OPEN COMMUNICATION

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

CREATIVITY

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

FISCAL RESPONSIBILITY

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

COOPERATION

We promote a spirit of **FAIRNESS, TRUSTWORTHINESS, RESPECT** and teamwork among our elected officials, City employees, residential and business communities, neighboring jurisdictions, and other governmental agencies.

COMMITMENT OF EXCELLENCE

We strive to achieve excellence in all we do.

CONTINUOUS IMPROVEMENT

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

About the Budget

About the Budget

BUDGET PROCESS SCHEDULE

DECEMBER 19, 2013

Prepare Budget Package and distribute to Department Heads. Package to include:

- Budget Overview
- Timeline
- Department Mission Form
- Personnel Request Form (On CityNet)
- Capital Outlay Form
- Updated Revenue Projection Form (previously sent by email)
- CIP and Budget database icons available to departments. Data entry may begin by going to:
  - (Start – City Application – Budget = FY 15 Budget = CIP Budget)

JANUARY 7, 2014

- Review all CIP worksheets
- Review all Escrow usage requests
- Review and update Performance Measures, Work Plan Goals
- Revenue projections returned from departments

JANUARY 28, 2014

- Collect Personnel Request forms
- Personnel request numbers entered into Proposed Budget

FEBRUARY 7, 2014

End of Phase 1 – Initial work on proposed numbers completed.

- Lock databases from departments
- Collect remaining forms
- Receive vehicle replacement numbers from Public Works
- Receive all other replacement numbers for departments
- Fee Schedule returned from departments

FEBRUARY 10, 2014

- Budget Public Forum

FEBRUARY 24, 2014

- Mayor & City Council Planning Retreat

FEBRUARY 2014 – Post Retreat - City Manager, Assistant City Manager, Director of Finance and Administration begin review and schedule meetings with departments as needed.

FEBRUARY 25, 2014

Departments discuss City Manager's proposed numbers with SLT/Budget Team.
Review proposed FY 2015 Fee Schedule
Review proposed City Rules and Regulations (HR / SLT)
End of Phase 2 – Work on proposed numbers completed.

- Lock databases from departments

- Finance/Budget Discussion and Strategic Direction Review

FEBRUARY 27, 2014
First Phase CIP Closed

MARCH 3-5, 2014
CIP meetings

MARCH 7, 2014
Final day for CIP updates. At close of business, CIP database will be locked.

MARCH 11, 2014
Last date for FY 2015 budget questions or dispute resolution. Hard copy pages of budget document prepared in final form, proofread, and forwarded to designated staff member for publication (Xeroxing, binding, etc.) of Proposed Budget and budget books:

- Overview/Letter from City Manager
- Department Pages
- Activity Pages
- Object Pages
- Vehicle Replacement
- Organizational Charts

MARCH 21, 2014
Submit Budget Ordinance and Cover Sheet for Mayor & City Council package for April 7th
Submit Materials for Notification of Constant Yield Tax Rate for April 7th. (Not Applicable)

MARCH 28, 2014
Send Proposed Budget to Mayor & City Council.
Email Budget Public Hearing Notice to Gazette (Appear on April 2nd).

MARCH 28, 2014
Email Constant Yield Tax Rate Hearing Notice to Gazette (Appear on April 2nd). (Not Applicable)

April 2, 2014
Advertise Budget Public Hearing (Public hearing after fifteen days' notice). (Post ad on web)

APRIL 2, 2014
Advertise Constant Yield Tax Rate. (Public hearing on or after the 7th day and on or before the 21st day) (Post ad on web) (Not applicable)

APRIL 7, 2014
Introduce Budget Ordinance for Public Hearing at Mayor & City Council Meeting.
Notification of a Public Hearing to Establish a Constant Yield Tax Rate for the City for FY 2015

BUDGET TIMELINE
FY 2015

APRIL 14, 2014
Proposed Budget Available to Public.

APRIL 21, 2014
Conduct Budget Public Hearing.
Conduct Constant Yield Tax Rate Public Hearing. (Not applicable)

APRIL 22
Submit Materials for Mayor & City Council package for April 28th

APRIL 28 (APRIL 29th if necessary)
Conduct Budget Work Sessions.

MAY 6, 2014
Budget changes returned to appropriate staff to make modifications for preparation of final budget document. Work with Finance Director to updates as necessary to operating and CIP budgets.

MAY 14, 2014
Close record on Budget Public Hearing. (Wednesday at 5pm)

- Budget Ordinance changed and prepared for adoption

MAY 15, 2014
Submit Materials for Mayor & City Council package for June 2nd

MAY 30, 2014
Email budget adoption to Gazette.
(Post on web)

JUNE 2, 2014
Adopt budget at Mayor & City Council meeting.
(An Ordinance adopting the City Budget for the Fiscal Year July 1, 2014, through June 30, 2015 and levying an Ad Valorem Tax on all assessable property within the City of Gaithersburg.)
FY 2014 Fee Schedule - Adopt at Mayor & City Council Meeting
FY 2014 Rules & Regulations - Adopt at Mayor & City Council Meeting

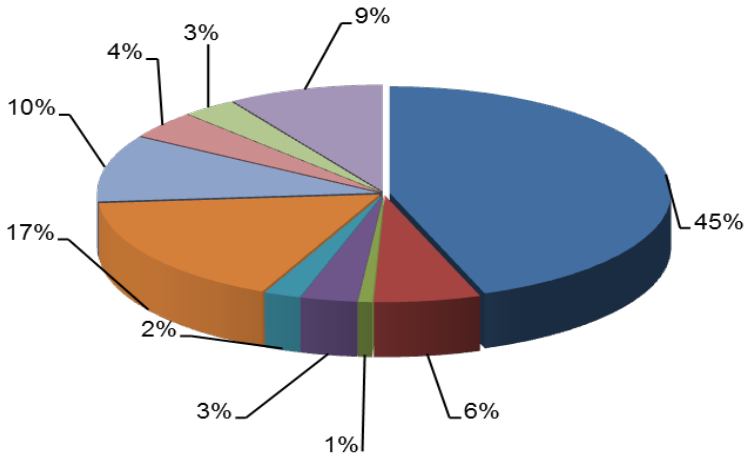
JUNE 4, 2014
Budget adoption ad in Gazette.

JULY 1, 2014
Adopted Budget becomes effective.
Adopted Budget available to the public.

SEPTEMBER 26, 2014
Submission of budget to GFOA for Distinguished Budget Award Program.

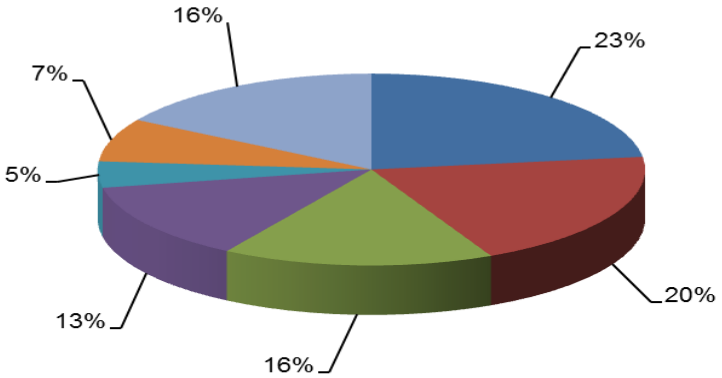
Revenue & Expenditure

WHERE THE MONEY COMES FROM
TOTAL ESTIMATED REVENUE - $59.3 (Million)



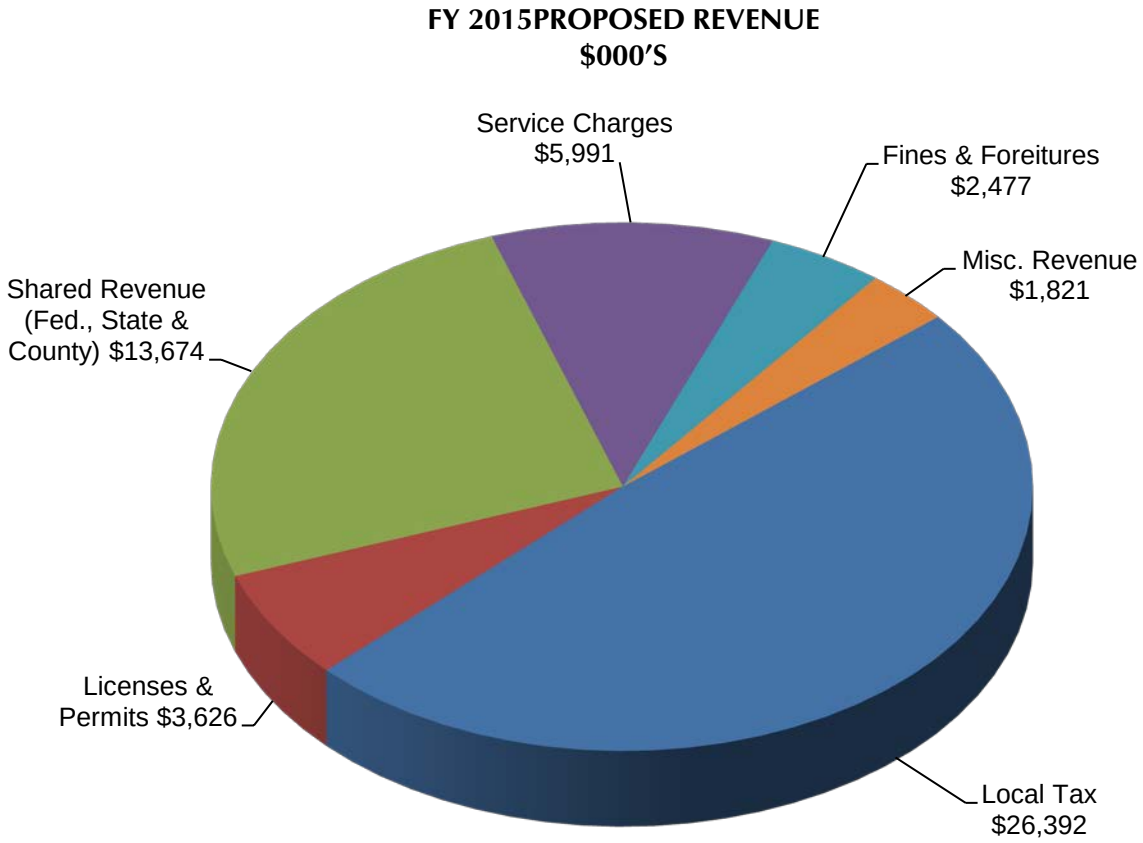
- Local Taxes
- Licenses & Permits
- Federal Government
- State Government
- County Government
- Income Tax
- Service Charges
- Fines & Forfeitures
- Miscellaneous Revenues
- Reappropriation

WHERE THE MONEY GOES
TOTAL RECOMMENDED USES OF FUNDS - $59.3 (Million)

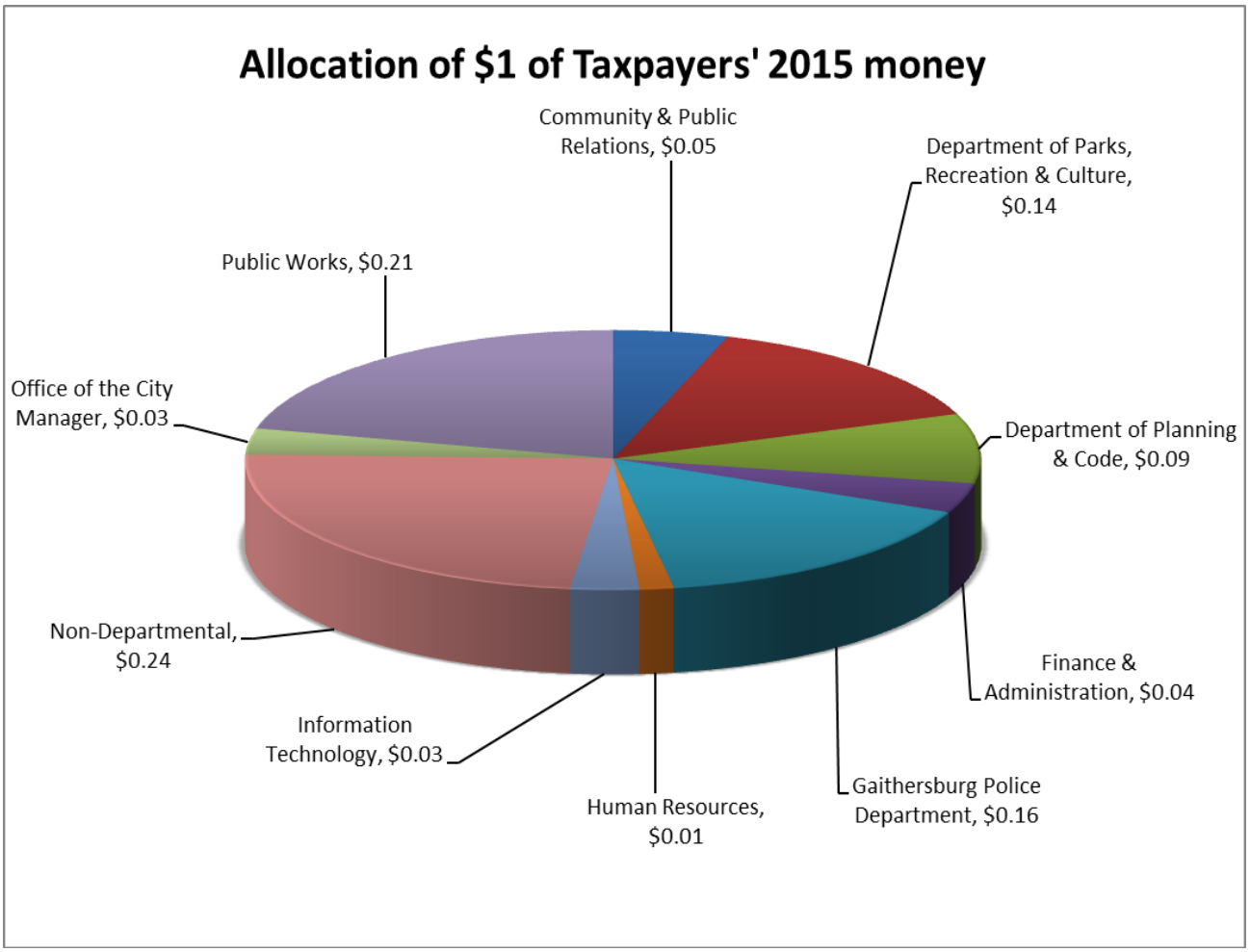


- General Government
- Public Safety
- Public Works
- Parks, Recreation & Culture
- Community Services & Development
- Miscellaneous
- Transfers

FY 2015 PROPOSED REVENUE CHART
FISCAL YEAR 2015



ALLOCATION OF $1 CHART
FISCAL YEAR 2015



REVENUE & EXPENDITURE SUMMARY
FISCAL YEAR 2015

	Actual 2012 - 2013	Adopted 2013 - 2014	Proposed 2014 - 2015	Adopted 2014 - 2015
Local Taxes	$ 25,564,310	$ 26,010,000	$ 26,392,500	$ -
Licenses & Permits	5,036,887	3,148,530	3,626,200	-
Grants From Federal Government	906,183	498,090	491,900	-
Grants From State Government	1,393,886	1,575,707	813,500	-
State Shared Taxes	309,367	1,076,800	1,124,000	-
County Government Grants & Shared Taxes	10,894,770	10,815,275	11,244,230	-
Service Charges	5,979,734	5,655,275	5,991,450	-
Fines & Forfeitures	2,310	3,501,500	2,477,500	-
Miscellaneous Revenues	6,535,787	1,600,970	1,821,200	-
REVENUE RECEIVED	59,770,174			
ANTICIPATED REVENUE		53,882,147	53,982,480	-
Reappropriation		2,845,289	5,302,099	-
Total	**$ 59,770,174**	**$ 56,727,436**	**$ 59,284,579**	**$ -**

	Actual 2012 - 2013	Adopted 2013 - 2014	Proposed 2014 - 2015	Adopted 2014 - 2015
Operating:				
Personnel Services	$ 27,471,701	$ 31,869,101	$ 33,648,764	$ -
Operating Expenses	11,183,872	14,053,793	13,858,273	-
Capital Outlay	1,032,838	2,464,542	1,577,542	-
Contingency	1,160,939	500,000	500,000	-
Actual Expenditures	$ 40,849,350			
Anticipated Expenditures		$ 48,887,436	$ 49,584,579	$ -
Transfer to OPEB Trust Fund	$ 910,000	910,000	$ 910,000	$ -
Capital Improvements	3,956,910	6,930,000	8,790,000	0
Excess of Revenue Over Expenditures				
Total Expenditures and Uses	**$ 45,716,260**	**$ 56,727,436**	**$ 59,284,579**	**$ -**

REVENUE STATEMENT
FISCAL YEAR 2015

	Actual 2012 - 2013	Adopted 2013 - 2014	Proposed 2014 - 2015	Adopted 2014 - 2015
Local Taxes				
Real Estate Taxes	$ 21,778,142	$ 23,000,000	$ 23,117,500	
Personal Property	1,435,495	750,000	1,000,000	
Hotel Tax	1,001,040	1,000,000	1,000,000	
Admissions Tax	1,268,955	1,200,000	1,200,000	
Penalties & Interest	80,678	60,000	75,000	
Total	$ 25,564,310	$ 26,010,000	$ 26,392,500	$ -
Licenses & Permits				
Public Improve. Street Permits	$ 138,812	$ 52,000	$ 20,000	$ -
Telecommunication/Utility Permits	50,000	-	-	
Utility Permits	$ -	10000	9000	
Amusement Licenses	21,900	22,500	22,500	
Traders' Licenses	116,361	125,000	115,000	
Hawkers'/Peddlers' Licenses	12,000	5,000	5,000	
Electricians' Licenses	17,150	9,500	15,500	
Rental Housing Licenses	590,700	456,680	668,900	
Rental License Renewal Late Fee	-	-	-	
Bus Shelter Franchise Fee	21,411	21,000	21,000	
CATV Franchise	756,195	650,000	725,000	
CATV PEG	48,311	45,000	45,000	
Animal Licenses	26,083	35,000	27,000	
Pet Shops/Commercial Kennels	500	750	750	
Breeders & Litters Permit	-	250	250	
Building Permits	1,987,484	1,000,500	1,030,000	
Electrical Permits	279,622	142,000	170,000	
Deck Permits	18,575	6,000	15,000	
Fence Permits	4,600	1,500	3,000	
Fuel Tank Permits	1,410	200	200	
Swimming Pool Permits	4,095	800	3,000	
Tent Permits	6,721	4,000	5,000	
Trailer Permits	2,845	1,250	1,900	
Occupancy Permits	192,440	98,200	105,000	
Home Occupation Permits	80	200	200	
Sign Permits	33,115	14,200	23,000	
Fire Protection Permits	325,208	162,000	270,000	
Fire Protection Systems Permits	-	12,000	20,000	
Mechanical Permits	213,741	98,000	120,000	
Special Event Permits	11,310	35,000	15,000	
Grading Permits	17,325	60,000	60,000	
On-Site Improvements	119,693	65,000	75,000	
Stormwater Management Permits	19,200	15,000	35,000	
Total	$ 5,036,887	$ 3,148,530	$ 3,626,200	$ -
Grants From Federal Government				
Community Development Block Grant	560,070	$ 365,000	$ 360,000	$ -
Transportation Enhansement Program (TEP)	-	$ -	$ -	
Emergency Efficiency & Conservation Block Grant	177,538	2,400	-	-
Department of Justice - Police Equipment	3,581	-	1,200	-
Transitional Housing	137,512	130,690	130,700	
FEMA	27,331	-	-	
Miscellaneous	151	-	-	-
Total	$ 906,183	$ 498,090	$ 491,900	$ -

	Actual 2012 - 2013	Adopted 2013 - 2014	Proposed 2014 - 2015	Adopted 2014 - 2015
Grants From State Government				
Arts	$ 20,473	$ 20,500	$ 32,000	$ -
Homeless Program	4,957	5,000	5,000	-
Police Grant	377,729	377,729	616,000	-
Water Park - Bond Bill	-	-	-	-
Community Parks & Playgrounds	-	66,000	-	
Olde Towne Revitalization	-	-	75,000	-
Project Open Space	951,689	701,250	37,500	-
Stream Restoration	-	71,600	-	
Maryland State Bond Bill	-	150,000	-	
Maryland Dept. of Natural Resources	-	113,628	-	-
Police Grant - SHSGP - Police Equipment	-	-	3,000	
SHA - Highway Safety	16,465	-	20,000	
Miscellaneous	22,573	70,000	25,000	-
Total	$ 1,393,886	$ 1,575,707	$ 813,500	$ -
State Shared Taxes				
Highway User	$ 309,367	$ 1,076,800	$ 1,124,000	$ -
Total	$ 309,367	$ 1,076,800	$ 1,124,000	$ -
County Government Grants & Shared Taxes				
Nutrition Programs	$ 47,074	$ 46,000	$ 46,000	$ -
Homeless Program	9,234	9,230	9,230	-
Financial Corporations	2,645	2,645	2,600	-
Income Tax	9,658,350	9,575,000	10,000,000	-
County Revenue Sharing	1,168,467	1,168,000	1,168,000	-
County Supportive Housing Asst. Program	-	14,400	18,400	-
Miscellaneous	9,000	-	-	-
Total	$ 10,894,770	$ 10,815,275	$ 11,244,230	$ -

REVENUE STATEMENT
FISCAL YEAR 2015

	Actual 2012 - 2013	Adopted 2013 - 2014	Proposed 2014 - 2015	Adopted 2014 - 2015
Service Charges				
Automation Fee	$ 317,367	$ 173,000	$ 190,000	$ -
Zoning Fees	107,825	81,725	125,000	-
Recreation Programs - Sports	390,433	363,000	391,000	-
Recreation Programs - Classes	270,824	235,000	242,000	-
Recreation Programs - Youth Services	48,263	49,000	52,500	-
Recreation Programs - Summer Camps/YAPS	459,165	525,000	500,000	-
Community Center - Rentals	127,387	120,000	125,000	-
Community Center - Programs	62,285	65,000	69,000	-
Water Park	605,541	500,000	525,000	-
Rental - Kentlands	86,837	125,000	125,800	-
Cultural Arts Program	30,929	32,000	34,400	-
Special Events	76,616	69,000	71,800	-
Gaithersburg Aquatic Center	62,150	200,000	200,000	-
Skate Park	16,749	10,000	10,000	-
Group Picnic Pavilions	55,805	52,000	52,000	-
Winter Lights	246,365	235,000	235,000	-
Miniature Golf Course	115,144	106,000	108,000	-
Gaithersburg Youth Center in Olde Towne	21,337	25,000	25,000	-
Activity Center Rental	196,602	193,000	193,000	-
Food Services	5,000	5,000	5,000	-
Activity Center Programs	51,347	55,000	55,000	-
Gaithersburg Arts Barn - Rental	13,826	13,000	13,000	-
Gaithersburg Arts Barn - Programs	127,844	92,000	112,000	-
Gaithersburg Arts Barn - Admissions	112,400	110,000	135,000	-
Gaithersburg Arts Barn - Sales	3,754	1,600	1,800	-
Gaithersburg Youth Center - West	8,845	15,000	5,000	-
Community Museum (Railroad)	3,232	2,500	3,000	-
Senior Citizen Programs	103,876	99,000	123,000	-
Senior Center - Rental	22,129	23,000	23,000	-
Membership - Dog Exercise Area	2,820	3,000	2,800	-
SWM Fees	-	-	-	-
Environmental Fees	3,790	3,000	3,000	-
Stormwater Management Fees (Plan review)	24,025	4,000	35,000	-
Recycling Collections	881,454	851,350	882,000	-
Water Quality Protection	1,203,610	1,200,000	1,300,000	-
PR&C State Sales Tax	8,362	12,000	8,350	-
PR&C Processing Fee	5,743	4,000	5,000	
Fingerprint Service	2,710	3,000	5,000	
Miscellaneous	97,343	100	-	-
Total	$ 5,979,734	$ 5,655,275	$ 5,991,450	$ -

REVENUE STATEMENT
FISCAL YEAR 2015

	Actual 2012 - 2013	Adopted 2013 - 2014	Proposed 2014 - 2015	Adopted 2014 - 2015
Fines & Forfeitures				
Seizure/Forfeiture	$ 3,344	$ -	$ 1,000	$ -
Ordinance Fines	14,313	20,000	25,000	-
Police Tickets & Fines	212,216	180,000	200,000	-
Photo Radar	2,917,067	3,300,000	2,250,000	-
Returned Check Fee	$ 2,310	$ 1,500	$ 1,500	$ -
Total	$ 3,149,250	$ 3,501,500	$ 2,477,500	$ -
Miscellaneous Revenues				
Interest on Investments	$ 114,189	$ 90,000	$ 120,000	$ -
Rents - Residential	142,205	131,100	35,400	-
Rents - Commercial	-	-	107,500	-
Sale of Materials and Equipment	20,304	10,000	10,000	-
Sale of Property	2,786,858	-	125,000	-
Contributions	40,920	697,700	81,800	-
Naming Rights (PR&C)	15,000	15,000	15,000	
Vending Machines	4,647	5,000	4,000	-
Passports	68,640	30,000	50,000	-
Escrow - Developers	-	-	650,000	-
Community Promotions	62	250	-	-
Expenditure Reimbursement	117,500	7,200	12,000	
Signs	21,200	-	-	
Housing Initiative Fund	3,000,000	609,720	609,700	-
Miscellaneous	204,262	5,000	800	-
Total	$ 6,535,787	$ 1,600,970	$ 1,821,200	$ -
REVENUE RECEIVED	$ 59,770,174			
ANTICIPATED REVENUE		$ 53,882,147	$ 53,982,480	$ -
REAPPROPRIATION		$ 2,845,289	$ 5,302,099	$ -
TOTAL		$ 56,727,436	$ 59,284,579	$ -

EXPENDITURE STATEMENT BY ACTIVITY
FISCAL YEAR 2015

	Actual 2012 - 2013	Adopted 2013 - 2014	Proposed 2014 - 2015	Adopted 2014 - 2015
General Government				
Mayor & City Council	$ 269,579	$ 285,798	$ 304,179	$ -
Office of the City Manager	360,569	658,721	675,091	
Legal Services	367,358	500,919	532,605	-
Registrations & Elections	-	56,000	1,200	-
Economic & Business Development	742,206	510,208	425,073	-
Enviornmental Services	246,143	295,524	284,100	-
Human Resources	726,916	745,287	883,444	-
Housing and Community Development	325,123	1,090,843	888,572	-
Finance & Administration	1,025,518	1,196,780	1,206,811	-
Information Technology	1,315,725	1,421,523	1,516,878	-
Geographic Information "Systems (GIS)	-	216,207	255,121	
Facilities Management	1,177,746	970,046	1,067,475	-
Buildings and Grounds	1,314,930	1,736,044	1,741,285	-
General Services	94,746	182,150	114,174	-
Public Information	655,257	830,004	782,526	-
Cable Television Channel 13	159,816	398,496	312,775	-
Planning & Code Administration	719,003	898,780	911,419	
Planning	690,475	814,781	832,333	
Neighborhood Services	572,725	753,180	836,040	-
Total	$ 10,763,835	$ 13,561,291	$ 13,571,101	$ -
Public Safety				
Police Services Administration	$ 1,264,268	$ 1,709,915	$ 9,243,013	$ -
Police Services Operations	$ 6,736,129	$ 7,520,571	-	
Permits & Inspections	1,328,295	1,501,472	1,811,080	-
Traffic Engineering	179,649	253,378	272,152	-
Animal Control	405,830	451,495	482,991	-
Total	$ 9,914,171	$ 11,436,831	$ 11,809,236	$ -
Public Works				
Public Works Administration	$ 776,748	$ 795,898	$ 793,992	$ -
Municipal Parks Maintenance	1,556,947	1,790,917	1,758,990	-
Engineering Services	374,800	451,964	544,719	
Streets & Special Projects	1,079,974	1,463,678	1,425,350	-
Fleet Maintenance	540,724	571,667	527,514	-
Landscaping & Forestry	942,212	1,238,135	1,138,572	-
Mowing & Bulk Pick-Up	1,636,602	2,012,236	1,967,167	-
Recycling	647,078	669,247	691,634	-
Street Lighting	578,716	657,546	657,546	-
Total	$ 8,133,801	$ 9,651,288	$ 9,505,484	$ -

EXPENDITURE STATEMENT BY ACTIVITY
FISCAL YEAR 2015

	Actual 2012 - 2013	Adopted 2013 - 2014	Proposed 2014 - 2015	Adopted 2014 - 2015
Parks, Recreation & Culture				
Parks, Recreation & Culture	$ 703,101	$ 793,699	$ 840,677	$ -
Recreation Programs & Sports	800,959	830,652	866,098	-
Recreation Classes	297,825	323,644	336,720	-
Youth Services	394,089	417,492	439,749	-
Summer Programs	490,570	569,316	555,064	-
Robertson Park Youth Center	164,522	216,753	259,286	-
Olde Towne Youth Center	243,764	289,121	250,685	-
Casey Community Center	324,885	349,001	357,536	-
Water Park	424,005	532,350	595,933	-
Gaithersburg Arts Barn	426,219	469,587	493,786	-
Kentlands Mansion	318,713	357,333	358,520	-
Cultural Arts Programs	281,750	399,509	182,923	-
Special Events	674,288	760,992	1,127,963	-
Gaithersburg Aquatic Center	128,250	351,370	315,627	-
Picnic Pavilions	15,869	22,171	20,357	-
Winter Lights	163,165	161,715	211,221	-
Miniature Golf Course	103,649	82,670	91,382	-
Activity Center	390,653	416,923	432,848	-
Skate Park	35,555	37,850	24,989	-
Food Service	-	5,000	-	-
Total	$ 6,381,831	$ 7,387,148	$ 7,761,364	$ -
Community Services and Development				
Seniors Program	$ 587,409	$ 611,981	$ 705,191	$ -
Community Services	1,150,257	1,279,986	1,356,046	-
Homeless Assistance	479,442	534,686	561,631	-
Total	2,217,108	2,426,653	2,622,868	-
Miscellaneous				
Non-Departmental	$ 2,277,665	$ 3,924,225	$ 3,814,526	$ -
Contingency	1,160,939	500,000	500,000	-
Total	$ 3,438,604	$ 4,424,225	$ 4,314,526	$ -
TOTAL OPERATING	$ 40,849,350	$ 48,887,436	$ 49,584,579	$ -
Transfer to OPEB Trust Fund	$ 910,000	$ 910,000	$ 910,000	$ -
Transfer to CIP	3,956,910	6,930,000	8,790,000	-
COMBINED TOTAL	**$ 45,716,260**	**$ 56,727,436**	**$ 59,284,579**	**$ -**

EXPENDITURE STATEMENT BY OBJECT
FISCAL YEAR 2015

	Actual 2012 - 2013	Adopted 2013 - 2014	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services				
Salaries, Full Time	$ 17,153,693	$ 19,240,822	$ 20,017,797	$ -
Other Taxable Compensation	132,080	139,545	147,983	
Vacation & Sick Leave	209,697	275,000	275,000	
Overtime	576,508	845,820	870,349	
Salaries, Employment Agreement	98,564	87,529	-	
Salaries, Part-Time	2,520,200	3,153,939	3,310,760	
Social Security & Medicare Taxes	1,536,677	1,806,727	1,872,091	
State Unemployment Insurance	20,503	46,000	26,573	
Workers' Compensation Insurance	373,969	428,590	428,590	
Group Insurance	2,505,645	3,088,534	3,663,446	
Vision Plan	8,607	16,829	19,380	
Mayor & Council Benefits	-	24,000	24,000	
Insurance Deductible	-	-	100,000	
Retirement Contribution	1,689,661	1,895,113	2,017,725	
Retirement Health Savings (RHS)	148,148	143,987	153,263	
Savings Plan Contribution	459,619	563,412	598,854	
Deferred Compensation	12,600	16,460	16,453	
Tuition Reimbursement	25,527	96,794	106,500	
Total Personnel Services	$ 27,471,701	$ 31,869,101	$ 33,648,764	$ -
Operating Expenses				
Office Supplies	$ 67,656	$ 101,295	$ 81,110	$ -
General Operating Supplies	634,671	821,662	775,970	
Photographic, Audio, Video Supplies	1,925	6,400	3,625	
Program Activities	122,184	154,082	139,480	
Police Outreach Program Supplies	6,104	8,700	6,300	
Police Weapons & Supplies	109,651	81,518	115,139	
Supplies for Resale	26,446	40,450	39,350	
Furniture & Fixtures	68,076	55,515	62,790	
Machinery & Equipment	54,861	213,420	206,425	
Building & Construction Supplies	74,305	121,000	121,000	
Accounting & Audit	114,482	137,500	145,000	
Information Technology	172,169	232,000	224,325	
Software Licenses	39,204	70,590	61,465	
Software Maintenance Agreements	263,627	447,040	394,845	
Engineering & Architectural	13,798	24,500	21,500	
Legal	39,325	49,000	40,950	
Management Consulting	920	-		
Wellness Program	15,186	21,616	22,700	
Medical/Hospital	25,559	19,500	20,000	
Miscellaneous Professional Services	1,826,191	1,858,041	1,727,794	
Americans with Disabilities Act	11,719	11,600	7,300	
Contract Cleaning Services	370,853	483,448	460,585	
Contract Maintenance Services	172,867	332,210	345,300	
Investigations	6,800	13,265	12,890	
Abatement Services	-	-	50,000	
Security Services	1,780	26,550	23,925	
Instructor Services	89,289	127,690	127,690	
Performances & Entertainment	203,294	222,850	230,200	
Advertising	146,925	159,000	151,300	
Awards & Presentations	44,056	37,675	53,398	
Contributions	974,391	1,673,174	1,496,070	
Professional Dues & Cert. Fees	118,073	155,760	153,750	
Magazines, Books & Resource Material	16,754	27,525	26,550	

EXPENDITURE STATEMENT BY OBJECT
FISCAL YEAR 2015

	Actual 2012 - 2013	Adopted 2013 - 2014	Proposed 2014 - 2015	Adopted 2014 - 2015
Conference & Seminar Registration	55,781	91,536	106,191	-
In-Service Training	5,408	36,250	23,600	
Travel Expense	57,809	100,620	105,561	
Mileage Reimbursement	8,471	11,750	9,670	
Economic Development Activities	176,247	193,500	104,000	
Sponorships	-	13,500	12,000	
Scholarship Management	21,207	35,000	37,000	
Electric	1,005,393	1,270,132	1,212,902	
Gas	59,417	89,300	78,800	
Water	74,078	98,093	110,910	
Recycling Services/Trash Collection	54,162	77,733	70,970	
Utilities - Other	-	-	-	
Telephone (Landline)	86,972	89,650	89,850	
Cellular Telephone	119,874	147,100	140,700	
Pagers	-	-	-	
Vehicle & Equipment Gasoline	409,092	412,100	416,250	
Printing & Binding	75,081	107,490	97,890	
Signage	29,060	41,900	47,925	
Postage	100,285	104,570	79,085	
Messenger Services	986	2,900	1,950	
Laundry & Uniforms	125,184	112,626	141,339	
Miscellaneous	512,486	553,800	572,255	
Home Ownership Assistance Program	70,850	150,500	193,500	
Local, In service Meals	2,907	3,050	3,200	
Insurance - Not Payroll	285,100	510,000	385,000	
Tax Abatement	-	-	375,000	
Rental & Use Charges	900,347	1,015,367	1,039,109	
Rental of Facilities	84,875	123,180	126,780	
Repair & Maintenance - Buildings	608,238	419,070	377,300	
Repair & Maintenance - Machinery	158,335	220,500	249,360	
Repair & Maintenance - Vehicles	254,183	276,300	292,850	
Repair & Maintenance - Furn & Equip.	8,906	11,700	8,600	
Total Operating Expenses	$ 11,183,872	$ 14,053,793	$ 13,858,273	$ -
Capital Outlay				
Software	$ 11,566	$ 135,500	$ 115,500	$ -
Improvements/Not Buildings	$ 3,830			
Furniture & Equipment	468,421	864,627	682,552	-
Vehicles & Equipment	549,021	1,464,415	779,490	-
Total Captial Outlay	$ 1,032,838	$ 2,464,542	$ 1,577,542	$ -
Contingency	$ 1,160,939	$ 500,000	$ 500,000	$ -
TOTAL EXPENDITURES	$ 40,849,350	$ 48,887,436	$ 49,584,579	$ -
OPERATING TRANSFER TO				
OPEB TRUST FUND	$ 910,000	$ 910,000	$ 910,000	$ -
CAPITAL IMPROVEMENTS	3,956,910	6,930,000	8,790,000	-
Total Operating Transfers	4,866,910	7,840,000	9,700,000	-
TOTAL EXPENDITURES **AND OTHER USES**	**$ 45,716,260**	**$ 56,727,436**	**$ 59,284,579**	**$ -**

	Adopted FY 2013	Adopted FY 2014	% Change FY 2013 - FY 2014	Proposed FY 2015	% Change FY 2014 - FY 2015
Department					
Office of the City Manager	$1,719,207	$2,011,646	17.01%	$1,938,148	-3.65%
Human Resources	$693,937	$745,287	7.40%	$883,444	18.54%
Community and Public Relations	$2,778,257	$3,043,172	9.54%	$3,012,978	-0.99%
Finance & Administration	$12,604,855	$14,733,998	16.89%	$16,224,083	10.11%
Information Technology	$1,412,292	$1,637,730	15.96%	$1,771,999	8.20%
Parks, Recreation & Culture	$7,448,872	$7,999,129	7.39%	$8,466,555	5.84%
Planning & Code Administration	$4,397,654	$4,715,232	7.22%	$5,157,963	9.39%
Gaithersburg Police Department	$8,160,195	$9,230,486	13.12%	$9,243,013	0.14%
Public Works	$12,288,914	$12,610,756	2.62%	$12,586,396	-0.19%
Personnel	$29,749,486	$31,869,101	7.12%	$33,648,764	5.58%
Operating Expenses	$14,412,171	$14,053,793	-2.49%	$13,858,273	-1.39%
Contingency Funds	$700,000	$500,000	-28.57%	$500,000	0.00%
Transfer Funds	$4,866,910	$7,840,000	61.09%	$9,700,000	23.72%
Capital Outlay	$1,775,616	$2,464,542	38.80%	$1,577,542	-35.99%
Total	**$51,504,183**	**$56,727,436**	**10.14%**	**$59,284,579**	**4.51%**

City of Gaithersburg, MD
Five Year Financial Plan FY 2015 - FY 2019

Budget Basis

	IN THOUSANDS				
	FY 2015 PROPOSED	**FY 2016 PROJECTED**	**FY 2017 PROJECTED**	**FY 2018 PROJECTED**	**FY 2019 PROJECTED**
REVENUES					
Taxes & Assessments	26,393	26,921	27,459	28,008	28,569
Licenses & Permits	3,626	3,735	3,847	3,962	4,081
Intergovern. (Fed, State, County)	3,674	3,747	3,822	3,899	3,977
Income Tax	10,000	10,100	10,201	10,303	10,406
Charges for Service	5,991	6,111	6,233	6,358	6,485
Fines, Investment & Misc.	4,299	4,000	4,100	4,200	4,300
Reappropriation	5,302	11,805	10,285	4,223	4,331
Total Revenues	**59,285**	**66,419**	**65,948**	**60,953**	**62,148**
EXPENDITURES					
General Government	13,571	13,842	14,119	14,402	14,690
Public Safety	11,809	12,163	12,528	12,904	13,291
Public Works	9,506	9,839	10,183	10,539	10,908
Parks, Recreation & Culture	7,761	7,916	8,075	8,236	8,401
Community Services and Dev.	2,623	2,675	2,729	2,784	2,839
Nondepartmental	4,315	4,250	4,250	4,250	4,250
Sub-Total Operating Budget	49,585	50,686	51,884	53,115	54,379
Transfer to OPEB	910	910	910	910	910
Transfer to CIP	8,790	14,823	13,154	6,929	6,859
Total Expenditures	**59,285**	**66,419**	**65,948**	**60,954**	**62,148**
Revenues less Expenditures	*0*	*0*	*0*	*0*	*0*
Projected Year-End Unassigned Fund Balance	43,294	31,489	21,204	16,981	12,650
Required 25% Reserve	14,821	16,605	16,487	15,238	15,537
Variance	28,473	14,884	4,717	1,743	(2,887)
Reserve Policy Met?	Yes	Yes	Yes	Yes	No

NOTES - Long Term Vision for Fiscal Responsibility

Presents a sustainable five year plan which provides for a reasonable program of facility enhancements, reducing long-term expenditures (being proactive vs. reactive). Projects reductions in all intergovernmental support, while taking into consideration Stormwater Management and the City's infrastructure needs.

The plan provides for one time expenditures vs. one time revenues, plus a continued use of unassigned fund balance or reserves. The plan maintains the 25% reserve policy till FY 2018. However, projected CIP expenses could not be maintained without reducing the levels of current reserves in FY19.

Allows for limited growth of services & positions in the out years.

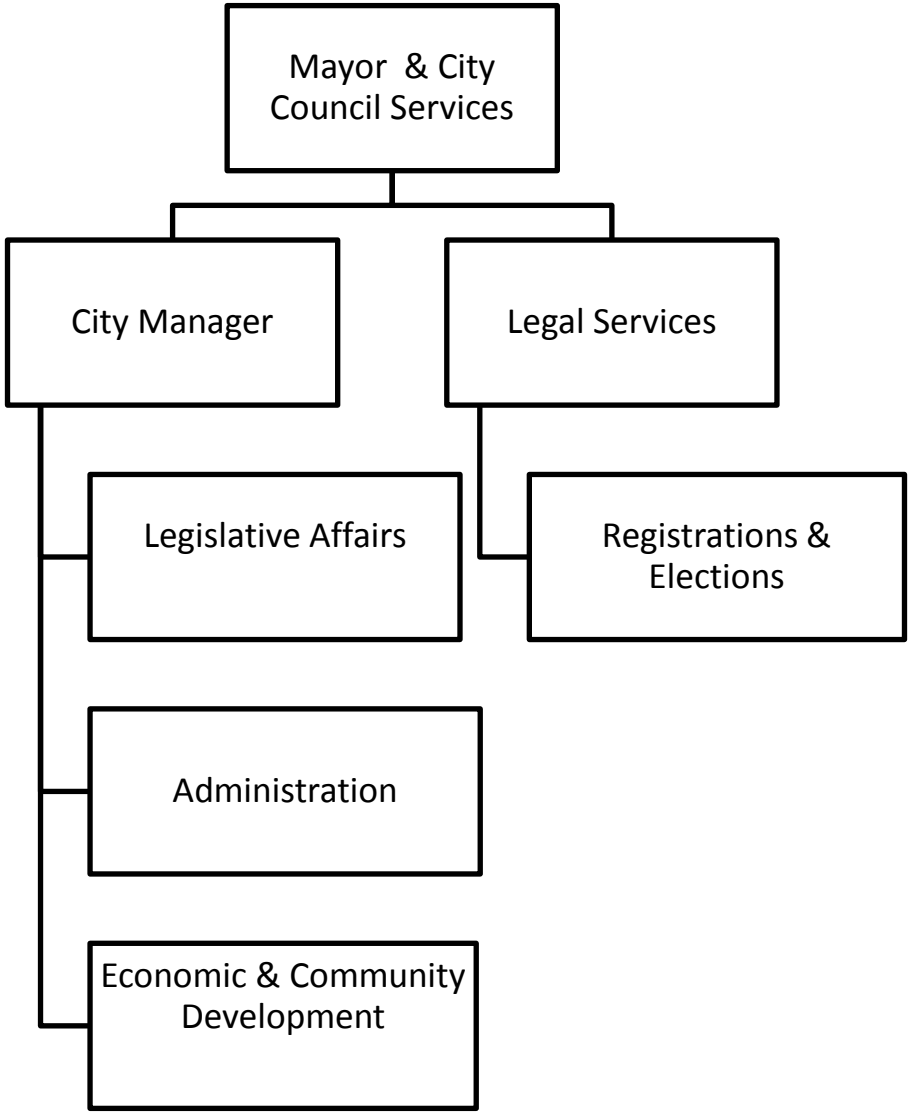
Accounts for the high level of uncertainty in future health care expenses, cost of gasoline (petroleum products) as well as the continued uncertainty of global economic conditions.

Accounts for the uncertain level of support from Federal, State and County governments.

Winter Lights

Office of the City Manager

OFFICE OF THE CITY MANAGER



Department Analysis Report - Proposed

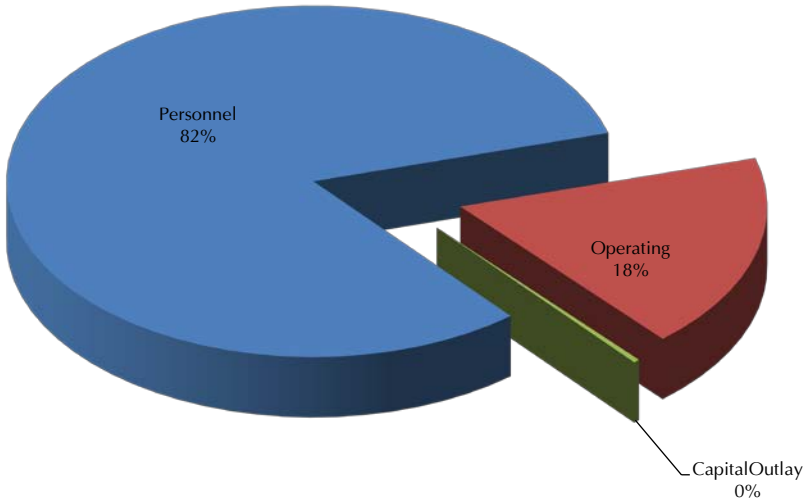
Office of the City Manager

Activity	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
1101 - Mayor & City Council	$250,612	$285,798	14.04%	$304,179	6.43%
1111 - Legal Services	$344,593	$500,919	45.37%	$532,605	6.33%
1122 - Registration & Elections	$2,000	$56,000	2700.00%	$1,200	-97.86%
1131 - Office of the City Manager	$506,053	$658,721	30.17%	$675,091	2.49%
1133 - Economic & Business Development	$615,949	$510,208	-17.17%	$425,073	-16.69%
Personnel	$1,289,372	$1,487,226	15.34%	$1,582,803	6.43%
Operating Expenses	$415,035	$497,215	19.80%	$348,845	-29.84%
Contingency Funds					
Transfer Funds					
Capital Outlay	$14,800	$27,205	83.82%	$6,500	-76.11%
Total	**$1,719,207**	**$2,011,646**	**17.01%**	**$1,938,148**	**-3.65%**

OFFICE OF THE CITY MANAGER
DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2012 - 13	Budgeted 2013 - 14	Proposed 2014 - 15	Adopted 2014 - 15
Mayor & City Council	250,612	285,798	304,179	-
Legal Services	344,593	500,919	532,605	-
Registration & Elections	2,000	56,000	1,200	-
Office of the City Manager	506,053	658,721	675,091	-
Economic & Business Development	615,949	510,208	425,073	-
TOTAL	**$ 1,719,207**	**$ 2,011,646**	**$ 1,938,148**	**$ 0**

Office of the City Manager
FY 2015 Budget of $1,938,148



OFFICE OF THE CITY MANAGER
STAFFING SUMMARY BY POSITION

1101 - Mayor & Council	FY 13	FY 14	FY 15
Municipal Clerk	1	1	1
Part-Time Personnel	0.2	0.2	0.2
Subtotal	**1.2**	**1.2**	**1.2**

1111 - Legal Services	FY 13	FY 14	FY 15
City Attorney	1	1	1
Assistant City Attorney	0	1	1
Paralegal	0	1	1
Legal Assistant	1	0	0
Subtotal	**2**	**3**	**3**

1122 - Registration & Elections	FY 13	FY 14	FY 15
None	**0**	**0**	**0**

1131 - Office of the City Manager	FY 13	FY 14	FY 15
City Manager	1	1	1
Assistant City Manager	1	1	1
Assistant to the City Manager	0	1	1
Executive Assistant	1	0	0
Legislative Affairs Manager	0	0	1
Intergovernmental Affairs Coordinator	1	1	0
Administrative Assistant I	1	1	1
Part-Time Personnel	0.5	0.5	0
Subtotal	**5.5**	**5.5**	**5**

1133 - Economic & Business Development	FY 13	FY 14	FY 15
Deputy City Manager	1	0	0
Economic Development Director	1	1	1
Business Services Coordinator	0	1	1
Part-Time Personnel	0.75	0	0
Subtotal	**2.75**	**2**	**2**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	10	11	11
Employment Agreement Personnel	0	0	0
Part-Time Personnel	1.45	0.7	0.2
	11.45	**11.7**	**11.2**

Office of the City Manager
1101 - Mayor & City Council

SERVICES PROVIDED:

The Mayor and five Council members constitute the legislative and policy-making body of the City government. They enact ordinances and resolutions, review and adopt the budget, authorize contracts, consider planning and zoning matters referred to them by the Planning Commission, and establish programs and general policy for the welfare of the City and its citizens. The Mayor and members of the Council are elected at-large on a non-partisan basis for staggered four-year terms. The Mayor serves as President of the Council and is a nonvoting member; however, he does have veto authority on all ordinances. The Council may override his veto by a four-fifths vote. With ratification of the Council, the Mayor appoints the City Attorney and members of the Planning Commission, Board of Appeals, Board of Supervisors of Elections and citizen advisory committees. Under the Charter, the Council appoints the City Manager and selects, from among the members, a Vice President to serve in the absence of the Mayor.

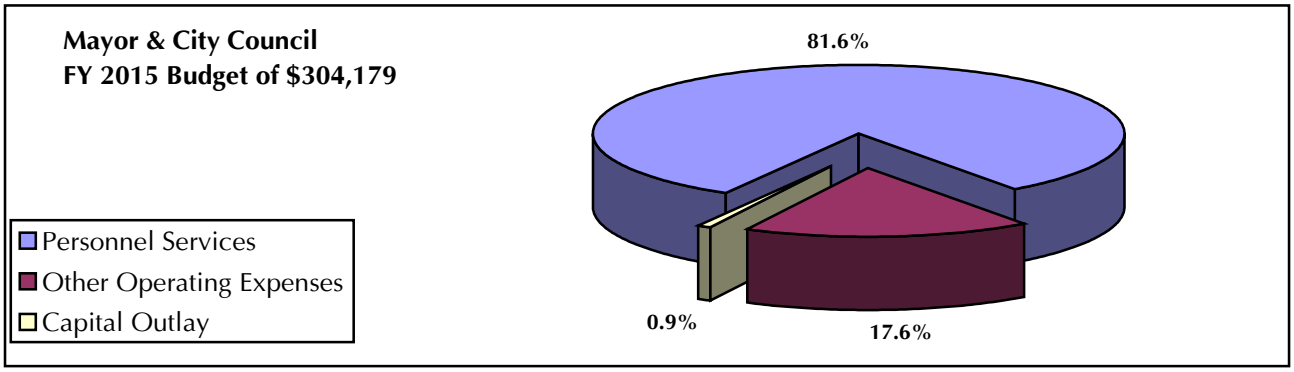
WORK PLAN GOALS:

- Continue to provide Mayor and Council meeting packages that are complete and accurate.
- Review records management process for all important City documents.

SIGNIFICANT CHANGES:

- Cellular Telephone expenditure budget was omitted in error in FY14. The expenditure is now added.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$201,327	$232,923	$248,109	$0
Other Operating Expenses	43,650	47,060	53,465	0
Capital Outlay	5,635	5,815	2,605	0
TOTAL	**$250,612**	**$285,798**	**$304,179**	**$0**



Activity Analysis Report - Proposed

1101 - Mayor & City Council

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$65,186	$67,532	3.60%	$73,036	8.15%
505200 - Other taxable comp-Gfit	$0	$315	100.00%	$240	-23.81%
508000 - Salaries, Overtime	$0	$0	100.00%	$5,150	100.00%
509000 - Salaries, Part-Time Employe	$101,750	$104,090	2.30%	$106,326	2.15%
510000 - Social Security & Medicare T	$12,771	$13,129	2.80%	$14,115	7.51%
514000 - Group Insurance	$14,449	$16,336	13.06%	$17,116	4.77%
514200 - Vision Plan	$0	$92	100.00%	$92	0.00%
514500 - Mayor & Council Benefits	$0	$24,000	100.00%	$24,000	0.00%
515000 - Retirement Contribution (401	$5,215	$5,403	3.60%	$5,843	8.14%
516000 - Savings Plan Contribution (4	$1,956	$2,026	3.58%	$2,191	8.14%
516500 - Deferred Compensation	$0	$0	100.00%		100.00%
519000 - Tuition Reimbursement	$0	$0	100.00%		100.00%
521000 - Office Supplies	$200	$200	0.00%	$200	0.00%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$1,000	$1,000	0.00%	$500	-50.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$7,550	$9,260	22.65%	$9,260	0.00%
533000 - Legal	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$0	$0	100.00%		100.00%
542000 - Awards & Presentations	$1,000	$1,000	0.00%	$1,000	0.00%
543000 - Contributions	$0	$0	100.00%		100.00%
544000 - Professional Dues & Certific	$500	$500	0.00%	$550	10.00%
545000 - Magazines, Books & Resour	$100	$100	0.00%	$100	0.00%
546000 - Conference & Seminar Regis	$4,500	$6,000	33.33%	$7,000	16.67%
546300 - In-Service Training	$600	$600	0.00%	$600	0.00%
547000 - Travel Expense	$14,000	$19,500	39.29%	$18,500	-5.13%
547100 - Travel Mileage Reimbursem	$1,000	$1,500	50.00%	$1,500	0.00%
551100 - Cellular Telephone	$5,800	$0	-100.00%	$6,000	100.00%
553000 - Printing & Binding	$100	$100	0.00%	$100	0.00%
556000 - Postage	$250	$250	0.00%	$250	0.00%
556500 - Messenger Services	$50	$50	0.00%	$50	0.00%
557000 - Laundry & Uniforms	$0	$0	100.00%	$355	100.00%
560000 - Miscellaneous	$7,000	$7,000	0.00%	$7,500	7.14%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
567100 - Rental of Facilities	$0	$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%		100.00%
575000 - Repair & Maintenance - Furn	$0	$0	100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$200	$0	-100.00%		100.00%
595100 - Furniture & Equipment (Repl	$5,435	$5,815	6.99%	$2,605	-55.20%

Activity Analysis Report - Proposed

1101 - Mayor & City Council

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$201,327	$232,923	15.69%	$248,109	6.52%
Operating Expenses	$43,650	$47,060	7.81%	$53,465	13.61%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$5,635	$5,815	3.19%	$2,605	-55.20%
Total	**$250,612**	**$285,798**	**14.04%**	**$304,179**	**6.43%**

1101 Mayor & City Council

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	73,036	0
505200	Other taxable comp-Gfit	240	0
508000	Salaries, Overtime	5,150	0
509000	Salaries, Part-Time Employees	106,326	0
510000	Social Security & Medicare Taxes (FICA	14,115	0
514000	Group Insurance	17,116	0
514200	Vision Plan	92	0
514500	Mayor & Council Benefits	24,000	0
515000	Retirement Contribution (401A)	5,843	0
516000	Savings Plan Contribution (401K)	2,191	0
	Subtotal Personnel Services	**248,109**	**0**

Operating Expenses

521000 Office Supplies			
	200		0
Subtotal		**200**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	500		0
Subtotal		**500**	**0**
531600 Software Maintenance Agreements			
Maintenance - Sire Agenda Management	6,500		0
Maintenance - Software (Adobe Acrobat) (1)	60		0
Maintenance - Software (Microsoft CALs) (18)	2,700		0
Subtotal		**9,260**	**0**
542000 Awards & Presentations			
	1,000		0
Subtotal		**1,000**	**0**
544000 Professional Dues & Certification Fees			
Institute of Municipal Clerks & IIMC	225		0
Maryland Mayor's Association	125		0
Maryland Municipal League Montgomery County Chapter Dues	200		0
Subtotal		**550**	**0**
545000 Magazines, Books & Resource Material			
	100		0
Subtotal		**100**	**0**
546000 Conference & Seminar Registration			
Maryland Municipal League	3,700		0
National League of Cities	2,500		0
National League of Cities Steering Committee Meetings	800		0
Subtotal		**7,000**	**0**
546300 In-Service Training			
Municipal Clerk Certification (CMC)	600		0
Subtotal		**600**	**0**

1101 Mayor & City Council

547000 Travel Expense				
Maryland Municipal League	4,000		0	
Municipal Clerk Institute	1,500		0	
National League of Cities	6,500		0	
National League of Cities Steering Committee Meetings	5,500		0	
Other	1,000		0	
Subtotal		**18,500**		**0**
547100 Travel Mileage Reimbursement				
	1,500		0	
Subtotal		**1,500**		**0**
551100 Cellular Telephone				
Mayor, City Council and City Clerk	6,000		0	
Subtotal		**6,000**		**0**
553000 Printing & Binding				
Name plates/business cards, etc.	100		0	
Subtotal		**100**		**0**
556000 Postage				
	250		0	
Subtotal		**250**		**0**
556500 Messenger Services				
	50		0	
Subtotal		**50**		**0**
557000 Laundry & Uniforms				
Shirts with logo (6- 2 each)	355		0	
Subtotal		**355**		**0**
560000 Miscellaneous				
Intergovernmental Relations	3,000		0	
Legislative Dinners	1,000		0	
Maryland Municipal League Chapter Functions	500		0	
Miscellaneous	2,000		0	
Strategic Planning Retreat	1,000		0	
Subtotal		**7,500**		**0**
Subtotal Operating Expenses		**53,465**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (17)	15		0	
Replacement - Computer Hardware (PC) (18)	2,560		0	
Replacement - Printer (HP LaserJet p2055DN)	30		0	
Subtotal		**2,605**		**0**
Subtotal Capital Outlay		**2,605**		**0**
Total		**304,179**		**0**

Office of the City Manager

1111 - Legal Services

SERVICES PROVIDED:

Funding in this activity is for the services of the City Attorney and staff as well as any other legal services needed during the year. The City Attorney, appointed by the Mayor with the approval of the Council, is the legal advisor to the Mayor and City Council, all City commissions, boards and committees, the City Manager, and all departments of the City government. The City Attorney manages all outside legal counsel. The City Attorney must be admitted to practice by the Maryland Court of Appeals. The City Attorney and Assistant City Attorney attend City Council meetings, other meetings as needed, and provides counsel and assistance relative to legal issues which may arise. The Attorneys are also responsible for representing the City in litigation and other legal disputes; review or prepares proposed Charter amendments, ordinances, resolutions and other legal documents; and give legal advice.

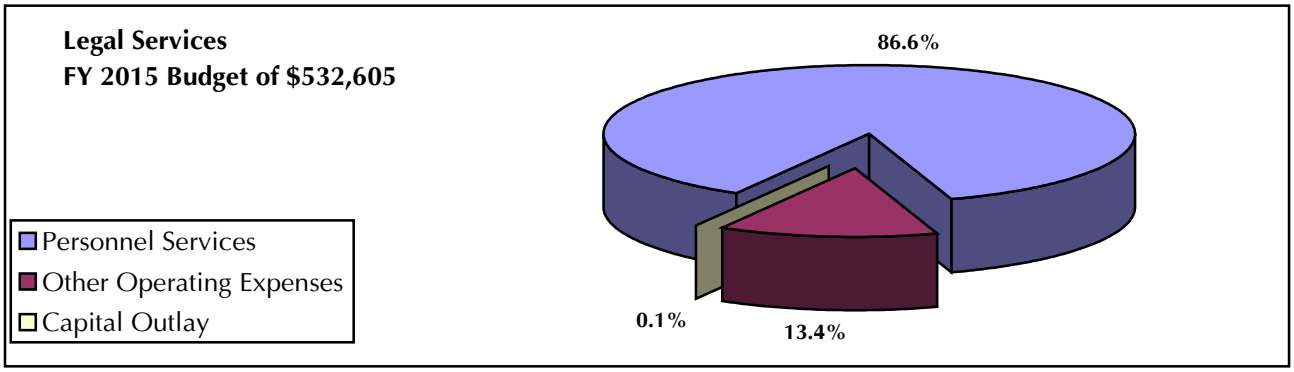
WORK PLAN GOALS:

- Prepare and/or review legal documents such as ordinances, resolutions, policies, deeds, leases, contracts and memorandums of understanding.
- Provide legal advice to the Mayor, City Council, City Manager, boards, commissions, and City staff as requested.
- Provide legal representation for the City in all legal actions and work proactively to address legal issues to reduce or minimize litigation risks.

SIGNIFICANT CHANGES:

- Advertising decreased $5,000 to more accurately reflect prior year expenses.
- Legal Services decreased $8000 in outside counsel costs resulting from addition of second attorney.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$263,893	$418,914	$460,990	$0
Other Operating Expenses	80,150	81,500	71,190	0
Capital Outlay	550	505	425	0
TOTAL	**$344,593**	**$500,919**	**$532,605**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of ordinances and resolutions prepared and/or reviewed	20	12	12
Number of municipal infractions prosecuted in court	53	30	36

Number of Mayor and Council and board and commission meetings attended	51	30	60
Number of deeds, easements, leases and covenants reviewed and/or prepared	27	0	25
Number of contracts, agreements, and MOU's reviewed and/or prepared	273	90	150
Number of administrative appeals in court and administrative proceedings before regulatory commissions handled	1	2	2

Activity Analysis Report - Proposed

1111 - Legal Services

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$202,101	$316,030	56.37%	$354,465	12.16%
505200 - Other taxable comp-Gfit	$0	$105	100.00%	$105	0.00%
510000 - Social Security & Medicare T	$15,461	$24,176	56.37%	$27,117	12.16%
514000 - Group Insurance	$16,734	$35,709	113.39%	$32,185	-9.87%
514200 - Vision Plan	$0	$221	100.00%	$221	0.00%
515000 - Retirement Contribution (401	$16,168	$25,282	56.37%	$28,357	12.16%
516000 - Savings Plan Contribution (4	$6,063	$9,481	56.37%	$10,634	12.16%
516500 - Deferred Compensation	$7,366	$7,910	7.39%	$7,906	-0.05%
521000 - Office Supplies	$200	$200	0.00%	$400	100.00%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$0	$1,950	100.00%	$1,000	-48.72%
531500 - Software Licenses	$0	$700	100.00%		-100.00%
531600 - Software Maintenance Agree	$300	$300	0.00%	$450	50.00%
533000 - Legal	$43,000	$43,000	0.00%	$35,000	-18.60%
536000 - Miscellaneous Professional	$0	$2,500	100.00%	$2,000	-20.00%
541000 - Advertising	$7,500	$12,000	60.00%	$7,000	-41.67%
544000 - Professional Dues & Certific	$1,300	$1,300	0.00%	$2,175	67.31%
545000 - Magazines, Books & Resour	$23,000	$14,000	-39.13%	$12,700	-9.29%
546000 - Conference & Seminar Regis	$1,200	$1,200	0.00%	$2,700	125.00%
547000 - Travel Expense	$1,300	$2,000	53.85%	$3,500	75.00%
547100 - Travel Mileage Reimbursem	$500	$500	0.00%	$750	50.00%
551100 - Cellular Telephone	$750	$750	0.00%	$2,220	196.00%
553000 - Printing & Binding	$200	$200	0.00%	$200	0.00%
556000 - Postage	$200	$200	0.00%	$200	0.00%
556500 - Messenger Services	$100	$100	0.00%	$100	0.00%
557000 - Laundry & Uniforms	$0	$0	100.00%	$295	100.00%
560000 - Miscellaneous	$600	$600	0.00%	$500	-16.67%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$550	$505	-8.18%	$425	-15.84%
Personnel	$263,893	$418,914	58.74%	$460,990	10.04%
Operating Expenses	$80,150	$81,500	1.68%	$71,190	-12.65%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$550	$505	-8.18%	$425	-15.84%
Total	**$344,593**	**$500,919**	**45.37%**	**$532,605**	**6.33%**

1111 Legal Services

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	354,465	0
505200	Other taxable comp-Gfit	105	0
510000	Social Security & Medicare Taxes (FICA	27,117	0
514000	Group Insurance	32,185	0
514200	Vision Plan	221	0
515000	Retirement Contribution (401A)	28,357	0
516000	Savings Plan Contribution (401K)	10,634	0
516500	Deferred Compensation	7,906	0
	Subtotal Personnel Services	**460,990**	**0**

Operating Expenses

521000 Office Supplies			
Office supplies	400	0	
Subtotal		**400**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	1,000	0	
Subtotal		**1,000**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Microsoft CALs) (3)	450	0	
Subtotal		**450**	**0**
533000 Legal			
Board of Appeals Attorney	10,000	0	
LEOBR (Police)	2,000	0	
Retainer (Zoning)	18,000	0	
Telecommunications, Landlord Tenant, and Personnel	5,000	0	
Subtotal		**35,000**	**0**
536000 Miscellaneous Professional Services			
Transcription Services	500	0	
Whistleblower Hotline Services	1,500	0	
Subtotal		**2,000**	**0**
541000 Advertising			
Meeting Notices and Legal Ads	7,000	0	
Subtotal		**7,000**	**0**
544000 Professional Dues & Certification Fees			
Bar Associations	930	0	
Client Protection Fund Assessment	260	0	
IMLA	865	0	
U.S. District Court	120	0	
Subtotal		**2,175**	**0**

1111 Legal Services

545000 Magazines, Books & Resource Material				
Lexis Nexis On-Line Research (in contract)	2,700		0	
Publications and Resource Materials	1,000		0	
Thompson West Code Updates (in contract)	9,000		0	
Subtotal		**12,700**		**0**
546000 Conference & Seminar Registration				
IMLA Annual Conference	1,700		0	
Other Professional Conferences	1,000		0	
Subtotal		**2,700**		**0**
547000 Travel Expense				
Travel Expenses	3,500		0	
Subtotal		**3,500**		**0**
547100 Travel Mileage Reimbursement				
Mileage Reimbursement	750		0	
Subtotal		**750**		**0**
551100 Cellular Telephone				
Assistant City Attorney (1) cell phone	840		0	
City Attorney (1) cell phone	840		0	
Ipad (1)	540		0	
Subtotal		**2,220**		**0**
553000 Printing & Binding				
Printing and Binding of Briefs	200		0	
Subtotal		**200**		**0**
556000 Postage				
Postage and Overnight Delivery	200		0	
Subtotal		**200**		**0**
556500 Messenger Services				
Courier Services	100		0	
Subtotal		**100**		**0**
557000 Laundry & Uniforms				
Shirts with logo (5-2 each)	295		0	
Subtotal		**295**		**0**
560000 Miscellaneous				
Miscellaneous Expenses	500		0	
Subtotal		**500**		**0**
Subtotal Operating Expenses		**71,190**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (3)	40		0	
Replacement - Computer Hardware (PC) (3)	365		0	
Replacement - Printer (HP LaserJet P1606dn)	20		0	
Subtotal		**425**		**0**

1111 Legal Services

Subtotal Capital Outlay	**425**	**0**

Total	**532,605**	**0**

Office of the City Manager
1122 - Registration & Elections

SERVICES PROVIDED:

The Board of Supervisors of Elections consists of five members and one alternate who are residents appointed for four-year staggered terms by the Mayor, with the approval of a majority of the Council. The Board is responsible for supervising the registration of voters and conducting City elections. Registration for City elections is concurrent with registrations for national, state and county elections in that any City resident registered with Montgomery County for national, state and county elections will be entitled to vote in any City election. Citizens may register any time except the period 15 days prior to any regular or special election. Approximately 33,000 City residents are registered voters. The next regularly scheduled City election will be in November of 2015 for the offices of three members of the City Council.

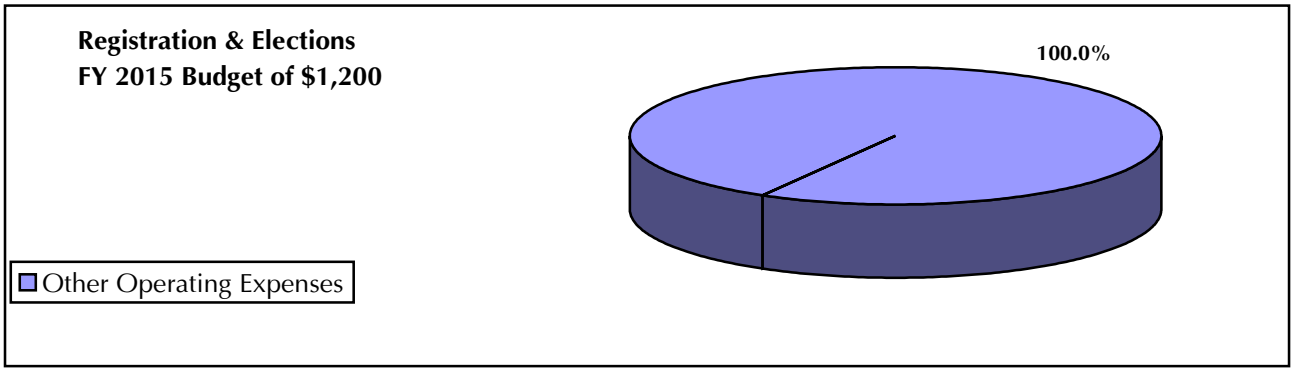
WORK PLAN GOALS:

- Prepare for the 2015 City election.

SIGNIFICANT CHANGES:

- Furniture & Equipment decreased $9,000 due to no election in FY 15
- Miscellaneous decreased $5,750 due to no election in FY 15
- Postage decreased $11,000 due to no election in FY 15
- Printing & Binding decreased $5,000 due to no election in FY 15
- Rental and Use decreased $20,750 due to no election in FY 15

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	2,000	47,000	1,200	0
Capital Outlay	0	9,000	0	0
TOTAL	**$2,000**	**$56,000**	**$1,200**	**$0**



Activity Analysis Report - Proposed

1122 - Registration & Elections

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
521000 - Office Supplies	$0	$300	100.00%	$200	-33.33%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$0	$500	100.00%		-100.00%
536000 - Miscellaneous Professional	$0	$0	100.00%		100.00%
541000 - Advertising	$0	$2,200	100.00%		-100.00%
546300 - In-Service Training	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$0	$5,000	100.00%		-100.00%
554000 - Signage	$0	$500	100.00%		-100.00%
556000 - Postage	$1,000	$11,000	1000.00%		-100.00%
560000 - Miscellaneous	$1,000	$6,750	575.00%	$1,000	-85.19%
567000 - Rental & Use Charges	$0	$20,750	100.00%		-100.00%
595000 - Furniture & Equipment	$0	$9,000	100.00%		-100.00%
Personnel			0.00%		0.00%
Operating Expenses	$2,000	$47,000	2250.00%	$1,200	-97.45%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$0	$9,000	0.00%		0.00%
Total	**$2,000**	**$56,000**	**2700.00%**	**$1,200**	**-97.86%**

1122 Registration & Elections

Operating Expenses

521000 Office Supplies			
Office supplies	200		0
Subtotal		**200**	**0**
560000 Miscellaneous			
Miscellaneous items	1,000		0
Subtotal		**1,000**	**0**
Subtotal Operating Expenses		**1,200**	**0**
Total		**1,200**	**0**

Office of the City Manager

1131 - Office of the City Manager

SERVICES PROVIDED:

The City Manager is the chief executive officer and, with the assistance of the Assistant City Manager, directs and coordinates the general administration of the City government. 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 coordinates the enforcement and execution of all laws, ordinances and policies of the City and, pursuant to the Charter, appoints and, when necessary, suspends or removes all employees unless that authority is delegated to a department head.

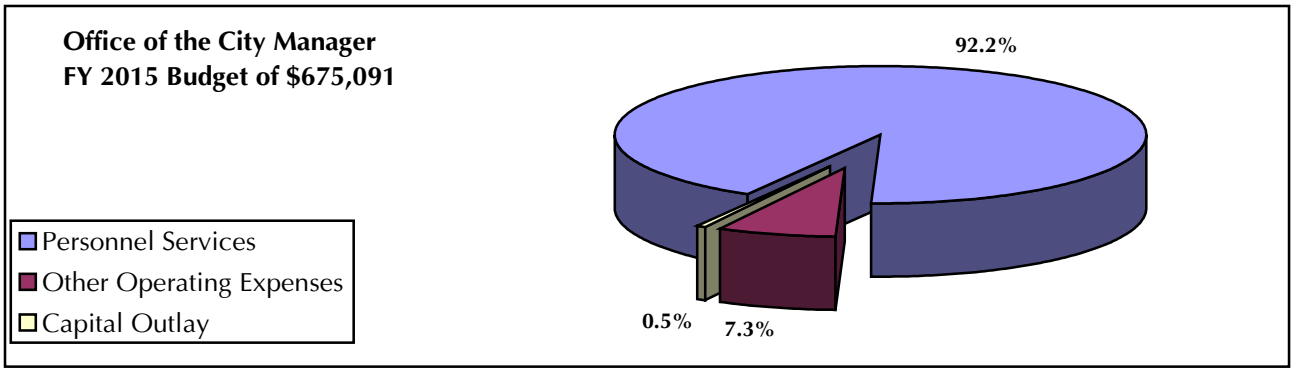
WORK PLAN GOALS:

- Coordinate with State and County governments on issues of mutual concern.
- Receive resident feedback from a variety of sources to ensure the City is providing the services our residents need.
- Review overall organization of City government to ensure structure is optimal for delivery of services.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$453,983	$602,731	$622,406	$0
Other Operating Expenses	44,515	44,365	49,540	0
Capital Outlay	7,555	11,625	3,145	0
TOTAL	**$506,053**	**$658,721**	**$675,091**	**$0**



Activity Analysis Report - Proposed

1131 - Office of the City Manager

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$323,567	$439,220	35.74%	$464,038	5.65%
505000 - Other Taxable Compensatio	$0	$0	100.00%	$7,200	100.00%
505200 - Other taxable comp-Gfit	$0	$420	100.00%	$620	47.62%
505300 - Other taxable comp-housing	$2,400	$2,400	0.00%	$2,400	0.00%
508000 - Salaries, Overtime	$1,586	$1,643	3.59%		-100.00%
509000 - Salaries, Part-Time Employe	$7,530	$7,703	2.30%	$3,042	-60.51%
510000 - Social Security & Medicare T	$25,450	$34,315	34.83%	$35,277	2.80%
514000 - Group Insurance	$49,476	$57,056	15.32%	$48,089	-15.72%
514200 - Vision Plan	$0	$403	100.00%	$350	-13.15%
515000 - Retirement Contribution (401	$25,885	$35,138	35.75%	$36,648	4.30%
515100 - Retirement Health Savings (	$0	$2,706	100.00%	$2,452	-9.39%
516000 - Savings Plan Contribution (4	$9,707	$13,177	35.75%	$13,743	4.30%
516500 - Deferred Compensation	$8,382	$8,550	2.00%	$8,547	-0.04%
519000 - Tuition Reimbursement	$0	$0	100.00%		100.00%
521000 - Office Supplies	$1,500	$1,800	20.00%	$1,500	-16.67%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$0	$1,000	100.00%	$750	-25.00%
526000 - Machinery & Equipment	$1,000	$1,000	0.00%	$1,000	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$805	$890	10.56%	$1,080	21.35%
536000 - Miscellaneous Professional	$1,000	$1,000	0.00%	$1,000	0.00%
541000 - Advertising	$0	$0	100.00%		100.00%
542000 - Awards & Presentations	$0	$0	100.00%		100.00%
543000 - Contributions	$18,500	$14,000	-24.32%	$10,000	-28.57%
544000 - Professional Dues & Certific	$2,500	$3,270	30.80%	$5,485	67.74%
545000 - Magazines, Books & Resour	$300	$200	-33.33%	$100	-50.00%
546000 - Conference & Seminar Regis	$2,600	$2,600	0.00%	$4,350	67.31%
547000 - Travel Expense	$4,000	$3,000	-25.00%	$5,250	75.00%
547100 - Travel Mileage Reimbursem	$500	$500	0.00%	$650	30.00%
548100 - Sponsorships	$0	$4,500	100.00%	$4,500	0.00%
550700 - Recycling Services/Trash Co	$0	$0	100.00%		100.00%
550900 - Utilities, Other	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$3,460	$3,005	-13.15%	$3,020	0.50%
552500 - Vehicle & Equipment Gasolin	$1,600	$500	-68.75%	$500	0.00%
553000 - Printing & Binding	$250	$200	-20.00%	$200	0.00%
556000 - Postage	$1,300	$800	-38.46%	$700	-12.50%
556500 - Messenger Services	$100	$100	0.00%	$100	0.00%
557000 - Laundry & Uniforms	$0	$0	100.00%	$355	100.00%
560000 - Miscellaneous	$4,500	$5,000	11.11%	$8,000	60.00%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%		100.00%
574000 - Repair & Maintenance - Vehi	$600	$1,000	66.67%	$1,000	0.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$1,995	$1,325	-33.58%	$1,145	-13.58%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%

Activity Analysis Report - Proposed

1131 - Office of the City Manager

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
596100 - Vehicles & Equipment (Repl	$5,560	$10,300	85.25%	$2,000	-80.58%
Personnel	$453,983	$602,731	32.77%	$622,406	3.26%
Operating Expenses	$44,515	$44,365	-0.34%	$49,540	11.66%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$7,555	$11,625	53.87%	$3,145	-72.95%
Total	**$506,053**	**$658,721**	**30.17%**	**$675,091**	**2.49%**

1131 Office of the City Manager

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	464,038	0
505000	Other Taxable Compensation	7,200	0
505200	Other taxable comp-Gfit	620	0
505300	Other taxable comp-housing stipend	2,400	0
509000	Salaries, Part-Time Employees	3,042	0
510000	Social Security & Medicare Taxes (FICA	35,277	0
514000	Group Insurance	48,089	0
514200	Vision Plan	350	0
515000	Retirement Contribution (401A)	36,648	0
515100	Retirement Health Savings (RHS)	2,452	0
516000	Savings Plan Contribution (401K)	13,743	0
516500	Deferred Compensation	8,547	0
	Subtotal Personnel Services	**622,406**	**0**

Operating Expenses

521000 Office Supplies			
	1,500		0
Subtotal		**1,500**	**0**
525000 Furniture & Fixtures			
	750		0
Subtotal		**750**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	1,000		0
Subtotal		**1,000**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Acrobat Professional) (3)	180		0
Maintenance - Software (Adobe Acrobat Standard) (1)	40		0
Maintenance - Software (Adobe InDesign) (1)	110		0
Maintenance - Software (Microsoft CALs) (5)	750		0
Subtotal		**1,080**	**0**
536000 Miscellaneous Professional Services			
	1,000		0
Subtotal		**1,000**	**0**
543000 Contributions			
Events	6,000		0
Montgomery County Youth Council - NAACP	1,500		0
Other	2,500		0
Subtotal		**10,000**	**0**

1131 Office of the City Manager

544000 Professional Dues & Certification Fees				
American Planning Association (APA)	615		0	
International City/County Management Association (ICMA)	2,600		0	
International Parking institute	520		0	
Maryland City/County Management Association (MCCMA)	200		0	
Maryland Municipal League - Montgomery County Chapter	200		0	
National Association of Telecommunications Officers and Advisor	550		0	
Other	800		0	
Subtotal		**5,485**		**0**
545000 Magazines, Books & Resource Material				
	100		0	
Subtotal		**100**		**0**
546000 Conference & Seminar Registration				
American Planning Association (APA) Conference	750		0	
International City/County Management Association (ICMA)	750		0	
Maryland Municipal League Convention	500		0	
Maryland Municipal League Legislative Conference	100		0	
National League of Cities & Other Conferences	2,250		0	
Subtotal		**4,350**		**0**
547000 Travel Expense				
American Planning Association (APA)	1,750		0	
International City/County Management Association (ICMA)	1,500		0	
Maryland Municipal League Convention	1,000		0	
National League of Cities	1,000		0	
Subtotal		**5,250**		**0**
547100 Travel Mileage Reimbursement				
	650		0	
Subtotal		**650**		**0**
548100 Sponsorships				
Committee for Montgomery	750		0	
Maryland Municipal League	1,250		0	
Other	2,500		0	
Subtotal		**4,500**		**0**
551100 Cellular Telephone				
City Manager, Assistant City Manager, & Intergovernmental Affai	2,520		0	
Service - Laptop Mobile Data Plan (1)	500		0	
Subtotal		**3,020**		**0**
552500 Vehicle & Equipment Gasoline Expense				
	500		0	
Subtotal		**500**		**0**
553000 Printing & Binding				
	200		0	
Subtotal		**200**		**0**
556000 Postage				
	700		0	
Subtotal		**700**		**0**

1131 Office of the City Manager

556500 Messenger Services				
	100		0	
Subtotal		**100**		**0**
557000 Laundry & Uniforms				
Shirts with logos (6-2 each)	355		0	
Subtotal		**355**		**0**
560000 Miscellaneous				
CMO - Miscellaneous	4,000		0	
Intergovernmental Relations	4,000		0	
Subtotal		**8,000**		**0**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (2 Units)	1,000		0	
Subtotal		**1,000**		**0**
Subtotal Operating Expenses		**49,540**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC - Tablets) (2)	240		0	
Replacement - Computer Hardware (PC Monitors) (6)	50		0	
Replacement - Computer Hardware (PC) (5)	600		0	
Replacement - Printer (HP Laser Jet M601dn)	145		0	
Replacement - Television	110		0	
Subtotal		**1,145**		**0**
596100 Vehicles & Equipment (Replacement)				
Vehicle Replacement (2 Units)	2,000		0	
Subtotal		**2,000**		**0**
Subtotal Capital Outlay		**3,145**		**0**
Total		**675,091**		**0**

Office of the City Manager
1133 - Economic & Business Development

SERVICES PROVIDED:

This activity involves development of economic and community development programs and services by assisting existing and potential businesses and industries, preparing City marketing materials and strategies, acting as a liaison between the City and the business community, negotiating and administrating cable television and cellular tower agreements, and pursuing revitalization of the Olde Towne District.

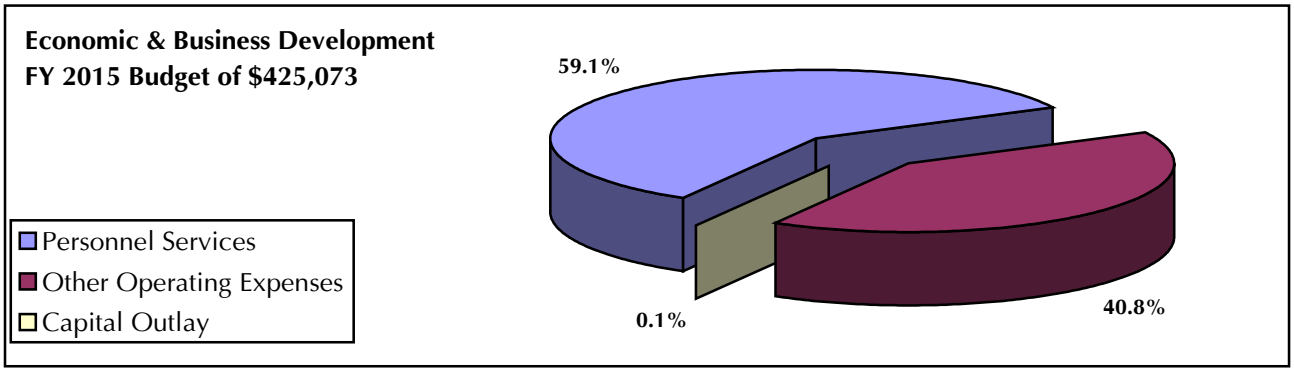
WORK PLAN GOALS:

- Act as point of contact with County, State and Federal economic development agencies and initiatives.
- Facilitate real estate transaction work including development of RFPs for City-owned properties, coordination of appraisals, legal opinions, etc. relating to possible Olde Towne redevelopment opportunities.
- Market the City as a desirable business location, leveraging our proximity to the federal marketplace and our strength as an internationally-recognized center of biotechnology.
- Work with Planning staff to facilitate implementation of Olde Towne District Master Plan.

SIGNIFICANT CHANGES:

- Economic Development Activities decreased $89,500 to reflect the anticipation of smaller grant requests and awards in FY15.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$370,169	$232,658	$251,298	$0
Other Operating Expenses	244,720	277,290	173,450	0
Capital Outlay	1,060	260	325	0
TOTAL	**$615,949**	**$510,208**	**$425,073**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Value of Commercial Real Property Tax Base (000's)	3,058,173	3,000,000	3,000,500
Toolbox Incentive Awards - Number	11	7	N/A
Toolbox Incentive Awards - Amounts	205,800	64,462	N/A
Gaithersburg Market - Office Vacancy Trend	10.9%	10.7%	N/A
Economic Development Opportunities Fund (EDOF) Incentive Awards - Number	3	1	N/A

Economic Development Opportunities Fund (EDOF) Incentive Awards - Amount	875,000	250,000	N/A

Activity Analysis Report - Proposed

1133 - Economic & Business Development

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$252,132	$168,485	-33.18%	$186,765	10.85%
509000 - Salaries, Part-Time Employe	$38,438	$0	-100.00%		100.00%
510000 - Social Security & Medicare T	$22,229	$12,889	-42.02%	$14,288	10.85%
514000 - Group Insurance	$29,635	$32,566	9.89%	$29,609	-9.08%
514200 - Vision Plan	$0	$184	100.00%	$92	-50.00%
515000 - Retirement Contribution (401	$20,171	$13,479	-33.18%	$14,941	10.85%
516000 - Savings Plan Contribution (4	$7,564	$5,055	-33.17%	$5,603	10.84%
521000 - Office Supplies	$0	$500	100.00%	$100	-80.00%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$0	$1,000	100.00%	$500	-50.00%
526000 - Machinery & Equipment	$0	$1,950	100.00%	$1,000	-48.72%
531500 - Software Licenses	$0	$2,700	100.00%		-100.00%
531600 - Software Maintenance Agree	$13,650	$26,375	93.22%	$16,625	-36.97%
536000 - Miscellaneous Professional	$1,000	$5,000	400.00%	$4,000	-20.00%
538000 - Performances & Entertainme	$0	$0	100.00%		100.00%
541000 - Advertising	$6,000	$5,000	-16.67%	$8,000	60.00%
543000 - Contributions	$10,000	$1,000	-90.00%	$1,000	0.00%
544000 - Professional Dues & Certific	$4,270	$2,765	-35.25%	$3,275	18.44%
545000 - Magazines, Books & Resour	$300	$300	0.00%	$300	0.00%
546000 - Conference & Seminar Regis	$1,500	$5,150	243.33%	$5,460	6.02%
547000 - Travel Expense	$750	$5,550	640.00%	$5,250	-5.41%
547100 - Travel Mileage Reimbursem	$900	$900	0.00%	$1,000	11.11%
548000 - Economic Development Acti	$0	$193,500	100.00%	$104,000	-46.25%
548100 - Sponsorships	$0	$9,000	100.00%	$7,500	-16.67%
551100 - Cellular Telephone	$2,000	$1,500	-25.00%	$840	-44.00%
553000 - Printing & Binding	$3,500	$4,000	14.29%	$4,000	0.00%
556000 - Postage	$750	$1,000	33.33%	$500	-50.00%
556500 - Messenger Services	$100	$100	0.00%	$100	0.00%
560000 - Miscellaneous	$200,000	$10,000	-95.00%	$10,000	0.00%
562000 - Homeownership Assistance	$0	$0	100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$1,060	$260	-75.47%	$325	25.00%
Personnel	$370,169	$232,658	-37.15%	$251,298	8.01%
Operating Expenses	$244,720	$277,290	13.31%	$173,450	-37.45%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$1,060	$260	-75.47%	$325	25.00%
Total	**$615,949**	**$510,208**	**-17.17%**	**$425,073**	**-16.69%**

1133 Economic & Business Development

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	186,765	0
510000	Social Security & Medicare Taxes (FICA	14,288	0
514000	Group Insurance	29,609	0
514200	Vision Plan	92	0
515000	Retirement Contribution (401A)	14,941	0
516000	Savings Plan Contribution (401K)	5,603	0
	Subtotal Personnel Services	**251,298**	**0**

Operating Expenses

521000 Office Supplies			
Pens	100	0	
Subtotal		**100**	**0**
525000 Furniture & Fixtures			
Desk	500	0	
Subtotal		**500**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	1,000	0	
Subtotal		**1,000**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Acrobat Professional) (1)	60	0	
Maintenance - Software (Adobe Creative Suite Design Standard) (	225	0	
Maintenance - Software (CoStar)	14,000	0	
Maintenance - Software (Microsoft CALs) (2)	300	0	
Maintenance - Software (Microsoft Dynamics CRM system)	2,040	0	
Subtotal		**16,625**	**0**
536000 Miscellaneous Professional Services			
Graphic Design	4,000	0	
Subtotal		**4,000**	**0**
541000 Advertising			
Economic Development Advertising	8,000	0	
Subtotal		**8,000**	**0**
543000 Contributions			
Education and Community Partnerships	500	0	
Regional Economic Development Organizations	500	0	
Subtotal		**1,000**	**0**
544000 Professional Dues & Certification Fees			
Chamber of Commerce	575	0	
International Economic Development Corporation (IEDC)	1,200	0	
Maryland Economic Development Association (MEDA)	750	0	
Technology Council Maryland	750	0	
Subtotal		**3,275**	**0**

1133 Economic & Business Development

545000 Magazines, Books & Resource Material				
	300		0	
Subtotal		**300**		**0**
546000 Conference & Seminar Registration				
Industry Trade Events	3,000		0	
International Council of Shopping Centers (ICSC)	460		0	
International Economic Development Corporation (IEDC)	500		0	
Maryland Economic Development Association (MEDA)	1,500		0	
Subtotal		**5,460**		**0**
547000 Travel Expense				
Biotechnology Industry Organization	2,000		0	
International Council of Shopping Centers (ICSC)	500		0	
International Economic Development Corporation (IEDC)	500		0	
Maryland Economic Development Association (MEDA)	750		0	
Other	1,500		0	
Subtotal		**5,250**		**0**
547100 Travel Mileage Reimbursement				
	1,000		0	
Subtotal		**1,000**		**0**
548000 Economic Development Activities				
Broker and Client Luncheons	1,000		0	
Developer Tours and Luncheons	1,000		0	
Economic Development Toolbox	100,000		0	
Other	2,000		0	
Subtotal		**104,000**		**0**
548100 Sponsorships				
Gaithersburg-Germantown Chamber of Commerce (GGCC)	2,500		0	
Other	5,000		0	
Subtotal		**7,500**		**0**
551100 Cellular Telephone				
Economic Development Director (1)	840		0	
Subtotal		**840**		**0**
553000 Printing & Binding				
Marketing/ Promotional Materials	4,000		0	
Subtotal		**4,000**		**0**
556000 Postage				
	500		0	
Subtotal		**500**		**0**
556500 Messenger Services				
Courier Services	100		0	
Subtotal		**100**		**0**
560000 Miscellaneous				
Economic Development Other	10,000		0	
Subtotal		**10,000**		**0**
Subtotal Operating Expenses		**173,450**		**0**

1133 Economic & Business Development

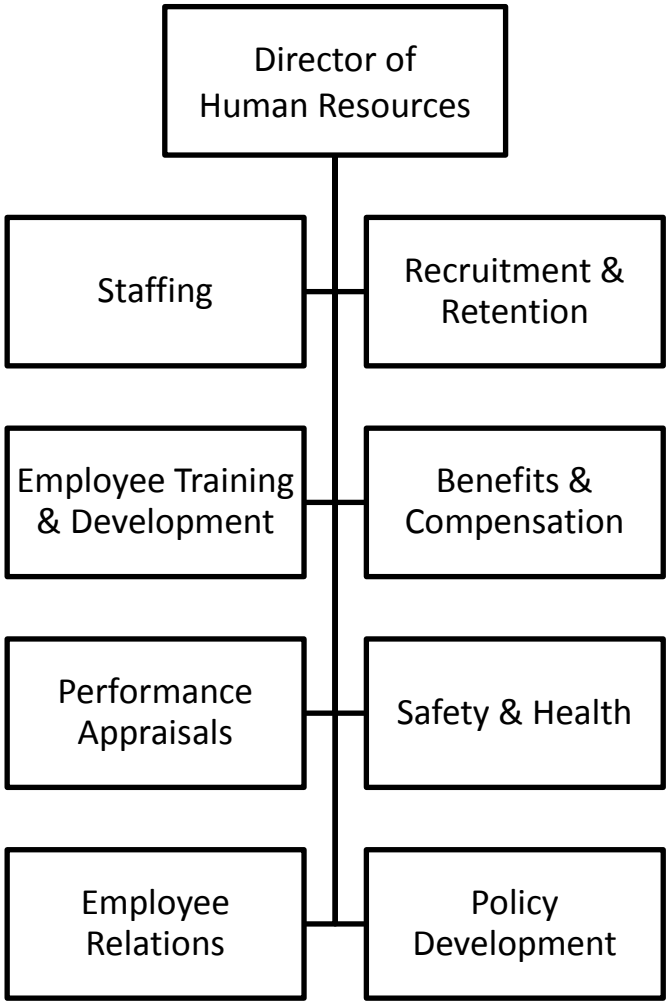
Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (2)	20	0	
Replacement - Computer Hardware (PC) (2)	305	0	
Subtotal		**325**	**0**
Subtotal Capital Outlay		**325**	**0**
Total		**425,073**	**0**

Train Station

Human Resources

DEPARTMENT OF HUMAN RESOURCES



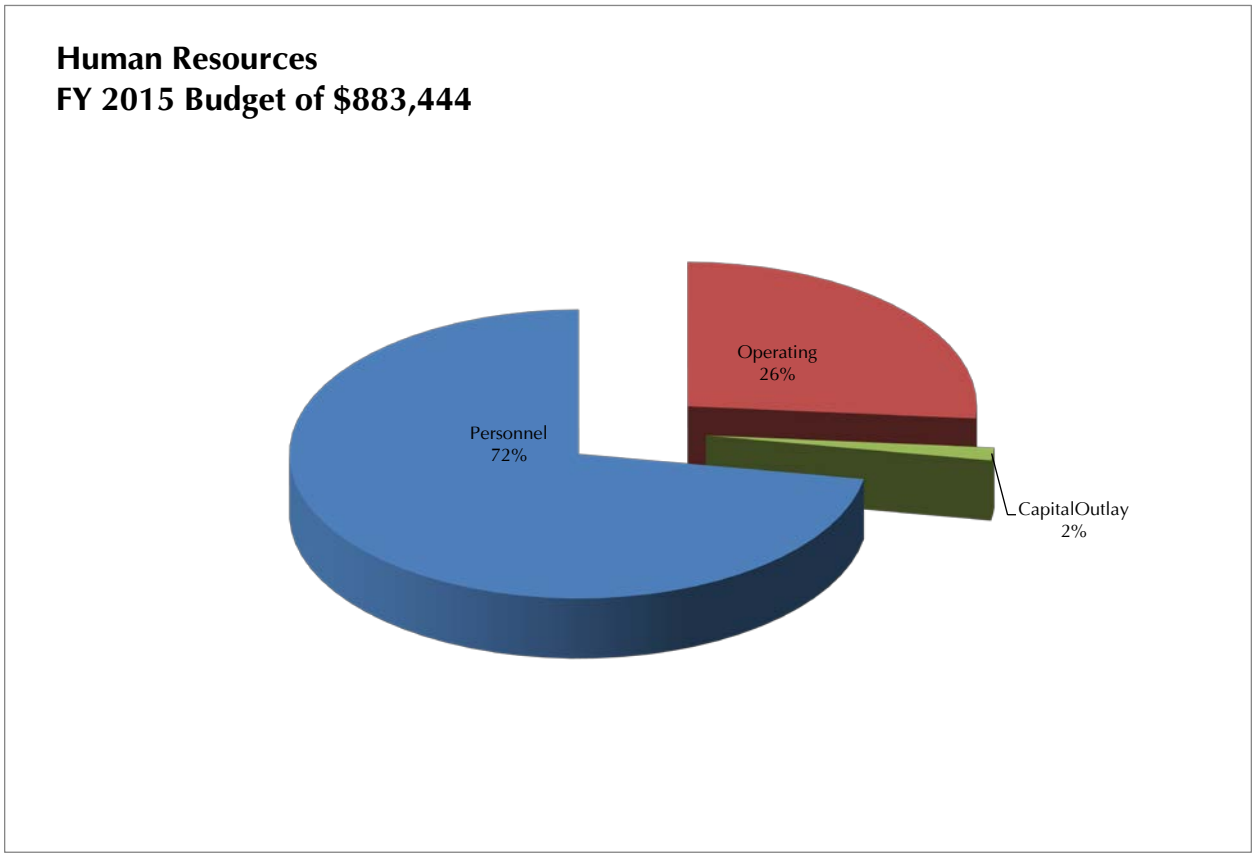
Department Analysis Report - Proposed

Human Resources

Activity	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
1135 - Human Resources	$693,937	$745,287	7.40%	$883,444	18.54%
Personnel	$502,996	$542,066	7.77%	$637,994	17.70%
Operating Expenses	$177,521	$188,606	6.24%	$232,770	23.42%
Contingency Funds					
Transfer Funds					
Capital Outlay	$13,420	$14,615	8.90%	$12,680	-13.24%
Total	**$693,937**	**$745,287**	**7.40%**	**$883,444**	**18.54%**

HUMAN RESOURCES
DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2012 - 13	Budgeted 2013 - 14	Proposed 2014 - 15	Adopted 2014 - 15
Human Resources	693,937	745,287	883,444	-
TOTAL	**$ 693,937**	**$ 745,287**	**$ 883,444**	**$ 0**



HUMAN RESOURCES
STAFFING SUMMARY BY POSITION

1135 - Human Resources	FY 13	FY 14	FY 15
Director of Human Resources	1	1	1
Human Resources Program Coordinator	1	1	1
Human Resources Generalist III	1	1	1
Human Resources Generalist II	2	2	2
Subtotal	**5**	**5**	**5**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	5	5	5
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0	0	0
	5	**5**	**5**

Human Resources

1135 - Human Resources

SERVICES PROVIDED:

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

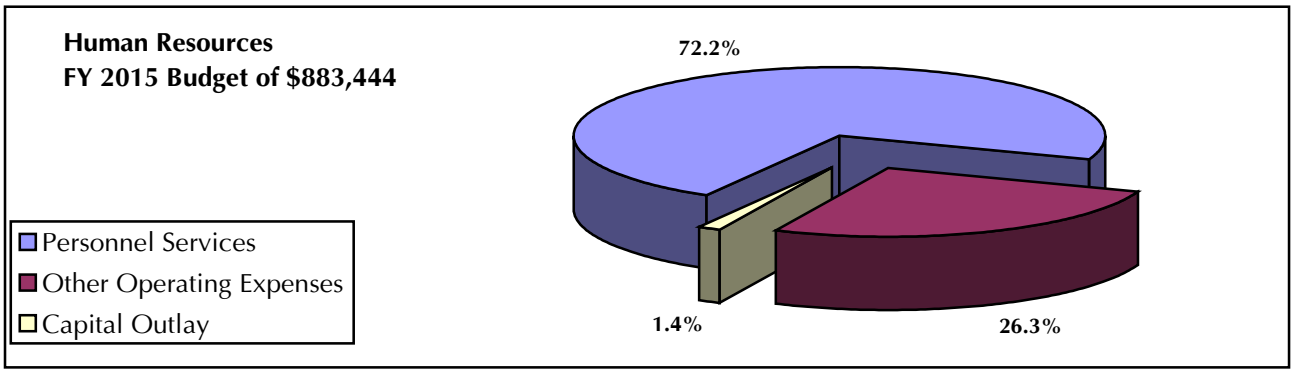
WORK PLAN GOALS:

- Continue efforts to implement changes resulting from Affordable Care Act.
- Identify and organize educational and training opportunities to support the talent development of City employees (professional development, career development, performance management, etc.) to maximize individual and organization potential.
- Implement employee onboarding software to better prepare a new hire for success in our organization.
- Improve transition to retirement process for employees retiring from City service.
- Offer wellness incentive programs that will encourage employees to lead a healthy and active lifestyle while helping the City reduce health care costs.
- Update Personnel Rules & Regulations as needed.

SIGNIFICANT CHANGES:

- City reimbursed medical insurance deductibles previously budgeted in individual activity accounts are consolidated into the Human Resources budget under one object code in FY 2015 to facilitate ease of tracking. $20,000 increase in FY 2015 reflects deductible reimbursement funding for new positions as well as increased reimbursement submissions.
- Information Technology decreased $13,000 to reflect actual usage in the past year.
- Miscellaneous Professional Services increased $47,380 to provide funding for executive level recruitments and consultant review of Personnel Rules and Regulations.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$502,996	$542,066	$637,994	$0
Other Operating Expenses	177,521	188,606	232,770	0
Capital Outlay	13,420	14,615	12,680	0
TOTAL	**$693,937**	**$745,287**	**$883,444**	**$0**



Human Resources

1135 - Human Resources

Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of workers' compensation claims processed	51	57	65
Number of terminations/retired	21	20	24
Number of new hires	28	29	30
Number of employment applications processed	2,302	2680	3,000

Activity Analysis Report - Proposed

1135 - Human Resources

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$385,563	$401,294	4.08%	$392,421	-2.21%
505100 - Other taxable comp-multiling	$2,080	$2,080	0.00%	$2,080	0.00%
505200 - Other taxable comp-Gfit	$0	$996	100.00%	$1,080	8.43%
510000 - Social Security & Medicare T	$29,496	$30,699	4.08%	$30,020	-2.21%
514000 - Group Insurance	$34,111	$52,835	54.89%	$62,369	18.04%
514200 - Vision Plan	$0	$313	100.00%	$405	29.39%
514700 - Insurance Deductible Reimb	$0	$0	100.00%	$100,000	100.00%
515000 - Retirement Contribution (401	$30,845	$32,104	4.08%	$31,394	-2.21%
515100 - Retirement Health Savings (	$5,834	$2,706	-53.62%	$2,452	-9.39%
516000 - Savings Plan Contribution (4	$11,567	$12,039	4.08%	$11,773	-2.21%
519000 - Tuition Reimbursement	$3,500	$7,000	100.00%	$4,000	-42.86%
521000 - Office Supplies	$500	$700	40.00%	$1,200	71.43%
522000 - General Operating Supplies	$4,000	$6,000	50.00%	$6,240	4.00%
525000 - Furniture & Fixtures	$0	$0	100.00%	$1,000	100.00%
526000 - Machinery & Equipment	$1,000	$1,000	0.00%	$1,000	0.00%
531000 - Information Technology (IT)	$60,000	$75,000	25.00%	$62,000	-17.33%
531500 - Software Licenses	$0	$0	100.00%	$1,315	100.00%
531600 - Software Maintenance Agree	$1,445	$2,700	86.85%	$2,700	0.00%
534500 - Wellness Programs	$30,616	$21,616	-29.40%	$22,700	5.01%
535000 - Medical/Hospital (Screenings	$19,500	$19,500	0.00%	$20,000	2.56%
536000 - Miscellaneous Professional	$0	$3,020	100.00%	$50,400	1568.87%
536500 - Investigations	$4,000	$4,000	0.00%	$3,200	-20.00%
541000 - Advertising	$5,000	$7,000	40.00%	$9,000	28.57%
542000 - Awards & Presentations	$23,750	$23,750	0.00%	$23,750	0.00%
544000 - Professional Dues & Certific	$1,610	$1,630	1.24%	$1,610	-1.23%
545000 - Magazines, Books & Resour	$1,500	$0	-100.00%	$500	100.00%
546000 - Conference & Seminar Regis	$1,000	$1,000	0.00%	$2,615	161.50%
546300 - In-Service Training	$15,000	$15,000	0.00%	$15,500	3.33%
547000 - Travel Expense	$2,000	$2,000	0.00%	$2,500	25.00%
547100 - Travel Mileage Reimbursem	$500	$500	0.00%	$500	0.00%
551100 - Cellular Telephone	$1,000	$750	-25.00%	$840	12.00%
553000 - Printing & Binding	$0	$0	100.00%		100.00%
556000 - Postage	$1,000	$500	-50.00%	$500	0.00%
556500 - Messenger Services	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$2,000	$2,000	0.00%	$2,000	0.00%
573000 - Repair & Maintenance - Mac	$2,100	$940	-55.24%	$1,700	80.85%
592000 - Software	$0	$0	100.00%		100.00%
592100 - Software (Replacement)	$10,000	$10,000	0.00%	$10,000	0.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$3,420	$4,615	34.94%	$2,680	-41.93%

Activity Analysis Report - Proposed

1135 - Human Resources

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$502,996	$542,066	7.77%	$637,994	17.70%
Operating Expenses	$177,521	$188,606	6.24%	$232,770	23.42%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$13,420	$14,615	8.90%	$12,680	-13.24%
Total	**$693,937**	**$745,287**	**7.40%**	**$883,444**	**18.54%**

1135 Human Resources

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	392,421	0
505100	Other taxable comp-multilingual	2,080	0
505200	Other taxable comp-Gfit	1,080	0
510000	Social Security & Medicare Taxes (FICA	30,020	0
514000	Group Insurance	62,369	0
514200	Vision Plan	405	0
514700	Insurance Deductible Reimbursement	100,000	0
515000	Retirement Contribution (401A)	31,394	0
515100	Retirement Health Savings (RHS)	2,452	0
516000	Savings Plan Contribution (401K)	11,773	0
519000	Tuition Reimbursement	4,000	0
	Subtotal Personnel Services	**637,994**	**0**

Operating Expenses

521000 Office Supplies			
Miscellaneous Office Supplies	1,200		0
Subtotal		**1,200**	**0**
522000 General Operating Supplies			
City ID Cards and Supplies	6,000		0
Shredder Services	240		
Subtotal		**6,240**	**0**
525000 Furniture & Fixtures			
	1,000		0
Subtotal		**1,000**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	1,000		
Subtotal		**1,000**	
531000 Information Technology (IT) Services			
Service - Human Resources Software (ADP HRB)	52,000		0
Service - Recruiting/Applicant Tracking Software (NeoGov)	10,000		0
Subtotal		**62,000**	**0**
531500 Software Licenses			
TR - Additional Org Plus Premium license	910		0
TR - Upgrade for existing Org Plus license	405		0
Subtotal		**1,315**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Acrobat Professional) (1)	60		0
Maintenance - Software (Adobe Acrobat Professional) (2)	120		0
Maintenance - Software (Adobe InDesign) (1)	110		0
Maintenance - Software (ID Flow)	1,400		0
Maintenance - Software (Microsoft CALs) (6)	900		0
Maintenance - Software (OrgPlus)	110		0
Subtotal		**2,700**	**0**

1135 Human Resources

534500 Wellness Programs				
AED Batteries & Pads	2,000		0	
American Red Cross - First Aid & CPR Training	2,000		0	
Employee Assistance Program	6,000		0	
First Aid Supplies	1,500		0	
Fitness Programs	1,000		0	
Flu Shots	3,800		0	
Wellness Day	4,200		0	
Wellness Programs	2,200		0	
Subtotal		**22,700**		**0**
535000 Medical/Hospital (Screenings)				
Commercial Drivers License	3,000		0	
Drug Tests	3,000		0	
Employee Physicals	4,000		0	
HBV Employee Vaccinations	3,000		0	
Police Fitness for Duty Physicals	7,000		0	
Subtotal		**20,000**		**0**
536000 Miscellaneous Professional Services				
Consultant Review of Personnel Rules and Regulations	30,000		0	
Dry Cleaning	400		0	
Miscellaneous Recruitment Expenses (i.e. candidate travel)	20,000		0	
Subtotal		**50,400**		**0**
536500 Investigations				
Background Checks	3,200		0	
Subtotal		**3,200**		**0**
541000 Advertising				
Recruitment Advertising	9,000		0	
Subtotal		**9,000**		**0**
542000 Awards & Presentations				
Employee Picnic	12,000		0	
Employee Recognition Awards	3,000		0	
Employee Service Awards	4,500		0	
Recognition & Awards Luncheon	4,250			
Subtotal		**23,750**		**0**
544000 Professional Dues & Certification Fees				
International Personnel Management Association	500		0	
Local Government Personnel Association	450		0	
Maryland Municipal League Benefit Comparison	400		0	
Society For Human Resource Managers	260		0	
Subtotal		**1,610**		**0**
545000 Magazines, Books & Resource Material				
	500		0	
Subtotal		**500**		**0**

1135 Human Resources

546000 Conference & Seminar Registration				
IPMA (Eastern Region)	500		0	
Society for Human Resource Managers	1,615		0	
Society for Human Resource Managers (Maryland)	500		0	
Subtotal		**2,615**		**0**
546300 In-Service Training				
Employee Training (supervisory, employee development)	15,000		0	
HR Staff Training	500		0	
Subtotal		**15,500**		**0**
547000 Travel Expense				
Society For Human Resource Managers	2,500		0	
Subtotal		**2,500**		**0**
547100 Travel Mileage Reimbursement				
Miscellaneous Mileage Reimbursement	500		0	
Subtotal		**500**		**0**
551100 Cellular Telephone				
HR Director (1)	840		0	
Subtotal		**840**		**0**
556000 Postage				
Miscellaneous Correspondence	500		0	
Subtotal		**500**		**0**
560000 Miscellaneous				
Miscellaneous	1,500		0	
Remembrances	500		0	
Subtotal		**2,000**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - Card Printer	500		0	
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	1,200		0	
Subtotal		**1,700**		**0**
Subtotal Operating Expenses		**232,770**		**0**

Capital Outlay

592100 Software (Replacement)				
Replacement - Software (ADP - Human Resources)	10,000		0	
Subtotal		**10,000**		**0**
595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (10)	190		0	
Replacement - Computer Hardware (PC) (6)	725		0	
Replacement - Copier (Ricoh MP 2550SP)	1,300		0	
Replacement - Fax Machines	25		0	
Replacement - Printer (Fargo HDP-5000 Card Printer)	330		0	
Replacement - Scanner (Fujitsu FI-6130) (2)	110		0	
Subtotal		**2,680**		**0**
Subtotal Capital Outlay		**12,680**		**0**

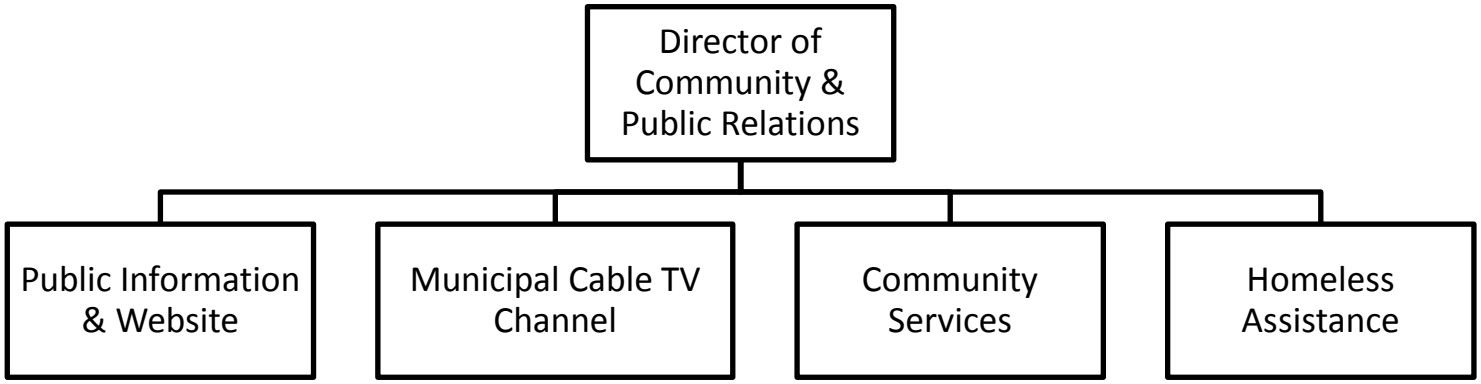
1135 Human Resources

Total	**883,444**	**0**

Celebrate Gaithersburg

Community & Public Relations

DEPARTMENT OF COMMUNITY & PUBLIC RELATIONS



Department Analysis Report - Proposed

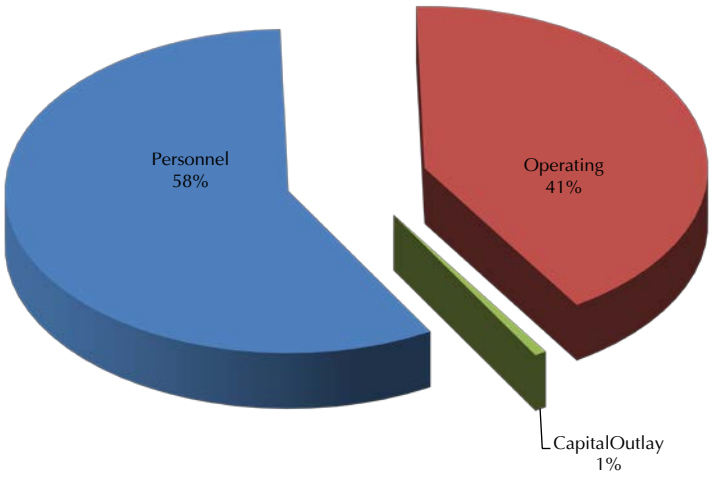
Community and Public Relations

Activity	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
1212 - Public Information	$775,144	$830,004	7.08%	$782,526	-5.72%
1213 - Gaithersburg Television	$398,330	$398,496	0.04%	$312,775	-21.51%
1215 - Community Services	$1,094,705	$1,279,986	16.93%	$1,356,046	5.94%
1216 - Homeless Assistance	$510,078	$534,686	4.82%	$561,631	5.04%
Personnel	$1,555,481	$1,661,752	6.83%	$1,743,447	4.92%
Operating Expenses	$1,110,980	$1,282,564	15.44%	$1,249,008	-2.62%
Contingency Funds					
Transfer Funds					
Capital Outlay	$111,796	$98,856	-11.57%	$20,523	-79.24%
Total	**$2,778,257**	**$3,043,172**	**9.54%**	**$3,012,978**	**-0.99%**

COMMUNITY AND PUBLIC RELATIONS
DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2012 - 13	Budgeted 2013 - 14	Proposed 2014 - 15	Adopted 2014 - 15
Public Information	775,144	830,004	782,526	-
Gaithersburg Television	398,330	398,496	312,775	-
Community Services	1,094,705	1,279,986	1,356,046	-
Homeless Assistance	510,078	534,686	561,631	-
TOTAL	**$ 2,778,257**	**$ 3,043,172**	**$ 3,012,978**	**$ 0**

Community and Public Relations
FY 2015 Budget of $3,012,978



COMMUNITY AND PUBLIC RELATIONS
STAFFING SUMMARY BY POSITION

1212 - Public Information	FY 13	FY 14	FY 15
Director of Community and Public Relations	1	1	1
Web Administrator	1	1	1
Communication Specialist	1	1	1
Graphics Specialist	1	1	1
Assistant Web Administrator	1	1	1
Graphics Artist	1	1	1
Part-Time Personnel	1.1	2.22	0.9
Subtotal	**7.1**	**8.22**	**6.9**

1213 - Gaithersburg Television	FY 13	FY 14	FY 15
Television Productions Manager	1	1	1
Television Producer	1	0	0
Television Production Specialist	0	1	1
Part-Time Personnel	0.75	0.75	0.75
Subtotal	**2.75**	**2.75**	**2.75**

1215 - Community Services	FY 13	FY 14	FY 15
Community Services Division Chief	1	0	0
Community Services Division Manager	0	1	1
Community Services Case Coordinator	0	1	1
Community Services Program Coordinator	2	2	2
Part-Time Personnel	0.75	0.25	0.25
Subtotal	**3.75**	**4.25**	**4.25**

1216 - Homeless Assistance	FY 13	FY 14	FY 15
Homeless Services Division Manager	0	1	1
Homeless Services Division Chief	1	0	0
Clinical Supervisor/Discharge Coordinator	0	1	1
Homeless Advocate/Clinical Supervisor	1	0	0
Primary Counselor	1	1	1
House Manager/Counselor I	0	0	1
Employment Agreement Personnel	1	1	0
Part-Time Personnel	2.59	2.73	2.73
Subtotal	**6.59**	**6.73**	**6.73**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	14	15	16
Employment Agreement Personnel	1	1	0
Part-Time Personnel	5.19	5.95	4.63
	20.19	**21.95**	**20.63**

Community and Public Relations

1212 - Public Information

SERVICES PROVIDED:

Public Information informs citizens about their local government and its programs in a timely fashion through the dissemination of news via the City's website and cable television channel, social networking and media outlets, City publications, and outside advertising and promotional campaigns. Marketing of all City programs and facilities is coordinated through the Public Information Office. Strategic special events and programs, sponsorship and partnership support, and initiatives to encourage dialog and recognize citizen participation are also conducted by this division.

WORK PLAN GOALS:

- Conduct outreach programs and use media channels to stimulate two-way communication with citizens. Expand presence with social media.
- Ensure the website is fully functional and responsive to the needs of its users. Improve and enhance content and utilize new and expanded features, including analytics, to increase marketing presence and citizen engagement.
- Maintain website integrity with content responsibility now being placed at the department level. Develop and enforce style guides. Ensure that content writing is of consistently high quality and is appropriate to target audience.
- Support interdepartmental efforts to brand/position Gaithersburg's economic, environmental, public safety, human service, cultural and recreational amenities and initiatives.

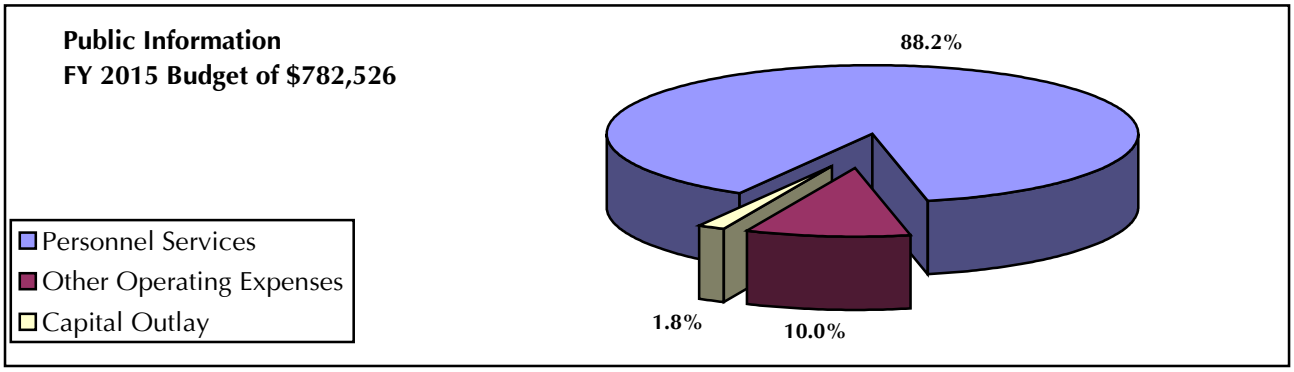
SIGNIFICANT CHANGES:

- Advertising decreased $8,000 due to no municipal election in FY15 $5,000 and a reduction in advertising for website promotions $3,000.
- Miscellaneous Professional Services decreased $15,500 due to no expense for biennial Citizen Survey in FY15 $15,000, elimination of Freelance Writing and Translation Services $3,000, and increase for Media Training $2,500.
- Postage decreased $7,100 due to no Voter Guide in FY15 $6,000 and a reduction in allocation for HOA mailings, volunteer recruitment and recognition $1,100.
- Printing & Binding decreased $12,500 due to no Voter Guide in FY15 $5,000 and elimination of contingency for printing of inGaithersburg magazine $7,500.
- Software Maintenance Agreements decreased $13,850 due to the reclassification of Alert Gaithersburg maintenance to the Police Department 1211 and other pricing adjustments.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$638,134	$669,939	$690,211	$0
Other Operating Expenses	110,475	145,420	78,380	0
Capital Outlay	26,535	14,645	13,935	0
TOTAL	**$775,144**	**$830,004**	**$782,526**	**$0**

Community and Public Relations

1212 - Public Information



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Website Hits per Month (metrics awaiting new content management system)	N/A	N/A	TBA
Voter Turnout	N/A	12%	N/A
Number of Press Releases Issued	311	300	300
Number of inGaithersburg Subscribers	2,327	2,500	3,000
Number of Facebook Posts on Official City Page	680	600	700
Number of Facebook "Likes" on Official City Page	1,742	2,500	2,100
Number of Alert Gaithersburg Subscribers	9,399	9,000	11,000
Citizen Survey Response Rate	N/A	25%	N/A

Activity Analysis Report - Proposed

1212 - Public Information

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$453,694	$456,446	0.61%	$484,228	6.09%
505200 - Other taxable comp-Gfit	$0	$105	100.00%	$601	472.38%
505300 - Other taxable comp-housing	$3,600	$3,600	0.00%	$3,600	0.00%
508000 - Salaries, Overtime	$0	$0	100.00%	$515	100.00%
509000 - Salaries, Part-Time Employe	$46,117	$75,372	63.44%	$47,954	-36.38%
510000 - Social Security & Medicare T	$38,236	$40,684	6.40%	$40,751	0.16%
514000 - Group Insurance	$43,874	$40,578	-7.51%	$56,495	39.23%
514200 - Vision Plan	$0	$239	100.00%	$350	46.44%
515000 - Retirement Contribution (401	$36,296	$36,516	0.61%	$38,738	6.09%
515100 - Retirement Health Savings (	$2,706	$2,706	0.00%	$2,452	-9.39%
516000 - Savings Plan Contribution (4	$13,611	$13,693	0.60%	$14,527	6.09%
521000 - Office Supplies	$500	$500	0.00%	$500	0.00%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
522200 - Photographic, Audio, Video	$400	$1,000	150.00%	$500	-50.00%
524000 - Supplies for Resale	$2,000	$2,000	0.00%	$2,000	0.00%
525000 - Furniture & Fixtures	$750	$750	0.00%	$750	0.00%
526000 - Machinery & Equipment	$2,000	$2,000	0.00%	$2,000	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$23,670	$28,040	18.46%	$14,190	-49.39%
536000 - Miscellaneous Professional	$13,000	$24,000	84.62%	$8,500	-64.58%
541000 - Advertising	$15,000	$20,000	33.33%	$12,000	-40.00%
543000 - Contributions	$500	$250	-50.00%	$250	0.00%
544000 - Professional Dues & Certific	$605	$630	4.13%	$670	6.35%
545000 - Magazines, Books & Resour	$750	$750	0.00%	$900	20.00%
546000 - Conference & Seminar Regis	$1,500	$2,700	80.00%	$750	-72.22%
547000 - Travel Expense	$0	$1,500	100.00%	$750	-50.00%
547100 - Travel Mileage Reimbursem	$200	$200	0.00%	$100	-50.00%
551100 - Cellular Telephone	$3,000	$6,000	100.00%	$3,020	-49.67%
553000 - Printing & Binding	$15,000	$17,500	16.67%	$5,000	-71.43%
554000 - Signage	$500	$500	0.00%	$500	0.00%
556000 - Postage	$13,600	$21,600	58.82%	$14,500	-32.87%
556500 - Messenger Services	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$17,500	$15,500	-11.43%	$11,500	-25.81%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
592100 - Software (Replacement)	$24,000	$12,000	-50.00%	$12,000	0.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$2,535	$2,645	4.34%	$1,935	-26.84%
Personnel	$638,134	$669,939	4.98%	$690,211	3.03%
Operating Expenses	$110,475	$145,420	31.63%	$78,380	-46.10%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$26,535	$14,645	-44.81%	$13,935	-4.85%
Total	**$775,144**	**$830,004**	**7.08%**	**$782,526**	**-5.72%**

1212 Public Information

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	484,228	0
505200	Other taxable comp-Gfit	601	0
505300	Other taxable comp-housing stipend	3,600	0
508000	Salaries, Overtime	515	0
509000	Salaries, Part-Time Employees	47,954	0
510000	Social Security & Medicare Taxes (FICA	40,751	0
514000	Group Insurance	56,495	0
514200	Vision Plan	350	0
515000	Retirement Contribution (401A)	38,738	0
515100	Retirement Health Savings (RHS)	2,452	0
516000	Savings Plan Contribution (401K)	14,527	0
	Subtotal Personnel Services	**690,211**	**0**

Operating Expenses

521000 Office Supplies			
	500		0
Subtotal		**500**	**0**
522200 Photographic, Audio, Video Supplies			
	500		0
Subtotal		**500**	**0**
524000 Supplies for Resale			
Promotional Materials - Gaithersburg Souvenirs Sold at Arts Barn,	2,000		0
Subtotal		**2,000**	**0**
525000 Furniture & Fixtures			
Office Furniture	750		0
Subtotal		**750**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	2,000		0
Subtotal		**2,000**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Creative Suite - Design Standard)	225		0
Maintenance - Software (Adobe Creative Suite - Design Standard)	1,575		0
Maintenance - Software (Adobe Dreamweaver) (2)	140		0
Maintenance - Software (Cityweb - Weather)	500		0
Maintenance - Software (Microsoft CALs) (9)	1,350		0
Maintenance - Software (Sitecore)	10,400		0
Subtotal		**14,190**	**0**
536000 Miscellaneous Professional Services			
Freelance Photography	3,500		0
Miscellaneous & Media Training	5,000		0
Subtotal		**8,500**	**0**

1212 Public Information

541000 Advertising				
Newspapers, Magazine, Bus Shelter, Misc. Ads	10,000		0	
Website Promotion	2,000		0	
Subtotal		**12,000**		**0**
543000 Contributions				
Gift Baskets for School Fairs, Silent Auctions	250		0	
Subtotal		**250**		**0**
544000 Professional Dues & Certification Fees				
3CMA Membership	390		0	
Conference and Visitor's Bureau	180		0	
Leadership Montgomery	100		0	
Subtotal		**670**		**0**
545000 Magazines, Books & Resource Material				
Media Directories, Resource Books, Electronic Clip Art, Stock Ph	900		0	
Subtotal		**900**		**0**
546000 Conference & Seminar Registration				
Webmaster - Sitecore Conference	750		0	
Subtotal		**750**		**0**
547000 Travel Expense				
Webmaster - Sitecore Conference	750		0	
Subtotal		**750**		**0**
547100 Travel Mileage Reimbursement				
	100		0	
Subtotal		**100**		**0**
551100 Cellular Telephone				
Director, Webmaster, Web Assistant (3)	2,520		0	
Mobile Broadband for Emergency Communication Laptop (1)	500		0	
Subtotal		**3,020**		**0**
553000 Printing & Binding				
Brochures, Fliers, Posters	5,000		0	
Subtotal		**5,000**		**0**
554000 Signage				
Posters, Banners, Miscellaneous Signage	500		0	
Subtotal		**500**		**0**
556000 Postage				
HOA Mailings, Volunteer Recruitment & Recognition, Misc.	500		0	
inGaithersburg Magazine	14,000		0	
Subtotal		**14,500**		**0**
560000 Miscellaneous				
Promotional Materials (Items Not Intended For Re-sale)	2,500		0	
State of the City Event	8,000		0	
Volunteer Recognition	1,000		0	
Subtotal		**11,500**		**0**
Subtotal Operating Expenses		**78,380**		**0**

1212 Public Information

Capital Outlay

592100 Software (Replacement)				
Replacement - Software (Web Site & Content Management Syste	12,000		0	
Subtotal		**12,000**		**0**
595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC - Laptop) (1)	235		0	
Replacement - Computer Hardware (PC Monitors) (10)	140		0	
Replacement - Computer Hardware (PC) (8)	1,560		0	
Subtotal		**1,935**		**0**
Subtotal Capital Outlay		**13,935**		**0**
Total		**782,526**		**0**

Community and Public Relations
1213 - Gaithersburg Television

SERVICES PROVIDED:

Gaithersburg Television (GTV) provides information about City services, programs and special events to City residents 24-hours a day, seven days a week. Community involvement is promoted by airing live Mayor and Council meetings and work sessions, Planning Commission, Board of Appeals and Historic District Commission meetings. Programming also includes short and long format news, feature, informational and promotional spots. GTV can be viewed within City limits on Channel 13 for Comcast and RCN subscribers, and on Verizon FiOS Channel 25. Broadcasts can be viewed live online via streaming video at www.gaithersburgmd.gov. Programs are also available on YouTube and on the City's website. Cable television expenses are offset by a franchise fee paid by the subscribers.

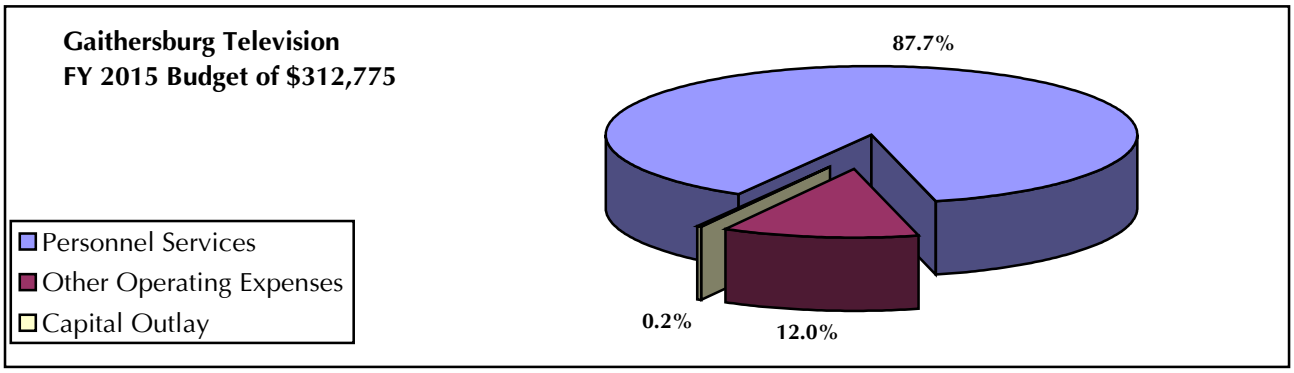
WORK PLAN GOALS:

- Create and produce programming related to the annual State of the City Address (including feature video), Young Artist Award Concert and Book Festival.
- Create short video packages for use on air and online, covering City events throughout the year such as ribbon cuttings, ground breakings and other newsworthy activities.
- Maximize exposure of the City through the use of video on YouTube, other social media outlets and the City website.
- Produce programs in a variety of formats that benefit the City both strategically and economically, including interviews with business leaders, promotional spots for City events and activities and facility spots to encourage rentals and usage.

SIGNIFICANT CHANGES:

- Furniture & Equipment decreased $25,000. No new purchases outside of the use of Cable TV reserve funds are planned for FY15.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$270,919	$279,765	$274,355	$0
Other Operating Expenses	52,450	43,770	37,670	0
Capital Outlay	74,961	74,961	750	0
TOTAL	**$398,330**	**$398,496**	**$312,775**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
YouTube Posts	49	56	65
Special Programs Produced	N/A	12	10

NEWSLINE Video Packages	N/A	7	12
Meetings Aired	67	63	91
Marketing Spots	11	10	10
Facility Spots	5	1	4
CEO & Business Video Package Profiles	N/A	4	8
Book Festival Programs	20	32	25

Activity Analysis Report - Proposed

1213 - Gaithersburg Television

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$169,915	$173,422	2.06%	$167,450	-3.44%
509000 - Salaries, Part-Time Employe	$37,203	$38,059	2.30%	$38,592	1.40%
510000 - Social Security & Medicare T	$15,845	$16,178	2.10%	$15,762	-2.57%
514000 - Group Insurance	$29,266	$32,845	12.23%	$33,947	3.36%
514200 - Vision Plan	$0	$184	100.00%	$184	0.00%
515000 - Retirement Contribution (401	$13,593	$13,874	2.07%	$13,396	-3.45%
516000 - Savings Plan Contribution (4	$5,097	$5,203	2.08%	$5,024	-3.44%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
522200 - Photographic, Audio, Video	$6,500	$5,000	-23.08%	$3,000	-40.00%
526000 - Machinery & Equipment	$2,000	$2,000	0.00%	$500	-75.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$2,700	$3,220	19.26%	$3,220	0.00%
536000 - Miscellaneous Professional	$13,750	$8,000	-41.82%	$6,200	-22.50%
542000 - Awards & Presentations	$200	$200	0.00%	$100	-50.00%
544000 - Professional Dues & Certific	$0	$0	100.00%		100.00%
545000 - Magazines, Books & Resour	$1,100	$1,100	0.00%	$800	-27.27%
546000 - Conference & Seminar Regis	$0	$0	100.00%		100.00%
546300 - In-Service Training	$5,000	$5,000	0.00%	$5,000	0.00%
547000 - Travel Expense	$0	$0	100.00%		100.00%
547100 - Travel Mileage Reimbursem	$250	$250	0.00%	$100	-60.00%
556000 - Postage	$350	$350	0.00%	$350	0.00%
556500 - Messenger Services	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$500	$500	0.00%	$250	-50.00%
567000 - Rental & Use Charges	$1,000	$1,000	0.00%	$1,000	0.00%
573000 - Repair & Maintenance - Mac	$19,100	$17,150	-10.21%	$17,150	0.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$25,000	$25,000	0.00%		-100.00%
595100 - Furniture & Equipment (Repl	$49,961	$49,961	0.00%	$750	-98.50%
Personnel	$270,919	$279,765	3.27%	$274,355	-1.93%
Operating Expenses	$52,450	$43,770	-16.55%	$37,670	-13.94%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$74,961	$74,961	0.00%	$750	-99.00%
Total	**$398,330**	**$398,496**	**0.04%**	**$312,775**	**-21.51%**

1213 Gaithersburg Television

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	167,450	0
509000	Salaries, Part-Time Employees	38,592	0
510000	Social Security & Medicare Taxes (FICA	15,762	0
514000	Group Insurance	33,947	0
514200	Vision Plan	184	0
515000	Retirement Contribution (401A)	13,396	0
516000	Savings Plan Contribution (401K)	5,024	0
	Subtotal Personnel Services	**274,355**	**0**

Operating Expenses

522200 Photographic, Audio, Video Supplies			
Batteries, Light Bulbs, Storage Devices, DVDs, Jewel Cases	3,000	0	
Subtotal		**3,000**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	500	0	
Subtotal		**500**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Create Suite - Production Premiu	550	0	
Maintenance - Software (Avid Media Composer Software Standar	1,200	0	
Maintenance - Software (Leightronix Total Info)	1,100	0	
Maintenance - Software (Microsoft CALs) (2)	300	0	
Maintenance - Software (Microsoft Windows Media Expression E	70	0	
Subtotal		**3,220**	**0**
536000 Miscellaneous Professional Services			
Music Library Fees	1,400	0	
On-air Music Services (DMX)	800	0	
Voice Over Fees, Contract Services, On Air-Talent	4,000	0	
Subtotal		**6,200**	**0**
542000 Awards & Presentations			
Entry Fees - Television Award Competitions	100	0	
Subtotal		**100**	**0**
545000 Magazines, Books & Resource Material			
		0	
Still and Motion Graphic Templates	800	0	
Subtotal		**800**	**0**
546300 In-Service Training			
Training for Avid Editing System, Channel !, Tapeless System Wo	5,000	0	
Subtotal		**5,000**	**0**
547100 Travel Mileage Reimbursement			
	100	0	
Subtotal		**100**	**0**

1213 Gaithersburg Television

556000 Postage				
	350		0	
Subtotal		**350**		**0**
560000 Miscellaneous				
	250		0	
Subtotal		**250**		**0**
567000 Rental & Use Charges				
Rental Equipment (Jib, Outdoor Lighting, Cameras)	1,000		0	
Subtotal		**1,000**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - Avid Adrenaline (Avid Media Composer Adrenalin	3,200		0	
Maintenance - Broadcast Pix Switcher	2,250		0	
Maintenance - Harris Channel One	3,700		0	
Maintenance - Misc. Television Equipment	8,000		0	
Subtotal		**17,150**		**0**
Subtotal Operating Expenses		**37,670**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (10)	175		0	
Replacement - Computer Hardware (PC) (2)	560		0	
Replacement - Printer (Epson b4124b)	15		0	
Subtotal		**750**		**0**
Subtotal Capital Outlay		**750**		**0**
Total		**312,775**		**0**

Community and Public Relations

1215 - Community Services

SERVICES PROVIDED:

This activity provides support to City residents including interim case coordination and the dissemination of information about programs and services available from the nonprofit community and government agencies regarding financial wellness, avoidance of crisis and educational opportunities. Community Services coordinates the nonprofit, school and school-based youth opportunity grant programs, the CHARACTER COUNTS! program, and fosters volunteer and community partnership and community educational programming and event development related to the goals, activities and missions of the City's Educational Enrichment and Community Advisory Committees and the City's Community Services strategic direction.

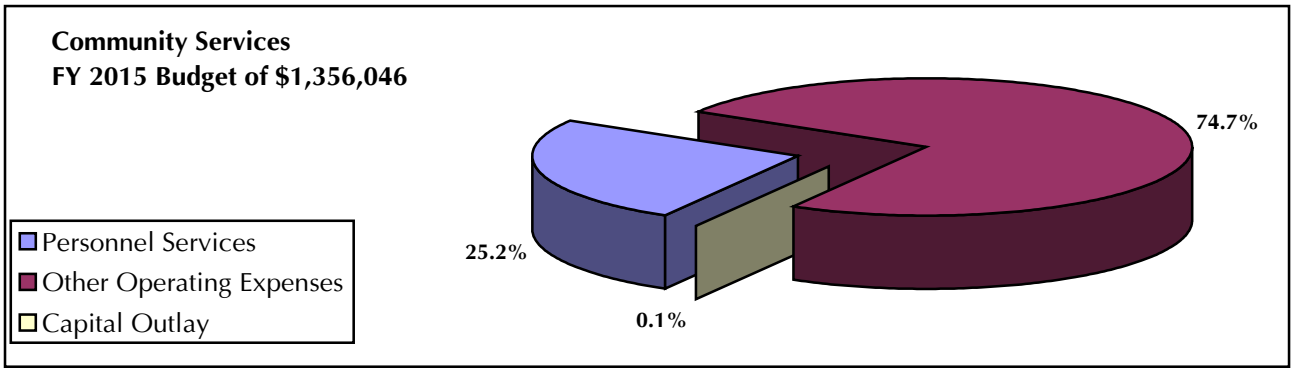
WORK PLAN GOALS:

- Assist in the development, coordination and evaluation of City grant-funded services for residents provided through City programs, area nonprofit service providers, school-based youth providers, schools, and others.
- Coordinate and promote direct services, ethics program and City and nonprofit collaborative events and initiatives that provide enrichment opportunities to increase the level of self-sufficiency and financial wellness of Gaithersburg residents.
- Coordinate and promote events and initiatives that provide enrichment opportunities for nonprofits and schools to increase their capacities in the areas of finance and volunteerism.
- Provide permanent supportive housing in a structured environment to select male graduates of Wells/Robertson House who are in recovery and are working to become independent and self-sufficient while living at DeSellum House.

SIGNIFICANT CHANGES:

- Contributions increased $53,246 due to the transfer of $29,000 from the Housing Emergency Assistance Grant Program, the net increase of $16,796 for the nonprofit RFP service contract program, the increase of $7,200 for grants and GREAT program supports to schools and school-based nonprofit youth organizations, and a net increase of $250 in the funding for miscellaneous service programs.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$261,867	$319,499	$341,398	$0
Other Operating Expenses	829,888	958,317	1,012,943	0
Capital Outlay	2,950	2,170	1,705	0
TOTAL	**$1,094,705**	**$1,279,986**	**$1,356,046**	**$0**



Community and Public Relations

1215 - Community Services

Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Students Served through School Grants and Youth Initiatives	2910	6846	6500
Students Receiving Positive Development Services	111	165	165
Participants in Community-wide Educational Events and Programs	2679	2000	5000
Individuals Served at Bohrer Parent Resource Center	1193	1500	1100
Individuals Receiving Workforce Development Services	300	175	120
Individuals Receiving Mental Health Services	103	115	120
Individuals Receiving Homelessness Assistance (individual/household)	181/88	107/42	100/40
Individuals Receiving Health Services	1061	1260	1100
Individuals Receiving Food Assistance	10,136	7000	7500
Individuals Receiving Financial Wellness Education and Services	465	365	400
Households Served through Holiday Giving Program	1415	1500	1700
Households Receiving Interim Case Coordination	254	250	350
Households Receiving Housing Emergency Assistance Funds	16	25	25
Households Receiving Emergency Assistance Services	152	220	200
Households Participating in Short Term Housing Subsidy Program	4	10	10

Activity Analysis Report - Proposed

1215 - Community Services

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$169,118	$222,367	31.49%	$231,729	4.21%
505100 - Other taxable comp-multiling	$0	$2,080	100.00%	$2,080	0.00%
505200 - Other taxable comp-Gfit	$0	$105	100.00%		-100.00%
505300 - Other taxable comp-housing	$0	$0	100.00%	$3,600	100.00%
508000 - Salaries, Overtime	$260	$269	3.46%	$515	91.45%
509000 - Salaries, Part-Time Employe	$22,550	$8,405	-62.73%	$8,523	1.40%
510000 - Social Security & Medicare T	$14,682	$17,675	20.39%	$18,419	4.21%
514000 - Group Insurance	$30,448	$34,620	13.70%	$48,277	39.45%
514200 - Vision Plan	$0	$184	100.00%	$313	70.11%
515000 - Retirement Contribution (401	$13,529	$17,789	31.49%	$18,538	4.21%
515100 - Retirement Health Savings (	$2,706	$5,834	115.59%	$2,452	-57.97%
516000 - Savings Plan Contribution (4	$5,074	$6,671	31.47%	$6,952	4.21%
519000 - Tuition Reimbursement	$3,500	$3,500	0.00%		-100.00%
521000 - Office Supplies	$2,750	$1,500	-45.45%	$500	-66.67%
522000 - General Operating Supplies	$0	$1,500	100.00%	$850	-43.33%
522500 - Program Activities	$2,600	$3,050	17.31%	$3,950	29.51%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$0	$4,000	100.00%		-100.00%
530000 - Accounting & Audit	$0	$0	100.00%		100.00%
531500 - Software Licenses	$0	$700	100.00%		-100.00%
531600 - Software Maintenance Agree	$900	$1,020	13.33%	$1,020	0.00%
536000 - Miscellaneous Professional	$9,000	$5,000	-44.44%	$4,880	-2.40%
536300 - Contract Cleaning Services	$3,250	$3,350	3.08%	$3,685	10.00%
536800 - Security Services	$0	$0	100.00%		100.00%
538000 - Performances & Entertainme	$0	$0	100.00%		100.00%
541000 - Advertising	$1,000	$1,200	20.00%	$2,000	66.67%
542000 - Awards & Presentations	$8,825	$9,075	2.83%	$11,225	23.69%
543000 - Contributions	$789,100	$914,004	15.83%	$967,250	5.83%
544000 - Professional Dues & Certific	$668	$668	0.00%	$573	-14.22%
545000 - Magazines, Books & Resour	$0	$50	100.00%	$50	0.00%
546000 - Conference & Seminar Regis	$350	$400	14.29%	$500	25.00%
546300 - In-Service Training	$250	$500	100.00%	$500	0.00%
547000 - Travel Expense	$150	$150	0.00%		-100.00%
547100 - Travel Mileage Reimbursem	$500	$500	0.00%	$500	0.00%
550000 - Electric	$4,000	$4,120	3.00%	$4,000	-2.91%
550200 - Water	$1,000	$2,000	100.00%	$2,000	0.00%
550700 - Recycling Services/Trash Co	$200	$200	0.00%	$220	10.00%
551000 - Telephone (Landline)	$1,625	$1,350	-16.92%	$2,000	48.15%
551100 - Cellular Telephone	$600	$0	-100.00%	$840	100.00%
553000 - Printing & Binding	$250	$500	100.00%	$600	20.00%
556000 - Postage	$1,500	$1,300	-13.33%	$1,300	0.00%
556500 - Messenger Services	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$500	$500	0.00%	$500	0.00%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	$0	$0	100.00%	$2,000	100.00%

Activity Analysis Report - Proposed

1215 - Community Services

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
573000 - Repair & Maintenance - Mac	$870	$1,680	93.10%	$2,000	19.05%
574000 - Repair & Maintenance - Vehi	$0	$0	100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$2,950	$2,170	-26.44%	$1,705	-21.43%
Personnel	$261,867	$319,499	22.01%	$341,398	6.85%
Operating Expenses	$829,888	$958,317	15.48%	$1,012,943	5.70%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$2,950	$2,170	-26.44%	$1,705	-21.43%
Total	**$1,094,705**	**$1,279,986**	**16.93%**	**$1,356,046**	**5.94%**

1215 Community Services

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	231,729	0
505100	Other taxable comp-multilingual	2,080	0
505300	Other taxable comp-housing stipend	3,600	0
508000	Salaries, Overtime	515	0
509000	Salaries, Part-Time Employees	8,523	0
510000	Social Security & Medicare Taxes (FICA	18,419	0
514000	Group Insurance	48,277	0
514200	Vision Plan	313	0
515000	Retirement Contribution (401A)	18,538	0
515100	Retirement Health Savings (RHS)	2,452	0
516000	Savings Plan Contribution (401K)	6,952	0
	Subtotal Personnel Services	**341,398**	**0**

Operating Expenses

521000 Office Supplies			
	500		0
Subtotal		**500**	**0**
522000 General Operating Supplies			
Community Services	100		0
DeSellum House (trash bags, paper products and cleaning supplies	750		0
Subtotal		**850**	**0**
522500 Program Activities			
BANK ON and Financial Wellness Events	1,000		0
CHARACTER COUNTS! Week Reception	500		0
Committee Meetings and Events	400		0
Gaithersburg Coalition of Providers	500		0
Gaithersburg Interfaith Alliance Meeting	250		0
Landlord Appreciation Event	500		0
Principal/Counselor/PTA Meeting	800		0
Subtotal		**3,950**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Acrobat Professional) (2)	120		0
Maintenance - Software (Microsoft CALs) (6)	900		0
Subtotal		**1,020**	**0**
536000 Miscellaneous Professional Services			
Hoarding Task Force Service Contract	4,000		0
Pest Control (DeSellum House)	400		0
Shredding Services	480		0
Subtotal		**4,880**	**0**
536300 Contract Cleaning Services			
Contract Cleaning	3,685		0
Subtotal		**3,685**	**0**

1215 Community Services

541000 Advertising				
Programs & Events	2,000		0	
Subtotal		**2,000**		**0**
542000 Awards & Presentations				
CHARACTER COUNTS! and GREAT Plaques	100		0	
CHARACTER COUNTS! Contests (Donations Offset $1,200)	2,500		0	
CHARACTER COUNTS! Scholarships (Donations Offset $2,000)	8,000		0	
Junior Mayor Contest Gift and Plaque	125		0	
Volunteer Recognition	500		0	
Subtotal		**11,225**		**0**
543000 Contributions				
CAFÉ Montgomery Training Event	250		0	
Ed Bohrer Parent Resource Center	70,000		0	
Housing Emergency Assistance Grant	29,000		0	
Martin Luther King, Jr. County Celebration	500		0	
Montgomery County Homeless Fair	500		0	
NP RFP Contracts: Food, Health, Homelessness, Emergency Serv	650,000		0	
NP Grants School Based Youth Programs	126,000		0	
NP Opportunity Grants	25,000		0	
School Grants and GREAT	60,000		0	
School Lunch Subsidy (Gazette Donation Offsets $2,000)	4,500		0	
School-Community United in Partnership (SCUP) Conference (Do	1,500		0	
Subtotal		**967,250**		**0**
544000 Professional Dues & Certification Fees				
Café Montgomery	100		0	
International Association of Administrative Professionals	173		0	
National CHARACTER COUNTS! Coalition	300		0	
Subtotal		**573**		**0**
545000 Magazines, Books & Resource Material				
Community Needs and Committee Reference Materials	50		0	
Subtotal		**50**		**0**
546000 Conference & Seminar Registration				
Training & Conference Registration	500		0	
Subtotal		**500**		**0**
546300 In-Service Training				
Mental Health Topics	500		0	
Subtotal		**500**		**0**
547100 Travel Mileage Reimbursement				
Meetings	500		0	
Subtotal		**500**		**0**
550000 Electric				
DeSellum House	4,000		0	
Subtotal		**4,000**		**0**
550200 Water				
DeSellum House - Water and Sewer	2,000		0	
Subtotal		**2,000**		**0**

1215 Community Services

550700 Recycling Services/Trash Collection				
DeSellum House	220		0	
Subtotal		**220**		**0**
551000 Telephone (Landline)				
Community Services Telephones	1,400		0	
DeSellum House Facility Telephone	600		0	
Subtotal		**2,000**		**0**
551100 Cellular Telephone				
Case Manager	840		0	
Subtotal		**840**		**0**
553000 Printing & Binding				
Community Outreach	600		0	
Subtotal		**600**		**0**
556000 Postage				
Community Outreach and Stakeholders Including Holiday Giving	1,300		0	
Subtotal		**1,300**		**0**
560000 Miscellaneous				
Promotional Items	500		0	
Subtotal		**500**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
Replacement of door for access control system	2,000		0	
Subtotal		**2,000**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh MP 5000SP)	2,000		0	
Subtotal		**2,000**		**0**
Subtotal Operating Expenses		**1,012,943**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC - Laptop) (1)	210		0	
Replacement - Computer Hardware (PC) (5)	495		0	
Replacement - Copier (Ricoh MP 5000SP)	1,000		0	
Subtotal		**1,705**		**0**
Subtotal Capital Outlay		**1,705**		**0**
Total		**1,356,046**		**0**

Community and Public Relations

1216 - Homeless Assistance

SERVICES PROVIDED:

This activity funds the Wells/Robertson House program, providing transitional housing for homeless men and women in recovery from chemical addiction. Services include life skills, access to vocational training and job search skills, access to community resources, and linkages to entitlements, somatic and mental health services The Homeless Assistance Division also provides homeless advocacy activities and street outreach services, providing referrals and assistance to people living on the streets, and connecting individuals to drug and alcohol addiction treatment, mental health and social service programs. Case coordination is provided to formerly homeless families and individuals living in permanent supportive housing in Gaithersburg. Federal, State and County grants as well as contributions from the Friends of the Wells/Robertson House, Inc. (FWRH) and the community fund a portion of this activity.

WORK PLAN GOALS:

- Collaborate with partners to develop a Recovery Community Center and develop service linkages through participation in the Montgomery County Homeless Fair and the County's Continuum of Care Leadership meetings.
- Develop and implement a total well-being program for the residents of Wells/Robertson House and DeSellum House, to include a Wellness Recovery Action Plan, an exercise program, a smoking cessation program, and education on dieting and nutrition.
- Develop and implement risk assessment strategies to help prioritize and enhance service delivery to the homeless population, including the utilization of Housing First, Recovery Oriented Systems of Care (ROSC), and the Peer to Peer support models.
- Help residents break the cycle of addiction and homelessness and attain permanent supportive housing, including service coordination for 3-5 City residents living in permanent supportive housing under the MC Housing Initiative Program (HIP).
- Implement safety protocols and technical supports for staff and residents, including enhanced security in and around the facility.

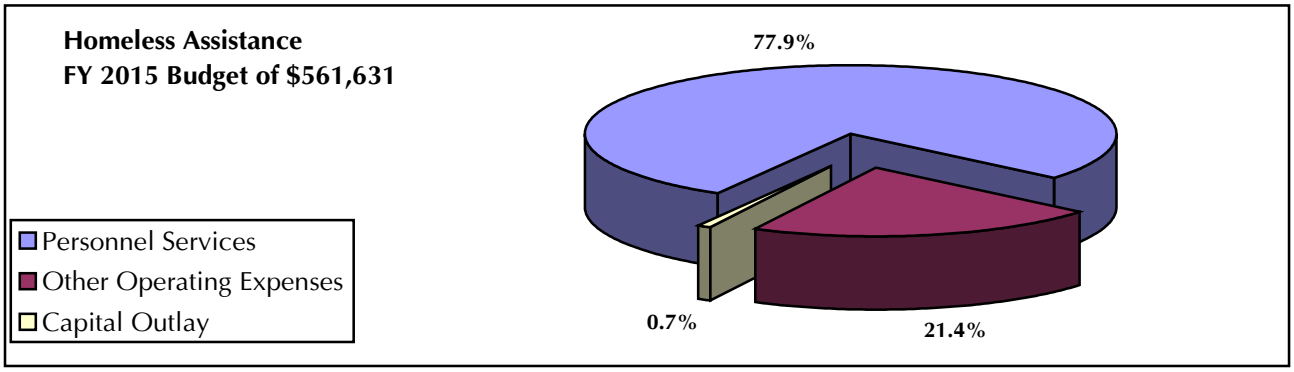
SIGNIFICANT CHANGES:

- Electric decreased $5,200 based on projected estimate.
- Miscellaneous decreased $5,000 due to no expense for 25th Anniversary Gala in FY15.
- Program Activities decreased $8,457 due to a reduction in Community Building activities ($3,000), adjustment in expenditures for emergency, dental and emergency gap healthcare ($4,500) and other pricing adjustments.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$384,561	$392,549	$437,483	$0
Other Operating Expenses	118,167	135,057	120,015	0
Capital Outlay	7,350	7,080	4,133	0
TOTAL	**$510,078**	**$534,686**	**$561,631**	**$0**

Community and Public Relations

1216 - Homeless Assistance



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
WRH residents attaining vocational training/career job development	10	7	10
WRH graduates in recovery and in stable housing one year after program completion	5/100%	5/100%	5/100%
Staff contacts with community partners to offer mental health, health, job training, and addiction aftercare services for WRH residents	210	150	150
No-income or non-fixed income WRH residents increasing monthly income to $500/month upon program completion	7/80%	7/80%	7/100%
Homeless individuals/families served through Street Outreach program	71	65	60
Homeless individuals placed in inpatient addiction treatment	9	9	10

Activity Analysis Report - Proposed

1216 - Homeless Assistance

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$184,685	$180,682	-2.17%	$235,615	30.40%
505100 - Other taxable comp-multiling	$2,080	$2,080	0.00%	$2,080	0.00%
505200 - Other taxable comp-Gfit	$0	$356	100.00%	$70	-80.34%
508000 - Salaries, Overtime	$172	$175	1.74%	$258	47.43%
508500 - Salaries, Employment Agree	$38,939	$38,939	0.00%		-100.00%
509000 - Salaries, Part-Time Employe	$84,281	$92,778	10.08%	$94,077	1.40%
510000 - Social Security & Medicare T	$23,568	$23,912	1.46%	$25,241	5.56%
514000 - Group Insurance	$26,020	$29,586	13.70%	$51,467	73.96%
514200 - Vision Plan	$0	$166	100.00%	$258	55.42%
515000 - Retirement Contribution (401	$14,775	$14,455	-2.17%	$18,849	30.40%
516000 - Savings Plan Contribution (4	$5,541	$5,420	-2.18%	$7,068	30.41%
519000 - Tuition Reimbursement	$4,500	$4,000	-11.11%	$2,500	-37.50%
521000 - Office Supplies	$700	$600	-14.29%	$1,000	66.67%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
522500 - Program Activities	$39,827	$43,457	9.11%	$35,000	-19.46%
525000 - Furniture & Fixtures	$0	$2,000	100.00%	$5,000	150.00%
526000 - Machinery & Equipment	$0	$1,000	100.00%	$500	-50.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$900	$900	0.00%	$1,050	16.67%
536000 - Miscellaneous Professional	$25,200	$25,500	1.19%	$25,575	0.29%
536300 - Contract Cleaning Services	$0	$0	100.00%		100.00%
536800 - Security Services	$0	$3,000	100.00%	$3,000	0.00%
544000 - Professional Dues & Certific	$250	$300	20.00%	$225	-25.00%
545000 - Magazines, Books & Resour	$50	$50	0.00%	$65	30.00%
546000 - Conference & Seminar Regis	$0	$500	100.00%		-100.00%
546300 - In-Service Training	$250	$500	100.00%	$500	0.00%
547000 - Travel Expense	$0	$0	100.00%		100.00%
547100 - Travel Mileage Reimbursem	$150	$100	-33.33%	$100	0.00%
550000 - Electric	$16,710	$17,200	2.93%	$12,000	-30.23%
550100 - Gas (Natural)	$3,010	$3,100	2.99%	$3,100	0.00%
550200 - Water	$2,900	$3,000	3.45%	$3,750	25.00%
551000 - Telephone (Landline)	$3,200	$3,200	0.00%	$3,200	0.00%
551100 - Cellular Telephone	$500	$1,000	100.00%	$1,340	34.00%
552500 - Vehicle & Equipment Gasolin	$1,000	$1,500	50.00%	$1,500	0.00%
553000 - Printing & Binding	$0	$0	100.00%		100.00%
556000 - Postage	$100	$100	0.00%	$60	-40.00%
556500 - Messenger Services	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$15,550	$20,550	32.15%	$15,550	-24.33%
572000 - Repair & Maintenance - Build	$5,000	$5,000	0.00%	$5,000	0.00%
573000 - Repair & Maintenance - Mac	$2,370	$1,500	-36.71%	$1,500	0.00%
574000 - Repair & Maintenance - Vehi	$500	$1,000	100.00%	$1,000	0.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$2,450	$2,180	-11.02%	$1,990	-8.72%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%

Activity Analysis Report - Proposed

1216 - Homeless Assistance

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
596100 - Vehicles & Equipment (Repl	$4,900	$4,900	0.00%	$2,143	-56.27%
Personnel	$384,561	$392,549	2.08%	$437,483	11.45%
Operating Expenses	$118,167	$135,057	14.29%	$120,015	-11.14%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$7,350	$7,080	-3.67%	$4,133	-41.62%
Total	**$510,078**	**$534,686**	**4.82%**	**$561,631**	**5.04%**

1216 Homeless Assistance

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	235,615	0
505100	Other taxable comp-multilingual	2,080	0
505200	Other taxable comp-Gfit	70	0
508000	Salaries, Overtime	258	0
509000	Salaries, Part-Time Employees	94,077	0
510000	Social Security & Medicare Taxes (FICA	25,241	0
514000	Group Insurance	51,467	0
514200	Vision Plan	258	0
515000	Retirement Contribution (401A)	18,849	0
516000	Savings Plan Contribution (401K)	7,068	0
519000	Tuition Reimbursement	2,500	0
	Subtotal Personnel Services	**437,483**	**0**

Operating Expenses

521000 Office Supplies			
Miscellaneous Office Supplies	300	0	
Printer Cartridges	700	0	
Subtotal		**1,000**	**0**
522500 Program Activities			
Aftercare Workshops (FWRH Grant Offsets $6,500)	6,500	0	
Community Building Activities & Recovery Month (FWRH Grant	6,000	0	
Emergency Gap Healthcare (FWRH Grant Offsets $1,500)	1,500	0	
Long-Term Treatment & Program Enhancements (FWRH Grant O	16,000	0	
Program Supplies & Expenses (County Grant Offsets $4,957)	5,000	0	
Subtotal		**35,000**	**0**
525000 Furniture & Fixtures			
Mattresses (16) & Refrigerator (HUD Grant Offsets $5,000)	5,000	0	
Subtotal		**5,000**	**0**
526000 Machinery & Equipment			
Printer/scanner/fax	500	0	
Subtotal		**500**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Microsoft CALs) (7)	1,050	0	
Subtotal		**1,050**	**0**
536000 Miscellaneous Professional Services			
Addiction Treatment (HUD Grant Offsets $21,506)	24,000	0	
Pest Control	1,575	0	
Subtotal		**25,575**	**0**
536800 Security Services			
Alarm System Installation and Service for Desk Alerts (HUD Offs	3,000	0	
Subtotal		**3,000**	**0**

1216 Homeless Assistance

544000 Professional Dues & Certification Fees				
Professional Counselor Certification	225		0	
Subtotal		**225**		**0**
545000 Magazines, Books & Resource Material				
Grapevine Magazine (Alcoholics Anonymous Publication)	65		0	
Subtotal		**65**		**0**
546300 In-Service Training				
Staff Development Workshops	500		0	
Subtotal		**500**		**0**
547100 Travel Mileage Reimbursement				
Coordination Meetings & Street Outreach	100		0	
Subtotal		**100**		**0**
550000 Electric				
HUD Grant Offsets ($11,000)	12,000		0	
Subtotal		**12,000**		**0**
550100 Gas (Natural)				
HUD Grant Offsets ($3,010)	3,100		0	
Subtotal		**3,100**		**0**
550200 Water				
HUD Grant Offsets ($2,900)	3,750		0	
Subtotal		**3,750**		**0**
551000 Telephone (Landline)				
Fax Machine	100		0	
Telephones (HUD Grant Offsets $3,100)	3,100		0	
Subtotal		**3,200**		**0**
551100 Cellular Telephone				
Street Outreach (HUD Grant Offsets $500)	840		0	
TR - Mobile Data Plan for DeSellum Laptop	500		0	
Subtotal		**1,340**		**0**
552500 Vehicle & Equipment Gasoline Expense				
Program Van (HUD Grant Offsets $1,000)	1,500		0	
Subtotal		**1,500**		**0**
556000 Postage				
Advertising, Mailings, Solicitations	60		0	
Subtotal		**60**		**0**
560000 Miscellaneous				
			0	
Food (HUD Grant Offsets $11,500)	15,550		0	
Subtotal		**15,550**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
Miscellaneous repairs to facility	5,000		0	
Subtotal		**5,000**		**0**

1216 Homeless Assistance

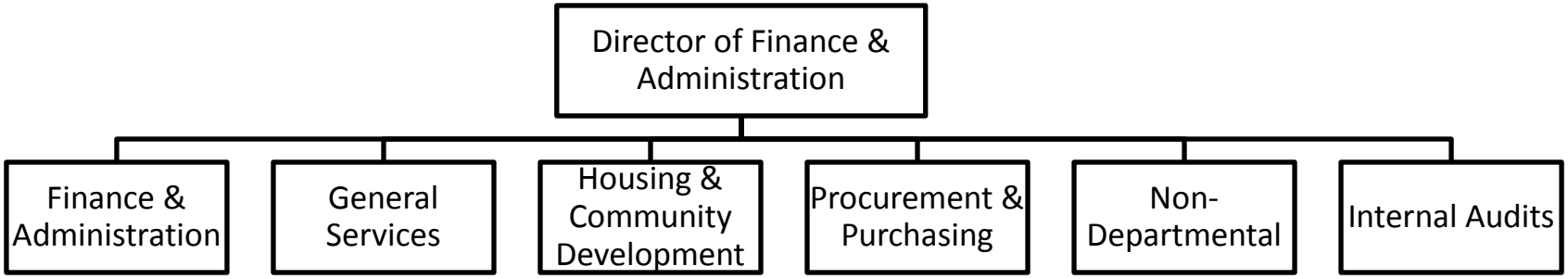
573000 Repair & Maintenance - Machinery & Equipment			
Program Appliances (HUD Grant Offsets $119 for Washing Mach	1,500		0
Subtotal		**1,500**	**0**
574000 Repair & Maintenance - Vehicles			
1 Unit (HUD Grant offsets $500)	1,000		0
Subtotal		**1,000**	**0**
Subtotal Operating Expenses		**120,015**	**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (7)	95		0
Replacement - Computer Hardware (PC) (7)	860		0
Replacement - Copier (Ricoh 5000SP)	1,000		0
Replacement - Printer (Brother MFC-7860)	35		0
Subtotal		**1,990**	**0**
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (1 Unit) (50% Funding)	2,143		0
Subtotal		**2,143**	**0**
Subtotal Capital Outlay		**4,133**	**0**
Total		**561,631**	**0**

Finance & Administration

DEPARTMENT OF FINANCE & ADMINISTRATION



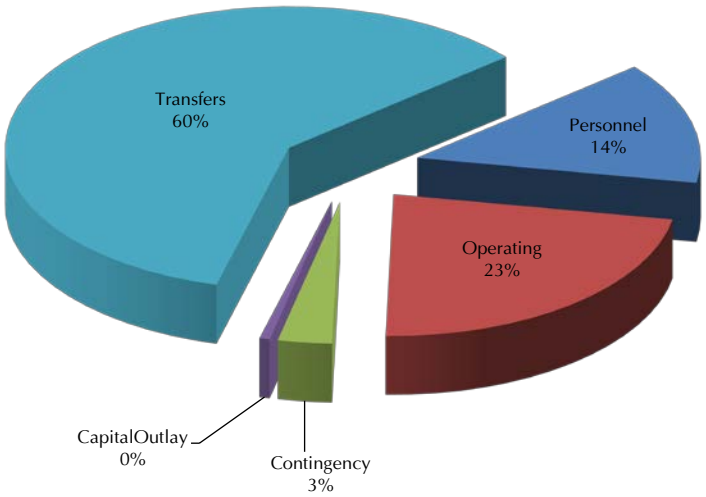
Department Analysis Report - Proposed

Finance and Administration

Activity	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
1141 - Finance & Administration	$1,207,666	$1,196,780	-0.90%	$1,206,811	0.84%
1142 - Housing and Community Development	$2,039,246	$1,090,843	-46.51%	$888,572	-18.54%
1149 - General Services	$143,497	$182,150	26.94%	$114,174	-37.32%
1911 - Non-Departmental	$9,214,446	$12,264,225	33.10%	$14,014,526	14.27%
Personnel	$2,180,324	$2,451,676	12.45%	$2,263,872	-7.66%
Operating Expenses	$4,764,258	$3,811,242	-20.00%	$3,665,887	-3.81%
Contingency Funds	$700,000	$500,000	-28.57%	$500,000	0.00%
Transfer Funds	$4,866,910	$7,840,000	61.09%	$9,700,000	23.72%
Capital Outlay	$93,363	$131,080	40.40%	$94,324	-28.04%
Total	**$12,604,855**	**$14,733,998**	**16.89%**	**$16,224,083**	**10.11%**

Budget Summary	Budgeted 2012 - 13	Budgeted 2013 - 14	Proposed 2014 - 15	Adopted 2014 - 15
Finance & Administration	1,207,666	1,196,780	1,206,811	-
Housing and Community Development	2,039,246	1,090,843	888,572	-
General Services	143,497	182,150	114,174	-
Non-Departmental	9,214,446	12,264,225	14,014,526	-
TOTAL	**$ 12,604,855**	**$ 14,733,998**	**$ 16,224,083**	**$ 0**

Finance and Administration
FY 2015 Budget of $16,224,083



FINANCE AND ADMINISTRATION
STAFFING SUMMARY BY POSITION

1141 - Finance & Administration	FY 13	FY 14	FY 15
Director of Finance & Administration	1	1	1
Comptroller	1	1	1
Chief Accountant	1	1	1
Procurement Manager	0	0	1
Procurement Officer	1	1	0
Staff Accountant	1	1	1
Accounting Specialist	2	2	2
Senior Accounting Technician	1	1	1
Administrative Assistant III	1	1	0
Administrative Assistant I	0	0	1
Part-Time Personnel	0.2	0.5	0.5
Subtotal	**9.2**	**9.5**	**9.5**

1142 - Housing & Community Development	FY 13	FY 14	FY 15
Housing & Community Development Chief	0	1	1
Housing & Community Development Director	1	0	0
Part-Time Personnel	0	0.5	0.5
Subtotal	**1**	**1.5**	**1.5**

1149 - General Services	FY 13	FY 14	FY 15
None	**0**	**0**	**0**

1911 - Non-Departmental	FY 13	FY 14	FY 15
None	**0**	**0**	**0**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	9	10	10
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0.2	1	1
	9.2	**11**	**11**

Finance and Administration

1141 - Finance & Administration

SERVICES PROVIDED:

The Finance & Administration Department is responsible for overseeing and preserving the fiscal stability of the City and safeguarding City assets, as well as providing reporting and analysis to departments and external customers. The department maintains the highest standards in governmental accounting, management and financial reporting. Finance and Administration prepares the City's Annual budget, processes all City disbursements to vendors and through payroll, and implements fiscal policy as directed by the City Manager.

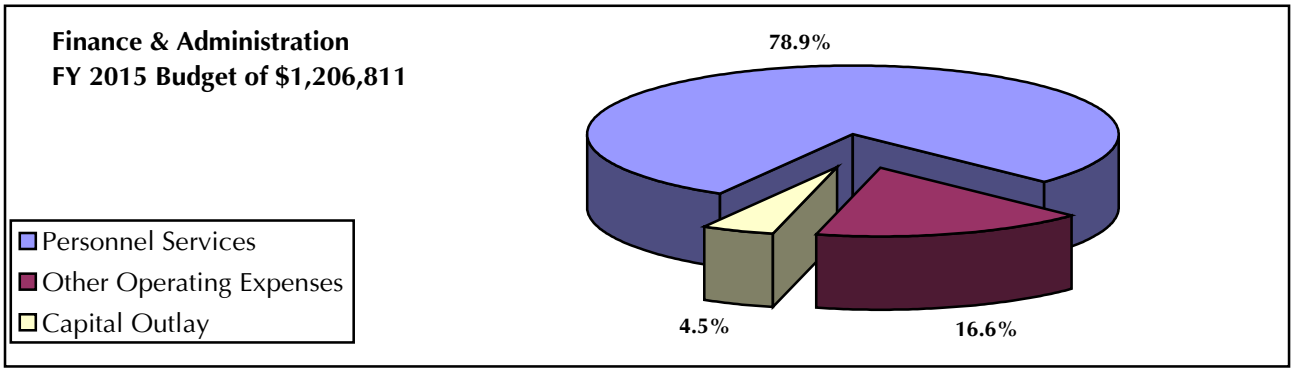
WORK PLAN GOALS:

- Comply with all aspects of Government Accounting Standards Board (GASB) 45, setting up and monitoring an Other Post Employment Benefits (OPEB) Trust.
- Continue full implementation of Neighborhood Matching Grant program.
- Enforce established accounting policies and procedures.
- Ensure vendor payment processing and payroll processing in a timely matter.
- Maintain Fixed Asset Accounting module in MUNIS, complying with GASB 34.
- Provide the citizens of Gaithersburg and City staff with a clear and comprehensive budget document that serves the functions of policy document, financial plan, operation guide, and communication device.
- Provide user departments easy access to MUNIS reports/information using GRADE Explorer.
- Provide user departments with on-line requisitioning and interactive reporting capability in MUNIS.
- Retain Government Finance Officers Association (GFOA) Distinguished Budget Award and Certificate of Achievement for Excellence in Financial Reporting.
- Strengthen accounting internal controls across all City operations.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$954,756	$939,666	$952,581	$0
Other Operating Expenses	197,880	201,654	200,480	0
Capital Outlay	55,030	55,460	53,750	0
TOTAL	**$1,207,666**	**$1,196,780**	**$1,206,811**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15

Respond to MUNIS calls for assistance within 48 hours	100%	100%	100%
Number of payroll check/e-voucher issued	14,169	13,700	13,800
Number of new internal control implementations	5	7	6
Number of Munis workshop/Financial Policies trainings	7	7	7
Number of consecutive years receiving GFOA Distinguished Budget Award	11	12	13
Number of consecutive years receiving GFOA Certificate of Achievement for Excellence in Financial Reporting	35	36	37
Number of cash audits completed	15	14	14
Number of accounts payable invoices paid	11,500	10,000	12,000
Number of accounting procedure audits completed	25	12	12

Activity Analysis Report - Proposed

1141 - Finance & Administration

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$712,108	$702,608	-1.33%	$688,575	-2.00%
505100 - Other taxable comp-multiling	$2,080	$0	-100.00%	$2,080	100.00%
505200 - Other taxable comp-Gfit	$0	$943	100.00%	$1,020	8.17%
505300 - Other taxable comp-housing	$0	$3,600	100.00%		-100.00%
508000 - Salaries, Overtime	$4,165	$4,315	3.60%	$2,060	-52.26%
509000 - Salaries, Part-Time Employe	$12,546	$12,835	2.30%	$13,015	1.40%
510000 - Social Security & Medicare T	$55,755	$55,061	-1.24%	$53,829	-2.24%
514000 - Group Insurance	$80,858	$74,458	-7.92%	$99,115	33.12%
514200 - Vision Plan	$0	$441	100.00%	$589	33.56%
515000 - Retirement Contribution (401	$56,969	$56,209	-1.33%	$55,086	-2.00%
515100 - Retirement Health Savings (	$5,412	$8,118	50.00%	$7,355	-9.40%
516000 - Savings Plan Contribution (4	$21,363	$21,078	-1.33%	$20,657	-2.00%
519000 - Tuition Reimbursement	$3,500	$0	-100.00%	$9,200	100.00%
521000 - Office Supplies	$5,350	$4,000	-25.23%	$3,000	-25.00%
522000 - General Operating Supplies	$3,000	$3,000	0.00%	$3,000	0.00%
525000 - Furniture & Fixtures	$3,480	$1,740	-50.00%	$1,740	0.00%
526000 - Machinery & Equipment	$2,850	$1,000	-64.91%	$1,000	0.00%
530000 - Accounting & Audit	$50,000	$50,000	0.00%	$50,000	0.00%
531000 - Information Technology (IT)	$50,000	$50,000	0.00%	$50,000	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$55,650	$60,880	9.40%	$58,580	-3.78%
536000 - Miscellaneous Professional	$500	$3,300	560.00%	$3,300	0.00%
541000 - Advertising	$4,750	$3,500	-26.32%	$3,500	0.00%
542000 - Awards & Presentations	$1,000	$1,000	0.00%	$1,000	0.00%
544000 - Professional Dues & Certific	$2,640	$2,974	12.65%	$3,000	0.87%
545000 - Magazines, Books & Resour	$1,750	$750	-57.14%	$750	0.00%
546000 - Conference & Seminar Regis	$4,100	$5,300	29.27%	$5,770	8.87%
547000 - Travel Expense	$3,750	$5,300	41.33%	$5,500	3.77%
547100 - Travel Mileage Reimbursem	$300	$300	0.00%	$300	0.00%
551000 - Telephone (Landline)	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$0	$0	100.00%	$1,680	100.00%
552500 - Vehicle & Equipment Gasolin	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$500	$500	0.00%	$250	-50.00%
556000 - Postage	$4,500	$4,000	-11.11%	$3,500	-12.50%
556500 - Messenger Services	$250	$250	0.00%	$250	0.00%
557000 - Laundry & Uniforms	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$300	$750	150.00%	$1,250	66.67%
561000 - Local, In-Services Meals	$250	$250	0.00%	$250	0.00%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	$2,960	$2,860	-3.38%	$2,860	0.00%
574000 - Repair & Maintenance - Vehi	$0	$0	100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
592100 - Software (Replacement)	$50,000	$50,000	0.00%	$50,000	0.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$5,030	$5,460	8.55%	$3,750	-31.32%

Activity Analysis Report - Proposed

1141 - Finance & Administration

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$954,756	$939,666	-1.58%	$952,581	1.37%
Operating Expenses	$197,880	$201,654	1.91%	$200,480	-0.58%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$55,030	$55,460	0.78%	$53,750	-3.08%
Total	**$1,207,666**	**$1,196,780**	**-0.90%**	**$1,206,811**	**0.84%**

1141 Finance & Administration

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	688,575	0
505100	Other taxable comp-multilingual	2,080	0
505200	Other taxable comp-Gfit	1,020	0
508000	Salaries, Overtime	2,060	0
509000	Salaries, Part-Time Employees	13,015	0
510000	Social Security & Medicare Taxes (FICA	53,829	0
514000	Group Insurance	99,115	0
514200	Vision Plan	589	0
515000	Retirement Contribution (401A)	55,086	0
515100	Retirement Health Savings (RHS)	7,355	0
516000	Savings Plan Contribution (401K)	20,657	0
519000	Tuition Reimbursement	9,200	0
	Subtotal Personnel Services	**952,581**	**0**

Operating Expenses

521000 Office Supplies			
Office supplies	3,000	0	
Subtotal		**3,000**	**0**
522000 General Operating Supplies			
Payroll and Accounts payable supplies	3,000	0	
Subtotal		**3,000**	**0**
525000 Furniture & Fixtures			
Furniture - New and replacement of old items	1,740	0	
Subtotal		**1,740**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	1,000	0	
Subtotal		**1,000**	**0**
530000 Accounting & Audit			
Annual City Audit	50,000	0	
Subtotal		**50,000**	**0**
531000 Information Technology (IT) Services			
Service - Payroll Software and Processing (ADP PayXpert)	50,000	0	
Subtotal		**50,000**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Acrobat Professional) (1)	60	0	
Maintenance - Software (Adobe Acrobat Professional) (2)	120	0	
Maintenance - Software (Kronos)	21,700	0	
Maintenance - Software (Microsoft CALs) (10)	1,500	0	
Maintenance - Software (MUNIS GUI)	2,200	0	
Maintenance - Software (MUNIS OSDBA)	6,000	0	
Maintenance - Software (MUNIS)	27,000	0	
Subtotal		**58,580**	**0**

1141 Finance & Administration

536000 Miscellaneous Professional Services				
Munis Services	3,000		0	
Shedder Services	300		0	
Subtotal		**3,300**		**0**
541000 Advertising				
Budget (Notice of Constant Yield Tax Rate Hearing, Proposed and	3,500		0	
Subtotal		**3,500**		**0**
542000 Awards & Presentations				
GFOA Application for Budget Award	500		0	
GFOA Application for CAFR Award	500		0	
Subtotal		**1,000**		**0**
544000 Professional Dues & Certification Fees				
CPA Certifications (2)	500		0	
GFOA & MDGFOA Memberships (3)	1,540		0	
MACPA	500		0	
Membership - Institute of Internal Audit	130		0	
Membership - Maryland Public Purchasing Association (MPPA) (	100		0	
Membership - National Inst. Of Government Purchasing (NIGP) (1	185		0	
Membership - Next Level Purchasing Association (NLPA) (1)	45		0	
Subtotal		**3,000**		**0**
545000 Magazines, Books & Resource Material				
Accounting, Auditing and Purchasing related material	750		0	
Subtotal		**750**		**0**
546000 Conference & Seminar Registration				
GFOA & MDGFOA, and CPA Requirements	2,250		0	
Maryland Public Purchasing Conference/Purchasing Seminars/We	1,995		0	
MUNIS Training and Annual Conference	1,525		0	
Subtotal		**5,770**		**0**
547000 Travel Expense				
GFOA & MDGFOA, CPA Requirements	3,000		0	
MUNIS Training and Annual Conference	2,500		0	
Subtotal		**5,500**		**0**
547100 Travel Mileage Reimbursement				
	300		0	
Subtotal		**300**		**0**
551100 Cellular Telephone				
	1,680		0	
Subtotal		**1,680**		**0**
553000 Printing & Binding				
	250		0	
Subtotal		**250**		**0**
556000 Postage				
Vendor Checks, W-2's, 1099's, Budgets & CAFR's	3,500		0	
Subtotal		**3,500**		**0**

1141 Finance & Administration

556500 Messenger Services				
Courier Services	250		0	
Subtotal		**250**		**0**
560000 Miscellaneous				
Miscellaneous	500		0	
Update Signature Plates	750		0	
Subtotal		**1,250**		**0**
561000 Local, In-Services Meals				
	250		0	
Subtotal		**250**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - Check Signing Machine	360		0	
Maintenance & Supplies - Copier (Ricoh MP 5000SP)	2,500		0	
Subtotal		**2,860**		**0**
Subtotal Operating Expenses		**200,480**		**0**

Capital Outlay

592100 Software (Replacement)				
Replacement - Software (ADP - Payroll)	10,000		0	
Replacement - Software (Kronos)	15,000		0	
Replacement - Software (MUNIS)	25,000		0	
Subtotal		**50,000**		**0**
595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (16)	435		0	
Replacement - Computer Hardware (PC) (10)	880		0	
Replacement - Copier (Ricoh MP 5000SP)	2,000		0	
Replacement - Scanners (4)	435		0	
Subtotal		**3,750**		**0**
Subtotal Capital Outlay		**53,750**		**0**
Total		**1,206,811**		**0**

Finance and Administration

1142 - Housing and Community Development

SERVICES PROVIDED:

The Division of Housing and Community Development is responsible for implementing the City's Affordable Housing Program for both homeownership and rental units in new construction. Staff oversees the administration of the down payment and closing cost assistance program, using Federal and local dollars. Federal, State and County grants are also administered by this division. These grants include the Federal Community Development Block Grant (CDBG) program, congressional appropriations, bond bill projects and City-wide competitive grant programs. In addition to submitting grant proposals to support key strategic directions, this division is responsible for appropriate oversight and monitoring of grants awarded to the City. Beginning in FY14, the Division is administering the MPDU program for Crown Farm under the County's MPDU laws and regulations.

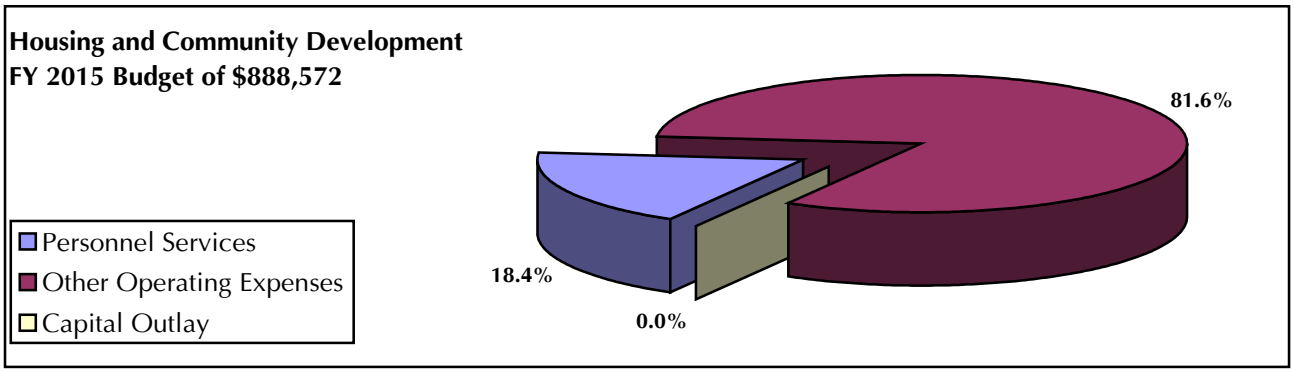
WORK PLAN GOALS:

- Act as point of contact with County, State and Federal agencies on funding initiatives.
- Administer closing cost and down payment assistance program.
- Administer new Housing Initiative Fund, $3,000,000 from FY 13 - FY 16.
- Assist all departments with applying for and implementing grant-funded projects.
- Assist Public Works Department in monitoring grant-funded construction and rehabilitation projects.
- Seek increased grant funding in support of City objectives.
- Support planning staff and development community to ensure that affordable housing requirements are fully met.

SIGNIFICANT CHANGES:

- Contribution decreased $225,000 to reflect FY15 estimated contributions.
- Homeownership Assistance Program increased $43,000 to reflect increased demand.
- Miscellaneous Professional Services decreased $25,500 to reflect Housing Counseling services to be charged to 1216-536000.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$118,846	$152,328	$163,567	$0
Other Operating Expenses	1,920,100	938,145	724,855	0
Capital Outlay	300	370	150	0
TOTAL	**$2,039,246**	**$1,090,843**	**$888,572**	**$0**



Performance Measures	Actual	Budgeted	Projected

	2012 – 13	2013 – 14	2014 – 15
Number of rental MPDUs tracked	102	214	214
Number of MPDUs/WFHUS sold	0	12	10
Number of grants awarded	3	5	5
Number of closing cost loans issued	5	31	16
Number of CDBG/EECBG projects completed	4	4	3

Activity Analysis Report - Proposed

1142 - Housing and Community Development

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$94,912	$98,329	3.60%	$107,356	9.18%
509000 - Salaries, Part-Time Employe	$0	$26,598	100.00%	$26,970	1.40%
510000 - Social Security & Medicare T	$7,261	$9,557	31.62%	$10,276	7.52%
514000 - Group Insurance	$6,233	$6,991	12.16%	$7,119	1.83%
514200 - Vision Plan	$0	$37	100.00%	$37	0.00%
515000 - Retirement Contribution (401	$7,593	$7,866	3.60%	$8,588	9.18%
516000 - Savings Plan Contribution (4	$2,847	$2,950	3.62%	$3,221	9.19%
521000 - Office Supplies	$150	$160	6.67%	$200	25.00%
522000 - General Operating Supplies	$200	$250	25.00%	$265	6.00%
525000 - Furniture & Fixtures	$500	$3,350	570.00%	$400	-88.06%
526000 - Machinery & Equipment	$0	$1,950	100.00%	$500	-74.36%
531500 - Software Licenses	$0	$700	100.00%		-100.00%
531600 - Software Maintenance Agree	$150	$150	0.00%	$420	180.00%
536000 - Miscellaneous Professional	$44,250	$48,000	8.47%	$22,500	-53.13%
541000 - Advertising	$1,250	$1,750	40.00%	$1,750	0.00%
543000 - Contributions	$1,870,500	$724,720	-61.26%	$499,720	-31.05%
545000 - Magazines, Books & Resour	$250	$265	6.00%	$300	13.21%
546000 - Conference & Seminar Regis	$1,200	$3,000	150.00%	$2,000	-33.33%
547000 - Travel Expense	$500	$2,000	300.00%	$2,000	0.00%
547100 - Travel Mileage Reimbursem	$650	$750	15.38%	$500	-33.33%
553000 - Printing & Binding	$0	$0	100.00%	$200	100.00%
556000 - Postage	$250	$250	0.00%	$250	0.00%
556500 - Messenger Services	$250	$350	40.00%	$350	0.00%
562000 - Homeownership Assistance	$0	$150,500	100.00%	$193,500	28.57%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$300	$370	23.33%	$150	-59.46%
Personnel	$118,846	$152,328	28.17%	$163,567	7.38%
Operating Expenses	$1,920,100	$938,145	-51.14%	$724,855	-22.74%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$300	$370	23.33%	$150	-59.46%
Total	**$2,039,246**	**$1,090,843**	**-46.51%**	**$888,572**	**-18.54%**

1142 Housing and Community Development

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
501000 Salaries, Full-Time Employees	107,356	0
509000 Salaries, Part-Time Employees	26,970	0
510000 Social Security & Medicare Taxes (FICA	10,276	0
514000 Group Insurance	7,119	0
514200 Vision Plan	37	0
515000 Retirement Contribution (401A)	8,588	0
516000 Savings Plan Contribution (401K)	3,221	0
Subtotal Personnel Services	**163,567**	**0**
Operating Expenses		
521000 Office Supplies		
office supplies	200	0
Subtotal	**200**	**0**
522000 General Operating Supplies		
operating supplies	265	0
Subtotal	**265**	**0**
525000 Furniture & Fixtures		
Standing Desk	400	0
Subtotal	**400**	**0**
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	500	0
Subtotal	**500**	**0**
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat Professional) (2)	120	0
Maintenance - Software (Microsoft CALs) (2)	300	0
Subtotal	**420**	**0**
536000 Miscellaneous Professional Services		
IDIS Support	20,000	0
Translation Services for meetings and documents	2,500	0
Subtotal	**22,500**	**0**
541000 Advertising		
Advertising MPDU and down payment assistance program	750	0
CDBG - Legal Requirements	1,000	0
Subtotal	**1,750**	**0**
543000 Contributions		
CDBG - Emergency Rental Assistance	30,000	0
Housing Initiative Funds (Developer funds in lieu of WFHUs) (Es	400,000	0
Housing Initiative Funds (MHP housing loan interest)	9,720	0
Neighborhood Amenities Program	60,000	0
Subtotal	**499,720**	**0**

1142 Housing and Community Development

545000 Magazines, Books & Resource Material				
CDBG - Related Items	300		0	
Subtotal		**300**		**0**
546000 Conference & Seminar Registration				
HUD Conference	500		0	
Other Conferences	1,500		0	
Subtotal		**2,000**		**0**
547000 Travel Expense				
HUD Conference	2,000		0	
Subtotal		**2,000**		**0**
547100 Travel Mileage Reimbursement				
	500		0	
Subtotal		**500**		**0**
553000 Printing & Binding				
Grant application proposal	200		0	
Subtotal		**200**		**0**
556000 Postage				
	250		0	
Subtotal		**250**		**0**
556500 Messenger Services				
Courier Services	350		0	
Subtotal		**350**		**0**
562000 Homeownership Assistance Program				
4 at $20,000 Closing Cost Assist. Loans for households at or belo	80,000		0	
5 at $15,000 Closing Cost Assist. Loans for households over CDB	75,000		0	
7 at $5,500 Closing Cost Assist. Loans as match to federal funds	38,500		0	
Subtotal		**193,500**		**0**
Subtotal Operating Expenses		**724,855**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (2)	40		0	
Replacement - Computer Hardware (PC) (2)	110		0	
Subtotal		**150**		**0**
Subtotal Capital Outlay		**150**		**0**
Total		**888,572**		**0**

Finance and Administration

1149 - General Services

SERVICES PROVIDED:

General Services is responsible for providing supplies and maintenance services that are purchased and used for the general benefit of all departments, including office supplies, copy services and supplies, stationery, and envelopes.

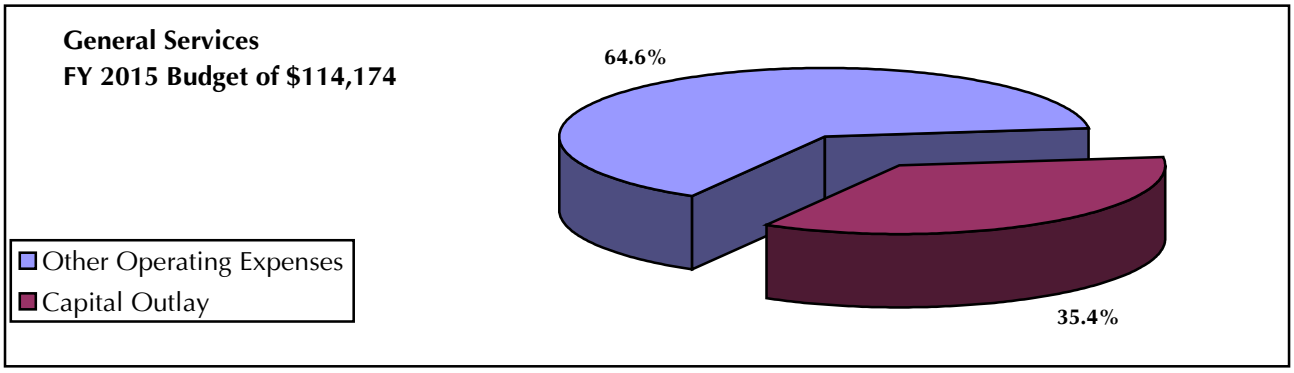
WORK PLAN GOALS:

- Provide for optimal cost-effective procurement of equipment, services and operating supplies needed by the City.

SIGNIFICANT CHANGES:

- Office Supplies decreased $15,500 to reflect actual usage in the past three years and due to centralization of copier, City purchased less toner and paper.
- Postage decreased $8,000 to reflect actual usage in the past three years.
- Vehicles & Equipment decreased $30,000 to reflect a one-time installation of electric vehicle charging stations (2) in FY14.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	105,464	106,900	73,750	0
Capital Outlay	38,033	75,250	40,424	0
TOTAL	**$143,497**	**$182,150**	**$114,174**	**$0**



Activity Analysis Report - Proposed

1149 - General Services

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
521000 - Office Supplies	$40,000	$36,000	-10.00%	$20,500	-43.06%
522000 - General Operating Supplies	$1,000	$1,000	0.00%	$500	-50.00%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$2,000	$2,000	0.00%	$1,000	-50.00%
531000 - Information Technology (IT)	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$23,890	$23,750	-0.59%	$19,150	-19.37%
552500 - Vehicle & Equipment Gasolin	$540	$450	-16.67%	$450	0.00%
553000 - Printing & Binding	$5,500	$3,000	-45.45%	$2,000	-33.33%
554000 - Signage	$0	$0	100.00%		100.00%
556000 - Postage	$9,000	$14,000	55.56%	$6,000	-57.14%
560000 - Miscellaneous	$1,000	$1,000	0.00%	$1,000	0.00%
567000 - Rental & Use Charges	$4,594	$6,650	44.75%	$5,150	-22.56%
573000 - Repair & Maintenance - Mac	$17,440	$18,050	3.50%	$17,000	-5.82%
574000 - Repair & Maintenance - Vehi	$500	$1,000	100.00%	$1,000	0.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$36,570	$44,140	20.70%	$38,995	-11.66%
596000 - Vehicles & Equipment	$0	$30,000	100.00%		-100.00%
596100 - Vehicles & Equipment (Repl	$1,463	$1,110	-24.13%	$1,429	28.74%
Personnel			0.00%		0.00%
Operating Expenses	$105,464	$106,900	1.36%	$73,750	-31.01%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$38,033	$75,250	97.85%	$40,424	-46.28%
Total	**$143,497**	**$182,150**	**26.94%**	**$114,174**	**-37.32%**

1149 General Services

Operating Expenses

521000 Office Supplies				
City Wide Office Supplies	12,000		0	
Color Laser Supplies	5,000		0	
Plotter Supplies	2,500		0	
Printer and Fax Supplies	1,000		0	
Subtotal		**20,500**		**0**
522000 General Operating Supplies				
	500		0	
Subtotal		**500**		**0**
526000 Machinery & Equipment				
Miscellaneous Computer Supplies	1,000		0	
Subtotal		**1,000**		**0**
531600 Software Maintenance Agreements				
Maintenance - Software (Adobe Illustrator) (1)	100		0	
Maintenance - Software (Constant Contact)	850		0	
Maintenance - Software (Haines Criss Cross)	1,500		0	
Maintenance - Software (LaserFiche)	15,500		0	
Maintenance - Software (Software House Access Control)	1,200		0	
Subtotal		**19,150**		**0**
552500 Vehicle & Equipment Gasoline Expense				
	450		0	
Subtotal		**450**		**0**
553000 Printing & Binding				
City Letter Head and Envelopes	2,000		0	
Subtotal		**2,000**		**0**
556000 Postage				
	6,000		0	
Subtotal		**6,000**		**0**
560000 Miscellaneous				
	1,000		0	
Subtotal		**1,000**		**0**
567000 Rental & Use Charges				
E-Z Pass	100		0	
Postage Machine Rental	4,500		0	
Postage Meter Rental	550		0	
Subtotal		**5,150**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - Printers (HP DesignJet T1200)	3,000		0	
Maintenance - Typewriter (City-wide)	1,000		0	
Maintenance & Supplies - Copier (Ricoh MPC 7500 - Color Printi	10,000		0	
Maintenance & Supplies - Copier (Ricoh MPC 7500)	3,000		0	
Subtotal		**17,000**		**0**

1149 General Services

574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (1 Unit)	1,000	0	
Subtotal		**1,000**	**0**
Subtotal Operating Expenses		**73,750**	**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - City Hall Room Projectors (2)	785	0	
Replacement - Copier (Ricoh MPC 7500)	5,800	0	
Replacement - Kronos Time Clock (1)	300	0	
Replacement - Postage Machine	750	0	
Replacement - Printer (HP DesignJet T1200 Plotter)	2,760	0	
Replacement - Security Cameras (47)	2,600	0	
Replacement - Telephone System	26,000	0	
Subtotal		**38,995**	**0**
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (1 Unit)(50% Funding)	1,429	0	
Subtotal		**1,429**	**0**
Subtotal Capital Outlay		**40,424**	**0**
Total		**114,174**	**0**

Finance and Administration

1911 - Non-Departmental

SERVICES PROVIDED:

Non-Departmental is used to provide City-wide funding not directly related to a specific department. This section of the annual budget contains expenditures essential to the City government's operation which, because of their nature, are cross-departmental. These include premiums for worker's compensation insurance; unemployment compensation contribution; property and liability insurance; and the City's self-insurance fund. Also included in this activity are appropriations to be transferred from the General Fund to the OPEB & Capital Improvement Projects Fund.

WORK PLAN GOALS:

- Provide appropriate and necessary funding for non-departmental expenditures.

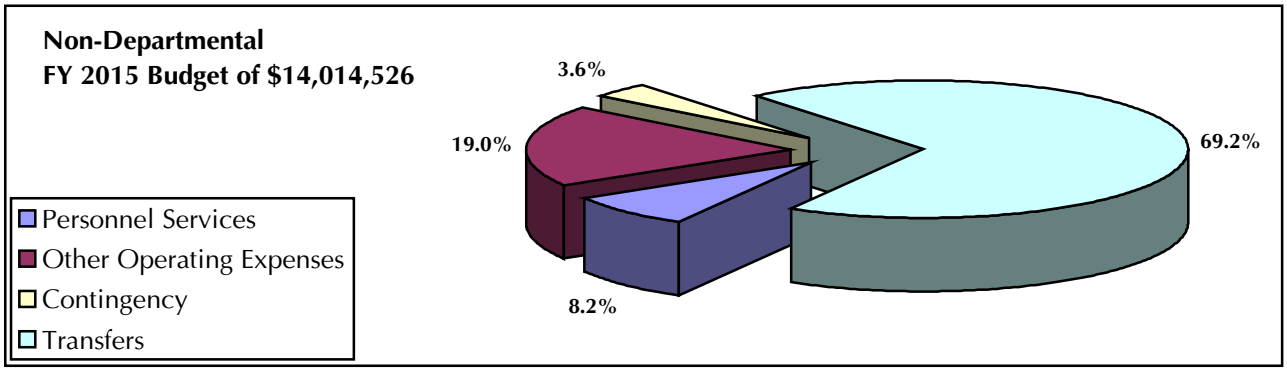
SIGNIFICANT CHANGES:

- Accounting & Audit decreased $7,000 due to renegotiation of fees with the City's credit card carriers.
- Insurance - Not Payroll decreased $125,000 to reflect three year average expenditures.
- Miscellaneous Professional Services decreased $133,400 largely in two areas: a reduction of $60,000 in Photo Radar Camera expenses based upon the project revenue from the Photo Radar Camera Program and a reduction in Personnel Review and Salary Survey of $70,000, a one time spending in 2013.
- Professional Dues & Certification Fees decreased $7,341 due to MWCOG – Water Resources Dues will be paid by WSSC. This was initially a reduction of $10,000 which was then offset by increased fees to the Maryland Municipal League and MWCOG.
- Tax Abatement is a new line item to account for tax incentives related to the Economic Development and Annexation. In the past, tax incentives were shown as a reduction of tax revenues rather than an expenditure. The creation of this expenditure line item creates a more transparent transaction.
- Transfers To Other Funds increased $1,860,000 to reflect the increase in transfer to the Capital Improvements Program.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$1,106,722	$1,359,682	$1,147,724	$0
Other Operating Expenses	2,540,814	2,564,543	2,666,802	0
Contingency	500,000	500,000	500,000	0
Transfer To Other Funds	4,866,910	7,840,000	9,700,000	0
TOTAL	**$9,214,446**	**$12,264,225**	**$14,014,526**	**$0**

Finance and Administration

1911 - Non-Departmental



Activity Analysis Report - Proposed

1911 - Non-Departmental

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$155,000	$360,416	132.53%	$50,000	-86.13%
507000 - Vacation & Sick Pay	$275,000	$275,000	0.00%	$275,000	0.00%
510000 - Social Security & Medicare T	$45,900	$49,700	8.28%	$24,860	-49.98%
512000 - State Unemployment	$42,075	$46,000	9.33%	$26,573	-42.23%
513000 - Workers' Compensation Insu	$374,580	$428,590	14.42%	$428,590	0.00%
514000 - Group Insurance	$176,664	$176,640	-0.01%	$316,000	78.89%
514100 - Group Insurance - Retirees	$0	$0	100.00%		100.00%
514200 - Vision Plan	$20,000	$0	-100.00%	$496	100.00%
515000 - Retirement Contribution (401	$0		100.00%		-100.00%
515100 - Retirement Health Savings (	$17,503	$23,336	33.33%	$26,205	12.29%
516000 - Savings Plan Contribution (4	$0		100.00%		-100.00%
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$0	$0	100.00%		100.00%
530000 - Accounting & Audit	$35,000	$20,000	-42.86%	$13,000	-35.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$1,242,400	$1,465,000	17.92%	$1,331,600	-9.11%
539000 - HOPWA Pass THRU EXP	$0	$0	100.00%		100.00%
543000 - Contributions	$164,000	$5,500	-96.65%	$5,500	0.00%
544000 - Professional Dues & Certific	$97,714	$99,043	1.36%	$91,702	-7.41%
551000 - Telephone (Landline)	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$0	$0	100.00%		100.00%
551200 - Pagers	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$0	$0	100.00%		100.00%
556500 - Messenger Services	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$565,000	$465,000	-17.70%	$465,000	0.00%
563000 - Insurance - Not Payroll	$436,700	$510,000	16.78%	$385,000	-24.51%
564000 - Tax Abatement	$0	$0	100.00%	$375,000	100.00%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%		100.00%
580000 - Contingency	$700,000	$500,000	-28.57%	$500,000	0.00%
589000 - Transfers To Other Funds	$4,866,910	$7,840,000	61.09%	$9,700,000	23.72%
Personnel	$1,106,722	$1,359,682	22.86%	$1,147,724	-15.59%
Operating Expenses	$2,540,814	$2,564,543	0.93%	$2,666,802	3.99%
Contingency Funds	$700,000	$500,000	-28.57%	$500,000	0.00%
Transfer Funds	$4,866,910	$7,840,000	61.09%	$9,700,000	23.72%
Capital Outlay			0.00%		0.00%
Total	**$9,214,446**	**$12,264,225**	**33.10%**	**$14,014,526**	**14.27%**

1911 Non-Departmental

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	50,000	0
507000	Vacation & Sick Pay	275,000	0
510000	Social Security & Medicare Taxes (FICA	24,860	0
512000	State Unemployment	26,573	0
513000	Workers' Compensation Insurance	428,590	0
514000	Group Insurance	40,000	0
514000	Group Insurance	276,000	0
514200	Vision Plan	496	0
515100	Retirement Health Savings (RHS)	26,205	0
	Subtotal Personnel Services	**1,147,724**	**0**
Operating Expenses			
530000 Accounting & Audit			
	Bank Processing Fees (BOA)	13,000	0
	Subtotal	**13,000**	**0**
536000 Miscellaneous Professional Services			
	OPEB Trust Consultation	5,000	0
	Parking Ticket Collections (Revenue Supported)	31,600	0
	Photo Radar Fines - (Revenue Supported)	1,260,000	0
	State Aid Consultation	35,000	0
	Subtotal	**1,331,600**	**0**
543000 Contributions			
	Fireman's Fund - GWGVFD	5,000	0
	Other	500	0
	Subtotal	**5,500**	**0**
544000 Professional Dues & Certification Fees			
	Maryland Municipal League	34,900	0
	Metropolitan Washington Council of Governments	44,213	0
	MWCOG - Regional Environmental	8,089	0
	National League of Cities	4,500	0
	Subtotal	**91,702**	**0**
560000 Miscellaneous			
	Conference and Visitor's Bureau of Montgomery County (4% Hote	40,000	0
	Economic Development Opportunity Fund	400,000	0
	Montgomery County Tax Billing Charge	25,000	0
	Subtotal	**465,000**	**0**
563000 Insurance - Not Payroll			
	Labor Management Trust Fiduciary Liability (Tidewater)	7,000	0
	Property & Liability Insurance (LGIT)	375,000	0
	Public Officials - Public Employees Bond (Mont. County)	3,000	0
	Subtotal	**385,000**	**0**
564000 Tax Abatement			
	Tax incentive for Economic Development and Annexation	375,000	0
	Subtotal	**375,000**	**0**

1911 Non-Departmental

Subtotal Operating Expenses		**2,666,802**	**0**

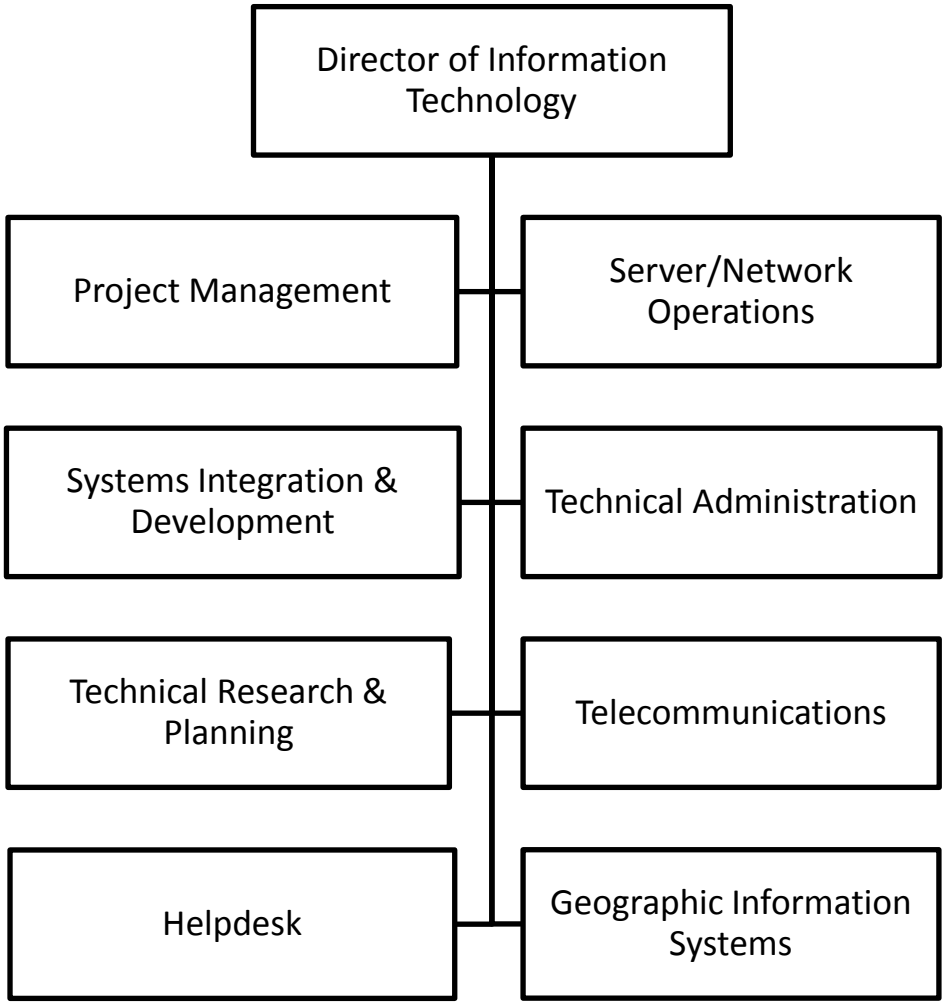
Contingency

580000 Contingency			
Contingency	500,000		0
Subtotal		**500,000**	**0**
589000 Transfers To Other Funds			
Transfer to CIP	8,790,000		0
Transfer to OPEB Trust	910,000		0
Subtotal		**9,700,000**	**0**
Subtotal Capital Outlay		**10,200,000**	**0**

Total	**14,014,526**	**0**

Information Technology

DEPARTMENT OF INFORMATION TECHNOLOGY



Department Analysis Report - Proposed

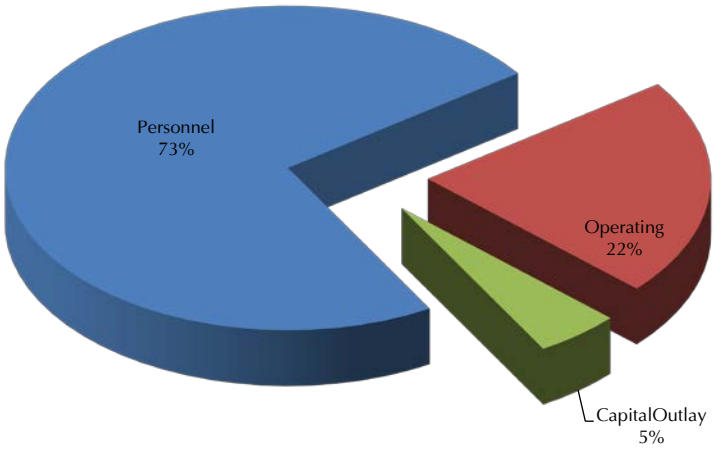
Information Technology

Activity	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
1145 - Information Technology	$1,412,292	$1,421,523	0.65%	$1,516,878	6.71%
1146 - Geographic Information Systems	$0	$216,207	0.00%	$255,121	18.00%
Personnel	$1,045,312	$1,180,135	12.90%	$1,300,959	10.24%
Operating Expenses	$267,330	$355,595	33.02%	$385,055	8.28%
Contingency Funds					
Transfer Funds					
Capital Outlay	$99,650	$102,000	2.36%	$85,985	-15.70%
Total	**$1,412,292**	**$1,637,730**	**15.96%**	**$1,771,999**	**8.20%**

INFORMATION TECHNOLOGY
DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2012 - 13	Budgeted 2013 - 14	Proposed 2014 - 15	Adopted 2014 - 15
Information Technology	1,412,292	1,421,523	1,516,878	-
Geographic Information Systems	0	216,207	255,121	-
TOTAL	**$ 1,412,292**	**$ 1,637,730**	**$ 1,771,999**	**$ 0**

Information Technology
FY 2015 Budget of $1,771,999



INFORMATION TECHNOLOGY
STAFFING SUMMARY BY POSITION

1145 - Information Technology	FY 13	FY 14	FY 15
Director of Information Technology	1	1	1
Business Systems Division Manager	0	0	1
Network Manager/Operations	1	1	0
Network Operations Division Manager	0	0	1
Systems Support Manager	1	1	0
GIS Manager	1	0	0
Project Manager/Systems Analyst III	0	0	2
Helpdesk Manager	1	1	1
Network Operations Specialist II	0	1	1
Programmer/Analyst II	2	2	0
Project Manager/Systems Analyst II	0	0	1
Programmer/Analyst I	1	1	0
Network Operations Specialist I	1	1	1
Helpdesk Technician I	1	1	1
Part-Time Personnel	0.7	0.5	0.5
Subtotal	**10.7**	**10.5**	**10.5**

1146 - Geographic Information Systems	FY 13	FY 14	FY 15
GIS Manager	0	1	1
Part-Time Personnel	0	0.5	0.5
Subtotal	**0**	**1.5**	**1.5**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	10	11	11
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0.7	1	1
	10.7	**12**	**12**

Information Technology
1145 - Information Technology

SERVICES PROVIDED:

This 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.

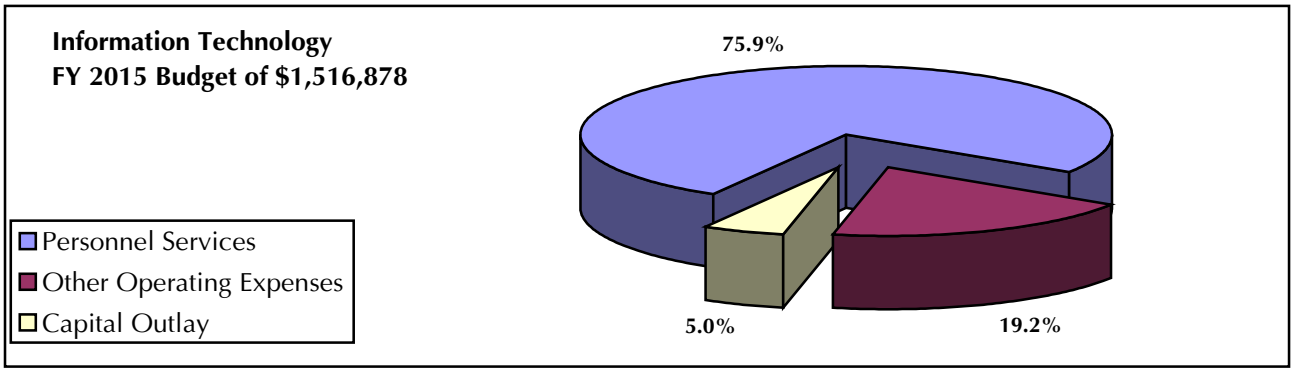
WORK PLAN GOALS:

- Increase redundancy and resiliency of key City systems, facilities and networks.
- Maintain continuity of operations and disaster recoverability.
- Replace aging, unsupported phone systems with an enterprise solution.
- Upgrade or replace key City servers and major enterprise applications.

SIGNIFICANT CHANGES:

- Conference & Seminar Registrations increased $17,300 to reflect increased participation in conferences related to major City software systems, and to more accurately characterize training funds which were budgeted in FY14 in the In-Service Training category.
- Furniture & Equipment (Replacement) decreased $14,885 to reflect a one-year reduction by 50% of the replacement funds for a growing technical infrastructure.
- Information Technology increased $7,325 to include anticipated expenditures in wiring and vendor consulting for an upgrade of the City's timekeeping system.
- In-Service Training decreased $10,000 to reflect that training funds have been moved to the Conference & Seminar Registration category.
- Repair & Maintenance - Machinery & Equipment increased $25,000 to reflect a growing technical infrastructure, and the replacement of old equipment with newer equipment.
- Software Licenses decreased $5,700 to reflect lower anticipated expenditures.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$1,045,312	$1,063,478	$1,151,023	$0
Other Operating Expenses	267,330	268,045	290,740	0
Capital Outlay	99,650	90,000	75,115	0
TOTAL	**$1,412,292**	**$1,421,523**	**$1,516,878**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of workstations supported	310	315	320

Number of users supported	275	285	290
Number of in-house applications supported	55	55	52
Number of commercial off-the shelf applications supported	115	118	120

Activity Analysis Report - Proposed

1145 - Information Technology

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$734,873	$748,357	1.83%	$800,532	6.97%
505200 - Other taxable comp-Gfit	$0	$645	100.00%	$597	-7.44%
505300 - Other taxable comp-housing	$3,600	$0	-100.00%		100.00%
508000 - Salaries, Overtime	$6,086	$6,305	3.60%	$6,803	7.90%
509000 - Salaries, Part-Time Employe	$46,891	$42,854	-8.61%	$43,454	1.40%
510000 - Social Security & Medicare T	$60,271	$61,010	1.23%	$65,085	6.68%
514000 - Group Insurance	$102,255	$114,435	11.91%	$135,293	18.23%
514200 - Vision Plan	$0	$552	100.00%	$700	26.81%
515000 - Retirement Contribution (401	$58,790	$59,869	1.84%	$64,043	6.97%
516000 - Savings Plan Contribution (4	$22,046	$22,451	1.84%	$24,016	6.97%
519000 - Tuition Reimbursement	$10,500	$7,000	-33.33%	$10,500	50.00%
521000 - Office Supplies	$1,000	$500	-50.00%	$400	-20.00%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$0	$2,000	100.00%	$1,600	-20.00%
526000 - Machinery & Equipment	$22,000	$23,950	8.86%	$24,000	0.21%
531000 - Information Technology (IT)	$91,800	$79,000	-13.94%	$86,325	9.27%
531500 - Software Licenses	$30,000	$30,700	2.33%	$25,000	-18.57%
531600 - Software Maintenance Agree	$46,630	$47,345	1.53%	$45,545	-3.80%
536000 - Miscellaneous Professional	$0	$0	100.00%		100.00%
541000 - Advertising	$500	$0	-100.00%		100.00%
544000 - Professional Dues & Certific	$750	$750	0.00%	$500	-33.33%
545000 - Magazines, Books & Resour	$2,000	$1,000	-50.00%	$800	-20.00%
546000 - Conference & Seminar Regis	$5,000	$2,000	-60.00%	$19,300	865.00%
546300 - In-Service Training	$0	$10,000	100.00%		-100.00%
547000 - Travel Expense	$6,000	$4,500	-25.00%	$4,800	6.67%
547100 - Travel Mileage Reimbursem	$500	$500	0.00%	$200	-60.00%
551000 - Telephone (Landline)	$2,500	$3,000	20.00%	$200	-93.33%
551100 - Cellular Telephone	$12,800	$17,200	34.38%	$12,720	-26.05%
556000 - Postage	$100	$100	0.00%	$50	-50.00%
556500 - Messenger Services	$750	$500	-33.33%	$200	-60.00%
560000 - Miscellaneous	$1,000	$1,000	0.00%	$100	-90.00%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	$0	$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	$44,000	$44,000	0.00%	$69,000	56.82%
574000 - Repair & Maintenance - Vehi	$0	$0	100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$99,650	$90,000	-9.68%	$75,115	-16.54%
Personnel	$1,045,312	$1,063,478	1.74%	$1,151,023	8.23%
Operating Expenses	$267,330	$268,045	0.27%	$290,740	8.47%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$99,650	$90,000	-9.68%	$75,115	-16.54%
Total	**$1,412,292**	**$1,421,523**	**0.65%**	**$1,516,878**	**6.71%**

1145 Information Technology

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	800,532	0
505200	Other taxable comp-Gfit	597	0
508000	Salaries, Overtime	6,803	0
509000	Salaries, Part-Time Employees	43,454	0
510000	Social Security & Medicare Taxes (FICA	65,085	0
514000	Group Insurance	135,293	0
514200	Vision Plan	700	0
515000	Retirement Contribution (401A)	64,043	0
516000	Savings Plan Contribution (401K)	24,016	0
519000	Tuition Reimbursement	10,500	0
	Subtotal Personnel Services	**1,151,023**	**0**
Operating Expenses			
521000 Office Supplies			
	Miscellaneous Office Supplies	400	0
	Subtotal	**400**	**0**
525000 Furniture & Fixtures			
	Miscellaneous Furniture	1,600	0
	Subtotal	**1,600**	**0**
526000 Machinery & Equipment			
	Backup Tapes	2,000	0
	Miscellaneous (Memory, Hard Drives, etc.)	22,000	0
	Subtotal	**24,000**	**0**
531000 Information Technology (IT) Services			
	Consulting - Timekeeping/Upgrades (Kronos)	20,000	0
	Consulting - Web Site (Sitecore) (80 hours @ $160/hr.)	12,800	0
	Service - Data / Phone Wiring	20,000	0
	Service - Domain Name Service (DNSMadeEasy)	300	0
	Service - Facility Access Servicing	10,000	0
	Service - Internet Connectivity	15,000	0
	Service - RCN	225	0
	Service - Secure Offsite Backup Storage	6,000	0
	Support - Development Support Calls	1,000	0
	Support - Microsoft Support Calls	1,000	0
	Subtotal	**86,325**	**0**
531500 Software Licenses			
	Software - Additional NetMotion Licenses (10)	3,000	0
	Software (Development Tools and Components)	2,000	0
	Software (Miscellaneous Utilities and City-wide Licenses and Upg	20,000	0
	Subtotal	**25,000**	**0**

1145 Information Technology

531600 Software Maintenance Agreements				
Maintenance - Software (Adobe Acrobat Professional) (1)	60		0	
Maintenance - Software (Adobe Acrobat Professional) (5)	300		0	
Maintenance - Software (Adobe Photoshop) (1)	110		0	
Maintenance - Software (CommVault)	14,000		0	
Maintenance - Software (Crystal Reports)	100		0	
Maintenance - Software (Idera SQL Diagnostics Monitor)	1,750		0	
Maintenance - Software (Microsoft CALs) (12)	1,800		0	
Maintenance - Software (Microsoft EA Server Licenses)	6,000		0	
Maintenance - Software (Microsoft EA SQL Server Licenses) (3)	4,000		0	
Maintenance - Software (Power Controls)	300		0	
Maintenance - Software (RealVNC)	1,300		0	
Maintenance - Software (Survey Monkey)	325		0	
Maintenance - Software (Symantec Anti-Virus)	4,500		0	
Maintenance - Software (Track-IT!)	6,000		0	
Maintenance - Software (Vsphere Ent - VMDR0 - 3-year thru 12/2	4,000		0	
Maintenance - SSL Global Digital Certificates	1,000		0	
Subtotal		**45,545**		**0**
544000 Professional Dues & Certification Fees				
Miscellaneous Users Group Fees	500		0	
Subtotal		**500**		**0**
545000 Magazines, Books & Resource Material				
Miscellaneous Training and Reference Books	800		0	
Subtotal		**800**		**0**
546000 Conference & Seminar Registration				
Business Systems Training (5 courses @ $2,000)	10,000		0	
Conference Registration (Tyler, Kronos, SharePoint, Hyland)	5,300		0	
Network Operations Training (2 courses @ $2,000)	4,000		0	
Subtotal		**19,300**		**0**
547000 Travel Expense				
Airfare	1,800		0	
Hotel and Food	3,000		0	
Subtotal		**4,800**		**0**
547100 Travel Mileage Reimbursement				
Local Travel Reimbursement - Mileage Reimbursement for Staff	200		0	
Subtotal		**200**		**0**
551000 Telephone (Landline)				
Miscellaneous Telephone Services	200		0	
Subtotal		**200**		**0**
551100 Cellular Telephone				
Cell Phones for staff (10)	8,400		0	
Service - Laptop Mobile Data Plan (8)	4,320		0	
Subtotal		**12,720**		**0**
556000 Postage				
Postage	50		0	
Subtotal		**50**		**0**

1145 Information Technology

556500 Messenger Services			
Courier Services	200	0	
Subtotal		**200**	**0**
560000 Miscellaneous			
Miscellaneous	100	0	
Subtotal		**100**	**0**
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Cisco Network Equipment	22,000	0	
Maintenance - Dell Servers	6,000	0	
Maintenance - F5 Load Balancers (3-year thru 10/24/16) (2)	5,000	0	
Maintenance - Ironport Mail Handler	3,000	0	
Maintenance - Misc. Computer Hardware	5,000	0	
Maintenance - NetApp Storage (3)	10,000	0	
Maintenance - Phone System	15,000	0	
Maintenance - SourceFire Appliances (2)	3,000	0	
Subtotal		**69,000**	**0**
Subtotal Operating Expenses		**290,740**	**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (Conference Room PCs) (3)	370	0	
Replacement - Computer Hardware (Mac-Mini)	90	0	
Replacement - Computer Hardware (Mass Storage)	20,950	0	
Replacement - Computer Hardware (Network routers and firewalls	1,800	0	
Replacement - Computer Hardware (Network switches)	20,900	0	
Replacement - Computer Hardware (PC Monitors (21)	740	0	
Replacement - Computer Hardware (PC) (13 IT PCs)	1,115	0	
Replacement - Computer Hardware (PC) (5 City Laptop Pool)	875	0	
Replacement - Computer Hardware (Server Peripherals/Appliance	6,700	0	
Replacement - Computer Hardware (Servers) (43)	16,250	0	
Replacement - Computer Hardware (Uninterruptible Power Suppli	1,500	0	
Replacement - Projectors (3)	125	0	
Replacement - Wireless Access Points (27)	3,700	0	
Subtotal		**75,115**	**0**
Subtotal Capital Outlay		**75,115**	**0**
Total		**1,516,878**	**0**

Information Technology
1146 - Geographic Information Systems

SERVICES PROVIDED:

This activity is to support users in utilizing GIS (Geographic Information System) Data and Software. GIS is used by citywide departments to collect, organize, search, analyze, and visualize various information to aide better decision making. With this activity, we provide GIS software licenses, GIS data purchase, upgrade, and subscription, GIS user support and training, and GIS map server services.

WORK PLAN GOALS:

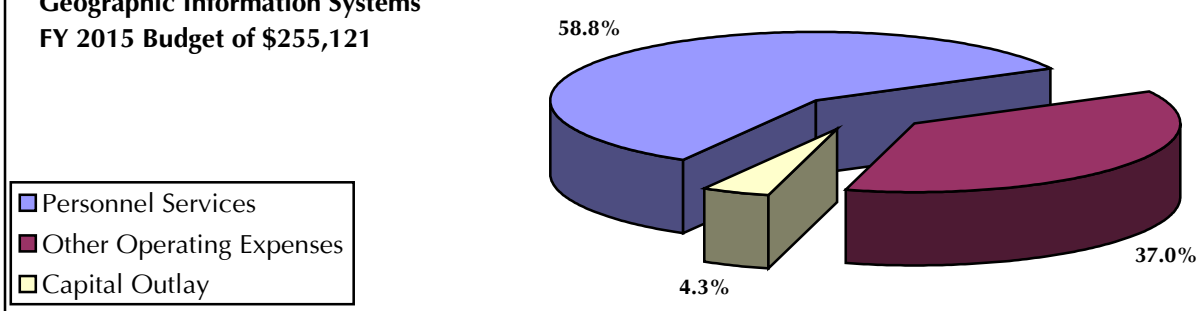
- Keep GIS system efficient and optimized
- Create, organize, update, and improve the quality of GIS data
- Provide GIS user training
- Provide GIS web mapping applications

SIGNIFICANT CHANGES:

- Software Licenses increased $7,000 to reflect the need for additional ArcGIS user licenses in the City's expanding GIS infrastructure.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$116,657	$149,936	$0
Other Operating Expenses	0	87,550	94,315	0
Capital Outlay	0	12,000	10,870	0
TOTAL	**$0**	**$216,207**	**$255,121**	**$0**

Geographic Information Systems
FY 2015 Budget of $255,121



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of visits to public GIS website and web mapping applications	0	0	**
Number of GIS layers created or updated by City staff	*	*	80
Number of GIS Desktop users	*	*	75

** There is no baseline to propose a number.
* New tracking in FY13

Activity Analysis Report - Proposed

1146 - Geographic Information Systems

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$0	$82,880	100.00%	$85,603	3.29%
505000 - Other Taxable Compensatio	$0	$0	100.00%		100.00%
509000 - Salaries, Part-Time Employe	$0	$10,230	100.00%	$37,964	271.10%
510000 - Social Security & Medicare T	$0	$7,123	100.00%	$9,453	32.71%
514000 - Group Insurance	$0	$7,271	100.00%	$7,408	1.88%
514200 - Vision Plan	$0	$37	100.00%	$92	148.65%
515000 - Retirement Contribution (401	$0	$6,630	100.00%	$6,848	3.29%
516000 - Savings Plan Contribution (4	$0	$2,486	100.00%	$2,568	3.30%
519000 - Tuition Reimbursement	$0	$0	100.00%		100.00%
521000 - Office Supplies	$0	$500	100.00%	$500	0.00%
525000 - Furniture & Fixtures	$0	$1,000	100.00%	$1,000	0.00%
526000 - Machinery & Equipment	$0	$2,000	100.00%	$2,000	0.00%
531000 - Information Technology (IT)	$0	$25,000	100.00%	$26,000	4.00%
531500 - Software Licenses	$0	$15,000	100.00%	$22,000	46.67%
531600 - Software Maintenance Agree	$0	$29,650	100.00%	$33,200	11.97%
541000 - Advertising	$0	$0	100.00%		100.00%
544000 - Professional Dues & Certific	$0	$500	100.00%	$500	0.00%
545000 - Magazines, Books & Resour	$0	$500	100.00%	$500	0.00%
546000 - Conference & Seminar Regis	$0	$2,000	100.00%	$4,000	100.00%
546300 - In-Service Training	$0	$3,000	100.00%		-100.00%
547000 - Travel Expense	$0	$4,000	100.00%	$2,800	-30.00%
547100 - Travel Mileage Reimbursem	$0	$500	100.00%	$300	-40.00%
551000 - Telephone (Landline)	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$0	$1,100	100.00%	$840	-23.64%
556000 - Postage	$0	$50	100.00%	$50	0.00%
556500 - Messenger Services	$0	$250	100.00%	$100	-60.00%
560000 - Miscellaneous	$0	$500	100.00%	$200	-60.00%
573000 - Repair & Maintenance - Mac	$0	$2,000	100.00%	$325	-83.75%
595100 - Furniture & Equipment (Repl	$0	$12,000	100.00%	$10,870	-9.42%
Personnel	$0	$116,657	0.00%	$149,936	28.53%
Operating Expenses	$0	$87,550	0.00%	$94,315	7.73%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$0	$12,000	0.00%	$10,870	-9.42%
Total	**$0**	**$216,207**	**0.00%**	**$255,121**	**18.00%**

1146 Geographic Information Systems

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	85,603	0
509000	Salaries, Part-Time Employees	37,964	0
510000	Social Security & Medicare Taxes (FICA	9,453	0
514000	Group Insurance	7,408	0
514200	Vision Plan	92	0
515000	Retirement Contribution (401A)	6,848	0
516000	Savings Plan Contribution (401K)	2,568	0
	Subtotal Personnel Services	**149,936**	**0**
Operating Expenses			
521000 Office Supplies			
	Miscellaneous Office Supplies	500	0
	Subtotal	**500**	**0**
525000 Furniture & Fixtures			
	Miscellaneous Furniture	1,000	0
	Subtotal	**1,000**	**0**
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	2,000	0
	Subtotal	**2,000**	**0**
531000 Information Technology (IT) Services			
	GIS Consulting - Data Updates (Parcels, Centerlines)	10,000	0
	GIS Consulting - Planimetrics Update	10,000	0
	GIS Consulting - Tax Import SSIS Package	4,000	0
	Technical Support - Geocortex	2,000	0
	Subtotal	**26,000**	**0**
531500 Software Licenses			
	Software (Additional ArcGIS ArcInfo License)	10,000	0
	Software (Additional ArcGIS extension Licenses - 3D Analyst, Sp	7,500	0
	Software (Development Tools and Components - Pictometry exten	2,500	0
	Software (Miscellaneous Utilities and City-wide GIS Licenses)	2,000	0
	Subtotal	**22,000**	**0**

1146 Geographic Information Systems

531600 Software Maintenance Agreements				
Maintenance - Software (Adobe Products)	500		0	
Maintenance - Software (ArcGIS - 3D Analyst)	500		0	
Maintenance - Software (ArcGIS - ArcEditor Standard) (5)	5,700		0	
Maintenance - Software (ArcGIS - ArcPad Application Builder) (2	500		0	
Maintenance - Software (ArcGIS - Data Interoperability)	500		0	
Maintenance - Software (ArcGIS - Data Reviewer)	500		0	
Maintenance - Software (ArcGIS - Spatial Analyst)	500		0	
Maintenance - Software (GeoCortex)	3,700		0	
Maintenance - Software (GIS - ArcGIS Online)	2,500		0	
Maintenance - Software (GIS - ArcGIS Server) (2)	7,000		0	
Maintenance - Software (GIS - ArcInfo Advanced) (1)	3,000		0	
Maintenance - Software (GIS - ArcView Basic) (7)	4,000		0	
Maintenance - Software (GIS - Community Analyst)	1,500		0	
Maintenance - Software (Microsoft CALs) (2)	300		0	
Maintenance - Software (Pictometry Online)	2,000		0	
Maintenance - Software (Trimble Positions Desktop)	400		0	
Maintenance - Software (Trimble Positions Mobile)	100		0	
Subtotal		**33,200**		**0**
544000 Professional Dues & Certification Fees				
GIS User Group Fees	500		0	
Subtotal		**500**		**0**
545000 Magazines, Books & Resource Material				
Miscellaneous Training and Reference Books	500		0	
Subtotal		**500**		**0**
546000 Conference & Seminar Registration				
ESRI Training Pass (On-line Training for GIS Users)	500		0	
GIS Conference Registration (ESRI DC conference)	500		0	
GIS Training Classes	3,000		0	
Subtotal		**4,000**		**0**
547000 Travel Expense				
ESRI International User Conference (airfare, hotel, food)	2,800		0	
Subtotal		**2,800**		**0**
547100 Travel Mileage Reimbursement				
Local Travel Reimbursement - Mileage Reimbursement for Staff	300		0	
Subtotal		**300**		**0**
551100 Cellular Telephone				
GIS Manager	840		0	
Subtotal		**840**		**0**
556000 Postage				
Postage	50		0	
Subtotal		**50**		**0**
556500 Messenger Services				
Courier Services	100		0	
Subtotal		**100**		**0**

1146 Geographic Information Systems

560000 Miscellaneous			
Miscellaneous	200		0
Subtotal		**200**	**0**
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - GIS Equipment - Trimble Handheld	325		0
Subtotal		**325**	**0**
Subtotal Operating Expenses		**94,315**	**0**

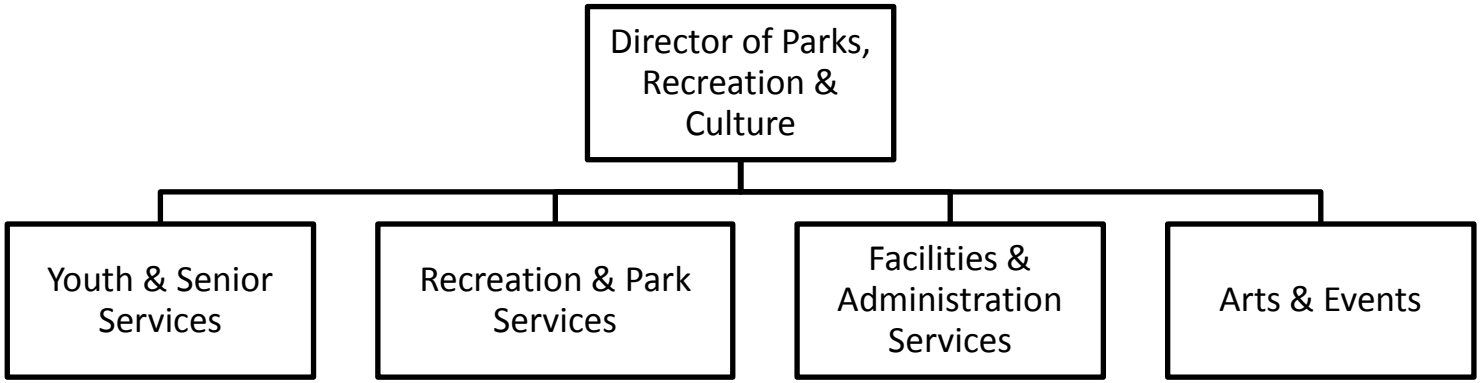
Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (4)	150		0
Replacement - Computer Hardware (PC) (2)	345		0
Replacement - GIS Data (Ortho Imagery - Aerials)	6,000		0
Replacement - GIS Data (Pictometry)	3,500		0
Replacement - Trimble Handheld	875		0
Subtotal		**10,870**	**0**
Subtotal Capital Outlay		**10,870**	**0**
Total		**255,121**	**0**

Parks, Recreation & Culture

Parks, Recreation & Culture

DEPARTMENT OF PARKS, RECREATION & CULTURE



Department Analysis Report - Proposed

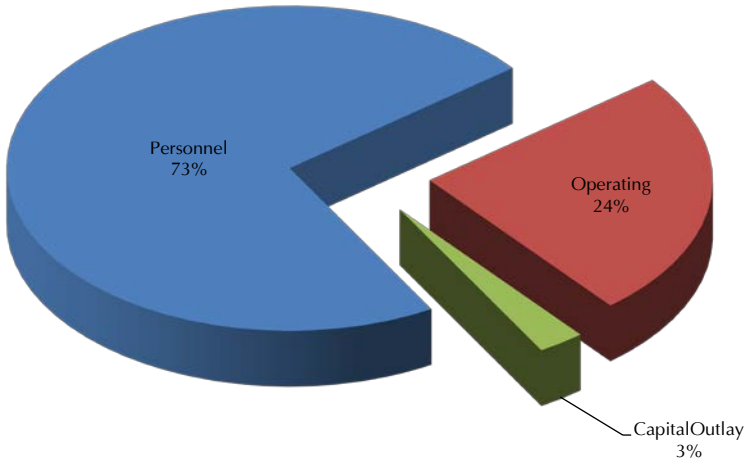
Department of Parks, Recreation and Culture

Activity	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
1411 - Parks, Recreation & Culture Administration	$781,264	$793,699	1.59%	$840,677	5.92%
1415 - Recreation Programs & Sports	$784,846	$830,652	5.84%	$866,098	4.27%
1416 - Recreation Classes	$312,246	$323,644	3.65%	$336,720	4.04%
1417 - Youth Services	$388,832	$417,492	7.37%	$439,749	5.33%
1418 - Summer Programs	$538,244	$569,316	5.77%	$555,064	-2.50%
1419 - Gaithersburg Youth Center at Robertson Park	$205,670	$216,753	5.39%	$259,286	19.62%
1420 - Skate Park	$45,632	$37,850	-17.05%	$24,989	-33.98%
1421 - Casey Community Center	$334,905	$349,001	4.21%	$357,536	2.45%
1422 - Water Park	$427,719	$532,350	24.46%	$595,933	11.94%
1423 - Gaithersburg Arts Barn	$401,717	$469,587	16.89%	$493,786	5.15%
1424 - Gaithersburg Youth Center at Olde Towne	$268,468	$289,121	7.69%	$250,685	-13.29%
1425 - Seniors Program	$549,713	$611,981	11.33%	$705,191	15.23%
1426 - Activity Center	$409,240	$416,923	1.88%	$432,848	3.82%
1427 - Gaithersburg Aquatic Center	$283,108	$351,370	24.11%	$315,627	-10.17%
1428 - Miniature Golf Course	$111,592	$82,670	-25.92%	$91,382	10.54%
1429 - Picnic Pavilions	$19,300	$22,171	14.88%	$20,357	-8.18%
1430 - Winter Lights	$156,938	$161,715	3.04%	$211,221	30.61%
1435 - Food Service	$5,000	$5,000	0.00%		0.00%
1436 - Special Events	$694,824	$760,992	9.52%	$1,127,963	48.22%
1437 - Museums	$387,304	$399,509	3.15%	$182,923	-54.21%
1438 - Kentlands Mansion	$342,310	$357,333	4.39%	$358,520	0.33%
Personnel	$5,584,333	$5,859,285	4.92%	$6,159,642	5.13%
Operating Expenses	$1,700,954	$1,928,557	13.38%	$2,079,976	7.85%
Contingency Funds					
Transfer Funds					
Capital Outlay	$163,585	$211,287	29.16%	$226,937	7.41%
Total	**$7,448,872**	**$7,999,129**	**7.39%**	**$8,466,555**	**5.84%**

PARKS, RECREATION AND CULTURE
DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2012 - 13	Budgeted 2013 - 14	Proposed 2014 - 15	Adopted 2014 - 15
Parks, Recreation & Culture Administration	781,264	793,699	840,677	-
Recreation Programs & Sports	784,846	830,652	866,098	-
Recreation Classes	312,246	323,644	336,720	-
Youth Services	388,832	417,492	439,749	-
Summer Programs	538,244	569,316	555,064	-
Gaithersburg Youth Center at Robertson Park	205,670	216,753	259,286	-
Skate Park	45,632	37,850	24,989	-
Casey Community Center	334,905	349,001	357,536	-
Water Park	427,719	532,350	595,933	-
Gaithersburg Arts Barn	401,717	469,587	493,786	-
Gaithersburg Youth Center at Olde Towne	268,468	289,121	250,685	-
Seniors Program	549,713	611,981	705,191	-
Activity Center	409,240	416,923	432,848	-
Gaithersburg Aquatic Center	283,108	351,370	315,627	-
Miniature Golf Course	111,592	82,670	91,382	-
Picnic Pavilions	19,300	22,171	20,357	-
Winter Lights	156,938	161,715	211,221	-
Food Service	5,000	5,000		-
Special Events	694,824	760,992	1,127,963	-
Museums	387,304	399,509	182,923	-
Kentlands Mansion	342,310	357,333	358,520	-
TOTAL	**$ 7,448,872**	**$ 7,999,129**	**$ 8,466,555**	**$ 0**

Department of Parks, Recreation and Culture
FY 2015 Budget of $8,466,555



PARKS, RECREATION AND CULTURE
STAFFING SUMMARY BY POSITION

1411 - Parks & Recreation Administration	FY 13	FY 14	FY 15
Director of Parks, Recreation and Culture	1	1	1
Administrative Services Division Chief	1	1	1
Recreation Resource Development Administrator	1	1	1
Recreation Systems Support Specialist	1	1	1
Administrative Specialist	0	1	1
Administrative Assistant II	1	0	0
Part-Time Personnel	0.63	0.63	0.63
Subtotal	**5.63**	**5.63**	**5.63**

1415 - Recreation Programs and Sports	FY 13	FY 14	FY 15
Recreation & Park Services Division Chief	1	1	1
Senior Recreation Program Supervisor	1	1	1
Recreation Program Supervisor	3	3	3
Part-Time Personnel	3.3	3.4	3.7
Subtotal	**8.3**	**8.4**	**8.7**

1416 - Recreation Classes	FY 13	FY 14	FY 15
Recreation Program Supervisor	1	1	1
Part-Time Personnel	3.7	2.7	2.7
Subtotal	**4.7**	**3.7**	**3.7**

1417 - Youth Services	FY 13	FY 14	FY 15
Youth & Senior Services Division Chief	1	1	1
Senior Recreation Program Supervisor	0	0	1
Recreation Program Supervisor	1	1	0
Recreation Program Coordinator II	1	1	1
Part-Time Personnel	3.7	3.88	3.45
Subtotal	**6.7**	**6.88**	**6.45**

1418 – Summer Programs	FY 13	FY 14	FY 15
Part-Time Personnel	16.99	17.44	15.67
Subtotal	**16.99**	**17.44**	**15.67**

1419 – Gaithersburg Youth Center at Robertson Park	FY 13	FY 14	FY 15
Community Facility Manager	1	1	1
Recreation Facility Coordinator	0	0.5	0.5
Bus Driver/Site Leader	0	0	1
Part-Time Personnel	3.21	2.91	2.7
Subtotal	**4.21**	**4.41**	**5.2**

1420 - Skate Park	FY 13	FY 14	FY 15
Part-Time Personnel	1.56	1.17	0.83
Subtotal	**1.56**	**1.17**	**0.83**

1421 - Casey Community Center	FY 13	FY 14	FY 15
Community Facility Manager	1	1	1
Recreation Facility Coordinator	0	0	1
Administrative Support Supervisor	1	1	0
Part-Time Personnel	3.9	3.9	3.9
Subtotal	**5.9**	**5.9**	**5.9**

1422 - Water Park	FY 13	FY 14	FY 15
Aquatic Superintendent	0	0	1
Community Facility Manager	1	1	0
Recreation Facility Coordinator	0	1	1
Part-Time Personnel	11.7	10.7	10.9
Subtotal	**12.7**	**12.7**	**11.9**

1423 - Gaithersburg Arts Barn	FY 13	FY 14	FY 15
Arts Administrator	0	1	1
Community Facility Manager	1	0	0
Program Coordinator	0	0	1
Administrative Assistant III	1	1	0
Part-Time Personnel	3.4	2.7	2.7
Subtotal	**5.4**	**4.7**	**4.7**

1424 - Gaithersburg Olde Towne Youth Center	FY 13	FY 14	FY 15
Community Facility Manager	1	1	1
Part-Time Personnel	4.12	4.82	3.93
Subtotal	**5.12**	**5.82**	**4.93**

1425 - Seniors Program	FY 13	FY 14	FY 15
Community Facility Manager	1	1	1
Recreation Program Coordinator II	1	1	1
Recreation Program Coordinator I	1	1	1
Administrative Assistant III	1	1	1
Bus Driver/Site Leader	0	0	1
Custodian/Maintenance Worker	1	1	1
Part-Time Personnel	1.52	2.47	3.23
Subtotal	**6.52**	**7.47**	**9.23**

1426 - Activity Center at Bohrer Park	FY 13	FY 14	FY 15
Community Facility Manager	1	1	1
Recreation Support Assistant	2	2	2
Part-Time Personnel	5.1	5.1	5.1
Subtotal	**8.1**	**8.1**	**8.1**

1427 - Gaithersburg Aquatic Center	FY 13	FY 14	FY 15
Community Facility Manager	1	1	0
Recreation Facility Coordinator	0	0	1
Part-Time Personnel	5.5	7.7	7.7
Subtotal	**6.5**	**8.7**	**8.7**

1428 - Miniature Golf Course at Bohrer Park	FY 13	FY 14	FY 15
Recreation Facility Coordinator	1	0.5	0.5
Part-Time Personnel	1.5	1.5	1.5
Subtotal	**2.5**	**2**	**2**

1429 - Picnic Pavilions at Bohrer Park	FY 13	FY 14	FY 15
Part-Time Personnel	0.5	0.5	0.5
Subtotal	**0.5**	**0.5**	**0.5**

1430 - Winter Lights	FY 13	FY 14	FY 15
Part-Time Personnel	1.2	1.2	1.2
Subtotal	**1.2**	**1.2**	**1.2**

1436 - Special Events	FY 13	FY 14	FY 15
Arts & Events Division Chief	1	1	1
Community Facility Manager	0	1	0
Senior Recreation Program Supervisor	1	1	2
Recreation Program Supervisor	2	1	1
Recreation Program Coordinator II	0	0	1
Program Coordinator	0	0	1
Part-Time Personnel	2.7	2.7	3.1
Subtotal	**6.7**	**6.7**	**9.1**

1437 - Community Museum	FY 13	FY 14	FY 15
Arts Administrator	1	0	0
Community Facility Manager	0	1	1
Recreation Program Coordinator II	1	1	0
Part-Time Personnel	3	3	1.4
Subtotal	**5**	**5**	**2.4**

1438 - Kentlands Mansion	FY 13	FY 14	FY 15
Community Facility Manager	1	1	1
Facility Program Coordinator	1	1	0
Recreation Program Coordinator I	0	0	1
Custodian/Maintenance Worker	1	1	1
Part-Time Personnel	2.3	2	2
Subtotal	**5.3**	**5**	**5**

Total	FY 13	FY 14	FY 15
Full-Time Personnel	40	41	44
Employment Agreement Personnel	0	0	0
Part-Time Personnel	79.53	80.42	76.84
	119.53	**121.42**	**120.84**

Department of Parks, Recreation and Culture

1411 - Parks, Recreation & Culture Administration

SERVICES PROVIDED:

Parks, Recreation and Culture Administration provides the necessary budget, equipment, training, personnel and support to the Department of Parks, Recreation and Culture in order to maintain excellent services and products offered to the community. The most important functions are associated with strategic directions supported by the department as well as implementation of projects as outlined in the Parks and Recreation Master Plan.

WORK PLAN GOALS:

- Construct and implement economic development initiatives and evaluate the success of those initiatives and the department's core services through surveys, program evaluations, consumer advisory panels and audits.
- Develop new and additional revenue streams through the cultivation of partnerships, sponsorships, financial naming rights and advertising opportunities.
- Develop volunteer and intern opportunities throughout departmental operations, focusing on outreach to community organizations to build alliances and foster a volunteer base.
- Encourage professional development and growth through the evaluation of core competencies by position and creating a succession plan for the department.
- Enhance customer service by continuously developing on-line registration services and utilizing e-mail capabilities.
- Meet or exceed customer expectations and enhance accessibility of services by developing and evaluating program services, communications, integrated programs and facility access.
- Provide Parks, Recreation and Cultural arts venues, programs and initiatives to ensure Gaithersburg is a premier community in which to live, work, learn and play.
- Through partnerships, enhance the delivery of youth and senior services for the well-being of all Gaithersburg citizens, focusing on the elderly, disabled and low income.
- Utilize the networking process established through the Regional Recreation Workshop of Recreational Professionals as an avenue of resource sharing and commitment to community needs.

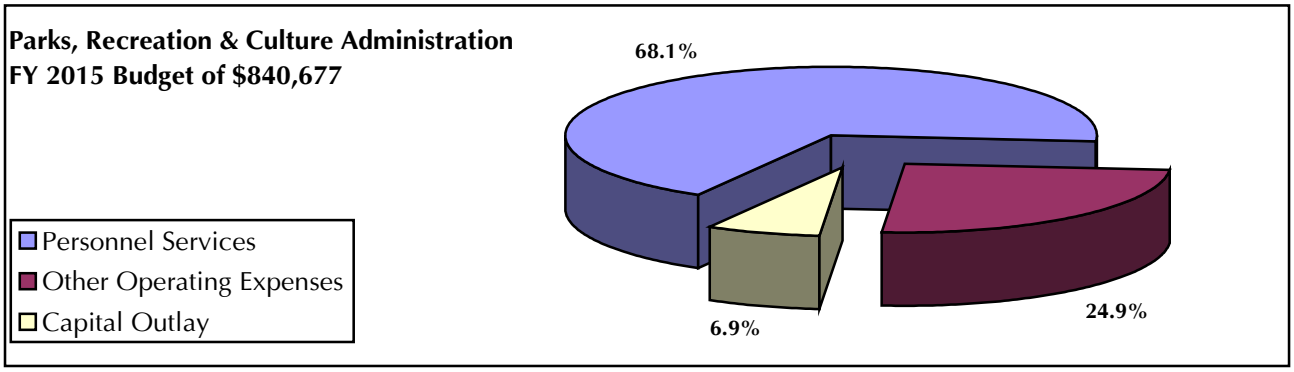
SIGNIFICANT CHANGES:

- Accounting & Audit increased $15,000 to reflect fees associated with all credit card processing moving to hosted payment services for increased security.
- Repair & Maintenance - Machinery & Equipment increased $5,100 due to a consolidation of vehicles used by PR & C into one account.
- Software (Replacement) decreased $20,000 to reflect the determination that the Class application is likely to be replaced by a hosted Software-as-a-Service solution.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$533,949	$546,484	$572,910	$0
Other Operating Expenses	194,170	187,050	209,360	0
Capital Outlay	53,145	60,165	58,407	0
TOTAL	**$781,264**	**$793,699**	**$840,677**	**$0**

Department of Parks, Recreation and Culture

1411 - Parks, Recreation & Culture Administration



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of on-line registrations	9,740	8,900	9,500
Acres of parkland accessible to citizens	853.927	872.957	872.957

Activity Analysis Report - Proposed

1411 - Parks, Recreation & Culture Administration

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$393,675	$405,382	2.97%	$416,805	2.82%
505200 - Other taxable comp-Gfit	$0	$693	100.00%	$728	5.05%
508000 - Salaries, Overtime	$0	$0	100.00%	$1,775	100.00%
509000 - Salaries, Part-Time Employe	$15,990	$16,358	2.30%	$16,587	1.40%
510000 - Social Security & Medicare T	$31,339	$32,263	2.95%	$33,290	3.18%
514000 - Group Insurance	$46,512	$44,232	-4.90%	$55,112	24.60%
514200 - Vision Plan	$0	$258	100.00%	$313	21.32%
515000 - Retirement Contribution (401	$31,494	$32,431	2.98%	$33,344	2.82%
515100 - Retirement Health Savings (	$3,129	$2,706	-13.52%	$2,452	-9.39%
516000 - Savings Plan Contribution (4	$11,810	$12,161	2.97%	$12,504	2.82%
521000 - Office Supplies	$7,200	$7,700	6.94%	$6,700	-12.99%
522000 - General Operating Supplies	$1,500	$2,700	80.00%	$2,200	-18.52%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$2,000	$2,000	0.00%	$2,500	25.00%
530000 - Accounting & Audit	$73,000	$60,000	-17.81%	$75,000	25.00%
531000 - Information Technology (IT)	$0	$3,000	100.00%		-100.00%
531500 - Software Licenses	$0	$0	100.00%	$700	100.00%
531600 - Software Maintenance Agree	$21,005	$22,770	8.40%	$22,220	-2.42%
533000 - Legal	$3,400	$3,500	2.94%	$3,650	4.29%
536000 - Miscellaneous Professional	$5,910	$3,050	-48.39%	$3,050	0.00%
536500 - Investigations	$0	$0	100.00%		100.00%
542000 - Awards & Presentations	$0	$0	100.00%		100.00%
543000 - Contributions	$0	$0	100.00%		100.00%
544000 - Professional Dues & Certific	$545	$2,155	295.41%	$1,285	-40.37%
546000 - Conference & Seminar Regis	$1,940	$975	-49.74%	$1,775	82.05%
546300 - In-Service Training	$0	$0	100.00%		100.00%
547000 - Travel Expense	$3,600	$1,600	-55.56%	$3,800	137.50%
547100 - Travel Mileage Reimbursem	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$1,380	$2,800	102.90%	$1,680	-40.00%
551200 - Pagers	$0	$0	100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	$16,000	$13,000	-18.75%	$13,000	0.00%
553000 - Printing & Binding	$19,300	$19,400	0.52%	$23,900	23.20%
556000 - Postage	$21,200	$21,200	0.00%	$21,600	1.89%
556500 - Messenger Services	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$150	$150	0.00%	$150	0.00%
560000 - Miscellaneous	$0	$0	100.00%		100.00%
561000 - Local, In-Services Meals	$600	$1,000	66.67%	$1,000	0.00%
567000 - Rental & Use Charges	$500	$1,650	230.00%	$1,650	0.00%
573000 - Repair & Maintenance - Mac	$8,940	$10,400	16.33%	$15,500	49.04%
574000 - Repair & Maintenance - Vehi	$6,000	$8,000	33.33%	$8,000	0.00%
592000 - Software	$0	$0	100.00%		100.00%
592100 - Software (Replacement)	$20,000	$20,000	0.00%		-100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$6,285	$10,235	62.85%	$10,245	0.10%

Activity Analysis Report - Proposed

1411 - Parks, Recreation & Culture Administration

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$26,860	$29,930	11.43%	$48,162	60.92%
Personnel	$533,949	$546,484	2.35%	$572,910	4.84%
Operating Expenses	$194,170	$187,050	-3.67%	$209,360	11.93%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$53,145	$60,165	13.21%	$58,407	-2.92%
Total	**$781,264**	**$793,699**	**1.59%**	**$840,677**	**5.92%**

1411 Parks, Recreation & Culture Administration

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	416,805	0
505200	Other taxable comp-Gfit	728	0
508000	Salaries, Overtime	1,775	0
509000	Salaries, Part-Time Employees	16,587	0
510000	Social Security & Medicare Taxes (FICA	33,290	0
514000	Group Insurance	55,112	0
514200	Vision Plan	313	0
515000	Retirement Contribution (401A)	33,344	0
515100	Retirement Health Savings (RHS)	2,452	0
516000	Savings Plan Contribution (401K)	12,504	0
	Subtotal Personnel Services	**572,910**	**0**
Operating Expenses			
521000 Office Supplies			
	Cartridges - Printers (6)	2,800	0
	Fingerprint Supplies	300	0
	Membership Card Printer Supplies	1,000	0
	Postage Meter - Ink, Sealer and Tape	300	0
	Receipt Printer Supplies	500	0
	Stamps, Cash Bags and Office Supplies	1,800	0
	Subtotal	**6,700**	**0**
522000 General Operating Supplies			
	Facility and Event Materials	1,800	0
	First Aid Supplies	400	0
	Subtotal	**2,200**	**0**
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	1,000	0
	TR - New laptop	1,500	0
	Subtotal	**2,500**	**0**
530000 Accounting & Audit			
	Credit Card Processing Fees	75,000	0
	Subtotal	**75,000**	**0**
531500 Software Licenses			
	TR - Microsoft licenses for new laptop (1)	700	0
	Subtotal	**700**	**0**
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe Acrobat Professional) (1)	60	0
	Maintenance - Software (Adobe InDesign) (1)	110	0
	Maintenance - Software (Class)	21,000	0
	Maintenance - Software (Microsoft CALs) (7)	1,050	0
	Subtotal	**22,220**	**0**

1411 Parks, Recreation & Culture Administration

533000 Legal				
American Society of Composers, Authors and Publishers	670		0	
Broadcast Music, Inc., License Agreement	600		0	
Motion Picture License Agreement	1,200		0	
Society of European Songwriters, Artists and Composers	1,180		0	
Subtotal		**3,650**		**0**
536000 Miscellaneous Professional Services				
Fingerprinting Service	2,500		0	
Shredder Services	550		0	
Subtotal		**3,050**		**0**
544000 Professional Dues & Certification Fees				
Leadership Montgomery	75		0	
Maryland Municipal League	35		0	
Maryland Recreation and Parks Association	75		0	
Montgomery Women	100		0	
National Recreation and Parks Association	1,000		0	
Subtotal		**1,285**		**0**
546000 Conference & Seminar Registration				
Active Network Conference (2)	800		0	
Maryland Recreation and Parks Association Conference/Meetings	375		0	
National Recreation and Parks Association Conference	600		0	
Subtotal		**1,775**		**0**
547000 Travel Expense				
Active Network Conference (2)	2,200		0	
National Recreation and Parks Association Conference	1,600		0	
Subtotal		**3,800**		**0**
551100 Cellular Telephone				
Director (1)	840		0	
Facilities Administration Director (1)	840		0	
Subtotal		**1,680**		**0**
552500 Vehicle & Equipment Gasoline Expense				
Gasoline and Diesel for vehicles (10)	13,000		0	
Subtotal		**13,000**		**0**
553000 Printing & Binding				
Leisure Times Postcards	2,000		0	
Leisure Times Publication	21,900		0	
Subtotal		**23,900**		**0**
556000 Postage				
Letters, Membership Renewals and Promotional Materials	21,600		0	
Subtotal		**21,600**		**0**
557000 Laundry & Uniforms				
Staff Shirts	150		0	
Subtotal		**150**		**0**

1411 Parks, Recreation & Culture Administration

561000 Local, In-Services Meals				
All Hands Meetings	1,000		0	
Subtotal		**1,000**		**0**
567000 Rental & Use Charges				
E-Z Pass	150		0	
Postage Meter - Fees	1,500		0	
Subtotal		**1,650**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - Card Printer	500		0	
Maintenance - LiveScan System	1,700		0	
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	1,800		0	
Maintenance & Supplies - Copier (Ricoh MPC 7500 - Color Printi	3,500		0	
Maintenance & Supplies - Copier (Ricoh MPC 7500)	8,000		0	
Subtotal		**15,500**		**0**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (9 Units)	8,000		0	
Subtotal		**8,000**		**0**
Subtotal Operating Expenses		**209,360**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (Monitors) (8)	225		0	
Replacement - Computer Hardware (PC) (7)	895		0	
Replacement - Copier (Ricoh MP 2550SP)	1,300		0	
Replacement - Copier (Ricoh MPC 7500)	6,100		0	
Replacement - Fax Machines	30		0	
Replacement - LiveScan Fingerprint system	1,385		0	
Replacement - Printer (DataCard SD260 Card printer)	175		0	
Replacement - Printer (HP LaserJet M401dn)	135		0	
Subtotal		**10,245**		**0**
596100 Vehicles & Equipment (Replacement)				
Vehicle Replacement (14 Units) (All Parks and Recreation Vehicle	48,162		0	
Subtotal		**48,162**		**0**
Subtotal Capital Outlay		**58,407**		**0**
Total		**840,677**		**0**

Department of Parks, Recreation and Culture

1415 - Recreation Programs & Sports

SERVICES PROVIDED:

Recreation Programs and Sports is comprised of a variety of activities that encourage and support lifetime skills and opportunities to play. Programs and activities are established based on the spirit and principles of CHARACTER COUNTS!, family fun, and participation by all. The core program encourages and promotes all ages to seek and engage in lifetime leisure activities that will benefit participants physically, mentally and socially.

WORK PLAN GOALS:

- Continue to foster partnerships with local agencies and community services as a means for advancing the benefits of participating in Parks and Recreation programs.
- Develop and implement a marketing plan that incorporates social media into the traditional strategies of communication and promotion.
- Develop and promote recreation programs that are affordable and inclusive of all segments of the community.
- Educate, encourage, and support volunteer coaches through workshops, clinics, and guidance from the recreation staff. Energize the community with programs that fosters participation, sportsmanship, and an appreciation for teamwork.
- Enhance the gathering of information through participant surveys as a tool in determining program needs and customer satisfaction.
- Foster the "Let's Move Cities and Towns" initiative through an emphasis on promoting physical fitness, healthy foods and snacks, and the benefits of active recreation to create a healthy America today and for the future. Let's Move Gaithersburg!
- Integrate the principles of CHARACTER COUNTS! in all levels of programs through initiatives that promote and encourage fair play, team work, skill development, and the value of leisure activities.
- Reach out to commercial businesses as a means of cultivating lasting support of activities and sports programs.

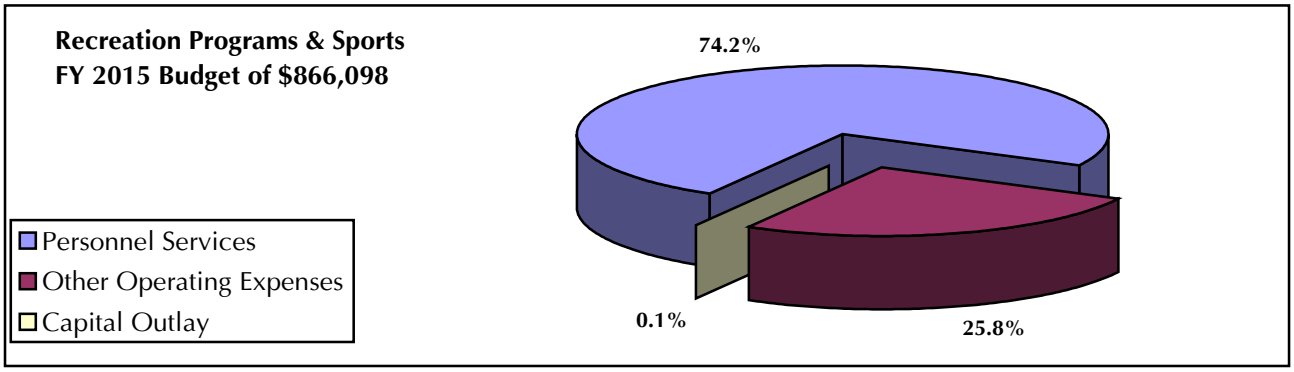
SIGNIFICANT CHANGES:

- Awards and Presentations increased $13,473 due to reallocation of Adult Sports Awards from 522000 General Operating.
- General Operating decreased $11,585 to reflect the reallocation of adult sports awards to a more appropriate budget code 542000 Awards and Presentations.
- Instructor Services increased $7,740 due to the addition of a series of Summer Soccer Clinics and expansion of the Tennis Program.
- Part-Time Salaries increased $10,000 to reflect the addition of a Part-Time Program Supervisor.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$588,514	$615,117	$642,463	$0
Other Operating Expenses	194,942	214,210	223,030	0
Capital Outlay	1,390	1,325	605	0
TOTAL	**$784,846**	**$830,652**	**$866,098**	**$0**

Department of Parks, Recreation and Culture

1415 - Recreation Programs & Sports



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Youth and Teen Sports Participation - Resident	1675	1477	1830
Youth and Teen Sports Participation - Nonresident	2534	2397	2652
Coaching Hours Volunteered	17,022	17,000	17,500
Adult Team and Individual Sports Programs Offered	52	53	53

Activity Analysis Report - Proposed

1415 - Recreation Programs & Sports

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$387,528	$401,479	3.60%	$413,523	3.00%
505200 - Other taxable comp-Gfit	$0	$658	100.00%	$550	-16.41%
509000 - Salaries, Part-Time Employe	$92,636	$98,347	6.16%	$109,864	11.71%
510000 - Social Security & Medicare T	$36,733	$38,237	4.09%	$40,039	4.71%
514000 - Group Insurance	$26,283	$29,381	11.79%	$30,307	3.15%
514200 - Vision Plan	$0	$147	100.00%	$240	63.27%
515000 - Retirement Contribution (401	$31,002	$32,118	3.60%	$33,082	3.00%
515100 - Retirement Health Savings (	$2,706	$2,706	0.00%	$2,452	-9.39%
516000 - Savings Plan Contribution (4	$11,626	$12,044	3.60%	$12,406	3.01%
521000 - Office Supplies	$0	$400	100.00%	$400	0.00%
522000 - General Operating Supplies	$86,274	$81,829	-5.15%	$70,244	-14.16%
522500 - Program Activities	$0	$15,000	100.00%	$14,800	-1.33%
526000 - Machinery & Equipment	$0	$1,000	100.00%	$1,000	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$855	$860	0.58%	$860	0.00%
536000 - Miscellaneous Professional	$12,648	$13,056	3.23%	$11,034	-15.49%
536200 - Americans with Disabilities A	$250	$5,000	1900.00%	$2,000	-60.00%
536500 - Investigations	$4,140	$3,420	-17.39%	$4,800	40.35%
537000 - Instructor Services	$12,859	$3,315	-74.22%	$11,055	233.48%
541000 - Advertising	$600	$650	8.33%		-100.00%
542000 - Awards & Presentations	$0	$0	100.00%	$13,473	100.00%
544000 - Professional Dues & Certific	$2,550	$2,550	0.00%	$3,150	23.53%
546000 - Conference & Seminar Regis	$1,160	$1,934	66.72%	$795	-58.89%
547000 - Travel Expense	$1,300	$1,825	40.38%	$1,325	-27.40%
547100 - Travel Mileage Reimbursem	$50	$0	-100.00%		100.00%
549000 - Scholarship Management	$0	$0	100.00%	$1,000	100.00%
550000 - Electric	$19,645	$30,146	53.45%	$28,386	-5.84%
550200 - Water	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$350	$375	7.14%	$1,200	220.00%
551200 - Pagers	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$6,781	$6,980	2.93%	$8,000	14.61%
554000 - Signage	$600	$450	-25.00%	$1,000	122.22%
556000 - Postage	$2,000	$2,100	5.00%	$2,175	3.57%
557000 - Laundry & Uniforms	$0	$0	100.00%	$2,813	100.00%
561000 - Local, In-Services Meals	$0	$0	100.00%		100.00%
567100 - Rental of Facilities	$42,880	$43,320	1.03%	$43,320	0.00%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%	$200	100.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$1,390	$1,325	-4.68%	$605	-54.34%

Activity Analysis Report - Proposed

1415 - Recreation Programs & Sports

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$588,514	$615,117	4.52%	$642,463	4.45%
Operating Expenses	$194,942	$214,210	9.88%	$223,030	4.12%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$1,390	$1,325	-4.68%	$605	-54.34%
Total	**$784,846**	**$830,652**	**5.84%**	**$866,098**	**4.27%**

1415 Recreation Programs & Sports

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	413,523	0
505200	Other taxable comp-Gfit	550	0
509000	Salaries, Part-Time Employees	109,864	0
510000	Social Security & Medicare Taxes (FICA	40,039	0
514000	Group Insurance	30,307	0
514200	Vision Plan	240	0
515000	Retirement Contribution (401A)	33,082	0
515100	Retirement Health Savings (RHS)	2,452	0
516000	Savings Plan Contribution (401K)	12,406	0
	Subtotal Personnel Services	**642,463**	**0**
Operating Expenses			
521000 Office Supplies			
	Binders, Folders and Pens	400	0
	Subtotal	**400**	**0**
522000 General Operating Supplies			
	Aquathon	280	0
	ASA Sanctioning Materials	600	0
	Basketballs, Softballs, Tennis and Volleyballs	6,395	0
	Coaches Shirts	4,450	0
	First Aid Supplies	675	0
	Rule Books for Softball and Volleyball (Revenue Supported)	1,000	0
	Sports Trips (Revenue Supported)	3,300	0
	Sports Trips (Revenue Supported)	2,600	0
	Start Smart Equipment	2,252	0
	Supplies - Bags, Bats, Helmets and Mouth Guards	2,460	0
	Youth and Teen Shirts, Soccer Socks and Hats and Visors	36,832	0
	Youth Participation Awards (10)	9,400	0
	Subtotal	**70,244**	**0**
522500 Program Activities			
	Golf Tournament Spring & Fall (Revenue Supported)	14,800	0
	Subtotal	**14,800**	**0**
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	1,000	0
	Subtotal	**1,000**	**0**
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe InDesign) (1)	110	0
	Maintenance - Software (Microsoft CALs) (5)	750	0
	Subtotal	**860**	**0**
536000 Miscellaneous Professional Services			
	Sports Officials Contract - Adult Softball	11,034	0
	Subtotal	**11,034**	**0**

1415 Recreation Programs & Sports

536200 Americans with Disabilities Act				
Interpreter Services	2,000		0	
Subtotal		**2,000**		**0**
536500 Investigations				
Background Checks Volunteer Coaches	4,800		0	
Subtotal		**4,800**		**0**
537000 Instructor Services				
Youth Sports Clinics (Revenue Supported)	11,055		0	
Subtotal		**11,055**		**0**
542000 Awards & Presentations				
Adult Sports Awards (Revenue Supported)	13,473		0	
Subtotal		**13,473**		**0**
544000 Professional Dues & Certification Fees				
Maryland Recreation and Parks Association	150		0	
Mid Atlantic Recreation and Parks Alliance	100		0	
National Youth Sports Coaches Certifications	2,900		0	
Subtotal		**3,150**		**0**
546000 Conference & Seminar Registration				
Local Maryland Recreation and Parks Workshops	125		0	
Maryland Recreation and Parks Conference	195		0	
National Recreation and Parks Conference	475		0	
Subtotal		**795**		**0**
547000 Travel Expense				
Lodging Maryland Recreation and Parks Conference	250		0	
Lodging National Recreation and Parks Conference	1,040		0	
Transportation Maryland Recreation Conference	35		0	
Subtotal		**1,325**		**0**
549000 Scholarship Management				
Financial Aid After School Sports	1,000		0	
Subtotal		**1,000**		**0**
550000 Electric				
Athletic Field Rental (Revenue Supported)	12,400		0	
Sports Programs - Field Lights	15,986		0	
Subtotal		**28,386**		**0**
551100 Cellular Telephone				
Field Rental Supervisor	600		0	
Sports Team	600		0	
Subtotal		**1,200**		**0**
553000 Printing & Binding				
Brochures and Program Registration Materials Sports	8,000		0	
Subtotal		**8,000**		**0**
554000 Signage				
Sports Registration Banners	1,000		0	
Subtotal		**1,000**		**0**

1415 Recreation Programs & Sports

556000 Postage				
Bulk Mailing for Sports	2,100		0	
General Correspondence Mailing	75		0	
Subtotal		**2,175**		**0**
557000 Laundry & Uniforms				
Staff Shirts and Sweatshirts	2,813		0	
Subtotal		**2,813**		**0**
567100 Rental of Facilities				
City Programs and Sports	37,480		0	
Outdoor Field Use	5,840		0	
Subtotal		**43,320**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Tennis Ball Machine	200		0	
Subtotal		**200**		**0**
Subtotal Operating Expenses		**223,030**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC) (5)	605		0	
Subtotal		**605**		**0**
Subtotal Capital Outlay		**605**		**0**
Total		**866,098**		**0**

Department of Parks, Recreation and Culture

1416 - Recreation Classes

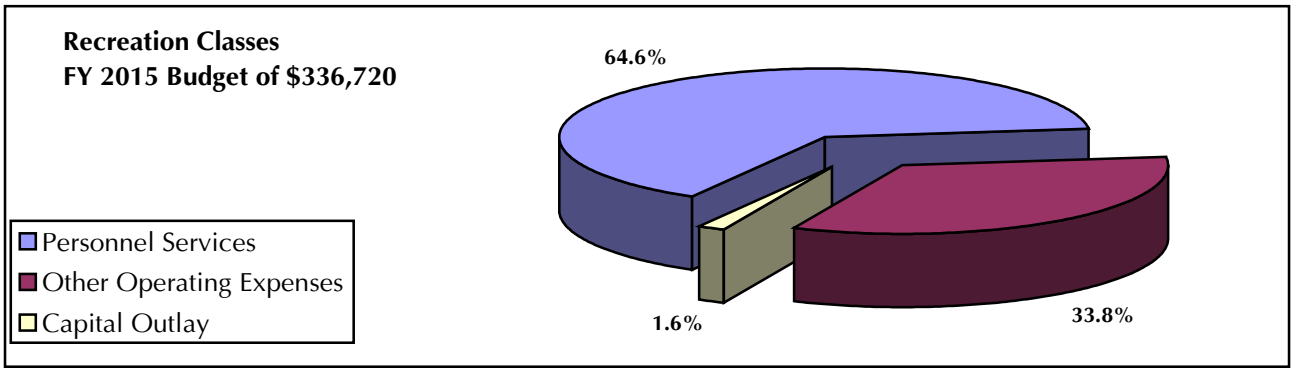
SERVICES PROVIDED:

Recreation classes provide the community with an opportunity to experience leisure time activities. Classes are offered in the areas of dance, health and wellness, fitness, art, and special interests. Class opportunities range from one-day seminars to several weeks of enrichment or skill-building. The focus of the recreation class programs is to meet the diverse needs and interests of the greater Gaithersburg community.

WORK PLAN GOALS:

- Create and maintain a diverse class program that is fresh, stimulating, in tune with current trends, wholesome, affordable, and provides the outcomes desired by the participants.
- Emphasize "Let's Move Cities & Towns" initiative through the Recreation Class Program. Serve as an advocate for existing and future programs through marketing of fitness and wellness classes.
- Evaluate data received from cost comparison studies with neighboring jurisdictions when establishing class revenue goals.
- Expand marketing opportunities through e-mail access provided by the Class Registration System.
- Incorporate "Docs in the Park" into "Zumba in the Park" to increase fitness education and cultivate partnerships with health professionals.
- Utilize information obtained through customer surveys as a tool for measuring customer satisfaction and improving class offerings for the Gaithersburg community.
- Utilize resources afforded through the web site, social media, banners, and demonstration events to educate the community and grow the Recreation Class

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$244,286	$208,802	$217,645	$0
Other Operating Expenses	67,390	114,337	113,840	0
Capital Outlay	570	505	5,235	0
TOTAL	**$312,246**	**$323,644**	**$336,720**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of Recreation Classes Offered	516	700	575
Class Participants - Residents	2083	2550	2150
Class Participants - Nonresidents	1376	1500	1425

Activity Analysis Report - Proposed

1416 - Recreation Classes

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$66,459	$68,852	3.60%	$70,917	3.00%
505200 - Other taxable comp-Gfit	$0	$120	100.00%	$24	-80.00%
509000 - Salaries, Part-Time Employe	$148,141	$111,651	-24.63%	$113,214	1.40%
510000 - Social Security & Medicare T	$16,417	$13,808	-15.89%	$14,086	2.01%
514000 - Group Insurance	$5,958	$6,760	13.46%	$11,566	71.09%
514200 - Vision Plan	$0	$37	100.00%	$37	0.00%
515000 - Retirement Contribution (401	$5,317	$5,508	3.59%	$5,673	3.00%
516000 - Savings Plan Contribution (4	$1,994	$2,066	3.61%	$2,128	3.00%
522000 - General Operating Supplies	$4,600	$1,250	-72.83%	$2,000	60.00%
522500 - Program Activities	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$0	$1,000	100.00%	$1,000	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$405	$410	1.23%	$410	0.00%
536000 - Miscellaneous Professional	$0	$350	100.00%		-100.00%
536200 - Americans with Disabilities A	$150	$5,000	3233.33%	$3,000	-40.00%
536500 - Investigations	$210	$210	0.00%	$150	-28.57%
537000 - Instructor Services	$47,075	$91,075	93.47%	$91,075	0.00%
541000 - Advertising	$3,000	$2,750	-8.33%	$2,150	-21.82%
544000 - Professional Dues & Certific	$0	$200	100.00%	$435	117.50%
546000 - Conference & Seminar Regis	$150	$442	194.67%	$270	-38.91%
547000 - Travel Expense	$0	$0	100.00%	$250	100.00%
547100 - Travel Mileage Reimbursem	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$0	$500	100.00%	$1,000	100.00%
554000 - Signage	$800	$0	-100.00%	$1,000	100.00%
556000 - Postage	$0	$150	100.00%	$100	-33.33%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
567100 - Rental of Facilities	$11,000	$11,000	0.00%	$11,000	0.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$570	$505	-11.40%	$5,235	936.63%
Personnel	$244,286	$208,802	-14.53%	$217,645	4.24%
Operating Expenses	$67,390	$114,337	69.66%	$113,840	-0.43%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$570	$505	-11.40%	$5,235	936.63%
Total	**$312,246**	**$323,644**	**3.65%**	**$336,720**	**4.04%**

1416 Recreation Classes

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	70,917	0
505200	Other taxable comp-Gfit	24	0
509000	Salaries, Part-Time Employees	113,214	0
510000	Social Security & Medicare Taxes (FICA	14,086	0
514000	Group Insurance	11,566	0
514200	Vision Plan	37	0
515000	Retirement Contribution (401A)	5,673	0
516000	Savings Plan Contribution (401K)	2,128	0
	Subtotal Personnel Services	**217,645**	**0**

Operating Expenses

522000 General Operating Supplies			
	Class Supplies	350	0
	Gymnastics Supplies - Talc, Mat Cleaner and Pads	200	0
	Handweights and Rolling Rack	750	0
	Mats for Fitness Program	500	0
	Summer Dance Camp Music and Craft Supplies	200	0
	Subtotal	**2,000**	**0**
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	1,000	0
	Subtotal	**1,000**	**0**
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe InDesign) (1)	110	0
	Maintenance - Software (Microsoft CALs) (2)	300	0
	Subtotal	**410**	**0**
536200 Americans with Disabilities Act			
	Interpreter Services	3,000	0
	Subtotal	**3,000**	**0**
536500 Investigations			
	Background Checks	150	0
	Subtotal	**150**	**0**
537000 Instructor Services			
	Classes - Exercise, Dance and Karate (Revenue Supported)	91,075	0
	Subtotal	**91,075**	**0**
541000 Advertising			
	Activity Rocket and Advanced Google Search	1,600	0
	Registration Announcements	550	0
	Subtotal	**2,150**	**0**
544000 Professional Dues & Certification Fees			
	Aerobics and Fitness Association Recertification	200	0
	First Aid and Cardiopulmonary Resuscitation Training	160	0
	Maryland Recreation and Parks Association	75	0
	Subtotal	**435**	**0**

1416 Recreation Classes

546000 Conference & Seminar Registration				
Maryland Recreation and Parks Conference	195		0	
Maryland Recreation and Parks Local Seminars	75		0	
Subtotal		**270**		**0**
547000 Travel Expense				
Maryland Recreation and Parks Conference	250		0	
Subtotal		**250**		**0**
553000 Printing & Binding				
Postcards for Seasonal Registration	1,000		0	
Subtotal		**1,000**		**0**
554000 Signage				
Registration Banners (5)	1,000		0	
Subtotal		**1,000**		**0**
556000 Postage				
General Mailing	100		0	
Subtotal		**100**		**0**
567100 Rental of Facilities				
Community Use of Public Facilities	11,000		0	
Subtotal		**11,000**		**0**
Subtotal Operating Expenses		**113,840**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC) (2)	235		0	
Vault	5,000		0	
Subtotal		**5,235**		**0**
Subtotal Capital Outlay		**5,235**		**0**
Total		**336,720**		**0**

Department of Parks, Recreation and Culture

1417 - Youth Services

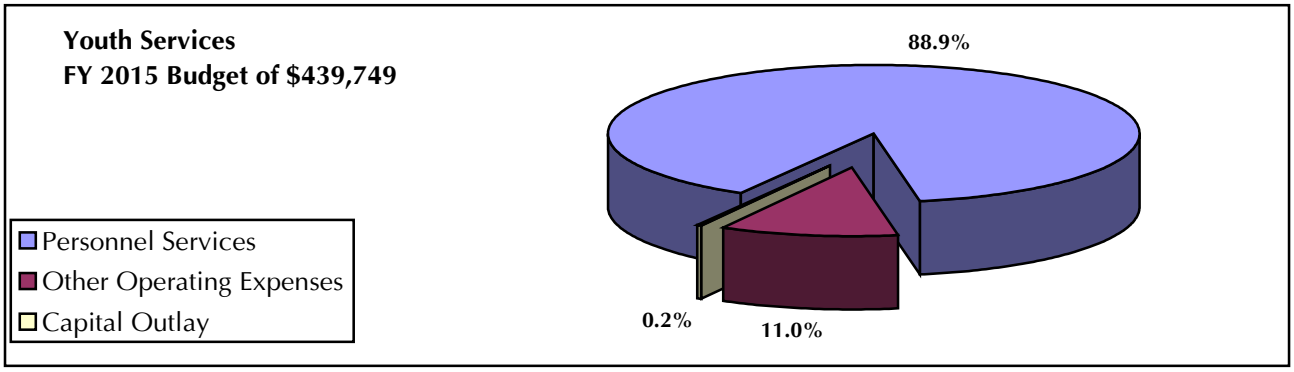
SERVICES PROVIDED:

The Youth Services Division of the City of Gaithersburg's Department Parks, Recreation and Culture is dedicated to providing fun and safe after school and weekend activities that promote positive youth development through recreation, mentoring, leadership and support.

WORK PLAN GOALS:

- Coordinate with local nonprofit organizations to identify lower income youth in need of recreational opportunities.
- Provide a variety of experiences that will challenge the interest of the teen and pre-teen population.
- Provide positive social and educational after-school programs and activities for grades 1 - 12.
- Provide programs that will encourage Positive Youth Development.
- Provide quality recreational programs for youth on early dismissal school days and school h

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$341,937	$366,427	$390,784	$0
Other Operating Expenses	45,410	49,870	48,175	0
Capital Outlay	1,485	1,195	790	0
TOTAL	**$388,832**	**$417,492**	**$439,749**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Student Union Participants in Volunteer Projects	829	850	875
Student Union Memberships (High School)	254	260	275
Percentage of City Residents in Student Union	61%	62%	65%
Percentage of City Residents in Elementary After School Program	82%	81%	85%
Elementary After School Program Attendance	8,237	7,900	8,200

Activity Analysis Report - Proposed

1417 - Youth Services

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$190,111	$196,955	3.60%	$210,046	6.65%
505100 - Other taxable comp-multiling	$0	$2,080	100.00%	$4,160	100.00%
505200 - Other taxable comp-Gfit	$0	$414	100.00%	$695	67.87%
508000 - Salaries, Overtime	$0	$0	100.00%	$845	100.00%
509000 - Salaries, Part-Time Employe	$83,896	$87,773	4.62%	$84,162	-4.11%
510000 - Social Security & Medicare T	$20,962	$21,782	3.91%	$22,572	3.63%
514000 - Group Insurance	$26,056	$35,112	34.76%	$40,070	14.12%
514200 - Vision Plan	$0	$221	100.00%	$129	-41.63%
515000 - Retirement Contribution (401	$15,209	$15,756	3.60%	$16,804	6.65%
516000 - Savings Plan Contribution (4	$5,703	$5,909	3.61%	$6,301	6.63%
519000 - Tuition Reimbursement	$0	$425	100.00%	$5,000	1076.47%
521000 - Office Supplies	$250	$250	0.00%	$200	-20.00%
522000 - General Operating Supplies	$8,400	$8,790	4.64%	$7,490	-14.79%
522500 - Program Activities	$25,000	$26,500	6.00%	$26,500	0.00%
524000 - Supplies for Resale	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$0	$1,000	100.00%	$1,000	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$960	$1,030	7.29%	$1,070	3.88%
536000 - Miscellaneous Professional	$0	$0	100.00%		100.00%
536500 - Investigations	$300	$200	-33.33%	$400	100.00%
538000 - Performances & Entertainme	$0	$0	100.00%		100.00%
541000 - Advertising	$0	$0	100.00%		100.00%
542000 - Awards & Presentations	$0	$0	100.00%		100.00%
544000 - Professional Dues & Certific	$0	$150	100.00%	$75	-50.00%
546000 - Conference & Seminar Regis	$0	$1,000	100.00%	$1,000	0.00%
547000 - Travel Expense	$0	$1,000	100.00%	$250	-75.00%
547100 - Travel Mileage Reimbursem	$0	$0	100.00%		100.00%
551000 - Telephone (Landline)	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$500	$1,000	100.00%	$840	-16.00%
551200 - Pagers	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$0	$0	100.00%		100.00%
554000 - Signage	$0	$0	100.00%		100.00%
556000 - Postage	$1,300	$1,100	-15.38%	$1,100	0.00%
557000 - Laundry & Uniforms	$500	$500	0.00%	$900	80.00%
560000 - Miscellaneous	$0	$0	100.00%		100.00%
567000 - Rental & Use Charges	$0	$150	100.00%	$150	0.00%
567100 - Rental of Facilities	$7,900	$6,900	-12.66%	$6,900	0.00%
574000 - Repair & Maintenance - Vehi	$300	$300	0.00%	$300	0.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$1,485	$1,195	-19.53%	$790	-33.89%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$0	$0	100.00%		100.00%

Activity Analysis Report - Proposed

1417 - Youth Services

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$341,937	$366,427	7.16%	$390,784	6.65%
Operating Expenses	$45,410	$49,870	9.82%	$48,175	-3.40%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$1,485	$1,195	-19.53%	$790	-33.89%
Total	**$388,832**	**$417,492**	**7.37%**	**$439,749**	**5.33%**

1417 Youth Services

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
501000 Salaries, Full-Time Employees	210,046	0
505100 Other taxable comp-multilingual	4,160	0
505200 Other taxable comp-Gfit	695	0
508000 Salaries, Overtime	845	0
509000 Salaries, Part-Time Employees	84,162	0
510000 Social Security & Medicare Taxes (FICA	22,572	0
514000 Group Insurance	40,070	0
514200 Vision Plan	129	0
515000 Retirement Contribution (401A)	16,804	0
516000 Savings Plan Contribution (401K)	6,301	0
519000 Tuition Reimbursement	5,000	0
Subtotal Personnel Services	**390,784**	**0**

Operating Expenses

521000 Office Supplies				
Paper, Pens, Binders and Membership Cards	200		0	
Subtotal		**200**		**0**
522000 General Operating Supplies				
Sports Supplies, Arts & Crafts and First Aid Supplies	7,490		0	
Subtotal		**7,490**		**0**
522500 Program Activities				
Break Blasts and Half Day Hooplas	4,750		0	
Gaithersburg Skis Program	7,800		0	
Gaithersburg Youth Club Trips	6,550		0	
Spring Break Camp	3,400		0	
Student Union	4,000		0	
Subtotal		**26,500**		**0**
526000 Machinery & Equipment				
Miscellaneous Computer Devices & Supplies	1,000		0	
Subtotal		**1,000**		**0**
531600 Software Maintenance Agreements				
Maintenance - Software (Adobe Acrobat Professional) (1)	60		0	
Maintenance - Software (Adobe InDesign) (1)	110		0	
Maintenance - Software (Microsoft CALs) (6)	900		0	
Subtotal		**1,070**		**0**
536500 Investigations				
Background Checks	400		0	
Subtotal		**400**		**0**
544000 Professional Dues & Certification Fees				
Maryland Recreation and Parks Association (1)	75		0	
Subtotal		**75**		**0**

1417 Youth Services

546000 Conference & Seminar Registration				
Youth Services Staff Training	1,000		0	
Subtotal		**1,000**		**0**
547000 Travel Expense				
Youth Services Training Expenses	250		0	
Subtotal		**250**		**0**
551100 Cellular Telephone				
Youth and Senior Services Division Chief (1)	840		0	
Subtotal		**840**		**0**
556000 Postage				
Letters, Confirmations and Promotional Materials	1,100		0	
Subtotal		**1,100**		**0**
557000 Laundry & Uniforms				
Staff Shirts	900		0	
Subtotal		**900**		**0**
567000 Rental & Use Charges				
E-Z Pass	150		0	
Subtotal		**150**		**0**
567100 Rental of Facilities				
Montgomery County Public School - Facilities	6,900		0	
Subtotal		**6,900**		**0**
574000 Repair & Maintenance - Vehicles				
Rec-Mobile (1)	300		0	
Subtotal		**300**		**0**
Subtotal Operating Expenses		**48,175**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC) (6)	790		0	
Subtotal		**790**		**0**
Subtotal Capital Outlay		**790**		**0**
Total		**439,749**		**0**

Department of Parks, Recreation and Culture

1418 - Summer Programs

SERVICES PROVIDED:

This activity offers children opportunities to participate in full-day camps, Extended Learning Opportunities Camps, and the Youth Activity Program. 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.

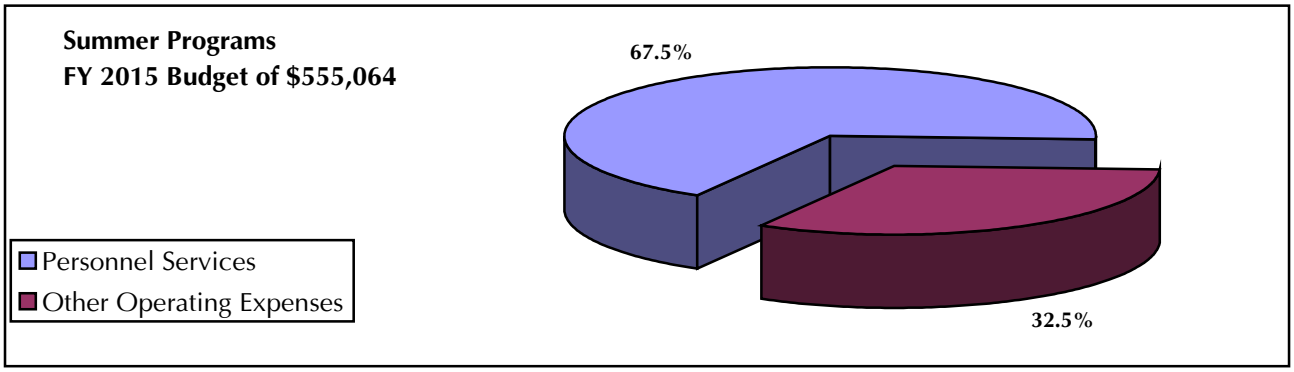
WORK PLAN GOALS:

- Foster a summer program that promotes environmental awareness and sensitivity.
- Grow and maintain a financial aid program that benefits residents who could not afford camp without assistance.
- Provide programs that are fun and safe for youth ages six - fourteen.
- Through Montgomery County Public Schools, provide free breakfast programs at qualifying camp sites.

SIGNIFICANT CHANGES:

- Part-Time Salaries decreased $15,050 due to cancellation of Fields Road Fun Zone.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$386,194	$385,441	$374,409	$0
Other Operating Expenses	152,050	183,875	180,655	0
Capital Outlay	0	0	0	0
TOTAL	**$538,244**	**$569,316**	**$555,064**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Total Youth Award Financial Aid	93	100	110
Total Camper Slots	2,345	2,400	2,700
Percentage of City Residents	76%	76%	76%

Activity Analysis Report - Proposed

1418 - Summer Programs

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
509000 - Salaries, Part-Time Employe	$358,750	$358,050	-0.20%	$347,802	-2.86%
510000 - Social Security & Medicare T	$27,444	$27,391	-0.19%	$26,607	-2.86%
521000 - Office Supplies	$350	$350	0.00%	$500	42.86%
522000 - General Operating Supplies	$25,750	$23,500	-8.74%	$23,000	-2.13%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
522500 - Program Activities	$25,750	$24,000	-6.80%	$23,380	-2.58%
526000 - Machinery & Equipment	$0	$0	100.00%	$500	100.00%
536000 - Miscellaneous Professional	$0	$0	100.00%		100.00%
536500 - Investigations	$1,500	$1,500	0.00%	$1,400	-6.67%
537000 - Instructor Services	$0	$0	100.00%		100.00%
538000 - Performances & Entertainme	$800	$800	0.00%	$700	-12.50%
541000 - Advertising	$1,750	$1,750	0.00%	$2,000	14.29%
544000 - Professional Dues & Certific	$0	$75	100.00%	$75	0.00%
546000 - Conference & Seminar Regis	$400	$500	25.00%	$500	0.00%
547000 - Travel Expense	$750	$1,000	33.33%	$1,000	0.00%
547100 - Travel Mileage Reimbursem	$0	$0	100.00%		100.00%
549000 - Scholarship Management	$0	$35,000	100.00%	$35,000	0.00%
551100 - Cellular Telephone	$0	$0	100.00%		100.00%
551200 - Pagers	$0	$0	100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$1,100	$1,100	0.00%	$1,100	0.00%
554000 - Signage	$0	$400	100.00%	$400	0.00%
556000 - Postage	$1,500	$1,500	0.00%	$1,700	13.33%
557000 - Laundry & Uniforms	$1,400	$1,400	0.00%	$1,400	0.00%
567000 - Rental & Use Charges	$35,000	$32,000	-8.57%	$29,000	-9.38%
567100 - Rental of Facilities	$56,000	$59,000	5.36%	$59,000	0.00%
574000 - Repair & Maintenance - Vehi	$0	$0	100.00%		100.00%
Personnel	$386,194	$385,441	-0.19%	$374,409	-2.86%
Operating Expenses	$152,050	$183,875	20.93%	$180,655	-1.75%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$538,244**	**$569,316**	**5.77%**	**$555,064**	**-2.50%**

1418 Summer Programs

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
509000	Salaries, Part-Time Employees	347,802	0
510000	Social Security & Medicare Taxes (FICA	26,607	0
	Subtotal Personnel Services	**374,409**	**0**
Operating Expenses			
521000 Office Supplies			
	Paper, Pens, Binders and Storage Cabinets	500	0
	Subtotal	**500**	**0**
522000 General Operating Supplies			
	Sports Supplies, Arts & Crafts and Games	23,000	0
	Subtotal	**23,000**	**0**
522500 Program Activities			
	Camps and Yaps Field Trips/Admissions	23,380	0
	Subtotal	**23,380**	**0**
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	500	0
	Subtotal	**500**	**0**
536500 Investigations			
	Background Checks	1,400	0
	Subtotal	**1,400**	**0**
538000 Performances & Entertainment			
	Camps and Youth Activity Programs Entertainers	700	0
	Subtotal	**700**	**0**
541000 Advertising			
	Summer Camp Advertising	2,000	0
	Subtotal	**2,000**	**0**
544000 Professional Dues & Certification Fees			
	American Camp Association Professional Membership	75	0
	Subtotal	**75**	**0**
546000 Conference & Seminar Registration			
	Tri-State Summer Camp Conference	500	0
	Subtotal	**500**	**0**
547000 Travel Expense			
	Tri-State Summer Camp Conference	1,000	0
	Subtotal	**1,000**	**0**
549000 Scholarship Management			
	Financial Aid	35,000	0
	Subtotal	**35,000**	**0**

1418 Summer Programs

553000 Printing & Binding				
Summer in the City Camp Brochure	1,100		0	
Subtotal		**1,100**		**0**
554000 Signage				
Banners	400		0	
Subtotal		**400**		**0**
556000 Postage				
Letters, Confirmations and Promotional Materials	1,700		0	
Subtotal		**1,700**		**0**
557000 Laundry & Uniforms				
Staff Shirts	1,400		0	
Subtotal		**1,400**		**0**
567000 Rental & Use Charges				
Montgomery County Public Schools - Buses	29,000		0	
Subtotal		**29,000**		**0**
567100 Rental of Facilities				
Montgomery County Public Schools - Facilities	59,000		0	
Subtotal		**59,000**		**0**
Subtotal Operating Expenses		**180,655**		**0**
Total		**555,064**		**0**

Department of Parks, Recreation and Culture

1419 - Gaithersburg Youth Center at Robertson Park

SERVICES PROVIDED:

The Gaithersburg Youth Center at Robertson Park provides after-school, weekend, and summer activities for Gaithersburg's youth.

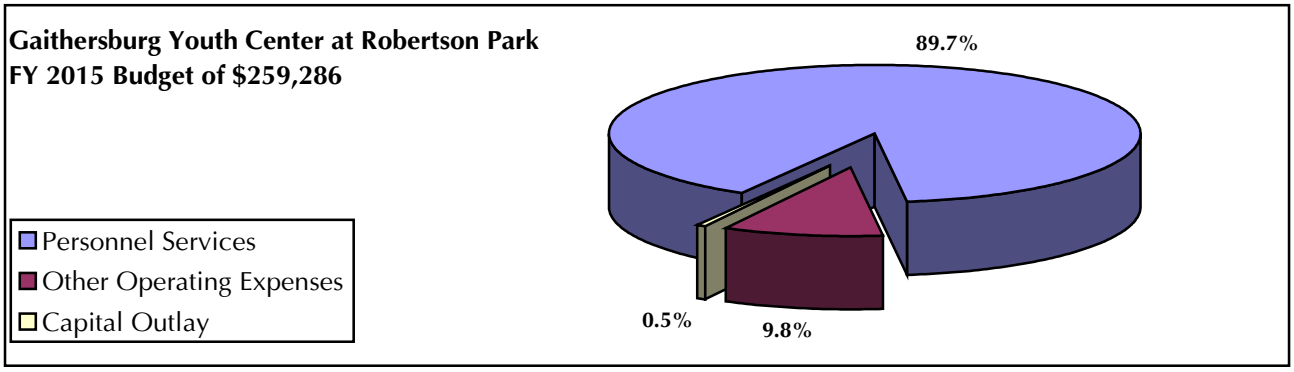
WORK PLAN GOALS:

- Provide a variety of experiences that will challenge the interest of the teen and pre-teen population.
- Provide full-day programming on professional days off from school.
- Provide positive social and educational after-school programs and activities for middle and high school students.
- Provide quality recreational programs on early dismissal school days.
- Provide transportation to the Youth Center for middle school students.

SIGNIFICANT CHANGES:

- Part-Time Salaries decreased $26,885 due to creation of a new full time Bus Driver-Site Leader position. The decrease offsets the increase in the 501000 Full-Time Salaries.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$175,630	$187,193	$232,631	$0
Other Operating Expenses	25,080	26,175	25,350	0
Capital Outlay	4,960	3,385	1,305	0
TOTAL	**$205,670**	**$216,753**	**$259,286**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Youth Center Attendance	10,891	10,000	11,500
Community Service Projects	12	14	15
Boyzz and Girlzz Break Mentoring Sessions	303	360	360

Activity Analysis Report - Proposed

1419 - Gaithersburg Youth Center at Robertson Park

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$57,783	$84,490	46.22%	$126,305	49.49%
505100 - Other taxable comp-multiling	$2,080	$2,080	0.00%		-100.00%
505200 - Other taxable comp-Gfit	$0	$525	100.00%		-100.00%
509000 - Salaries, Part-Time Employe	$92,180	$70,076	-23.98%	$42,811	-38.91%
510000 - Social Security & Medicare T	$11,472	$11,824	3.07%	$12,937	9.41%
514000 - Group Insurance	$5,759	$7,514	30.47%	$34,010	352.62%
514200 - Vision Plan	$0	$37	100.00%	$175	372.97%
515000 - Retirement Contribution (401	$4,623	$6,759	46.20%	$10,104	49.49%
515100 - Retirement Health Savings (	$0	$1,353	100.00%		-100.00%
516000 - Savings Plan Contribution (4	$1,733	$2,535	46.28%	$3,789	49.47%
519000 - Tuition Reimbursement	$0	$0	100.00%	$2,500	100.00%
521000 - Office Supplies	$300	$700	133.33%	$400	-42.86%
522000 - General Operating Supplies	$12,000	$9,465	-21.13%	$7,600	-19.70%
522500 - Program Activities	$6,200	$4,000	-35.48%	$1,200	-70.00%
524000 - Supplies for Resale	$1,000	$400	-60.00%		-100.00%
525000 - Furniture & Fixtures	$0	$4,400	100.00%	$8,950	103.41%
526000 - Machinery & Equipment	$1,000	$2,250	125.00%	$2,250	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$1,380	$1,260	-8.70%	$1,260	0.00%
536000 - Miscellaneous Professional	$2,000	$2,000	0.00%	$1,500	-25.00%
536300 - Contract Cleaning Services	$0	$0	100.00%		100.00%
536500 - Investigations	$150	$150	0.00%		-100.00%
538000 - Performances & Entertainme	$850	$850	0.00%	$850	0.00%
546000 - Conference & Seminar Regis	$0	$0	100.00%		100.00%
547000 - Travel Expense	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$0	$0	100.00%	$840	100.00%
552500 - Vehicle & Equipment Gasolin	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$0	$0	100.00%		100.00%
554000 - Signage	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$200	$200	0.00%		-100.00%
575000 - Repair & Maintenance - Furn	$0	$500	100.00%	$500	0.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$4,960	$3,385	-31.75%	$1,305	-61.45%
Personnel	$175,630	$187,193	6.58%	$232,631	24.27%
Operating Expenses	$25,080	$26,175	4.37%	$25,350	-3.15%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$4,960	$3,385	-31.75%	$1,305	-61.45%
Total	**$205,670**	**$216,753**	**5.39%**	**$259,286**	**19.62%**

1419 Gaithersburg Youth Center at Robertson Park

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
501000 Salaries, Full-Time Employees	126,305	0
509000 Salaries, Part-Time Employees	42,811	0
510000 Social Security & Medicare Taxes (FICA	12,937	0
514000 Group Insurance	34,010	0
514200 Vision Plan	175	0
515000 Retirement Contribution (401A)	10,104	0
516000 Savings Plan Contribution (401K)	3,789	0
519000 Tuition Reimbursement	2,500	0
Subtotal Personnel Services	**232,631**	**0**

Operating Expenses

521000 Office Supplies				
Paper, Pens and Printer Cartridges	400		0	
Subtotal		**400**		**0**
522000 General Operating Supplies				
Sports Supplies, Arts & Crafts and Tutoring Materials	7,600		0	
Subtotal		**7,600**		**0**
522500 Program Activities				
Admissions	1,200		0	
Subtotal		**1,200**		**0**
525000 Furniture & Fixtures				
Pool Table, Couch and Tables	8,950		0	
Subtotal		**8,950**		**0**
526000 Machinery & Equipment				
Climbing Wall Equipment	1,250		0	
Miscellaneous Computer Devices & Supplies	1,000		0	
Subtotal		**2,250**		**0**
531600 Software Maintenance Agreements				
Maintenance - Software (Adobe Premiere Elements) (9)	210		0	
Maintenance - Software (Microsoft CALs) (7)	1,050		0	
Subtotal		**1,260**		**0**
536000 Miscellaneous Professional Services				
Climbing Wall Yearly Inspection	1,500		0	
Subtotal		**1,500**		**0**
538000 Performances & Entertainment				
Disc Jockey for Friday Fun Nights	850		0	
Subtotal		**850**		**0**
551100 Cellular Telephone				
Cell Phone (1) Community Facility Manager	840		0	
Subtotal		**840**		**0**

1419 Gaithersburg Youth Center at Robertson Park

575000 Repair & Maintenance - Furniture & Equipment			
Game Table Repairs (Air Hockey/Pool)	500	0	
Subtotal		**500**	**0**
Subtotal Operating Expenses		**25,350**	**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC) (7)	890	0	
Replacement - Kronos Time Clock (1)	300	0	
Replacement - Point-of-Sale Hardware	35	0	
Replacement - Printer (HP LaserJet 1536dnf)	35	0	
Replacement - Televisions (2)	45	0	
Subtotal		**1,305**	**0**
Subtotal Capital Outlay		**1,305**	**0**

Total	**259,286**	**0**

Department of Parks, Recreation and Culture

1420 - Skate Park

SERVICES PROVIDED:

The Skate Park is a 12,300 square-foot facility that provides a unique recreational opportunity for inline skaters, BMX bikes and skateboarders.

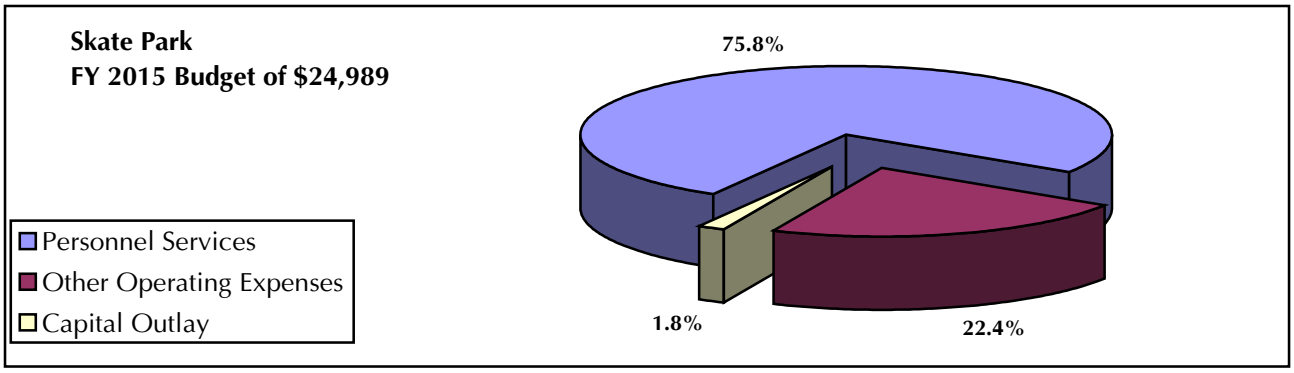
WORK PLAN GOALS:

- Provide a fun and safe activity for skateboarders and BMX enthusiasts.
- Provide a unique recreational activity for Gaithersburg teens.
- Provide quality group and private skate board instruction.

SIGNIFICANT CHANGES:

- Part-Time Salaries decreased $7,313 due to elimination of one staff member on selected days.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$36,882	$26,980	$18,939	$0
Other Operating Expenses	7,450	9,950	5,600	0
Capital Outlay	1,300	920	450	0
TOTAL	**$45,632**	**$37,850**	**$24,989**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Total Daily Attendance	3,178	3,500	4,000
School of Skate	46	60	60
Private Lessons	24	30	40

Activity Analysis Report - Proposed

1420 - Skate Park

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
509000 - Salaries, Part-Time Employe	$34,261	$25,063	-26.85%	$17,593	-29.80%
510000 - Social Security & Medicare T	$2,621	$1,917	-26.86%	$1,346	-29.79%
521000 - Office Supplies	$100	$100	0.00%	$100	0.00%
522000 - General Operating Supplies	$2,100	$2,100	0.00%	$1,200	-42.86%
522500 - Program Activities	$750	$2,650	253.33%	$500	-81.13%
524000 - Supplies for Resale	$800	$500	-37.50%		-100.00%
526000 - Machinery & Equipment	$1,000	$1,000	0.00%	$1,000	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$150	$150	0.00%	$150	0.00%
536000 - Miscellaneous Professional	$1,000	$1,000	0.00%	$1,000	0.00%
536500 - Investigations	$150	$150	0.00%		-100.00%
537000 - Instructor Services	$0	$0	100.00%		100.00%
541000 - Advertising	$1,200	$1,200	0.00%	$1,000	-16.67%
544000 - Professional Dues & Certific	$0	$0	100.00%		100.00%
546000 - Conference & Seminar Regis	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$0	$0	100.00%	$150	100.00%
554000 - Signage	$0	$400	100.00%		-100.00%
557000 - Laundry & Uniforms	$200	$200	0.00%		-100.00%
575000 - Repair & Maintenance - Furn	$0	$500	100.00%	$500	0.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$1,300	$920	-29.23%	$450	-51.09%
Personnel	$36,882	$26,980	-26.85%	$18,939	-29.80%
Operating Expenses	$7,450	$9,950	33.56%	$5,600	-43.72%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$1,300	$920	-29.23%	$450	-51.09%
Total	**$45,632**	**$37,850**	**-17.05%**	**$24,989**	**-33.98%**

1420 Skate Park

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
509000	Salaries, Part-Time Employees	17,593	0
510000	Social Security & Medicare Taxes (FICA	1,346	0
	Subtotal Personnel Services	**18,939**	**0**
Operating Expenses			
521000 Office Supplies			
	Pens, Paper and Folders	100	0
	Subtotal	**100**	**0**
522000 General Operating Supplies			
	Program Supplies - Tools, Nails and Repair Materials	1,200	0
	Subtotal	**1,200**	**0**
522500 Program Activities			
	Trip Admissions and Teen Nights	500	0
	Subtotal	**500**	**0**
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	1,000	0
	Subtotal	**1,000**	**0**
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (1)	150	0
	Subtotal	**150**	**0**
536000 Miscellaneous Professional Services			
	Repair of Ramp Structures	1,000	0
	Subtotal	**1,000**	**0**
541000 Advertising			
	Marketing Promotions	1,000	0
	Subtotal	**1,000**	**0**
553000 Printing & Binding			
	Summer in the City Brochure	150	0
	Subtotal	**150**	**0**
575000 Repair & Maintenance - Furniture & Equipment			
	Repair of Ramp Structures	500	0
	Subtotal	**500**	**0**
	Subtotal Operating Expenses	**5,600**	**0**
Capital Outlay			
595100 Furniture & Equipment (Replacement)			
	Replacement - Computer Hardware (PC) (1)	115	0
	Replacement - Kronos Time Clock (1)	300	0
	Replacement - Point-of-Sale Hardware	35	0
	Subtotal	**450**	**0**

1420 Skate Park

Subtotal Capital Outlay	**450**	**0**

Total	**24,989**	**0**

Department of Parks, Recreation and Culture

1421 - Casey Community Center

SERVICES PROVIDED:

Casey Community Center proudly hosts business seminars, educational workshops, wedding receptions, anniversary parties, an interactive preschool, and a wide variety of City classes ranging from fitness and exercise to dance.

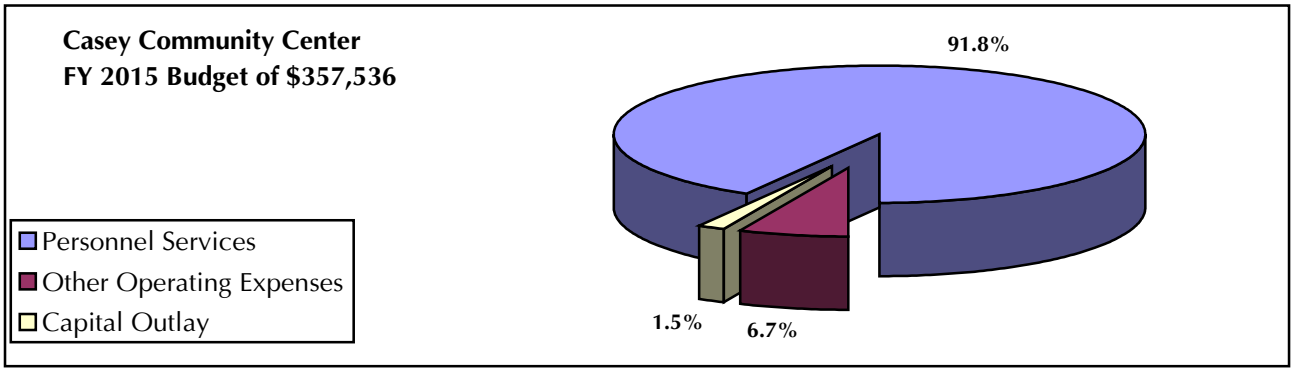
WORK PLAN GOALS:

- Continue to promote " Let's Move Cities and Towns " initiative as a means of reducing childhood obesity.
- Continue to promote "My Plate" initiative as a tool for the Tot Time program as means to educate families and foster healthy nutrition practices.
- Foster partnerships with area businesses to promote the Casey Community Center as a venue to conduct workshops and trainings.
- Provide In-service training for staff to keep AED and First Aide Certifications up to date.
- Utilize the social media as a resource for marketing the Casey Community Center as a rental facility.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$303,478	$314,206	$328,136	$0
Other Operating Expenses	24,472	29,095	23,920	0
Capital Outlay	6,955	5,700	5,480	0
TOTAL	**$334,905**	**$349,001**	**$357,536**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of People Using the Center	85,000	90,000	92,000
Number of Bookings	3,109	3,115	3,120
Creative Tot Time Participants	120	120	120

Activity Analysis Report - Proposed

1421 - Casey Community Center

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$146,441	$151,712	3.60%	$161,949	6.75%
505200 - Other taxable comp-Gfit	$0	$105	100.00%		-100.00%
509000 - Salaries, Part-Time Employe	$109,406	$111,922	2.30%	$113,489	1.40%
510000 - Social Security & Medicare T	$19,572	$20,168	3.05%	$21,071	4.48%
514000 - Group Insurance	$11,951	$13,537	13.27%	$13,739	1.49%
514200 - Vision Plan	$0	$74	100.00%	$74	0.00%
515000 - Retirement Contribution (401	$11,715	$12,137	3.60%	$12,956	6.75%
516000 - Savings Plan Contribution (4	$4,393	$4,551	3.60%	$4,858	6.75%
521000 - Office Supplies	$550	$1,500	172.73%	$500	-66.67%
522000 - General Operating Supplies	$7,220	$7,770	7.62%	$7,320	-5.79%
522200 - Photographic, Audio, Video	$200	$200	0.00%		-100.00%
522500 - Program Activities	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$8,752	$8,625	-1.45%	$7,450	-13.62%
526000 - Machinery & Equipment	$1,000	$3,200	220.00%	$1,000	-68.75%
531500 - Software Licenses	$0	$1,400	100.00%		-100.00%
531600 - Software Maintenance Agree	$555	$560	0.90%	$560	0.00%
536000 - Miscellaneous Professional	$0	$0	100.00%		100.00%
536200 - Americans with Disabilities A	$0	$0	100.00%	$500	100.00%
536300 - Contract Cleaning Services	$0	$0	100.00%		100.00%
536500 - Investigations	$210	$210	0.00%	$150	-28.57%
538000 - Performances & Entertainme	$1,295	$1,300	0.39%	$600	-53.85%
541000 - Advertising	$1,000	$1,500	50.00%	$2,200	46.67%
544000 - Professional Dues & Certific	$75	$90	20.00%	$90	0.00%
545000 - Magazines, Books & Resour	$0	$0	100.00%		100.00%
546000 - Conference & Seminar Regis	$100	$100	0.00%	$100	0.00%
551100 - Cellular Telephone	$0	$0	100.00%	$600	100.00%
553000 - Printing & Binding	$500	$500	0.00%	$500	0.00%
554000 - Signage	$825	$250	-69.70%		-100.00%
556000 - Postage	$375	$350	-6.67%	$350	0.00%
557000 - Laundry & Uniforms	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$0	$0	100.00%		100.00%
561000 - Local, In-Services Meals	$0	$0	100.00%	$300	100.00%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	$1,175	$900	-23.40%	$900	0.00%
573000 - Repair & Maintenance - Mac	$640	$640	0.00%	$800	25.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$6,955	$5,700	-18.04%	$5,480	-3.86%
Personnel	$303,478	$314,206	3.54%	$328,136	4.43%
Operating Expenses	$24,472	$29,095	18.89%	$23,920	-17.79%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$6,955	$5,700	-18.04%	$5,480	-3.86%
Total	**$334,905**	**$349,001**	**4.21%**	**$357,536**	**2.45%**

1421 Casey Community Center

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
501000 Salaries, Full-Time Employees	161,949	0
509000 Salaries, Part-Time Employees	113,489	0
510000 Social Security & Medicare Taxes (FICA	21,071	0
514000 Group Insurance	13,739	0
514200 Vision Plan	74	0
515000 Retirement Contribution (401A)	12,956	0
516000 Savings Plan Contribution (401K)	4,858	0
Subtotal Personnel Services	**328,136**	**0**
Operating Expenses		
521000 Office Supplies		
Binders, Receipt Book and Stationary Supplies	150	0
Copy Machine Paper and Toner	250	0
Laminating Materials and Supplies	100	0
Subtotal	**500**	**0**
522000 General Operating Supplies		
Arts and Crafts Supplies	3,520	0
Computer Education Resources for Tot Time Program	400	0
Decorating and Interior Furnishings	500	0
Emergency Preparedness	200	0
Event Supplies	600	0
Floor Mats	500	0
My Plate Program	200	0
Name Tags for Teachers	100	0
Tot Time Games, Books and Toys	400	0
Tot Time Shirts	900	0
Subtotal	**7,320**	**0**
525000 Furniture & Fixtures		
Fitness Mats	1,150	0
Folding Chairs	900	0
Light Weight Tables	1,200	0
Projector	1,000	0
Trash Cans	1,000	0
Video Screen	2,200	0
Subtotal	**7,450**	**0**
526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	1,000	0
Subtotal	**1,000**	**0**
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe InDesign) (1)	110	0
Maintenance - Software (Microsoft CALs) (3)	450	0
Subtotal	**560**	**0**
536200 Americans with Disabilities Act		
Interpreter Services	500	0
Subtotal	**500**	**0**

1421 Casey Community Center

536500 Investigations				
Background Checks	150		0	
Subtotal		**150**		**0**
538000 Performances & Entertainment				
Tot Time Entertainment	600		0	
Subtotal		**600**		**0**
541000 Advertising				
Bridal Magazine	2,200		0	
Subtotal		**2,200**		**0**
544000 Professional Dues & Certification Fees				
Maryland Recreation and Parks Association	75		0	
Sam's Club	15		0	
Subtotal		**90**		**0**
546000 Conference & Seminar Registration				
Maryland Recreation and Parks Quarterly Workshops	100		0	
Subtotal		**100**		**0**
551100 Cellular Telephone				
Cellular Phone for Center	600		0	
Subtotal		**600**		**0**
553000 Printing & Binding				
Brochures, Fliers and Postcards	500		0	
Subtotal		**500**		**0**
556000 Postage				
Correspondence, Rental Contracts and Invoices	350		0	
Subtotal		**350**		**0**
561000 Local, In-Services Meals				
Quarterly In-Service Training	300		0	
Subtotal		**300**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
Hardware, Supplies and Tools	900		0	
Subtotal		**900**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	800		0	
Subtotal		**800**		**0**
Subtotal Operating Expenses		**23,920**		**0**

Capital Outlay

1421 Casey Community Center

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (5)	15	0	
Replacement - Computer Hardware (PC) (3)	355	0	
Replacement - Copier (Ricoh MP 2550SP)	1,300	0	
Replacement - Kitchen Equipment	3,500	0	
Replacement - Kronos Time Clock (1)	300	0	
Replacement - Printer HP OfficeJet (6500A Plus)	10	0	
Subtotal		**5,480**	**0**
Subtotal Capital Outlay		**5,480**	**0**
Total		**357,536**	**0**

Department of Parks, Recreation and Culture

1422 - Water Park

SERVICES PROVIDED:

The Water Park, located within the Bohrer Park complex, is open from Memorial Day weekend to Labor Day. The Water Park is patronized by pass holders, as well as by daily admission patrons, for open swim. This swimming pool facility serves the City's Summer Camp program on weekday mornings followed by offering limited afternoon group rates to private camps and day care's. Aquatics classes are offered on weekday evenings and weekend mornings. This activity provides staff, supplies, program, and administrative expenses for the operation of the Water Park.

WORK PLAN GOALS:

- Continue the existing agreement for Water Park concessions.
- Enhance City Summer Camp activities and private summer programs with a daily swim opportunity.
- Manage day-to-day operations while maintaining a safe aquatic environment, complying with all applicable state and local regulations.
- Organize community aquatics events, such as a Water Safety Day and Youth Aquathon.
- Conduct extensive staff training program; continue exemplary safety record by preventing and responding to accidents/incidents.
- Coordinate with the Public Works Department for the short and long-term repair and maintenance needs, including seasonal opening and closing of the facility.
- Enact the recommendations outlined in the Facility Study Report for future repairs, improvements, and enhancements.
- Offer quality swim lessons through ongoing instructor In-service training.

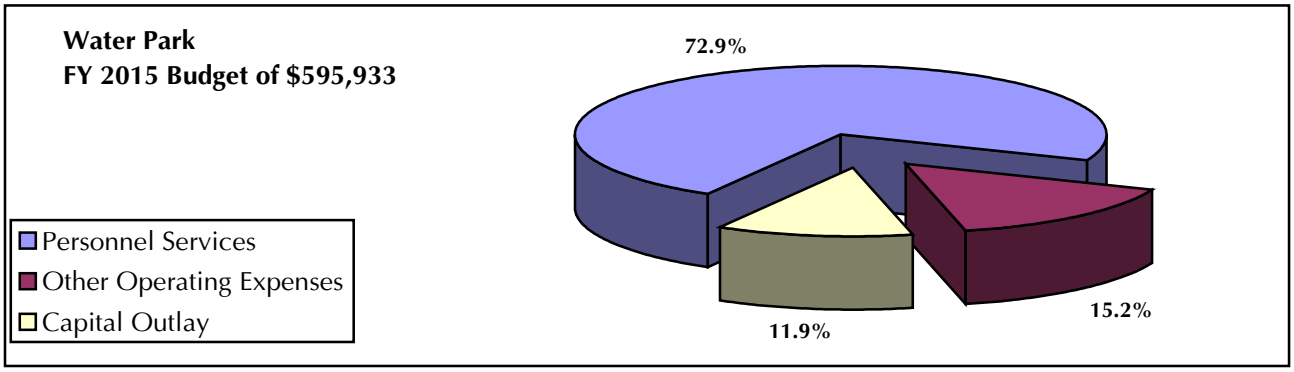
SIGNIFICANT CHANGES:

- Contract Maintenance Services increased $9,100 due to a newly identified maintenance requirement with the Ultra Violet Disinfectant System installed during the Water Park renovation. This maintenance requires a special technical expertise.
- Furniture & Equipment Replacement increased $44,695 to establish funding for future replacement of splash and main pool features.
- Furniture & Fixtures decreased $6,800 due to completion of Phase II Water Park renovations of the administrative offices.
- Part-Time Salaries increased $8,288 due to actual expenditure in FY13.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$351,994	$421,945	$434,418	$0
Other Operating Expenses	72,300	86,535	90,450	0
Capital Outlay	3,425	23,870	71,065	0
TOTAL	**$427,719**	**$532,350**	**$595,933**	**$0**

Department of Parks, Recreation and Culture

1422 - Water Park



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Program Attendance (swim lessons and water exercise)	5981	2200	3500
Membership Pass Attendance	2300	3300	2800
In-Service Training Instructional Hours	57	57	57
Group Rental Attendance (schools, City camps, private daycare/camps)	26444	32000	25000
Daily Paid Admission Attendance	71559	65000	65000

Activity Analysis Report - Proposed

1422 - Water Park

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$63,154	$117,228	85.62%	$130,810	11.59%
505200 - Other taxable comp-Gfit	$0	$229	100.00%	$60	-73.80%
509000 - Salaries, Part-Time Employe	$244,795	$229,868	-6.10%	$238,156	3.61%
510000 - Social Security & Medicare T	$23,558	$26,553	12.71%	$28,226	6.30%
514000 - Group Insurance	$13,118	$31,158	137.52%	$22,226	-28.67%
514200 - Vision Plan	$0	$92	100.00%	$129	40.22%
515000 - Retirement Contribution (401	$5,052	$9,378	85.63%	$10,465	11.59%
515100 - Retirement Health Savings (	$422	$422	0.00%	$422	0.00%
516000 - Savings Plan Contribution (4	$1,895	$3,517	85.59%	$3,924	11.57%
519000 - Tuition Reimbursement	$0	$3,500	100.00%		-100.00%
521000 - Office Supplies	$1,400	$1,400	0.00%	$2,350	67.86%
522000 - General Operating Supplies	$33,000	$35,000	6.06%	$36,000	2.86%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
524000 - Supplies for Resale	$2,000	$3,500	75.00%	$4,000	14.29%
525000 - Furniture & Fixtures	$0	$8,000	100.00%	$1,200	-85.00%
526000 - Machinery & Equipment	$3,900	$3,900	0.00%	$2,900	-25.64%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$705	$860	21.99%	$1,160	34.88%
533000 - Legal	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$200	$1,500	650.00%	$1,500	0.00%
536200 - Americans with Disabilities A	$100	$100	0.00%	$100	0.00%
536300 - Contract Cleaning Services	$475	$300	-36.84%		-100.00%
536400 - Contract Maintenance Servic	$0	$0	100.00%	$9,100	100.00%
536500 - Investigations	$1,750	$1,000	-42.86%	$750	-25.00%
537000 - Instructor Services	$3,300	$3,300	0.00%	$1,700	-48.48%
538000 - Performances & Entertainme	$0	$0	100.00%	$500	100.00%
541000 - Advertising	$1,500	$1,500	0.00%	$3,200	113.33%
542000 - Awards & Presentations	$0	$0	100.00%	$100	100.00%
543000 - Contributions	$0	$0	100.00%		100.00%
544000 - Professional Dues & Certific	$1,025	$1,025	0.00%	$1,765	72.20%
546000 - Conference & Seminar Regis	$1,195	$600	-49.79%	$875	45.83%
546300 - In-Service Training	$750	$750	0.00%	$600	-20.00%
547000 - Travel Expense	$1,200	$1,800	50.00%	$1,300	-27.78%
547100 - Travel Mileage Reimbursem	$100	$100	0.00%		-100.00%
548100 - Sponsorships	$0	$0	100.00%		100.00%
549000 - Scholarship Management	$0	$0	100.00%	$500	100.00%
550700 - Recycling Services/Trash Co	$100	$100	0.00%	$100	0.00%
551100 - Cellular Telephone	$300	$300	0.00%	$1,200	300.00%
552500 - Vehicle & Equipment Gasolin	$200	$50	-75.00%	$50	0.00%
553000 - Printing & Binding	$1,000	$1,000	0.00%	$1,000	0.00%
554000 - Signage	$1,400	$1,400	0.00%	$1,400	0.00%
556000 - Postage	$600	$600	0.00%	$600	0.00%
557000 - Laundry & Uniforms	$5,500	$5,500	0.00%	$5,500	0.00%
560000 - Miscellaneous	$0	$0	100.00%		100.00%
561000 - Local, In-Services Meals	$400	$450	12.50%	$300	-33.33%

Activity Analysis Report - Proposed

1422 - Water Park

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
567000 - Rental & Use Charges	$900	$900	0.00%	$800	-11.11%
572000 - Repair & Maintenance - Build	$0	$0	100.00%	$1,000	100.00%
573000 - Repair & Maintenance - Mac	$2,900	$3,900	34.48%	$3,700	-5.13%
574000 - Repair & Maintenance - Vehi	$150	$200	33.33%	$200	0.00%
575000 - Repair & Maintenance - Furn	$6,250	$7,500	20.00%	$5,000	-33.33%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%	$2,500	100.00%
595100 - Furniture & Equipment (Repl	$3,425	$23,870	596.93%	$68,565	187.24%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$0	$0	100.00%		100.00%
Personnel	$351,994	$421,945	19.87%	$434,418	2.96%
Operating Expenses	$72,300	$86,535	19.69%	$90,450	4.52%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$3,425	$23,870	596.93%	$71,065	197.72%
Total	**$427,719**	**$532,350**	**24.46%**	**$595,933**	**11.94%**

1422 Water Park

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	130,810	0
505200	Other taxable comp-Gfit	60	0
509000	Salaries, Part-Time Employees	238,156	0
510000	Social Security & Medicare Taxes (FICA	28,226	0
514000	Group Insurance	22,226	0
514200	Vision Plan	129	0
515000	Retirement Contribution (401A)	10,465	0
515100	Retirement Health Savings (RHS)	422	0
516000	Savings Plan Contribution (401K)	3,924	0
	Subtotal Personnel Services	**434,418**	**0**
Operating Expenses			
521000 Office Supplies			
	Registration Materials, Administrative Supplies	950	0
	Toner for Fax Machine, Copier and Printer	1,400	0
	Subtotal	**2,350**	**0**
522000 General Operating Supplies			
	First Aid, Cleaning Supplies, Pool and Teaching Supplies	9,000	0
	Pool Chemicals - Sodium Hypochlorite and Carbon Dioxide Gas	27,000	0
	Subtotal	**36,000**	**0**
524000 Supplies for Resale			
	Sunscreen, Waterproof Pants and Swim Diapers	4,000	0
	Subtotal	**4,000**	**0**
525000 Furniture & Fixtures			
	Bookshelf	500	0
	Computer Desk for Finance Office	500	0
	Emergency Cot	200	0
	Subtotal	**1,200**	**0**
526000 Machinery & Equipment			
	Chemical Controllers and Sensors	1,100	0
	Miscellaneous Computer Devices & Supplies	1,000	0
	Radios (3)	800	0
	Subtotal	**2,900**	**0**
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe InDesign) (1)	110	0
	Maintenance - Software (Microsoft CALs) (7)	1,050	0
	Subtotal	**1,160**	**0**
536000 Miscellaneous Professional Services			
	Pool Repair Consultant	550	0
	Safe Maintenance	250	0
	Winterizing and Summarizing Pool Contractor	700	0
	Subtotal	**1,500**	**0**

1422 Water Park

536200 Americans with Disabilities Act				
Interpreter Services	100		0	
Subtotal		**100**		**0**
536400 Contract Maintenance Services				
Bulb Replacement for Ultraviolet Disinfection Systems (2)	3,500		0	
Ultraviolet Bulb Wiper and Crystal Replacement (2)	5,600		0	
Subtotal		**9,100**		**0**
536500 Investigations				
Background Checks	750		0	
Subtotal		**750**		**0**
537000 Instructor Services				
Water Exercise Instructor (Revenue Supported)	1,700		0	
Subtotal		**1,700**		**0**
538000 Performances & Entertainment				
Family Fun Night (Revenue Supported)	500		0	
Subtotal		**500**		**0**
541000 Advertising				
Bus Shelter Advertisement	200		0	
Online Radio Advertisement	3,000		0	
Subtotal		**3,200**		**0**
542000 Awards & Presentations				
Part-time Staff Recognition Awards	100		0	
Subtotal		**100**		**0**
544000 Professional Dues & Certification Fees				
Association of Pool & Spa Professionals	115		0	
Certified Pool Operator Instructor Reauthorization	100		0	
Maryland Recreation and Parks Association Membership (2)	150		0	
Pool Operators Courses	600		0	
Pool Operators Test and License	800		0	
Subtotal		**1,765**		**0**
546000 Conference & Seminar Registration				
Local Maryland Recreation & Parks Assoc. Seminar	100		0	
National Recreation & Parks Assoc. Conference	475		0	
Preconference Seminar - National Aquatic Management	300		0	
Subtotal		**875**		**0**
546300 In-Service Training				
Lifeguard Training, First Aid and CPR/AED Materials	600		0	
Subtotal		**600**		**0**
547000 Travel Expense				
Lodging National Recreation & Parks Assoc. Conference	1,300		0	
Subtotal		**1,300**		**0**
549000 Scholarship Management				
Swim Lesson Financial Aid	500		0	
Subtotal		**500**		**0**

1422 Water Park

550700 Recycling Services/Trash Collection				
Biohazard Pick-Up and Disposal Service Fees	100		0	
Subtotal		**100**		**0**
551100 Cellular Telephone				
Facility	400		0	
Staff	800		0	
Subtotal		**1,200**		**0**
552500 Vehicle & Equipment Gasoline Expense				
Golf Cart	50		0	
Subtotal		**50**		**0**
553000 Printing & Binding				
Employee Handbooks - Lifeguards, Cashiers and Managers	300		0	
Promotional Postcards	500		0	
Wristbands	200		0	
Subtotal		**1,000**		**0**
554000 Signage				
Rules and Regulations, Admission Policies and Pool Fees	1,400		0	
Subtotal		**1,400**		**0**
556000 Postage				
Letters, Promotional Materials and Pass Renewal Mailings	600		0	
Subtotal		**600**		**0**
557000 Laundry & Uniforms				
Staff Shirts, Lifeguard Shorts and Whistles	5,500		0	
Subtotal		**5,500**		**0**
561000 Local, In-Services Meals				
All Day In-Service Training Meetings	300		0	
Subtotal		**300**		**0**
567000 Rental & Use Charges				
Carbon Dioxide Cylinder - Main and Splash Pools	600		0	
Pool Drain and Clean Equipment	200		0	
Subtotal		**800**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
Pool Maintenance Tools	1,000		0	
Subtotal		**1,000**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Chemical Feeder Systems	1,000		0	
Maintenance & Supplies - Copier	800		0	
Pool Filtration Systems	1,000		0	
Radio Repair	200		0	
Sump Pump and Water Level Control Systems	700		0	
Subtotal		**3,700**		**0**
574000 Repair & Maintenance - Vehicles				
Golf Cart	200		0	
Subtotal		**200**		**0**

1422 Water Park

575000 Repair & Maintenance - Furniture & Equipment			
Canopy Repairs	500	0	
Palm Tree Repair	500	0	
Repair and Re-strap Pool Lounge Chairs (Offsite)	1,500	0	
Re-surface Water Play Features	2,500	0	
Subtotal		**5,000**	**0**
Subtotal Operating Expenses		**90,450**	**0**

Capital Outlay

595000 Furniture & Equipment			
Commercial Grade Pressure Washer and related accessories	2,500	0	
Subtotal		**2,500**	**0**
595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (5)	610	0	
Replacement - Computer Hardware (PC) (5)	70	0	
Replacement - Fax Machines	15	0	
Replacement - Kronos Time Clock (1)	300	0	
Replacement - Lifeguard Office Seating	1,200	0	
Replacement - Picnic Tables (3)	6,500	0	
Replacement - Point-of-Sale Hardware	750	0	
Replacement - Pool Lounge Chairs (20)	3,600	0	
Replacement - Printer (HP LaserJet M276NW)	35	0	
Replacement - Printer (HP LaserJet P2055dn)	35	0	
Replacement - Water Park Features	55,450	0	
Subtotal		**68,565**	**0**
Subtotal Capital Outlay		**71,065**	**0**
Total		**595,933**	**0**

Department of Parks, Recreation and Culture

1423 - Gaithersburg Arts Barn

SERVICES PROVIDED:

This activity provides administration and programming of arts events at the Arts Barn. Events include visual art exhibits, classes and camps, theatrical, musical and literary performances and workshops. Visual arts studio rentals, theater rentals and the City Shop in the Gallery Alcove also provide arts opportunities for the community.

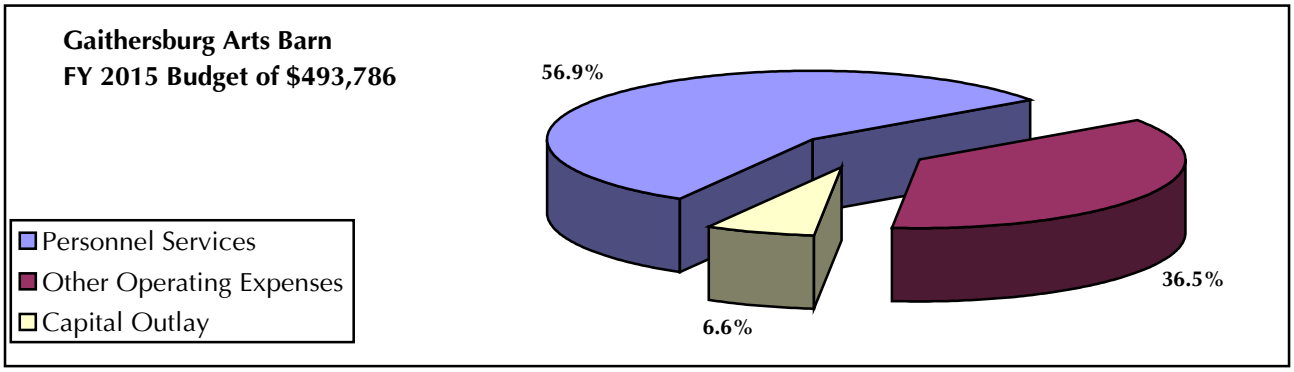
WORK PLAN GOALS:

- Continue to build the volunteer program to include incentives, acknowledgements and training opportunities.
- Develop new marketing strategies that create broader visibility of the Arts Barn and result in the development of new audiences.
- Diversify programs to include more professional arts programming, while continuing to nurture community-based partnerships and individual artists.
- Seek out new sponsorships and community partnerships with arts groups, businesses, educators and other entities that will benefit the Arts Barn brand and financials.
- Use technology to increase staff productivity, effective outreach, and revenue streams.

SIGNIFICANT CHANGES:

- Performance & Entertainment increased $16,000 due to increased revenue-sharing from successful partnerships with performing and visual artists for ticketed performances and fee-based educational programs.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$225,922	$271,427	$280,893	$0
Other Operating Expenses	172,350	164,920	180,225	0
Capital Outlay	3,445	33,240	32,668	0
TOTAL	**$401,717**	**$469,587**	**$493,786**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Theatrical and musical performances	192	194	198
Arts Barn attendance	47,160	48,000	48,500
Artists featured in Arts Barn Gallery	125	130	135
Art classes, camps and workshops offered	223	226	230

Activity Analysis Report - Proposed

1423 - Gaithersburg Arts Barn

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$113,976	$128,966	13.15%	$134,660	4.42%
505200 - Other taxable comp-Gfit	$0	$420	100.00%	$514	22.38%
509000 - Salaries, Part-Time Employe	$67,223	$90,912	35.24%	$92,185	1.40%
510000 - Social Security & Medicare T	$13,862	$16,821	21.35%	$17,354	3.17%
514000 - Group Insurance	$15,196	$16,957	11.59%	$18,309	7.97%
514200 - Vision Plan	$0	$37	100.00%	$184	397.30%
515000 - Retirement Contribution (401	$9,118	$10,317	13.15%	$10,773	4.42%
515100 - Retirement Health Savings (	$3,128	$3,128	0.00%	$2,874	-8.12%
516000 - Savings Plan Contribution (4	$3,419	$3,869	13.16%	$4,040	4.42%
521000 - Office Supplies	$500	$500	0.00%	$300	-40.00%
522000 - General Operating Supplies	$6,900	$6,900	0.00%	$5,725	-17.03%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
522500 - Program Activities	$0	$0	100.00%		100.00%
524000 - Supplies for Resale	$2,000	$2,000	0.00%	$2,000	0.00%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$1,000	$3,000	200.00%	$2,000	-33.33%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$1,870	$1,900	1.60%	$1,250	-34.21%
533000 - Legal	$2,200	$2,200	0.00%	$2,000	-9.09%
536000 - Miscellaneous Professional	$22,145	$1,600	-92.77%	$1,900	18.75%
536200 - Americans with Disabilities A	$150	$150	0.00%	$150	0.00%
536500 - Investigations	$200	$200	0.00%	$200	0.00%
536800 - Security Services	$0	$0	100.00%		100.00%
538000 - Performances & Entertainme	$110,000	$114,000	3.64%	$130,000	14.04%
541000 - Advertising	$16,000	$14,000	-12.50%	$14,000	0.00%
542000 - Awards & Presentations	$850	$850	0.00%	$850	0.00%
544000 - Professional Dues & Certific	$0	$0	100.00%	$150	100.00%
546000 - Conference & Seminar Regis	$0	$0	100.00%		100.00%
547000 - Travel Expense	$0	$0	100.00%		100.00%
547100 - Travel Mileage Reimbursem	$635	$1,200	88.98%	$1,200	0.00%
551100 - Cellular Telephone	$0	$300	100.00%	$0	-100.00%
553000 - Printing & Binding	$1,850	$4,750	156.76%	$4,750	0.00%
554000 - Signage	$4,630	$5,200	12.31%	$6,225	19.71%
556000 - Postage	$800	$1,050	31.25%	$1,050	0.00%
560000 - Miscellaneous	$0	$4,500	100.00%	$5,675	26.11%
561000 - Local, In-Services Meals	$0	$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	$620	$620	0.00%	$800	29.03%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$3,445	$33,240	864.88%	$32,668	-1.72%

Activity Analysis Report - Proposed

1423 - Gaithersburg Arts Barn

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$225,922	$271,427	20.14%	$280,893	3.49%
Operating Expenses	$172,350	$164,920	-4.31%	$180,225	9.28%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$3,445	$33,240	864.88%	$32,668	-1.72%
Total	**$401,717**	**$469,587**	**16.89%**	**$493,786**	**5.15%**

1423 Gaithersburg Arts Barn

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
501000 Salaries, Full-Time Employees	134,660	0
505200 Other taxable comp-Gfit	514	0
509000 Salaries, Part-Time Employees	92,185	0
510000 Social Security & Medicare Taxes (FICA	17,354	0
514000 Group Insurance	18,309	0
514200 Vision Plan	184	0
515000 Retirement Contribution (401A)	10,773	0
515100 Retirement Health Savings (RHS)	2,874	0
516000 Savings Plan Contribution (401K)	4,040	0
Subtotal Personnel Services	**280,893**	**0**

Operating Expenses

521000 Office Supplies				
Ink, Easel Pads and Tape	300		0	
Subtotal		**300**		**0**
522000 General Operating Supplies				
Materials for Partnership Programs	1,200		0	
Materials for Performances, Classes and Summer Camps	4,525		0	
Subtotal		**5,725**		**0**
524000 Supplies for Resale				
Snacks and Beverages	2,000		0	
Subtotal		**2,000**		**0**
526000 Machinery & Equipment				
Miscellaneous Computer Devices & Supplies	1,000		0	
Miscellaneous Theater Technical Supplies	1,000		0	
Subtotal		**2,000**		**0**
531600 Software Maintenance Agreements				
Maintenance - Software (Adobe Acrobat Professional) (1)	60		0	
Maintenance - Software (Adobe InDesign) (4)	440		0	
Maintenance - Software (Microsoft CALs) (5)	750		0	
Subtotal		**1,250**		**0**
533000 Legal				
County Licenses	1,700		0	
Royalty Fees - Theatre Performances	300		0	
Subtotal		**2,000**		**0**
536000 Miscellaneous Professional Services				
Piano Tuning	950		0	
Sound Technician	950		0	
Subtotal		**1,900**		**0**
536200 Americans with Disabilities Act				
Interpreter Services	150		0	
Subtotal		**150**		**0**

1423 Gaithersburg Arts Barn

536500 Investigations				
Background Checks	200		0	
Subtotal		**200**		**0**
538000 Performances & Entertainment				
Artist Fees - Young Artists Award Adjudicator Fees	1,000		0	
Class and Camp Partnerships (Offset by Revenue)	52,000		0	
Theater and Concert Partnerships (Offset by Revenue)	77,000		0	
Subtotal		**130,000**		**0**
541000 Advertising				
Newspapers and Brochures	14,000		0	
Subtotal		**14,000**		**0**
542000 Awards & Presentations				
Young Artists Award	850		0	
Subtotal		**850**		**0**
544000 Professional Dues & Certification Fees				
Americans for the Arts	150		0	
Subtotal		**150**		**0**
547100 Travel Mileage Reimbursement				
	1,200		0	
Subtotal		**1,200**		**0**
551100 Cellular Telephone				
	0		0	
Subtotal		**0**		**0**
553000 Printing & Binding				
Postcards - Theatre Performances	2,000		0	
Seasonal Performance Brochures	2,000		0	
Tickets, Fliers, Programs and Calendars	750		0	
Subtotal		**4,750**		**0**
554000 Signage				
Program Banners	5,625		0	
Replacement Signage on New Doors	600		0	
Subtotal		**6,225**		**0**
556000 Postage				
Letters, Promotional Materials and Rental Permits	800		0	
Seasonal Brochure Direct Mailings	250		0	
Subtotal		**1,050**		**0**
560000 Miscellaneous				
Deer Park Water	1,175		0	
Performer's Travel (Sponsor Reimbursed)	4,500		0	
Subtotal		**5,675**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	800		0	
Subtotal		**800**		**0**
Subtotal Operating Expenses		**180,225**		**0**

1423 Gaithersburg Arts Barn

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (6)	13	0	
Replacement - Computer Hardware (PC) (5)	625	0	
Replacement - Copier (Ricoh MP 2550SP)	1,300	0	
Replacement - Fax Machines	20	0	
Replacement - Kronos Time Clock (1)	300	0	
Replacement - Point-of-Sale Hardware	35	0	
Replacement - Projector (Theater)	375	0	
Replacement - Theater Lighting/Sound Systems	30,000	0	
Subtotal		**32,668**	**0**
Subtotal Capital Outlay		**32,668**	**0**
Total		**493,786**	**0**

Department of Parks, Recreation and Culture

1424 - Gaithersburg Youth Center at Olde Towne

SERVICES PROVIDED:

Gaithersburg Youth Center at Olde Towne provides after-school, weekend and summer activities for Gaithersburg's youth.

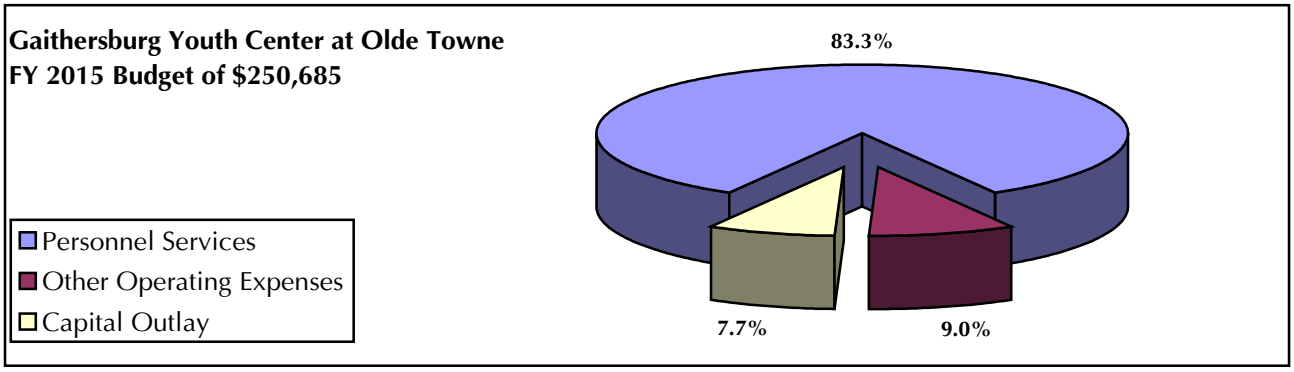
WORK PLAN GOALS:

- Provide a variety of experiences that will challenge the interest of the teen and pre-teen population.
- Provide opportunity for youth to explore and express musical creativity.
- Provide positive social and educational after-school programs and activities for middle and high school students.
- Provide programming on professional days off from school and early dismissal days.
- Provide transportation to the Youth Center for middle school students.

SIGNIFICANT CHANGES:

- Part-Time Salaries decreased $19,892 due to reduction in studio programs, restructuring of Camp Innov8 and to reflect actuals expenditures.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$218,568	$238,181	$208,945	$0
Other Operating Expenses	21,225	22,615	22,440	0
Capital Outlay	28,675	28,325	19,300	0
TOTAL	**$268,468**	**$289,121**	**$250,685**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Youth Center Attendance	13,197	13,000	13,500
Studio Attendance	1,250	1,450	1,750
Cooking It Up Attendance (Healthy Food Choices)	135	155	170

Activity Analysis Report - Proposed

1424 - Gaithersburg Youth Center at Olde Towne

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$75,365	$78,078	3.60%	$61,224	-21.59%
505300 - Other taxable comp-housing	$2,400	$0	-100.00%		100.00%
509000 - Salaries, Part-Time Employe	$112,204	$128,892	14.87%	$110,526	-14.25%
510000 - Social Security & Medicare T	$14,349	$15,833	10.34%	$13,139	-17.02%
514000 - Group Insurance	$5,960	$6,753	13.31%	$14,729	118.11%
514200 - Vision Plan	$0	$37	100.00%	$92	148.65%
515000 - Retirement Contribution (401	$6,029	$6,246	3.60%	$4,898	-21.58%
516000 - Savings Plan Contribution (4	$2,261	$2,342	3.58%	$1,837	-21.56%
519000 - Tuition Reimbursement	$0	$0	100.00%	$2,500	100.00%
521000 - Office Supplies	$300	$700	133.33%	$400	-42.86%
522000 - General Operating Supplies	$10,200	$9,740	-4.51%	$10,300	5.75%
522500 - Program Activities	$2,075	$2,075	0.00%	$400	-80.72%
524000 - Supplies for Resale	$900	$400	-55.56%		-100.00%
525000 - Furniture & Fixtures	$0	$0	100.00%	$2,000	100.00%
526000 - Machinery & Equipment	$2,000	$4,350	117.50%	$3,300	-24.14%
531600 - Software Maintenance Agree	$5,250	$4,350	-17.14%	$4,200	-3.45%
536000 - Miscellaneous Professional	$0	$0	100.00%		100.00%
536500 - Investigations	$200	$200	0.00%		-100.00%
538000 - Performances & Entertainme	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$0	$0	100.00%	$840	100.00%
557000 - Laundry & Uniforms	$300	$300	0.00%		-100.00%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%		100.00%
575000 - Repair & Maintenance - Furn	$0	$500	100.00%	$1,000	100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$28,675	$28,325	-1.22%	$19,300	-31.86%
Personnel	$218,568	$238,181	8.97%	$208,945	-12.27%
Operating Expenses	$21,225	$22,615	6.55%	$22,440	-0.77%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$28,675	$28,325	-1.22%	$19,300	-31.86%
Total	**$268,468**	**$289,121**	**7.69%**	**$250,685**	**-13.29%**

1424 Gaithersburg Youth Center at Olde Towne

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
501000 Salaries, Full-Time Employees	61,224	0
509000 Salaries, Part-Time Employees	110,526	0
510000 Social Security & Medicare Taxes (FICA	13,139	0
514000 Group Insurance	14,729	0
514200 Vision Plan	92	0
515000 Retirement Contribution (401A)	4,898	0
516000 Savings Plan Contribution (401K)	1,837	0
519000 Tuition Reimbursement	2,500	0
Subtotal Personnel Services	**208,945**	**0**

Operating Expenses				
521000 Office Supplies				
Membership Cards, Printer Cartridges and Paper	400		0	
Subtotal		**400**		**0**
522000 General Operating Supplies				
Sports Supplies, Arts & Crafts and Tutoring Materials	10,300		0	
Subtotal		**10,300**		**0**
522500 Program Activities				
Admissions/Mentoring Programs	400		0	
Subtotal		**400**		**0**
525000 Furniture & Fixtures				
Pool Table, Couch and Tables	2,000		0	
Subtotal		**2,000**		**0**
526000 Machinery & Equipment				
Miscellaneous Audio Equipment (cables, microphones, etc.)	1,300		0	
Miscellaneous Computer Devices & Supplies	2,000		0	
Subtotal		**3,300**		**0**
531600 Software Maintenance Agreements				
Maintenance - Software (Avid Pro Tools Studio and Lab Licenses)	2,100		0	
Maintenance - Software (Microsoft CALs) (14)	2,100		0	
Subtotal		**4,200**		**0**
551100 Cellular Telephone				
Cell Phone (1) Community Facility Manager	840		0	
Subtotal		**840**		**0**
575000 Repair & Maintenance - Furniture & Equipment				
Game Table Repairs (Air Hockey/Pool)	1,000		0	
Subtotal		**1,000**		**0**
Subtotal Operating Expenses		**22,440**		**0**

Capital Outlay

1424 Gaithersburg Youth Center at Olde Towne

595100 Furniture & Equipment (Replacement)			
Replacement - Audio Lab Equipment	115	0	
Replacement - Audio Recording Studio Equipment	17,000	0	
Replacement - Computer Hardware (PC Monitors) (20)	20	0	
Replacement - Computer Hardware (PC) (14)	600	0	
Replacement - Game Consoles (5)	30	0	
Replacement - Kronos Time Clock (1)	300	0	
Replacement - Point-of-Sale Hardware	35	0	
Replacement - Printer (HP LaserJet M1530)	40	0	
Replacement - Printer (HP LaserJet P2035n)	35	0	
Replacement - Video Camp Camcorders (17)	1,125	0	
Subtotal		**19,300**	**0**
Subtotal Capital Outlay		**19,300**	**0**
Total		**250,685**	**0**

Department of Parks, Recreation and Culture

1425 - Seniors Program

SERVICES PROVIDED:

This activity provides staff, programs and services for adults 60 years of age and older at the Gaithersburg Senior Center. The Center facilitates opportunities for seniors to build friendships and participate in a wide variety of educational, recreational, wellness, and social service programs.

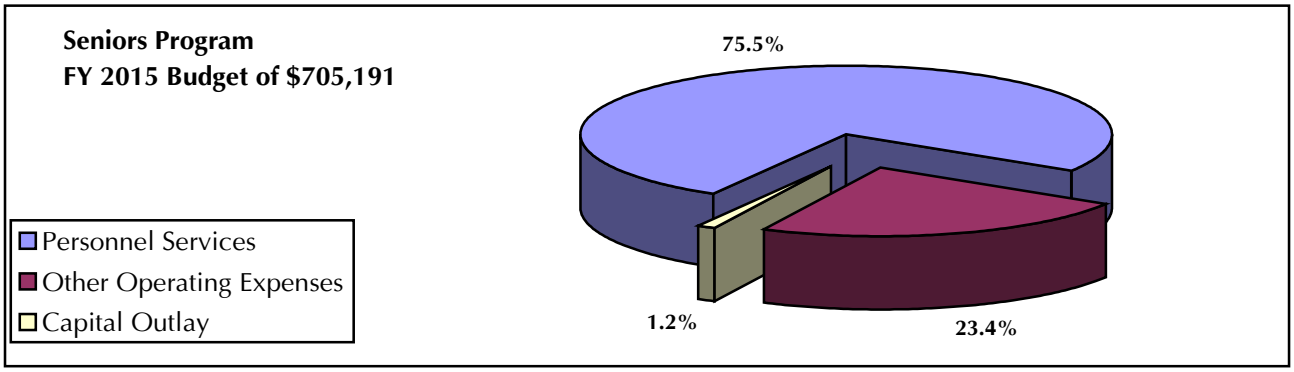
WORK PLAN GOALS:

- Act as a portal for older adults to benefit from programs and services that help them to stay healthy, engaged in their community, feel valued, and age in place.
- Attract higher attendance to the Active Aging Expo as well as increase the participation of businesses and non-profit agencies.
- Evaluate current programming, research new trends and update offerings to meet the changing interests and needs of seniors.
- Foster support for advisory committee/member driven programs that celebrate the diversity of the Senior Center.
- In conjunction with Montgomery County, provide transportation for City residents and nonresidents.
- Increase the membership base by attracting more older adults, particularly Gaithersburg residents.
- Provide well-balanced congregate meals that meet the nutrition needs of older adults, educate seniors on making good meal choices, and the importance of exercise, all in a setting that promotes socialization.

SIGNIFICANT CHANGES:

- Instructor Services increased $10,360 due to increased class offerings.
- Machinery & Equipment increased $7,900 due to additional computers and monitors for new computer lab $2,900, as well as an Industrial Floor Buffer and Cleaner Machine, $5,000.
- Part-Time Salaries increased $12,655 due to new fitness center staffing and additional Saturday programming.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$397,440	$444,511	$532,126	$0
Other Operating Expenses	124,810	139,560	164,785	0
Capital Outlay	27,463	27,910	8,280	0
TOTAL	**$549,713**	**$611,981**	**$705,191**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15

Total Daily Attendance	25,273	26,000	30,000
Registered Members - Residents	350	350	450
Registered Members - Nonresidents	295	300	350
Nutrition Program Lunches Served	6,711	6,700	6,750

Activity Analysis Report - Proposed

1425 - Seniors Program

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$251,714	$260,776	3.60%	$305,109	17.00%
505100 - Other taxable comp-multiling	$2,080	$2,080	0.00%	$2,080	0.00%
505300 - Other taxable comp-housing	$1,200	$2,400	100.00%	$2,400	0.00%
508000 - Salaries, Overtime	$0	$0	100.00%	$726	100.00%
509000 - Salaries, Part-Time Employe	$44,485	$73,656	65.57%	$85,551	16.15%
510000 - Social Security & Medicare T	$22,659	$25,584	12.91%	$29,941	17.03%
514000 - Group Insurance	$45,997	$49,306	7.19%	$70,590	43.17%
514200 - Vision Plan	$0	$349	100.00%	$442	26.65%
515000 - Retirement Contribution (401	$20,137	$20,862	3.60%	$24,409	17.00%
515050 - Supplemental Retirement Co	$1,617	$1,675	3.59%	$1,725	2.99%
516000 - Savings Plan Contribution (4	$7,551	$7,823	3.60%	$9,153	17.00%
519000 - Tuition Reimbursement	$0	$0	100.00%		100.00%
521000 - Office Supplies	$1,100	$1,100	0.00%	$1,100	0.00%
522000 - General Operating Supplies	$11,000	$12,000	9.09%	$12,795	6.62%
522500 - Program Activities	$25,000	$29,500	18.00%	$29,500	0.00%
524000 - Supplies for Resale	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$0	$11,200	100.00%	$9,400	-16.07%
526000 - Machinery & Equipment	$1,000	$1,000	0.00%	$8,900	790.00%
526500 - Vehicles & Equipment	$0	$0	100.00%		100.00%
531500 - Software Licenses	$0	$0	100.00%	$2,100	100.00%
531600 - Software Maintenance Agree	$1,950	$1,950	0.00%	$1,950	0.00%
533000 - Legal	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$1,800	$38,800	2055.56%	$41,000	5.67%
536200 - Americans with Disabilities A	$5,000	$1,000	-80.00%	$1,000	0.00%
536500 - Investigations	$100	$100	0.00%	$100	0.00%
537000 - Instructor Services	$6,500	$4,500	-30.77%	$14,860	230.22%
538000 - Performances & Entertainme	$5,850	$6,350	8.55%	$5,850	-7.87%
541000 - Advertising	$2,000	$2,000	0.00%	$3,100	55.00%
543000 - Contributions	$34,000	$0	-100.00%		100.00%
544000 - Professional Dues & Certific	$620	$620	0.00%	$620	0.00%
545000 - Magazines, Books & Resour	$0	$0	100.00%		100.00%
546000 - Conference & Seminar Regis	$500	$500	0.00%	$500	0.00%
547000 - Travel Expense	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$500	$600	20.00%	$600	0.00%
552500 - Vehicle & Equipment Gasolin	$8,400	$7,500	-10.71%	$7,500	0.00%
553000 - Printing & Binding	$9,000	$9,000	0.00%	$9,000	0.00%
554000 - Signage	$1,800	$1,000	-44.44%	$750	-25.00%
556000 - Postage	$2,500	$2,500	0.00%	$2,700	8.00%
557000 - Laundry & Uniforms	$310	$310	0.00%	$310	0.00%
560000 - Miscellaneous	$0	$0	100.00%		100.00%
567000 - Rental & Use Charges	$0	$150	100.00%	$150	0.00%
573000 - Repair & Maintenance - Mac	$880	$880	0.00%	$4,000	354.55%
574000 - Repair & Maintenance - Vehi	$5,000	$6,000	20.00%	$6,000	0.00%
575000 - Repair & Maintenance - Furn	$0	$1,000	100.00%	$1,000	0.00%
592000 - Software	$0	$0	100.00%		100.00%

Activity Analysis Report - Proposed

1425 - Seniors Program

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$5,420	$4,930	-9.04%	$8,280	67.95%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$22,043	$22,980	4.25%		-100.00%
Personnel	$397,440	$444,511	11.84%	$532,126	19.71%
Operating Expenses	$124,810	$139,560	11.82%	$164,785	18.07%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$27,463	$27,910	1.63%	$8,280	-70.33%
Total	**$549,713**	**$611,981**	**11.33%**	**$705,191**	**15.23%**

1425 Seniors Program

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	305,109	0
505100	Other taxable comp-multilingual	2,080	0
505300	Other taxable comp-housing stipend	2,400	0
508000	Salaries, Overtime	726	0
509000	Salaries, Part-Time Employees	85,551	0
510000	Social Security & Medicare Taxes (FICA	29,941	0
514000	Group Insurance	70,590	0
514200	Vision Plan	442	0
515000	Retirement Contribution (401A)	24,409	0
515050	Supplemental Retirement Contribution	1,725	0
516000	Savings Plan Contribution (401K)	9,153	0
	Subtotal Personnel Services	**532,126**	**0**

Operating Expenses

521000 Office Supplies			
Class Supplies - Clipboards, Index Cards and Easel pads	400	0	
Copier, Fax Machine and Computer Lab Printer Paper and Toner	600	0	
Stationery, Envelopes and Pens	100	0	
Subtotal	**1,100**		**0**
522000 General Operating Supplies			
Active Aging Living Expo	1,900	0	
Birthday Party, Holiday Supplies and Seasonal Decorations	1,850	0	
Cleaning Supplies - Crafts Supplies, Paints and Brushes	2,800	0	
Decorating and Interior Furnishings	2,195	0	
Evening Event Supplies	750	0	
Fitness Equipment - Videos, Weights, Bands, Racks and Mats	800	0	
Game Supplies - Playing Cards, Bingo and Card Table Covers	1,300	0	
Monthly Program Supplies	1,200	0	
Subtotal	**12,795**		**0**
522500 Program Activities			
Admission Trips (Revenue Supported)	27,300	0	
Annual Picnic (Revenue Supported)	1,000	0	
Evening Events (Revenue Supported)	1,200	0	
Subtotal	**29,500**		**0**
525000 Furniture & Fixtures			
Auxiliary space furnishings (Reimbursed by Gertrude Ager Memor	6,400	0	
Billiard Room Chairs and Card Tables	3,000	0	
Subtotal	**9,400**		**0**
526000 Machinery & Equipment			
Industrial Floor Buffer and Cleaner Machine	5,000	0	
Miscellaneous Computer Devices & Supplies	1,000	0	
TR - Additional Computers & Monitors (3) (Computer Lab & Fitn	2,700	0	
TR - Additional Monitor for Monitoring Cameras	200	0	
Subtotal	**8,900**		**0**

1425 Seniors Program

531500 Software Licenses				
TR - Microsoft Licenses for Additional Computers (3)	2,100		0	
Subtotal		**2,100**		**0**
531600 Software Maintenance Agreements				
Maintenance - Software (Microsoft CALs) (13)	1,950		0	
Subtotal		**1,950**		**0**
536000 Miscellaneous Professional Services				
Nutrition Program	40,000		0	
Sound System for Active Aging Expo	1,000		0	
Subtotal		**41,000**		**0**
536200 Americans with Disabilities Act				
Interpreter Services	1,000		0	
Subtotal		**1,000**		**0**
536500 Investigations				
Background Checks	100		0	
Subtotal		**100**		**0**
537000 Instructor Services				
Ballroom, Line and Square Dance Classes	2,400		0	
Educational Classes	3,520		0	
Fitness Classes	5,140		0	
Health and Wellness Classes	3,800		0	
Subtotal		**14,860**		**0**
538000 Performances & Entertainment				
Entertainers - Musicians and Special Performers	3,600		0	
Evening Dances and Socials (Revenue Supported)	2,250		0	
Subtotal		**5,850**		**0**
541000 Advertising				
Advertising for Active Aging Expo	2,000		0	
Advertising for Center	1,100		0	
Subtotal		**3,100**		**0**
544000 Professional Dues & Certification Fees				
Maryland Association of Senior Centers	150		0	
Wellness Instructor Certifications and Continuing Credit (3)	470		0	
Subtotal		**620**		**0**
546000 Conference & Seminar Registration				
Wellness Workshops	500		0	
Subtotal		**500**		**0**
551100 Cellular Telephone				
Cell Phones for Staff (2)	600		0	
Subtotal		**600**		**0**
552500 Vehicle & Equipment Gasoline Expense				
Diesel Bus (2)	7,500		0	
Subtotal		**7,500**		**0**

1425 Seniors Program

553000 Printing & Binding				
Newsletters and Membership Renewals (12 Issues)	8,000		0	
Postcards and Promotional Items	1,000		0	
Subtotal		**9,000**		**0**
554000 Signage				
Banners	750		0	
Subtotal		**750**		**0**
556000 Postage				
Newsletters - Confirmations and Membership Renewals	2,700		0	
Subtotal		**2,700**		**0**
557000 Laundry & Uniforms				
Staff Shirts	310		0	
Subtotal		**310**		**0**
567000 Rental & Use Charges				
E-Z Pass	150		0	
Subtotal		**150**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - Fitness Room Equipment	3,000		0	
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	1,000		0	
Subtotal		**4,000**		**0**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (4)	6,000		0	
Subtotal		**6,000**		**0**
575000 Repair & Maintenance - Furniture & Equipment				
Game Table Repairs (Pool)	1,000		0	
Subtotal		**1,000**		**0**
Subtotal Operating Expenses		**164,785**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Fitness Room Equipment (14)	5,000		0	
Replacement - Computer Hardware (PC) (13)	1,620		0	
Replacement - Copier (Ricoh MP 2550SP)	1,300		0	
Replacement - Kronos Time Clock (1)	300		0	
Replacement - Point-of-Sale Hardware	45		0	
Replacement - Printer (Samsung ML-2851nd)	15		0	
Subtotal		**8,280**		**0**
Subtotal Capital Outlay		**8,280**		**0**
Total		**705,191**		**0**

Department of Parks, Recreation and Culture

1426 - Activity Center

SERVICES PROVIDED:

The Activity Center is a multi-purpose recreation facility that hosts City events, programs and activities for the community and provides opportunities for individuals and organizations to utilize a well-maintained facility for rental functions.

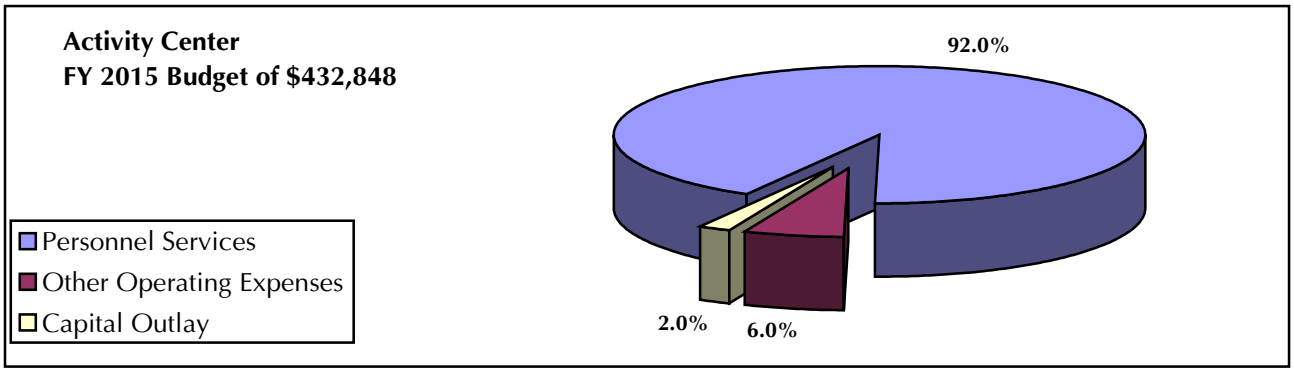
WORK PLAN GOALS:

- Offer citizens the opportunity to rent and utilize all-purpose rooms for meetings or functions.
- Provide a well-maintained fitness center for citizens, offering a variety of cardiovascular and strength training equipment at affordable fees.
- Provide the community with two well-equipped gymnasiums for sporting events, exhibits and large social functions.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$372,738	$383,791	$398,116	$0
Other Operating Expenses	21,440	22,600	26,100	0
Capital Outlay	15,062	10,532	8,632	0
TOTAL	**$409,240**	**$416,923**	**$432,848**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of room reservations	3,700	4,000	3,800
Fitness Center memberships	265	325	300
Fitness Center attendance	17,000	21,000	19,000
Activity Center attendance	135,500	150,000	150,000

Activity Analysis Report - Proposed

1426 - Activity Center

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$164,102	$170,009	3.60%	$180,253	6.03%
505200 - Other taxable comp-Gfit	$0	$360	100.00%	$270	-25.00%
508000 - Salaries, Overtime	$1,613	$1,671	3.60%	$1,721	2.99%
509000 - Salaries, Part-Time Employe	$152,235	$155,736	2.30%	$157,916	1.40%
510000 - Social Security & Medicare T	$24,323	$25,047	2.98%	$26,002	3.81%
514000 - Group Insurance	$3,452	$3,305	-4.26%	$3,798	14.92%
514200 - Vision Plan	$0	$0	100.00%	$129	100.00%
515000 - Retirement Contribution (401	$13,128	$13,601	3.60%	$14,420	6.02%
515100 - Retirement Health Savings (	$8,962	$8,962	0.00%	$8,199	-8.51%
516000 - Savings Plan Contribution (4	$4,923	$5,100	3.60%	$5,408	6.04%
519000 - Tuition Reimbursement	$0	$0	100.00%		100.00%
521000 - Office Supplies	$425	$425	0.00%	$500	17.65%
522000 - General Operating Supplies	$6,490	$6,700	3.24%	$6,200	-7.46%
522200 - Photographic, Audio, Video	$200	$200	0.00%	$125	-37.50%
522500 - Program Activities	$0	$0	100.00%		100.00%
524000 - Supplies for Resale	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$0	$4,000	100.00%	$8,300	107.50%
526000 - Machinery & Equipment	$2,000	$2,000	0.00%	$1,000	-50.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$2,450	$750	-69.39%	$600	-20.00%
536000 - Miscellaneous Professional	$480	$480	0.00%	$550	14.58%
536300 - Contract Cleaning Services	$400	$400	0.00%	$400	0.00%
536500 - Investigations	$170	$170	0.00%	$100	-41.18%
541000 - Advertising	$0	$0	100.00%		100.00%
544000 - Professional Dues & Certific	$0	$0	100.00%		100.00%
546000 - Conference & Seminar Regis	$0	$0	100.00%		100.00%
547000 - Travel Expense	$0	$0	100.00%		100.00%
551000 - Telephone (Landline)	$0	$0	100.00%		100.00%
551200 - Pagers	$0	$0	100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$200	$200	0.00%	$200	0.00%
554000 - Signage	$225	$225	0.00%	$225	0.00%
556000 - Postage	$1,050	$1,050	0.00%	$1,050	0.00%
557000 - Laundry & Uniforms	$850	$850	0.00%	$700	-17.65%
561000 - Local, In-Services Meals	$100	$150	50.00%	$150	0.00%
573000 - Repair & Maintenance - Mac	$6,400	$5,000	-21.88%	$6,000	20.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$15,062	$10,532	-30.08%	$8,632	-18.04%
Personnel	$372,738	$383,791	2.97%	$398,116	3.73%
Operating Expenses	$21,440	$22,600	5.41%	$26,100	15.49%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$15,062	$10,532	-30.08%	$8,632	-18.04%
Total	**$409,240**	**$416,923**	**1.88%**	**$432,848**	**3.82%**

1426 Activity Center

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	180,253	0
505200	Other taxable comp-Gfit	270	0
508000	Salaries, Overtime	1,721	0
509000	Salaries, Part-Time Employees	157,916	0
510000	Social Security & Medicare Taxes (FICA	26,002	0
514000	Group Insurance	3,798	0
514200	Vision Plan	129	0
515000	Retirement Contribution (401A)	14,420	0
515100	Retirement Health Savings (RHS)	8,199	0
516000	Savings Plan Contribution (401K)	5,408	0
	Subtotal Personnel Services	**398,116**	**0**

Operating Expenses

521000 Office Supplies			
Easels, Pads, Binders, Wall and Floor Tape	500		0
Subtotal		**500**	**0**
522000 General Operating Supplies			
Carts, Podium, Fixtures, Keys and Tools	800		0
Cleaning Supplies - Vinyl Cleaner and Hand Sanitizer	1,300		0
Emergency Preparedness Supplies and Ice Packs	300		0
Fitness Center Supplies - Towels, Mats, Balls and Stickers	1,300		0
Floor Mats and Fans	500		0
Gym Supplies - Balls, Nets, Goals, Floor Tape and Backboard Pad	1,000		0
Scoreboard Console	1,000		0
Subtotal		**6,200**	**0**
522200 Photographic, Audio, Video Supplies			
Batteries, Cable Cords, Extension Cords and Power Strips	125		0
Subtotal		**125**	**0**
525000 Furniture & Fixtures			
Office Chairs	4,000		0
Tables (replacement)	4,300		0
Subtotal		**8,300**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Devices & Supplies	1,000		0
Subtotal		**1,000**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Microsoft CALs) (4)	600		0
Subtotal		**600**	**0**
536000 Miscellaneous Professional Services			
Cable TV Services (Comcast)	550		0
Subtotal		**550**	**0**

1426 Activity Center

536300 Contract Cleaning Services				
Additional Hours / Large Event or Late Hours	400		0	
Subtotal		**400**		**0**
536500 Investigations				
Background Checks	100		0	
Subtotal		**100**		**0**
553000 Printing & Binding				
Brochures, Postcards and Fliers	100		0	
Fitness Zone Cards	100		0	
Subtotal		**200**		**0**
554000 Signage				
Building Signs and Banners	225		0	
Subtotal		**225**		**0**
556000 Postage				
Mailings	1,050		0	
Subtotal		**1,050**		**0**
557000 Laundry & Uniforms				
Laundry Supplies	300		0	
Staff Shirts - Facility Supervisors	200		0	
Staff Shirts - Front Desk	200		0	
Subtotal		**700**		**0**
561000 Local, In-Services Meals				
Meetings and Trainings	150		0	
Subtotal		**150**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Audio Visual Equipment Maintenance	200		0	
Fitness Equipment Maintenance	4,000		0	
Gymnasium Fixtures Repair and Maintenance	1,800		0	
Subtotal		**6,000**		**0**
Subtotal Operating Expenses		**26,100**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC) (4)	475		0	
Replacement - Fitness Equipment	7,767		0	
Replacement - Kronos Time Clock (1)	300		0	
Replacement - Point-of-Sale Hardware	90		0	
Subtotal		**8,632**		**0**
Subtotal Capital Outlay		**8,632**		**0**
Total		**432,848**		**0**

Department of Parks, Recreation and Culture

1427 - Gaithersburg Aquatic Center

SERVICES PROVIDED:

The Aquatic Center is located adjacent to Gaithersburg Middle School and is jointly operated by Montgomery County Public Schools and the City. The Center offers swimming opportunities to all ages and skill levels. Programs include recreation/lap swimming, swim lessons (group and private), water exercise, the Gaithersburg Winter Swim program, birthday parties, and school and private group rentals. The facility is closed in mid-August for annual maintenance, cleaning and repairs. This activity provides staff, supplies, program, and administrative expenses for the operation of the Aquatic Center.

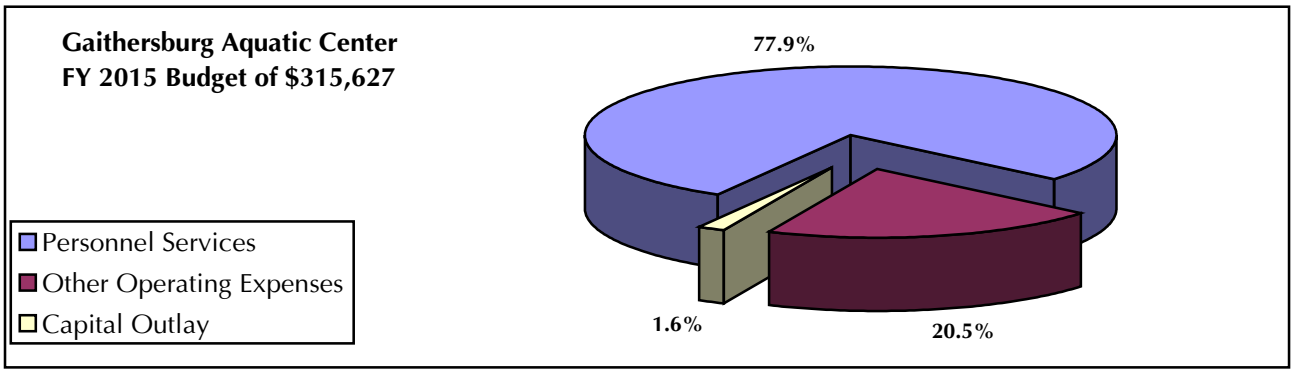
WORK PLAN GOALS:

- Conduct extensive staff training program; continue exemplary safety record by preventing and responding to accidents/incidents.
- Offer quality swim lessons through ongoing instructor In-service training.
- Work with MCPS and Public Works Department under the revised Joint Use Agreement to perform timely repairs and maintenance to the facility and plan for short and long-term needs of the Aquatic Center.
- Adjust the program schedule seasonally to provide more efficient pool use and compatible program activities.
- Enact the recommendations outlined in the Facility Study Report for future repairs and enhancements.
- Manage day-to-day operations while maintaining a safe aquatic environment, complying with all applicable state and local regulations.
- Recruit new staff members through City-instructed Lifeguard Training courses.
- Support Montgomery County Public School programs such as Linkages-to-Learning and the High School Swimming & Diving program.

SIGNIFICANT CHANGES:

- Instructor Services decreased $16,500 due to contract for offsite water exercise courses not renewed.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$200,883	$262,470	$245,877	$0
Other Operating Expenses	80,010	87,800	64,850	0
Capital Outlay	2,215	1,100	4,900	0
TOTAL	**$283,108**	**$351,370**	**$315,627**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Program Registrant Attendance	126	15000	15000
Membership Pass Attendance	CLOSED	6000	6000
In-Service Training Instructional Hours	CLOSED	10	10
Group Rental Attendance (schools, swim teams, tour groups, parties)	CLOSED	5500	5500
Daily Paid Admission Attendance	CLOSED	2500	2000

Activity Analysis Report - Proposed

1427 - Gaithersburg Aquatic Center

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$56,777	$58,821	3.60%	$48,306	-17.88%
509000 - Salaries, Part-Time Employe	$118,691	$169,609	42.90%	$171,984	1.40%
510000 - Social Security & Medicare T	$13,423	$17,475	30.19%	$16,852	-3.57%
514000 - Group Insurance	$5,747	$6,557	14.09%	$548	-91.64%
514200 - Vision Plan	$0	$37	100.00%		-100.00%
515000 - Retirement Contribution (401	$4,542	$4,706	3.61%	$3,864	-17.89%
515100 - Retirement Health Savings (	$0	$0	100.00%	$2,874	100.00%
516000 - Savings Plan Contribution (4	$1,703	$1,765	3.64%	$1,449	-17.90%
519000 - Tuition Reimbursement	$0	$3,500	100.00%		-100.00%
521000 - Office Supplies	$600	$600	0.00%	$600	0.00%
522000 - General Operating Supplies	$17,050	$15,500	-9.09%	$15,000	-3.23%
524000 - Supplies for Resale	$5,000	$4,500	-10.00%	$3,600	-20.00%
525000 - Furniture & Fixtures	$0	$4,000	100.00%	$2,500	-37.50%
526000 - Machinery & Equipment	$2,900	$1,900	-34.48%	$1,900	0.00%
531500 - Software Licenses	$700	$0	-100.00%		100.00%
531600 - Software Maintenance Agree	$300	$0	-100.00%	$300	100.00%
536000 - Miscellaneous Professional	$700	$900	28.57%	$900	0.00%
536200 - Americans with Disabilities A	$150	$150	0.00%	$150	0.00%
536300 - Contract Cleaning Services	$0	$0	100.00%		100.00%
536400 - Contract Maintenance Servic	$0	$0	100.00%	$3,500	100.00%
536500 - Investigations	$100	$100	0.00%		-100.00%
537000 - Instructor Services	$25,500	$25,500	0.00%	$9,000	-64.71%
538000 - Performances & Entertainme	$0	$0	100.00%	$500	100.00%
541000 - Advertising	$2,500	$5,000	100.00%	$3,500	-30.00%
542000 - Awards & Presentations	$0	$0	100.00%	$100	100.00%
544000 - Professional Dues & Certific	$7,675	$7,675	0.00%	$7,775	1.30%
546000 - Conference & Seminar Regis	$700	$600	-14.29%	$125	-79.17%
546300 - In-Service Training	$900	$900	0.00%	$900	0.00%
547000 - Travel Expense	$1,500	$1,800	20.00%		-100.00%
547100 - Travel Mileage Reimbursem	$100	$100	0.00%		-100.00%
549000 - Scholarship Management	$0	$0	100.00%	$500	100.00%
550700 - Recycling Services/Trash Co	$50	$50	0.00%	$100	100.00%
551000 - Telephone (Landline)	$2,500	$2,500	0.00%	$2,150	-14.00%
551100 - Cellular Telephone	$175	$175	0.00%	$600	242.86%
553000 - Printing & Binding	$650	$650	0.00%	$750	15.38%
554000 - Signage	$460	$1,000	117.39%	$1,000	0.00%
556000 - Postage	$300	$300	0.00%	$300	0.00%
557000 - Laundry & Uniforms	$900	$900	0.00%	$700	-22.22%
561000 - Local, In-Services Meals	$200	$200	0.00%	$200	0.00%
567000 - Rental & Use Charges	$600	$600	0.00%	$600	0.00%
572000 - Repair & Maintenance - Build	$3,500	$3,500	0.00%	$3,500	0.00%
573000 - Repair & Maintenance - Mac	$2,600	$7,000	169.23%	$3,500	-50.00%
575000 - Repair & Maintenance - Furn	$1,700	$1,700	0.00%	$600	-64.71%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%	$3,600	100.00%

Activity Analysis Report - Proposed

1427 - Gaithersburg Aquatic Center

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
595100 - Furniture & Equipment (Repl	$2,215	$1,100	-50.34%	$1,300	18.18%
Personnel	$200,883	$262,470	30.66%	$245,877	-6.32%
Operating Expenses	$80,010	$87,800	9.74%	$64,850	-26.14%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$2,215	$1,100	-50.34%	$4,900	345.45%
Total	**$283,108**	**$351,370**	**24.11%**	**$315,627**	**-10.17%**

1427 Gaithersburg Aquatic Center

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	48,306	0
509000	Salaries, Part-Time Employees	171,984	0
510000	Social Security & Medicare Taxes (FICA	16,852	0
514000	Group Insurance	548	0
515000	Retirement Contribution (401A)	3,864	0
515100	Retirement Health Savings (RHS)	2,874	0
516000	Savings Plan Contribution (401K)	1,449	0
	Subtotal Personnel Services	**245,877**	**0**
Operating Expenses			
521000 Office Supplies			
	Registration Materials, Administrative Supplies	150	0
	Toner for Fax Machine, Copier and Printer	450	0
	Subtotal	**600**	**0**
522000 General Operating Supplies			
	Birthday Party Supplies (Revenue Supported)	4,000	0
	First Aid, Cleaning Supplies, Pool and Teaching	3,300	0
	Pool Chemicals - Chlorine Tablets, Carbon Dioxide Gas	7,700	0
	Subtotal	**15,000**	**0**
524000 Supplies for Resale			
	Lifeguard Training Program - Books and CPR Masks	3,000	0
	Swim Diapers, Waterproof Pants and Locks	600	0
	Subtotal	**3,600**	**0**
525000 Furniture & Fixtures			
	Canopies	500	0
	Swim Lesson Equipment Deck Storage Unit	2,000	0
	Subtotal	**2,500**	**0**
526000 Machinery & Equipment			
	Liquid Chlorine Feeder and Chlorinator Probes	900	0
	Miscellaneous Computer Devices & Supplies	1,000	0
	Subtotal	**1,900**	**0**
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (2)	300	0
	Subtotal	**300**	**0**
536000 Miscellaneous Professional Services			
	Pool Repair Consultant	500	0
	Special Cleaning Service Projects	400	0
	Subtotal	**900**	**0**
536200 Americans with Disabilities Act			
	Interpreter Services	150	0
	Subtotal	**150**	**0**

1427 Gaithersburg Aquatic Center

536400 Contract Maintenance Services				
Bulb Replacement for Ultraviolet Disinfection System	3,500		0	
Subtotal		**3,500**		**0**
537000 Instructor Services				
Water Exercise Contractor (Revenue Supported)	9,000		0	
Subtotal		**9,000**		**0**
538000 Performances & Entertainment				
Family Fun Night (Revenue Supported)	500		0	
Subtotal		**500**		**0**
541000 Advertising				
Newspapers Advertisements	3,000		0	
Post Cards	500		0	
Subtotal		**3,500**		**0**
542000 Awards & Presentations				
Part-time Staff Recognition Awards	100		0	
Subtotal		**100**		**0**
544000 Professional Dues & Certification Fees				
American Red Cross - Lifeguard Training Support Fees	7,600		0	
Association of Aquatic Professionals Membership (3)	100		0	
Maryland Recreation and Parks Membership	75		0	
Subtotal		**7,775**		**0**
546000 Conference & Seminar Registration				
Maryland Recreation & Parks Local Seminars	125		0	
Subtotal		**125**		**0**
546300 In-Service Training				
Lifeguard Training, First Aid, and CPR/AED Materials	900		0	
Subtotal		**900**		**0**
549000 Scholarship Management				
Swim Lesson Financial Aid	500		0	
Subtotal		**500**		**0**
550700 Recycling Services/Trash Collection				
Biohazard Pickup Service Fees	100		0	
Subtotal		**100**		**0**
551000 Telephone (Landline)				
Telephones	2,150		0	
Subtotal		**2,150**		**0**
551100 Cellular Telephone				
Facility	600		0	
Subtotal		**600**		**0**
553000 Printing & Binding				
Brochures and Promotional Postcards	750		0	
Subtotal		**750**		**0**

1427 Gaithersburg Aquatic Center

554000 Signage				
Program Banners and Signs	1,000		0	
Subtotal		**1,000**		**0**
556000 Postage				
Pass Renewal Mailings and Correspondence	300		0	
Subtotal		**300**		**0**
557000 Laundry & Uniforms				
Staff Shirts, Lifeguard Shorts and Whistles	700		0	
Subtotal		**700**		**0**
561000 Local, In-Services Meals				
All Day In-Service Training Meetings	200		0	
Subtotal		**200**		**0**
567000 Rental & Use Charges				
Carbon Dioxide Cylinder	600		0	
Subtotal		**600**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
Pool Maintenance Tools	500		0	
Tile and Shower Room Repairs	3,000		0	
Subtotal		**3,500**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Chemical Automated Controllers	3,500		0	
Subtotal		**3,500**		**0**
575000 Repair & Maintenance - Furniture & Equipment				
Annual Diving Board Maintenance	600		0	
Subtotal		**600**		**0**
Subtotal Operating Expenses		**64,850**		**0**

Capital Outlay

595000 Furniture & Equipment				
Picnic Tables with Umbrellas	3,600		0	
Subtotal		**3,600**		**0**
595100 Furniture & Equipment (Replacement)				
Replacement - Deck Chairs and Benches	1,000		0	
Replacement - Kronos Time Clock (1)	300		0	
Subtotal		**1,300**		**0**
Subtotal Capital Outlay		**4,900**		**0**
Total		**315,627**		**0**

Department of Parks, Recreation and Culture

1428 - Miniature Golf Course

SERVICES PROVIDED:

This activity provides staff, supplies, programs and associated expenses to operate the Miniature Golf Course. The course is known for its beautiful landscaping, a tropical waterfall, and is popular for birthday parties and group rentals. The course is designed to appeal to families, Bohrer Park picnic pavilion patrons and a variety of youth and senior groups from the area. It is open May through October with varied operating hours depending on the season.

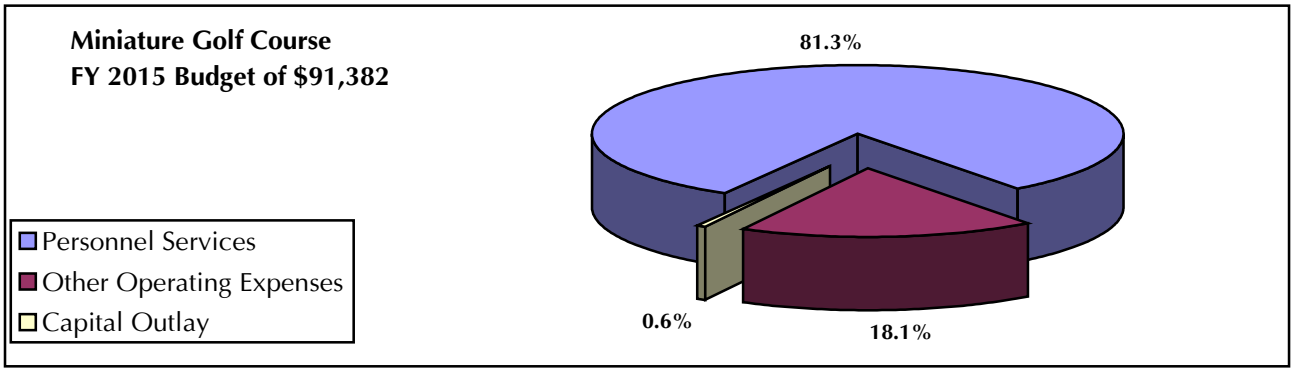
WORK PLAN GOALS:

- Add new features, programs and events to enhance the miniature golf experience. Continue to offer birthday party packages and group event opportunities.
- Develop and implement marketing strategies.
- Provide citizens the opportunity to utilize a fun-filled, fully-accessible, beautifully landscaped facility.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$95,597	$66,965	$74,317	$0
Other Operating Expenses	14,645	14,845	16,525	0
Capital Outlay	1,350	860	540	0
TOTAL	**$111,592**	**$82,670**	**$91,382**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Golf course attendance	21,500	24,000	24,000
Birthday party admissions	800	1,200	1,000

Activity Analysis Report - Proposed

1428 - Miniature Golf Course

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$47,541	$24,626	-48.20%	$25,365	3.00%
505200 - Other taxable comp-Gfit	$0	$105	100.00%		-100.00%
509000 - Salaries, Part-Time Employe	$32,092	$32,830	2.30%	$33,290	1.40%
510000 - Social Security & Medicare T	$6,092	$4,395	-27.86%	$4,487	2.09%
514000 - Group Insurance	$1,937	$947	-51.11%	$8,339	780.57%
514200 - Vision Plan	$0	$0	100.00%	$46	100.00%
515000 - Retirement Contribution (401	$3,803	$1,970	-48.20%	$2,029	2.99%
515100 - Retirement Health Savings (	$2,706	$1,353	-50.00%		-100.00%
516000 - Savings Plan Contribution (4	$1,426	$739	-48.18%	$761	2.98%
522000 - General Operating Supplies	$6,125	$6,625	8.16%	$6,825	3.02%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
522500 - Program Activities	$0	$0	100.00%		100.00%
524000 - Supplies for Resale	$3,500	$3,000	-14.29%	$3,000	0.00%
525000 - Furniture & Fixtures	$0	$0	100.00%	$2,000	100.00%
526000 - Machinery & Equipment	$1,000	$1,000	0.00%	$500	-50.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$150	$150	0.00%	$150	0.00%
536000 - Miscellaneous Professional	$0	$0	100.00%		100.00%
536500 - Investigations	$195	$195	0.00%	$100	-48.72%
541000 - Advertising	$2,000	$2,200	10.00%	$2,400	9.09%
551100 - Cellular Telephone	$0	$0	100.00%	$100	100.00%
551200 - Pagers	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$600	$600	0.00%	$250	-58.33%
554000 - Signage	$575	$575	0.00%	$700	21.74%
557000 - Laundry & Uniforms	$500	$500	0.00%	$500	0.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$1,350	$860	-36.30%	$540	-37.21%
Personnel	$95,597	$66,965	-29.95%	$74,317	10.98%
Operating Expenses	$14,645	$14,845	1.37%	$16,525	11.32%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$1,350	$860	-36.30%	$540	-37.21%
Total	**$111,592**	**$82,670**	**-25.92%**	**$91,382**	**10.54%**

1428 Miniature Golf Course

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
501000 Salaries, Full-Time Employees	25,365	0
509000 Salaries, Part-Time Employees	33,290	0
510000 Social Security & Medicare Taxes (FICA	4,487	0
514000 Group Insurance	8,339	0
514200 Vision Plan	46	0
515000 Retirement Contribution (401A)	2,029	0
516000 Savings Plan Contribution (401K)	761	0
Subtotal Personnel Services	**74,317**	**0**

Operating Expenses

522000 General Operating Supplies				
Birthday Party Supplies	1,925		0	
Brooms, Mops and Cleaning Supplies	500		0	
Fans, Trash Cans, Wet-Dry Vacuum and Keys	500		0	
Golf Equipment	3,000		0	
Pond Dye	500		0	
Special Event Programming Supplies	400		0	
Subtotal		**6,825**		**0**
524000 Supplies for Resale				
Golf Balls and Sundry Items	500		0	
Ice Cream and Water	2,500		0	
Subtotal		**3,000**		**0**
525000 Furniture & Fixtures				
Obstacle	2,000		0	
Subtotal		**2,000**		**0**
526000 Machinery & Equipment				
Miscellaneous Computer Devices & Supplies	500		0	
Subtotal		**500**		**0**
531600 Software Maintenance Agreements				
Maintenance - Software (Microsoft CALs) (1)	150		0	
Subtotal		**150**		**0**
536500 Investigations				
Background Checks	100		0	
Subtotal		**100**		**0**
541000 Advertising				
Community Magazines	1,600		0	
Promotional Materials	800		0	
Subtotal		**2,400**		**0**
551100 Cellular Telephone				
Cell Phone Use	100		0	
Subtotal		**100**		**0**

1428 Miniature Golf Course

553000 Printing & Binding				
Brochures and Scorecards	250		0	
Subtotal		**250**		**0**
554000 Signage				
Program Banners and Signs	700		0	
Subtotal		**700**		**0**
557000 Laundry & Uniforms				
Staff Shirts - Attendants	300		0	
Staff Shirts - Managers and Coordinators	200		0	
Subtotal		**500**		**0**
Subtotal Operating Expenses		**16,525**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC) (1)	115		0	
Replacement - Kronos Time Clock (1)	300		0	
Replacement - Point-of-Sale Hardware	75		0	
Replacement - Printer (HP LaserJet P1102W)	50		0	
Subtotal		**540**		**0**
Subtotal Capital Outlay		**540**		**0**
Total		**91,382**		**0**

Department of Parks, Recreation and Culture

1429 - Picnic Pavilions

SERVICES PROVIDED:

This activity provides staff and maintenance necessary to offer multi-use picnic pavilions for City functions, individuals, groups and organizations for various activities and events. Two large pavilions at Bohrer Park can accommodate up to 250 people each. A smaller pavilion located on the crest of the Bohrer Park Miniature Golf Course suitable for mid-size family gatherings or company picnics. A pavilion at City Hall Park is used for family events and small groups. Rental use of the pavilions is available April through October.

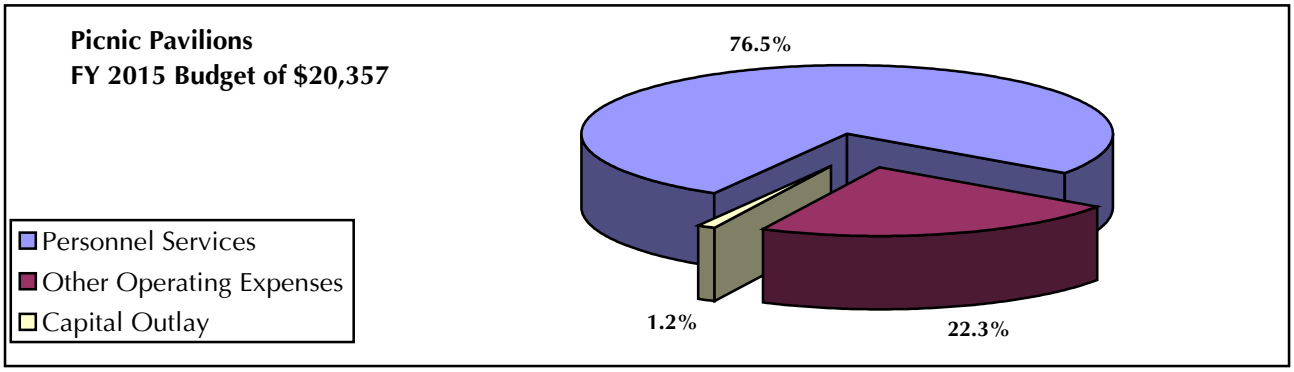
WORK PLAN GOALS:

- Coordinate reservations received for pavilions with Miniature Golf and the Water Park to provide a complete recreational package.
- Provide citizens the opportunity to visit and utilize clean, safe and inviting park facilities for a variety of events and activities.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$13,335	$15,356	$15,572	$0
Other Operating Expenses	5,665	6,315	4,535	0
Capital Outlay	300	500	250	0
TOTAL	**$19,300**	**$22,171**	**$20,357**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Picnic pavilion attendance	24,265	23,000	24,000
Number of group picnics	218	235	235

Activity Analysis Report - Proposed

1429 - Picnic Pavilions

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
509000 - Salaries, Part-Time Employe	$12,387	$14,265	15.16%	$14,465	1.40%
510000 - Social Security & Medicare T	$948	$1,091	15.08%	$1,107	1.47%
522000 - General Operating Supplies	$1,450	$1,450	0.00%	$1,200	-17.24%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$0	$500	100.00%	$500	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$150	$300	100.00%	$300	0.00%
536300 - Contract Cleaning Services	$0	$0	100.00%		100.00%
536500 - Investigations	$85	$85	0.00%	$85	0.00%
541000 - Advertising	$300	$300	0.00%	$300	0.00%
550000 - Electric	$2,130	$2,130	0.00%	$1,400	-34.27%
550700 - Recycling Services/Trash Co	$850	$850	0.00%		-100.00%
552500 - Vehicle & Equipment Gasolin	$0	$0	100.00%	$50	100.00%
553000 - Printing & Binding	$500	$500	0.00%	$500	0.00%
554000 - Signage	$200	$200	0.00%	$200	0.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$300	$500	66.67%	$250	-50.00%
Personnel	$13,335	$15,356	15.16%	$15,572	1.41%
Operating Expenses	$5,665	$6,315	11.47%	$4,535	-28.19%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$300	$500	66.67%	$250	-50.00%
Total	**$19,300**	**$22,171**	**14.88%**	**$20,357**	**-8.18%**

1429 Picnic Pavilions

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
509000 Salaries, Part-Time Employees	14,465	0
510000 Social Security & Medicare Taxes (FICA	1,107	0
Subtotal Personnel Services	**15,572**	**0**
Operating Expenses		
522000 General Operating Supplies		
Paint Supplies, Wasp Repellent and Hardware	200	0
Sports Equipment - Volleyball Equipment, Horseshoes and Cornh	300	0
Traffic Cones	200	0
Trash Bags	500	0
Subtotal	**1,200**	**0**
526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	500	0
Subtotal	**500**	**0**
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (2)	300	0
Subtotal	**300**	**0**
536500 Investigations		
Background Checks	85	0
Subtotal	**85**	**0**
541000 Advertising		
Marketing Promotions	300	0
Subtotal	**300**	**0**
550000 Electric		
Bohrer Park Utility Costs	1,400	0
Subtotal	**1,400**	**0**
552500 Vehicle & Equipment Gasoline Expense		
Gasoline for Golf Carts	50	0
Subtotal	**50**	**0**
553000 Printing & Binding		
Brochures	500	0
Subtotal	**500**	**0**
554000 Signage		
Park Signs	200	0
Subtotal	**200**	**0**
Subtotal Operating Expenses	**4,535**	**0**
Capital Outlay		

1429 Picnic Pavilions

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC) (2)	250		0
Subtotal		**250**	**0**
Subtotal Capital Outlay		**250**	**0**
Total		**20,357**	**0**

Department of Parks, Recreation and Culture

1430 - Winter Lights

SERVICES PROVIDED:

This activity provides for the administrative and operating costs associated with a 3.5 mile drive-through Winter Lights Festival held annually at Seneca Creek State Park. The festival features more than 400 lighted displays, many of them animated. Winter Lights Run/Walk, Leashes and Lights, S'more Lights and other similar special events provide alternative ways to view the displays, while promoting fitness for all ages. A portion of the proceeds is donated to designated charities.

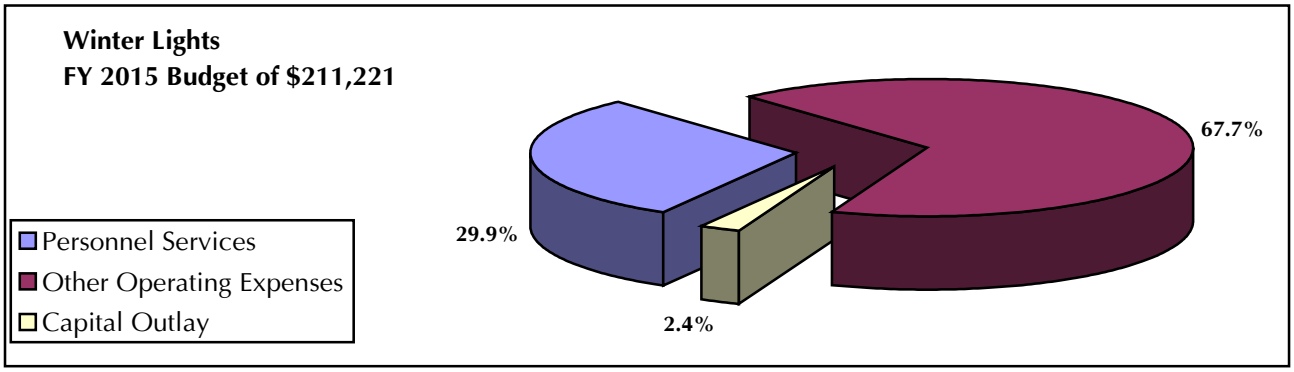
WORK PLAN GOALS:

- Develop new and increase existing revenue streams through promotion of sponsorship opportunities, the offering of new ways to participate in the light show, and use of creative marketing strategies that increase awareness of Gaithersburg programs.
- Evaluate program through customer surveys, attendance reports and other market research data, and make recommendations for festival improvements.
- Participate in the "Let's Move Cities and Towns" initiative by incorporating fitness-based programs into the event.
- Promote economic growth for local restaurants, shops and other businesses during the festival season.
- Provide an increasingly engaging experience that fosters a seasonal celebration and holiday tradition for attendees, and regionally promotes Gaithersburg as a destination.

SIGNIFICANT CHANGES:

- General Operating Supplies increased $27,500 for the purchase of new lighting features and support electrical supplies.
- Rental and Use increased $10,500 for the rental of a bucket truck to install new lighting features and to provide equipment needed for special event nights.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$60,268	$61,955	$63,206	$0
Other Operating Expenses	91,405	94,760	143,015	0
Capital Outlay	5,265	5,000	5,000	0
TOTAL	**$156,938**	**$161,715**	**$211,221**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Total number of walkers/runners	529	1,090	1,200
Total number of vehicles	16,411	17,000	18,000

Sponsorship Revenue - In-kind	114,000	114,000	115,000
Sponsorship Revenue - Cash	10,000	8,000	10,000
Attendees	65,500	67,500	68,000

Activity Analysis Report - Proposed

1430 - Winter Lights

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
508000 - Salaries, Overtime	$21,495	$22,269	3.60%	$22,937	3.00%
509000 - Salaries, Part-Time Employe	$34,490	$35,283	2.30%	$35,777	1.40%
510000 - Social Security & Medicare T	$4,283	$4,403	2.80%	$4,492	2.02%
522000 - General Operating Supplies	$27,000	$32,000	18.52%	$59,500	85.94%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
524000 - Supplies for Resale	$1,000	$1,000	0.00%	$4,200	320.00%
526000 - Machinery & Equipment	$1,000	$1,500	50.00%	$1,500	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$255	$110	-56.86%		-100.00%
533000 - Legal	$0	$0	100.00%	$30	100.00%
536000 - Miscellaneous Professional	$500	$500	0.00%	$4,000	700.00%
536800 - Security Services	$0	$0	100.00%		100.00%
538000 - Performances & Entertainme	$0	$0	100.00%	$800	100.00%
541000 - Advertising	$21,300	$21,300	0.00%	$21,300	0.00%
543000 - Contributions	$6,000	$6,000	0.00%	$6,000	0.00%
547000 - Travel Expense	$0	$0	100.00%		100.00%
550000 - Electric	$4,500	$4,500	0.00%	$4,500	0.00%
551100 - Cellular Telephone	$0	$0	100.00%	$1,000	100.00%
553000 - Printing & Binding	$3,800	$3,800	0.00%	$4,500	18.42%
554000 - Signage	$1,500	$1,500	0.00%	$2,435	62.33%
556500 - Messenger Services	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$0	$0	100.00%	$200	100.00%
567000 - Rental & Use Charges	$22,550	$22,550	0.00%	$33,050	46.56%
573000 - Repair & Maintenance - Mac	$2,000	$0	-100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$5,265	$5,000	-5.03%	$5,000	0.00%
Personnel	$60,268	$61,955	2.80%	$63,206	2.02%
Operating Expenses	$91,405	$94,760	3.67%	$143,015	50.92%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$5,265	$5,000	-5.03%	$5,000	0.00%
Total	**$156,938**	**$161,715**	**3.04%**	**$211,221**	**30.61%**

1430 Winter Lights

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
508000	Salaries, Overtime	22,937	0
509000	Salaries, Part-Time Employees	35,777	0
510000	Social Security & Medicare Taxes (FICA	4,492	0
	Subtotal Personnel Services	**63,206**	**0**
Operating Expenses			
522000 General Operating Supplies			
	Animation Boxes and Electrical Materials	6,500	0
	Extension Cords, Guided Wire and Sockets	9,500	0
	Roadway Lighting, LED Bulbs and Light Displays	36,000	0
	Special Event Supplies	1,500	0
	Tools, Traffic Cones, Security Cameras and Cash Registers	6,000	0
	Subtotal	**59,500**	**0**
524000 Supplies for Resale			
	Concessions for Special Events	3,200	0
	Prism Glasses	1,000	0
	Subtotal	**4,200**	**0**
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	1,000	0
	Trailer Camera System	500	0
	Subtotal	**1,500**	**0**
533000 Legal			
	County License	30	0
	Subtotal	**30**	**0**
536000 Miscellaneous Professional Services			
	Electrical Services	2,000	0
	Locksmith Services	200	0
	Professional Servers at Event	1,000	0
	Sound Services for Special Event	800	0
	Subtotal	**4,000**	**0**
538000 Performances & Entertainment			
	Entertainment at Special Event	800	0
	Subtotal	**800**	**0**
541000 Advertising			
	Newspapers, Bus Ads and Event Calendars	21,300	0
	Subtotal	**21,300**	**0**
543000 Contributions			
	Charities	6,000	0
	Subtotal	**6,000**	**0**
550000 Electric			
	Electricity	4,500	0
	Subtotal	**4,500**	**0**

1430 Winter Lights

551100 Cellular Telephone				
Service - Laptop Mobile Data Plan (2)	1,000		0	
Subtotal		**1,000**		**0**
553000 Printing & Binding				
Tickets, Fliers, Brochures and Postcards	4,500		0	
Subtotal		**4,500**		**0**
554000 Signage				
Program Banners	2,435		0	
Subtotal		**2,435**		**0**
560000 Miscellaneous				
Water Service	200		0	
Subtotal		**200**		**0**
567000 Rental & Use Charges				
Bathrooms, Portable Lighting, Golf Carts and Radios	3,750		0	
Bucket Truck	5,000		0	
Park Rental Fee	20,000		0	
Tent, Tables and Chairs for Special Event	2,400		0	
Ticket Sales Trailer	1,900		0	
Subtotal		**33,050**		**0**
Subtotal Operating Expenses		**143,015**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Light Displays	5,000		0	
Subtotal		**5,000**		**0**
Subtotal Capital Outlay		**5,000**		**0**
Total		**211,221**		**0**

Department of Parks, Recreation and Culture

1436 - Special Events

SERVICES PROVIDED:

This activity provides personnel and operating costs associated with presenting a variety of City festivals and community programs that provide enriching, enjoyable and culturally relevant events for residents and visitors alike. Events include Oktoberfest, Gaithersburg Book Festival, Celebrate Gaithersburg Day, Independence Day Fireworks and Concert, Labor Day Parade, Farmer's Markets, Veterans and Memorial Day Commemoration Ceremonies, St. Patrick's Day Parade, Paws in the Park, Flea Markets, the Gaithersburg Chorus program and concerts, the Multicultural Affairs Committee events, visual art exhibitions, Summer and Fall Concert Programs at the City Hall Concert Pavilion and throughout various City parks, and more.

WORK PLAN GOALS:

- Collaborate with the Gaithersburg Book Festival Committee to create an annual celebration of the written word and its power to enrich the human experience, and to foster an interest in reading, writing and literary conversation.
- Create programs that commemorate landmark celebrations, and acknowledge and celebrate the cultural heritage and diversity of our City.
- Develop new and expand existing revenue streams through sponsorship opportunities and creative marketing.
- Evaluate, enhance and modernize City events and arts programs; and seek contributive partners and active volunteers to support and promote these activities.
- Incorporate current art and event trends and seek effective and efficient planning techniques into City events in order to increase their quality, broaden their appeal and draw larger audiences.
- Liaise with the Multicultural Advisory Committee to develop events and activities that promote respect and appreciation for the many cultures in Gaithersburg through education and increased understanding.
- Use the guidance and advocacy of the Gaithersburg Cultural Arts Advisory Committee to support and promote the work, education and participation of local artists; and to retain and build new audiences for cultural arts offerings.
- Work with the Arts in Public Places Committee to implement the installation of public art and identify new sites and artwork. Projects include Archstone, Diamond Farms Skate Spot, Constitution Gardens, and Bohrer Park.

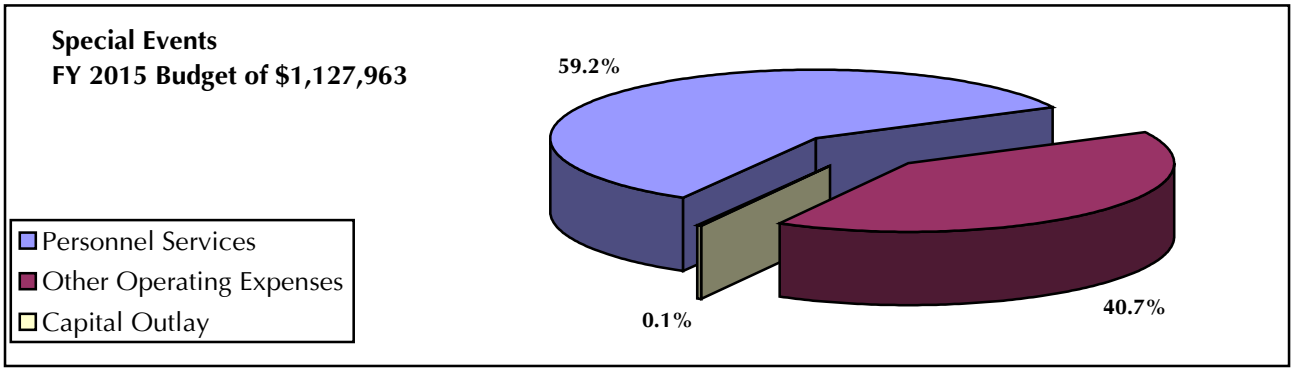
SIGNIFICANT CHANGES:

- Events and programs formerly provided for in Activity 1437 have been transferred to this activity, with the exception of the operations/programs of the Community Museum and programs at Observatory Park. The impact of moving the costs associated with the Gaithersburg Book Festival, the Gaithersburg Chorus, visual art exhibitions, and select programs at the City Hall Concert Pavilion and in various City parks to this activity has resulted in significant changes in numerous object codes.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$477,009	$467,577	$667,632	$0
Other Operating Expenses	215,790	290,905	458,726	0
Capital Outlay	2,025	2,510	1,605	0
TOTAL	**$694,824**	**$760,992**	**$1,127,963**	**$0**

Department of Parks, Recreation and Culture

1436 - Special Events



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
St. Patrick's Day Parade	10,000	10,000	10,000
Paws in the Park	1,500	1,5000	1,500
Outdoor Concerts Programs	1,800	2,000	2,000
Oktoberfest	12,000	20,000	20,000
Memorial and Veteran's Day Celebrations	500	550	550
Labor Day Parade	6,000	10,000	10,000
Jingle Jubilee	550	650	650
Independence Day Fireworks and Concert	20,000	20,000	25,000
Gaithersburg Book Festival	18,500	18,500	20,000
Farmer's Markets	28,000	35,000	35,000
Celebrate Gaithersburg Day	20,000	20,000	20,000

Activity Analysis Report - Proposed

1436 - Special Events

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$302,233	$295,732	-2.15%	$385,407	30.32%
505200 - Other taxable comp-Gfit	$0	$348	100.00%	$686	97.13%
509000 - Salaries, Part-Time Employe	$72,261	$73,923	2.30%	$127,376	72.31%
510000 - Social Security & Medicare T	$28,649	$28,279	-1.29%	$39,521	39.75%
514000 - Group Insurance	$37,914	$31,168	-17.79%	$66,791	114.29%
514200 - Vision Plan	$0	$184	100.00%	$552	200.00%
515000 - Retirement Contribution (401	$24,179	$23,659	-2.15%	$30,833	30.32%
515100 - Retirement Health Savings (	$2,706	$5,412	100.00%	$4,904	-9.39%
516000 - Savings Plan Contribution (4	$9,067	$8,872	-2.15%	$11,562	30.32%
516500 - Deferred Compensation	$0	$0	100.00%		100.00%
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$11,000	$17,600	60.00%	$27,750	57.67%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
522500 - Program Activities	$0	$0	100.00%		100.00%
524000 - Supplies for Resale	$800	$2,100	162.50%	$5,300	152.38%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$0	$1,000	100.00%	$1,000	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$1,365	$1,680	23.08%	$18,800	1019.05%
533000 - Legal	$0	$0	100.00%	$60	100.00%
536000 - Miscellaneous Professional	$50,325	$60,650	20.52%	$80,150	32.15%
536200 - Americans with Disabilities A	$0	$0	100.00%	$300	100.00%
536500 - Investigations	$200	$200	0.00%	$300	50.00%
536800 - Security Services	$3,700	$23,300	529.73%	$20,925	-10.19%
538000 - Performances & Entertainme	$67,300	$79,800	18.57%	$82,800	3.76%
541000 - Advertising	$19,000	$23,000	21.05%	$34,300	49.13%
543000 - Contributions	$1,000	$1,000	0.00%	$2,250	125.00%
544000 - Professional Dues & Certific	$450	$900	100.00%	$725	-19.44%
546000 - Conference & Seminar Regis	$375	$1,275	240.00%	$1,281	0.47%
547000 - Travel Expense	$200	$1,480	640.00%	$1,680	13.51%
551100 - Cellular Telephone	$1,160	$1,620	39.66%	$1,360	-16.05%
553000 - Printing & Binding	$7,000	$8,400	20.00%	$16,690	98.69%
554000 - Signage	$6,000	$7,900	31.67%	$21,060	166.58%
556000 - Postage	$3,000	$3,000	0.00%	$4,000	33.33%
556500 - Messenger Services	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$550	$550	0.00%	$550	0.00%
560000 - Miscellaneous	$0	$1,400	100.00%	$11,900	750.00%
567000 - Rental & Use Charges	$42,000	$53,500	27.38%	$122,585	129.13%
567100 - Rental of Facilities	$365	$550	50.68%	$2,960	438.18%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%		100.00%
574000 - Repair & Maintenance - Vehi	$0	$0	100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$2,025	$2,510	23.95%	$1,605	-36.06%

Activity Analysis Report - Proposed

1436 - Special Events

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$477,009	$467,577	-1.98%	$667,632	42.79%
Operating Expenses	$215,790	$290,905	34.81%	$458,726	57.69%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$2,025	$2,510	23.95%	$1,605	-36.06%
Total	**$694,824**	**$760,992**	**9.52%**	**$1,127,963**	**48.22%**

1436 Special Events

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	385,407	0
505200	Other taxable comp-Gfit	686	0
509000	Salaries, Part-Time Employees	127,376	0
510000	Social Security & Medicare Taxes (FICA	39,521	0
514000	Group Insurance	66,791	0
514200	Vision Plan	552	0
515000	Retirement Contribution (401A)	30,833	0
515100	Retirement Health Savings (RHS)	4,904	0
516000	Savings Plan Contribution (401K)	11,562	0
	Subtotal Personnel Services	**667,632**	**0**
Operating Expenses			
522000 General Operating Supplies			
	Crafts Supplies and Event Materials	5,000	0
	Gaithersburg Book Festival	4,500	0
	Jingle Jubilee, Paws in the Park and Flea Markets	1,500	0
	Labor Day City Coins and Event Materials	3,600	0
	Large Festivals and the Fourth of July Event	13,150	0
	Subtotal	**27,750**	**0**
524000 Supplies for Resale			
	Concessions at Large Events	4,000	0
	Festival Souvenir Items	300	0
	Gaithersburg Book Festival	1,000	0
	Subtotal	**5,300**	**0**
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	1,000	0
	Subtotal	**1,000**	**0**
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe InDesign) (5)	550	0
	Maintenance - Software (CrowdTorch)	15,000	0
	Maintenance - Software (Microsoft CALs) (13)	1,950	0
	Maintenance - Software (Social Tables)	1,300	0
	Subtotal	**18,800**	**0**
533000 Legal			
	County Licenses	60	0
	Subtotal	**60**	**0**
536000 Miscellaneous Professional Services			
	Chorus Director and Accompanist	6,785	0
	Gaithersburg Book Festival	10,000	0
	July 4th Fireworks	29,500	0
	Sound Equipment and Services for Events	28,865	0
	Technical Director	5,000	0
	Subtotal	**80,150**	**0**

1436 Special Events

536200 Americans with Disabilities Act				
Interpreters	300		0	
Subtotal		**300**		**0**
536500 Investigations				
Background Checks	300		0	
Subtotal		**300**		**0**
536800 Security Services				
Agricultural Center Police Reimbursement (Offset by Revenue)	15,000		0	
Crossing Guards for Events (Offset by Speed Camera Revenue)	3,925		0	
Fourth of July Security	1,400		0	
Overnight Security at Event Sites	600		0	
Subtotal		**20,925**		**0**
538000 Performances & Entertainment				
Community Events	8,500		0	
Large Events	65,800		0	
Parades	8,500		0	
Subtotal		**82,800**		**0**
541000 Advertising				
Newspapers and Publications	34,300		0	
Subtotal		**34,300**		**0**
543000 Contributions				
Festivals, Events, and Labor Day Parade	1,000		0	
Gaithersburg Arts and Monuments, Inc.	1,250		0	
Subtotal		**2,250**		**0**
544000 Professional Dues & Certification Fees				
International Special Events Society	350		0	
Maryland Recreation and Parks Association (5)	375		0	
Subtotal		**725**		**0**
546000 Conference & Seminar Registration				
Howard County Performing Arts Showcase (2)	56		0	
International Special Event Society (1)	725		0	
Local Maryland Recreation & Parks Association Workshops (2)	100		0	
Maryland Recreation and Parks Association (2)	400		0	
Subtotal		**1,281**		**0**
547000 Travel Expense				
International Special Events Society (1)	1,180		0	
Local Travel Reimbursement - Mileage Reimbursement	100		0	
Maryland Recreation and Parks Association Conference (2)	400		0	
Subtotal		**1,680**		**0**
551100 Cellular Telephone				
Recreation Program Supervisor (1)	360		0	
Service - Laptop Mobile Data Plan (2)	1,000		0	
Subtotal		**1,360**		**0**

1436 Special Events

553000 Printing & Binding			
Brochures, Fliers, Posters and Invitations	16,690		0
Subtotal		**16,690**	**0**
554000 Signage			
Program Banners	16,000		0
Replacement and Repair of Banners	5,060		0
Subtotal		**21,060**	**0**
556000 Postage			
Mailings	4,000		0
Subtotal		**4,000**	**0**
557000 Laundry & Uniforms			
Staff Shirts	550		0
Subtotal		**550**	**0**
560000 Miscellaneous			
Artists Hotels and Travel	11,900		0
Subtotal		**11,900**	**0**
567000 Rental & Use Charges			
Event Amusements and Equipment	13,050		0
Golf Carts, Radios and Generators	14,500		0
Large Event Tents, Tables, Pipe and Drape, Chairs	34,900		0
Large Event Vendor/Sponsor Tents (Offset by Revenue)	43,400		0
Montgomery County Agriculture Center - Use Fee	1,960		0
Parades and Jingle Jubilee Costumes and Equipment	1,875		0
Port-a-Johns and Hand Washing Stations	10,400		0
Shuttle Buses	2,500		0
Subtotal		**122,585**	**0**
567100 Rental of Facilities			
Auditorium Rentals	2,410		0
Use of Parking Lots for Parades and Events	550		0
Subtotal		**2,960**	**0**
Subtotal Operating Expenses		**458,726**	**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Audio-Visual Equipment (Rosewill DVR)	40		0
Replacement - Computer Hardware (PC - Laptop)	230		0
Replacement - Computer Hardware (PC Monitors) (13)	85		0
Replacement - Computer Hardware (PC) (12)	1,250		0
Subtotal		**1,605**	**0**
Subtotal Capital Outlay		**1,605**	**0**
Total		**1,127,963**	**0**

Department of Parks, Recreation and Culture

1437 - Museums

SERVICES PROVIDED:

This activity provides the administration and operating costs for the Gaithersburg Community Museum and Latitude Observatory events, exhibits, programs and initiatives. These activities include facility rentals; conservation, preservation and acquisition of the Museum's artifact collection; curriculum-based tours for students; interactive exhibits and programs; historic reenactments, demonstrations and lectures; informational tours and brochures of the City's historic sites; and participation in City and regional events such as Celebrate Gaithersburg, Gaithersburg Book Festival, and Heritage Montgomery Days.

WORK PLAN GOALS:

- Build an awareness and appreciation of the cultural, industrial/mercantile, and political history of Gaithersburg, from the pre-Columbian era through modern times using a variety of temporary and permanent exhibits and enriching programs.
- Build active and meaningful partnerships with individuals, non-profits, museums, community groups and businesses to develop, implement and support activities, events and exhibits.
- Catalog, conserve and protect the artifacts and records entrusted to the Gaithersburg Community Museum and Latitude Observatory Park.
- Seek new and increase existing revenue streams through the development of sponsors, partners and grants, as well as through the expansion of the Museum Shop, facility rentals, and fee-based programming.
- Work with City committees/commissions and other stakeholders and interested parties to assist in the research, preservation and advancement of Gaithersburg's historic resources, and to promote the City as a heritage destination.

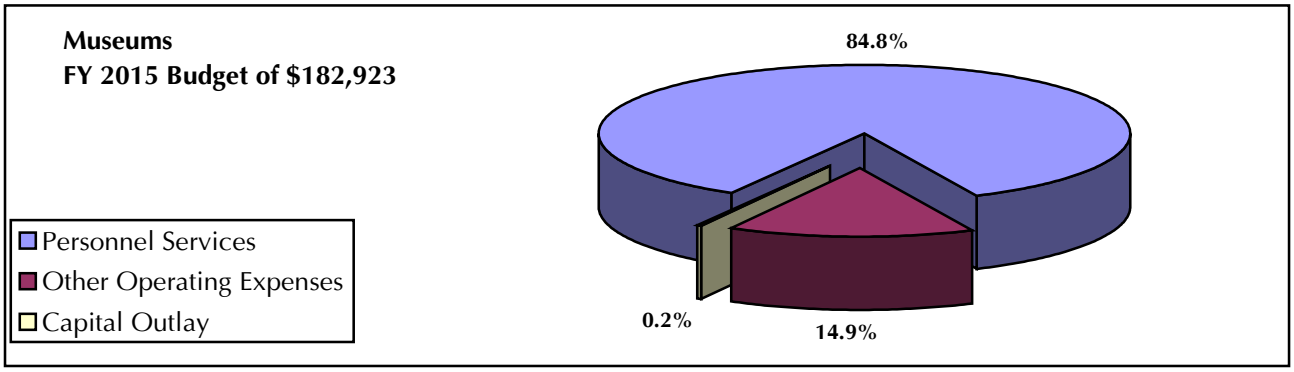
SIGNIFICANT CHANGES:

- Events and programs formerly provided for in this activity have been transferred to Activity 1436, with the exception of the operations/programs of the Community Museum and programs at Observatory Park. The impact of moving the costs associated with the Gaithersburg Book Festival, the Gaithersburg Chorus, visual art exhibitions, and select programs at the City Hall Concert Pavilion and in various City parks out of this activity has resulted in significant changes in numerous object codes.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$280,274	$277,734	$155,163	$0
Other Operating Expenses	105,005	119,845	27,320	0
Capital Outlay	2,025	1,930	440	0
TOTAL	**$387,304**	**$399,509**	**$182,923**	**$0**

Department of Parks, Recreation and Culture

1437 - Museums



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Volunteer hours	443	450	500
Number of programs/events	8	20	40
Museum attendance	5,031	6,000	7,500
Likes on the Museum's Facebook page	N/A	250	500

Activity Analysis Report - Proposed

1437 - Museums

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$129,953	$113,433	-12.71%	$82,354	-27.40%
505200 - Other taxable comp-Gfit	$0	$768	100.00%		-100.00%
509000 - Salaries, Part-Time Employe	$99,571	$101,861	2.30%	$48,824	-52.07%
510000 - Social Security & Medicare T	$17,559	$16,470	-6.20%	$10,035	-39.07%
514000 - Group Insurance	$16,190	$32,540	100.99%	$2,347	-92.79%
514200 - Vision Plan	$0	$184	100.00%	$92	-50.00%
515000 - Retirement Contribution (401	$10,396	$9,075	-12.71%	$6,588	-27.40%
515100 - Retirement Health Savings (	$2,706	$0	-100.00%	$2,452	100.00%
516000 - Savings Plan Contribution (4	$3,899	$3,403	-12.72%	$2,471	-27.39%
521000 - Office Supplies	$220	$360	63.64%	$360	0.00%
522000 - General Operating Supplies	$10,000	$11,000	10.00%	$5,800	-47.27%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
522500 - Program Activities	$0	$0	100.00%		100.00%
524000 - Supplies for Resale	$1,800	$1,800	0.00%	$2,000	11.11%
525000 - Furniture & Fixtures	$0	$0	100.00%	$6,000	100.00%
526000 - Machinery & Equipment	$0	$1,000	100.00%	$500	-50.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$1,705	$1,760	3.23%	$1,050	-40.34%
533000 - Legal	$0	$0	100.00%	$90	100.00%
536000 - Miscellaneous Professional	$14,680	$17,300	17.85%	$250	-98.55%
536200 - Americans with Disabilities A	$1,000	$200	-80.00%	$100	-50.00%
536500 - Investigations	$100	$100	0.00%	$80	-20.00%
536800 - Security Services	$700	$250	-64.29%		-100.00%
538000 - Performances & Entertainme	$15,550	$11,750	-24.44%	$2,600	-77.87%
541000 - Advertising	$10,700	$13,100	22.43%	$2,500	-80.92%
542000 - Awards & Presentations	$0	$0	100.00%		100.00%
543000 - Contributions	$2,600	$2,600	0.00%		-100.00%
544000 - Professional Dues & Certific	$200	$535	167.50%	$185	-65.42%
546000 - Conference & Seminar Regis	$250	$360	44.00%	$375	4.17%
547000 - Travel Expense	$0	$200	100.00%	$150	-25.00%
551100 - Cellular Telephone	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$8,700	$9,410	8.16%	$2,950	-68.65%
554000 - Signage	$3,800	$8,000	110.53%	$1,630	-79.63%
556000 - Postage	$1,500	$1,500	0.00%	$500	-66.67%
556500 - Messenger Services	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$2,300	$4,000	73.91%	$200	-95.00%
567000 - Rental & Use Charges	$24,300	$32,210	32.55%		-100.00%
567100 - Rental of Facilities	$4,900	$2,410	-50.82%		-100.00%
576000 - Repair & Maintenance - Art	$0	$0	100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$2,025	$1,930	-4.69%	$440	-77.20%

Activity Analysis Report - Proposed

1437 - Museums

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$280,274	$277,734	-0.91%	$155,163	-44.13%
Operating Expenses	$105,005	$119,845	14.13%	$27,320	-77.20%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$2,025	$1,930	-4.69%	$440	-77.20%
Total	**$387,304**	**$399,509**	**3.15%**	**$182,923**	**-54.21%**

1437 Museums

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
501000 Salaries, Full-Time Employees	82,354	0
509000 Salaries, Part-Time Employees	48,824	0
510000 Social Security & Medicare Taxes (FICA	10,035	0
514000 Group Insurance	2,347	0
514200 Vision Plan	92	0
515000 Retirement Contribution (401A)	6,588	0
515100 Retirement Health Savings (RHS)	2,452	0
516000 Savings Plan Contribution (401K)	2,471	0
Subtotal Personnel Services	**155,163**	**0**

Operating Expenses

521000 Office Supplies				
Community Museum Printer Cartridges	360		0	
Subtotal		**360**		**0**
522000 General Operating Supplies				
Exhibit Equipment - Display Boards and Supplies	2,000		0	
Facility Equipment - Supplies	2,300		0	
Technical Equipment - Extension Cords, Cables and Microphones	1,500		0	
Subtotal		**5,800**		**0**
524000 Supplies for Resale				
Museum Shop and Concessions	2,000		0	
Subtotal		**2,000**		**0**
525000 Furniture & Fixtures				
New Exhibits in Caboose and Budd Car	6,000		0	
Subtotal		**6,000**		**0**
526000 Machinery & Equipment				
Miscellaneous Computer Devices & Supplies	500		0	
Subtotal		**500**		**0**
531600 Software Maintenance Agreements				
Maintenance - Software (Microsoft CALs) (3)	450		0	
Maintenance - Software (Past Perfect)	600		0	
Subtotal		**1,050**		**0**
533000 Legal				
County Licenses	90		0	
Subtotal		**90**		**0**
536000 Miscellaneous Professional Services				
Technical Support	250		0	
Subtotal		**250**		**0**
536200 Americans with Disabilities Act				
Interpreter Services	100		0	
Subtotal		**100**		**0**

1437 Museums

536500 Investigations			
Background Checks	80		0
Subtotal		**80**	**0**
538000 Performances & Entertainment			
Speaker, Re-enactors and Musicians	2,600		0
Subtotal		**2,600**	**0**
541000 Advertising			
Newspapers, Websites and Magazines	2,500		0
Subtotal		**2,500**	**0**
544000 Professional Dues & Certification Fees			
American Association for State and Local History	115		0
Maryland Association of History Museums	50		0
Small Museum Association	20		0
Subtotal		**185**	**0**
546000 Conference & Seminar Registration			
Montgomery County Historical Association Conference	200		0
Small Museum Association	175		0
Subtotal		**375**	**0**
547000 Travel Expense			
Small Museum Association Conference	150		0
Subtotal		**150**	**0**
553000 Printing & Binding			
Bookmarks, Brochures, Coloring Books and Fliers	2,950		0
Subtotal		**2,950**	**0**
554000 Signage			
Banners and Signs	1,630		0
Subtotal		**1,630**	**0**
556000 Postage			
Mailings	500		0
Subtotal		**500**	**0**
560000 Miscellaneous			
Water Service	200		0
Subtotal		**200**	**0**
Subtotal Operating Expenses		**27,320**	**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC) (3)	365		0
Replacement - Point-of-Sale Hardware	35		0
Replacement - Printer (HP LaserJet M1530)	40		0
Subtotal		**440**	**0**
Subtotal Capital Outlay		**440**	**0**

1437 Museums

Total	**182,923**	**0**

Department of Parks, Recreation and Culture

1438 - Kentlands Mansion

SERVICES PROVIDED:

Kentlands Mansion provides citizens with an elegant rental facility for weddings, social functions, parties, business meetings, and conferences. The Mansion also serves as a gallery for revolving art exhibits, presents concerts, teas, bridal showcases and offers a variety of programs that include family activities.

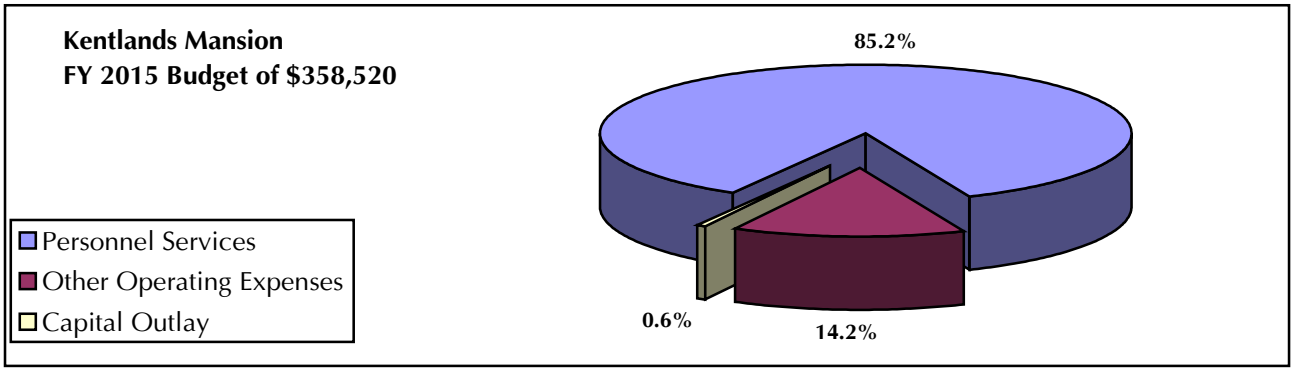
WORK PLAN GOALS:

- Evaluate best practices, market trends and best use of advertising funds to maximize revenue potential.
- Expand event programming such as bridal showcases, music concerts, holiday celebrations and family oriented events to increase revenue and offer the community enrichment opportunities.
- Increase awareness of the Mansion's programs and rental availability.
- Provide outstanding customer service and develop new services to offer Mansion customers an elegant and desirable rental facility.

SIGNIFICANT CHANGES:

- Supplies for Resale decreased $6,000 to reflect a decrease in meals purchased by business rentals.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$279,435	$296,723	$305,460	$0
Other Operating Expenses	60,345	58,295	51,075	0
Capital Outlay	2,530	2,315	1,985	0
TOTAL	**$342,310**	**$357,333**	**$358,520**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Total attendance	19,020	37,000	37,000
Social bookings	45	65	65
Mansion special event revenue	$20,188	$26,000	$26,000
Business meeting bookings	16	55	55

Activity Analysis Report - Proposed

1438 - Kentlands Mansion

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$145,781	$151,029	3.60%	$155,560	3.00%
505100 - Other taxable comp-multiling	$2,080	$2,080	0.00%	$2,080	0.00%
505200 - Other taxable comp-Gfit	$0	$540	100.00%	$456	-15.56%
505300 - Other taxable comp-housing	$0	$6,000	100.00%		-100.00%
508000 - Salaries, Overtime	$0	$0	100.00%	$111	100.00%
509000 - Salaries, Part-Time Employe	$76,950	$78,720	2.30%	$79,822	1.40%
510000 - Social Security & Medicare T	$17,039	$17,576	3.15%	$18,015	2.50%
514000 - Group Insurance	$16,498	$18,914	14.64%	$27,182	43.71%
514200 - Vision Plan	$0	$129	100.00%	$184	42.64%
515000 - Retirement Contribution (401	$11,662	$12,082	3.60%	$12,445	3.00%
515050 - Supplemental Retirement Co	$1,924	$1,994	3.64%	$2,054	3.01%
515100 - Retirement Health Savings (	$3,128	$3,128	0.00%	$2,884	-7.80%
516000 - Savings Plan Contribution (4	$4,373	$4,531	3.61%	$4,667	3.00%
521000 - Office Supplies	$500	$500	0.00%	$500	0.00%
522000 - General Operating Supplies	$8,800	$5,700	-35.23%	$5,920	3.86%
524000 - Supplies for Resale	$19,250	$19,250	0.00%	$13,250	-31.17%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$1,000	$1,000	0.00%	$500	-50.00%
530000 - Accounting & Audit	$0	$0	100.00%		100.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$450	$450	0.00%	$1,750	288.89%
533000 - Legal	$300	$300	0.00%	$120	-60.00%
534000 - Management Consulting	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$930	$930	0.00%	$1,230	32.26%
536500 - Investigations	$75	$75	0.00%	$75	0.00%
538000 - Performances & Entertainme	$8,000	$8,000	0.00%	$5,000	-37.50%
541000 - Advertising	$15,500	$15,500	0.00%	$15,500	0.00%
542000 - Awards & Presentations	$0	$0	100.00%		100.00%
544000 - Professional Dues & Certific	$200	$350	75.00%	$150	-57.14%
546000 - Conference & Seminar Regis	$400	$400	0.00%	$400	0.00%
547000 - Travel Expense	$0	$0	100.00%		100.00%
547100 - Travel Mileage Reimbursem	$830	$830	0.00%	$50	-93.98%
551100 - Cellular Telephone	$0	$0	100.00%		100.00%
551200 - Pagers	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$1,100	$1,100	0.00%	$3,100	181.82%
554000 - Signage	$2,100	$3,000	42.86%	$2,000	-33.33%
556000 - Postage	$750	$750	0.00%	$750	0.00%
557000 - Laundry & Uniforms	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$0	$0	100.00%	$280	100.00%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	$160	$160	0.00%	$500	212.50%
575000 - Repair & Maintenance - Furn	$0	$0	100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$2,530	$2,315	-8.50%	$1,985	-14.25%

Activity Analysis Report - Proposed

1438 - Kentlands Mansion

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$279,435	$296,723	6.19%	$305,460	2.94%
Operating Expenses	$60,345	$58,295	-3.40%	$51,075	-12.39%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$2,530	$2,315	-8.50%	$1,985	-14.25%
Total	**$342,310**	**$357,333**	**4.39%**	**$358,520**	**0.33%**

1438 Kentlands Mansion

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	155,560	0
505100	Other taxable comp-multilingual	2,080	0
505200	Other taxable comp-Gfit	456	0
508000	Salaries, Overtime	111	0
509000	Salaries, Part-Time Employees	79,822	0
510000	Social Security & Medicare Taxes (FICA	18,015	0
514000	Group Insurance	27,182	0
514200	Vision Plan	184	0
515000	Retirement Contribution (401A)	12,445	0
515050	Supplemental Retirement Contribution	2,054	0
515100	Retirement Health Savings (RHS)	2,884	0
516000	Savings Plan Contribution (401K)	4,667	0
	Subtotal Personnel Services	**305,460**	**0**

Operating Expenses

521000 Office Supplies			
Easels, Paper, Pens and Folders	500	0	
Subtotal		**500**	**0**
522000 General Operating Supplies			
Business and Meeting Supplies	3,825	0	
Event Supplies	2,095	0	
Subtotal		**5,920**	**0**
524000 Supplies for Resale			
Food and Supplies for Business Rentals	8,250	0	
Program Supplies for Events	5,000	0	
Subtotal		**13,250**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	500	0	
Subtotal		**500**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Microsoft CALs) (3)	450	0	
Maintenance - Software (Social Tables)	1,300	0	
Subtotal		**1,750**	**0**
533000 Legal			
County Licenses	120	0	
Subtotal		**120**	**0**
536000 Miscellaneous Professional Services			
Sound, Piano Tuning and Lighting Services for Programs	1,230	0	
Subtotal		**1,230**	**0**
536500 Investigations			
Background Checks	75	0	
Subtotal		**75**	**0**

1438 Kentlands Mansion

538000 Performances & Entertainment				
Performance Partnerships (Offset by Revenue)	5,000		0	
Subtotal		**5,000**		**0**
541000 Advertising				
Magazines, Newspapers and Brochures	15,500		0	
Subtotal		**15,500**		**0**
544000 Professional Dues & Certification Fees				
	150		0	
Subtotal		**150**		**0**
546000 Conference & Seminar Registration				
Baltimore/Washington Food Shows	250		0	
Meeting Planners Conference	150		0	
Subtotal		**400**		**0**
547100 Travel Mileage Reimbursement				
	50		0	
Subtotal		**50**		**0**
553000 Printing & Binding				
Brochures, Fliers and Postcards	800		0	
Fliers for Mansion/Arts Barn Shared Programs	300		0	
Seasonal Performance Brochures	2,000		0	
Subtotal		**3,100**		**0**
554000 Signage				
Banners and Signs	2,000		0	
Subtotal		**2,000**		**0**
556000 Postage				
Contracts, Bridal Showcase and Programs Promotional Pieces	750		0	
Subtotal		**750**		**0**
560000 Miscellaneous				
Water Service	280		0	
Subtotal		**280**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	500		0	
Subtotal		**500**		**0**
Subtotal Operating Expenses		**51,075**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC) (3)	355		0	
Replacement - Copier (Ricoh MP 2550SP)	1,300		0	
Replacement - Kronos Time Clock (1)	300		0	
Replacement - Printer (HP 2035n)	30		0	
Subtotal		**1,985**		**0**
Subtotal Capital Outlay		**1,985**		**0**

1438 Kentlands Mansion

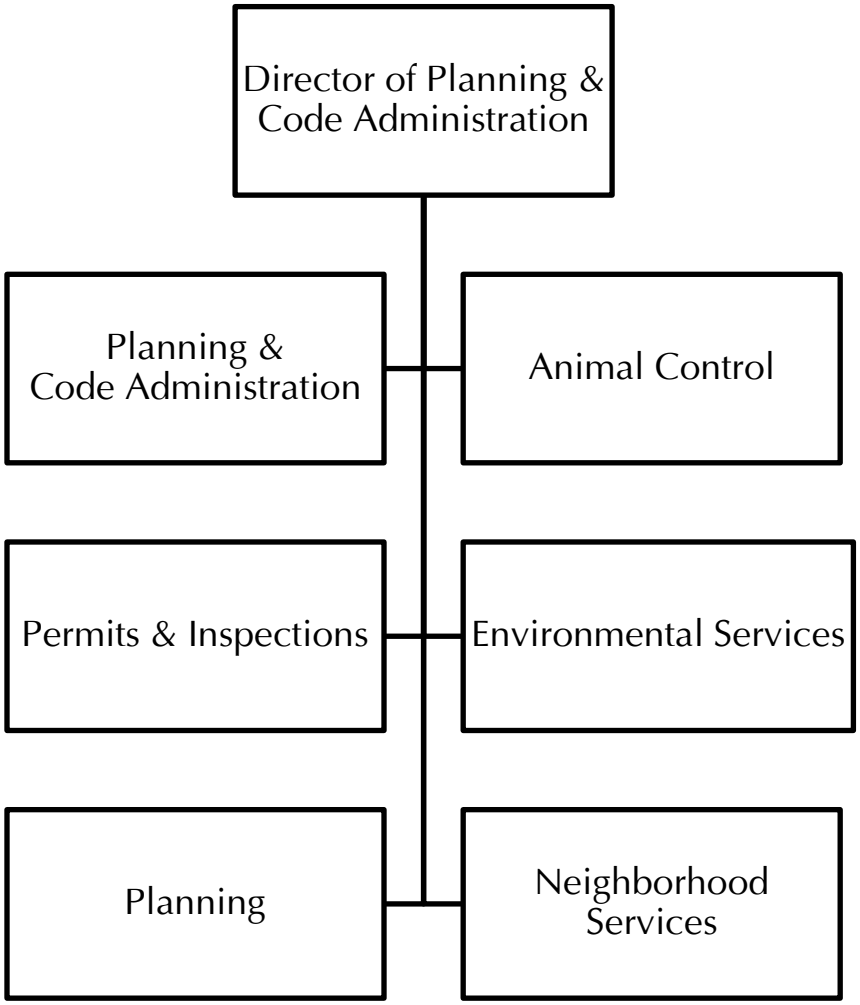
Total	**358,520**	**0**

Bohrer Park

Planning & Code Admin.

Planning & Code Admin.

DEPARTMENT OF PLANNING & CODE ADMNISTRATION



Department Analysis Report - Proposed

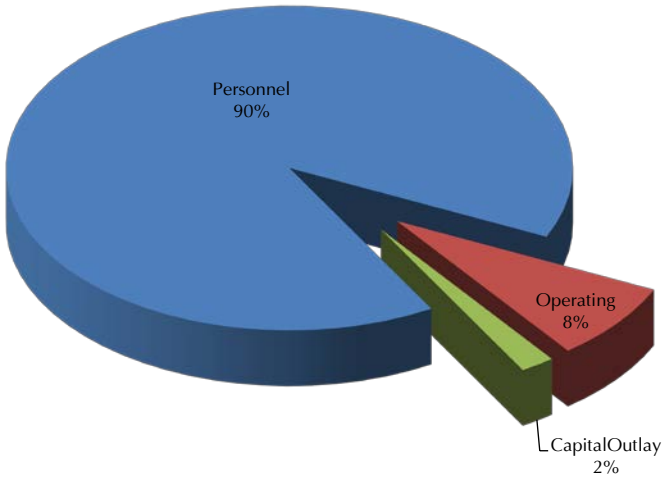
Department of Planning and Code Administration

Activity	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
1134 - Environmental Services	$305,914	$295,524	-3.40%	$284,100	-3.87%
1192 - Planning & Code Administration	$817,551	$898,780	9.94%	$911,419	1.41%
1194 - Planning	$819,631	$814,781	-0.59%	$832,333	2.15%
1196 - Permits and Inspections	$1,458,067	$1,501,472	2.98%	$1,811,080	20.62%
1197 - Neighborhood Services	$558,671	$753,180	34.82%	$836,040	11.00%
1198 - Animal Control	$437,820	$451,495	3.12%	$482,991	6.98%
Personnel	$3,892,140	$4,114,117	5.70%	$4,656,909	13.19%
Operating Expenses	$376,233	$419,380	11.47%	$399,946	-4.63%
Contingency Funds					
Transfer Funds					
Capital Outlay	$129,281	$181,735	40.57%	$101,108	-44.37%
Total	**$4,397,654**	**$4,715,232**	**7.22%**	**$5,157,963**	**9.39%**

DEPARTMENT OF PLANNING AND CODE
DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2012 - 13	Budgeted 2013 - 14	Proposed 2014 - 15	Adopted 2014 - 15
Environmental Services	305,914	295,524	284,100	-
Planning & Code Administration	817,551	898,780	911,419	-
Planning	819,631	814,781	832,333	-
Permits and Inspections	1,458,067	1,501,472	1,811,080	-
Neighborhood Services	558,671	753,180	836,040	-
Animal Control	437,820	451,495	482,991	-
TOTAL	**$ 4,397,654**	**$ 4,715,232**	**$ 5,157,963**	**$ 0**

Department of Planning and Code Administration
FY 2015 Budget of $5,157,963



1134 - Environmental Services	FY 13	FY 14	FY 15
Sustainability Planner	1	1	1
Environmental Specialist	1	1	1
Environmental Technician	1	1	1
Subtotal	**3**	**3**	**3**

1192 - Planning & Code Administration	FY 13	FY 14	FY 15
Director of Planning & Code Administration	1	1	1
Permitting Manager	1	1	1
Administrative Technician III	0	1	1
Recording Secretary	1	0	0
Administrative Assistant III	2	0	0
Administrative Technician II	0	4	4
Permit Technician	2	0	0
Adminstrative Assistant I	1	0	0
Administrative Technician I	0	1	1
Part-Time Personnel	0	0.5	1.67
Subtotal	**8**	**8.5**	**9.67**

1194 - Planning	FY 13	FY 14	FY 15
Planning Director	1	0	0
Planning Division Chief	0	1	1
Community Planning Director	1	0	0
Community Planning Division Chief	0	1	1
Long Range Planning Manager	0	0	1
Planner III	1	1	0
GIS Planner	1	1	1
Planner II	1	1	1
Planner I	1	1	1
Part-Time Personnel	0.88	0.88	1.08
Subtotal	**6.88**	**6.88**	**7.08**

1196 - Permits & Inspections	FY 13	FY 14	FY 15
Permits and Inspections Director	1	0	0
Permits and Inspections Division Chief	0	1	1
Commercial Permitting Manager	1	1	1
Fire Marshal	1	1	1
Permit Coordinator	1	1	1
Site Development Coordinator	1	1	1
Chief Electrical Reviewer	1	1	1
Code Inspector	3	4	5
Fire Inspector	1	1	1
Part-Time Personnel	3.25	2.25	2.75
Subtotal	**13.25**	**13.25**	**14.75**

1197 - Neighborhood Services	FY 13	FY 14	FY 15
Neighborhood Services Director	1	0	0
Neighborhood Services Division Chief	0	1	1
Code Administration Officer III	2	2	2
Code Administration Officer II	2	2	1
Code Administration Officer I	0	2	4
Employment Agreement Personnel	2	1	0
Part-Time Personnel	0	1.5	0.75
Subtotal	**7**	**9.5**	**8.75**

1198 - Animal Control	FY 13	FY 14	FY 15
Animal Control Director	1	0	0
Animal Control Division Chief	0	1	1
Animal Control Officer III	0	1	2
Animal Control Officer II	0	1	1
Animal Control Officer I	0	1	0
Animal Control Officer	3	0	0
Part-Time Personnel	0.25	0.25	0.28
Subtotal	**4.25**	**4.25**	**4.28**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	36	39	41
Employment Agreement Personnel	2	1	0
Part-Time Personnel	4.38	5.38	6.53
	42.38	**45.38**	**47.53**

Department of Planning and Code Administration

1134 - Environmental Services

SERVICES PROVIDED:

Environmental Services is committed to protecting, enhancing and restoring the community's natural resources and quality of life, and is guided by the principles of science, resource management, sustainability, education, and stewardship.

This activity coordinates overall City environmental policies, programs, and projects, including: Public environmental education and outreach; environmentally sensitive operations and best management practices; forest conservation, stream restoration, stormwater management (SWM), green building, climate protection and sustainability programs; and development review to ensure compliance with the Environmental Standards and other pertinent regulations.

WORK PLAN GOALS:

- Continue to improve the City's GIS environmental attribute data.
- Continue to partner with State, County, and other local governments to address regional environmental concerns.
- Coordinate stream assessments, watershed studies, reforestation projects, stormwater management retrofits, and other ecological restoration projects.
- Coordinate with State, County, other local governments and various City departments to implement both public and private energy efficiency audits and improvements.
- Ensure the City is in compliance with the National Pollutant Discharge Elimination System (NPDES) Phase II permit requirements under the Clean Water Act.
- Provide community environmental education and service projects.
- Work with the Department of Planning and Code Administration to review Natural Resource Inventories/Forest Stand Delineations, Forest Conservation Plans, Green Building Checklists, Wildlife Management Plans, Noise Studies, Waste Mgmt., and Site Plans.
- Work with the Environmental Affairs Committee to promote environmental education, pollution prevention, green building, ecosystem restoration, climate protection, and sustainability.

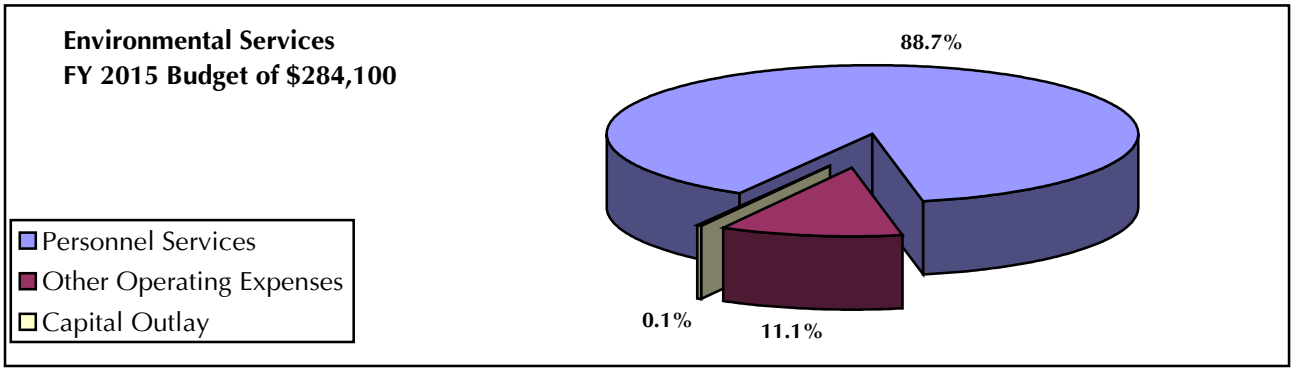
SIGNIFICANT CHANGES:

- Vehicles & Equipment decreased $25,000 due to a one-time purchase of a New Vehicle for SWM Inspector in FY14.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$286,069	$241,799	$252,115	$0
Other Operating Expenses	19,100	27,715	31,570	0
Capital Outlay	745	26,010	415	0
TOTAL	**$305,914**	**$295,524**	**$284,100**	**$0**

Department of Planning and Code Administration

1134 - Environmental Services



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Acres treated to 2010 SWM standard	0	0	50
Acres treated to 2000 SWM standard	381	381	381
Acres treated to 1985 SWM standard	5823	5823	5823
Acres of impervious surface	2292	2292	2750
# of volunteer stream monitoring events	5	5	3
# of volunteer plantings	130	225	120
# of volunteer planting projects	4	5	5
# of SWM facilities inspected	0	75	250
# of Rainscapes applications approved	4	10	15
# of outfalls inspected	100	100	100
# of illicit discharge reports investigated	3	4	3
# of Environmental Award recipients	20	13	15
# of Community outreach volunteers	1000	1100	1000
# of Community outreach projects	25	20	25
# of clean up events hosted	22	20	25

Activity Analysis Report - Proposed

1134 - Environmental Services

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$207,742	$178,895	-13.89%	$186,883	4.47%
505200 - Other taxable comp-Gfit	$0	$21	100.00%	$180	757.14%
510000 - Social Security & Medicare T	$15,892	$13,685	-13.89%	$14,297	4.47%
514000 - Group Insurance	$39,584	$29,353	-25.85%	$30,124	2.63%
514200 - Vision Plan	$0	$166	100.00%	$74	-55.42%
515000 - Retirement Contribution (401	$16,619	$14,312	-13.88%	$14,951	4.46%
516000 - Savings Plan Contribution (4	$6,232	$5,367	-13.88%	$5,606	4.45%
519000 - Tuition Reimbursement	$0	$0	100.00%		100.00%
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
522500 - Program Activities	$4,750	$3,850	-18.95%	$4,250	10.39%
525000 - Furniture & Fixtures	$0	$1,000	100.00%		-100.00%
526000 - Machinery & Equipment	$0	$4,500	100.00%	$4,500	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$300	$490	63.33%	$490	0.00%
536000 - Miscellaneous Professional	$1,000	$1,000	0.00%	$1,000	0.00%
541000 - Advertising	$600	$600	0.00%	$600	0.00%
542000 - Awards & Presentations	$300	$800	166.67%	$800	0.00%
544000 - Professional Dues & Certific	$3,150	$3,625	15.08%	$3,740	3.17%
545000 - Magazines, Books & Resour	$250	$750	200.00%	$750	0.00%
546000 - Conference & Seminar Regis	$2,950	$3,050	3.39%	$4,050	32.79%
546300 - In-Service Training	$0	$0	100.00%		100.00%
547000 - Travel Expense	$3,000	$5,000	66.67%	$8,150	63.00%
547100 - Travel Mileage Reimbursem	$500	$350	-30.00%	$350	0.00%
551100 - Cellular Telephone	$0	$750	100.00%	$840	12.00%
553000 - Printing & Binding	$450	$500	11.11%	$500	0.00%
554000 - Signage	$600	$600	0.00%	$600	0.00%
556000 - Postage	$0	$0	100.00%		100.00%
556500 - Messenger Services	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$1,250	$850	-32.00%	$950	11.76%
574000 - Repair & Maintenance - Vehi	$0	$0	100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$745	$1,010	35.57%	$415	-58.91%
596000 - Vehicles & Equipment	$0	$25,000	100.00%		-100.00%
596100 - Vehicles & Equipment (Repl	$0	$0	100.00%		100.00%
Personnel	$286,069	$241,799	-15.48%	$252,115	4.27%
Operating Expenses	$19,100	$27,715	45.10%	$31,570	13.91%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$745	$26,010	3391.28%	$415	-98.40%
Total	**$305,914**	**$295,524**	**-3.40%**	**$284,100**	**-3.87%**

1134 Environmental Services

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	186,883	0
505200	Other taxable comp-Gfit	180	0
510000	Social Security & Medicare Taxes (FICA	14,297	0
514000	Group Insurance	30,124	0
514200	Vision Plan	74	0
515000	Retirement Contribution (401A)	14,951	0
516000	Savings Plan Contribution (401K)	5,606	0
	Subtotal Personnel Services	**252,115**	**0**
Operating Expenses			
522500 Program Activities			
	Celebrate Gaithersburg Day/Public Events	500	0
	Education, Service and Outreach Initiatives	1,500	0
	Green Week Activities/Film Night	1,500	0
	National Pollutant Discharge Elimination System Activities	250	0
	Rainscapes Rewards Program Support	250	0
	Stream Monitoring Program Materials	250	0
	Subtotal	**4,250**	**0**
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	1,000	0
	TR - Center Console upgrade fit-up for F150 Pickup Truck	3,500	0
	Subtotal	**4,500**	**0**
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe Acrobat Standard) (1)	40	0
	Maintenance - Software (Microsoft CALs) (3)	450	0
	Subtotal	**490**	**0**
536000 Miscellaneous Professional Services			
	Environmental Consultant Services	1,000	0
	Subtotal	**1,000**	**0**
541000 Advertising			
	Environmental Announcements and Notifications	600	0
	Subtotal	**600**	**0**
542000 Awards & Presentations			
	Environmental Awards	800	0
	Subtotal	**800**	**0**
544000 Professional Dues & Certification Fees			
	American Planning Association	400	0
	Certified Floodplain Manager	400	0
	International Council for Local Environmental Initiatives (ICLEI)	1,200	0
	Stormwater Management Professional Certification	550	0
	Urban Sustainability Directors Network	690	0
	US Green Building Council (USGBC)	500	0
	Subtotal	**3,740**	**0**

1134 Environmental Services

545000 Magazines, Books & Resource Material				
Environmental Publications and Certification Reference Materials	750		0	
Subtotal		**750**		**0**
546000 Conference & Seminar Registration				
Chesapeake Watershed Forum	250		0	
Conferences & Seminars	2,000		0	
National APA Conference	800		0	
National SWM Conference	650		0	
Regional APA Conference	350		0	
Subtotal		**4,050**		**0**
547000 Travel Expense				
Conferences & Seminars	1,000		0	
National APA Conference	3,500		0	
National SWM Conference	3,000		0	
Regional APA Conference	650		0	
Subtotal		**8,150**		**0**
547100 Travel Mileage Reimbursement				
Miscellaneous Mileage Reimbursement	350		0	
Subtotal		**350**		**0**
551100 Cellular Telephone				
SWM Inspector	840		0	
Subtotal		**840**		**0**
553000 Printing & Binding				
Green Week Postcards	500		0	
Subtotal		**500**		**0**
554000 Signage				
Team Up To Green Up (adopt a park/stream) signs	600		0	
Subtotal		**600**		**0**
560000 Miscellaneous				
Environmental Affairs Committee Support	300		0	
Miscellaneous Workshops and Public Events	650		0	
Subtotal		**950**		**0**
Subtotal Operating Expenses		**31,570**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (3)	60		0	
Replacement - Computer Hardware (PC) (3)	355		0	
Subtotal		**415**		**0**
Subtotal Capital Outlay		**415**		**0**
Total		**284,100**		**0**

Department of Planning and Code Administration

1192 - Planning & Code Administration

SERVICES PROVIDED:

This activity is responsible for providing administrative support for the five divisions of the Planning and Code Department. 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. The Director of Planning and Code gives direction and oversight for all Departmental activities. In addition, the Director develops, coordinates and implements policy and strategic direction goals for the Department.

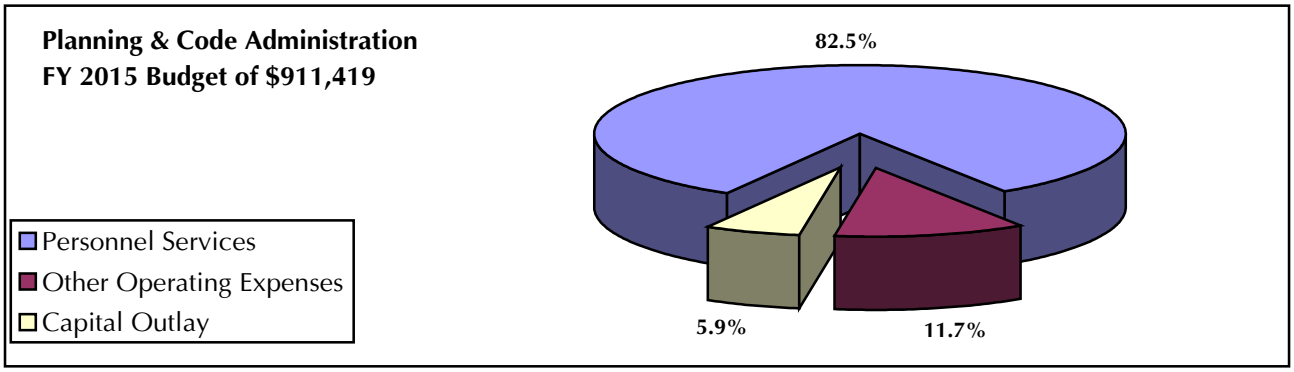
WORK PLAN GOALS:

- Continue to provide quality customer service.
- Execute plans to cross-train all administrative staff across divisional activities.
- Fully utilize software system to enhance customer service for both internal and external customers.

SIGNIFICANT CHANGES:

- Software Maintenance Agreements decreased $44,000 to reflect actual usage in the past two years.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$659,006	$698,365	$751,579	$0
Other Operating Expenses	104,620	147,410	106,300	0
Capital Outlay	53,925	53,005	53,540	0
TOTAL	**$817,551**	**$898,780**	**$911,419**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of Pet License Applications Processed	2447	3000	2800
Number of Permit Applications Processed	2407	3000	2750
Number of Passport Applications Processed	2746	1200	1750
Number of License Applications Processed	984	1170	1000
Number of Dog Exercise Membership Applications Processed	47	40	40

Activity Analysis Report - Proposed

1192 - Planning & Code Administration

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$491,571	$499,701	1.65%	$492,402	-1.46%
505000 - Other Taxable Compensatio	$0	$0	100.00%		100.00%
505100 - Other taxable comp-multiling	$4,160	$4,160	0.00%	$2,080	-50.00%
505200 - Other taxable comp-Gfit	$0	$631	100.00%	$780	23.61%
505300 - Other taxable comp-housing	$2,400	$7,200	200.00%	$6,000	-16.67%
508000 - Salaries, Overtime	$0	$1,491	100.00%	$1,536	3.02%
509000 - Salaries, Part-Time Employe	$0	$11,703	100.00%	$47,870	309.04%
510000 - Social Security & Medicare T	$37,605	$39,236	4.34%	$41,448	5.64%
514000 - Group Insurance	$53,235	$59,465	11.70%	$88,213	48.34%
514200 - Vision Plan	$0	$349	100.00%	$387	10.89%
515000 - Retirement Contribution (401	$39,326	$39,976	1.65%	$39,392	-1.46%
515100 - Retirement Health Savings (	$8,962	$8,962	0.00%	$8,199	-8.51%
516000 - Savings Plan Contribution (4	$14,747	$14,991	1.65%	$14,772	-1.46%
519000 - Tuition Reimbursement	$7,000	$10,500	50.00%	$8,500	-19.05%
521000 - Office Supplies	$6,900	$6,000	-13.04%	$6,000	0.00%
525000 - Furniture & Fixtures	$1,000	$1,000	0.00%	$1,000	0.00%
526000 - Machinery & Equipment	$2,000	$2,000	0.00%	$2,000	0.00%
530000 - Accounting & Audit	$5,500	$5,500	0.00%	$5,500	0.00%
531600 - Software Maintenance Agree	$46,200	$90,480	95.84%	$46,480	-48.63%
536000 - Miscellaneous Professional	$2,500	$1,000	-60.00%	$1,000	0.00%
544000 - Professional Dues & Certific	$970	$990	2.06%	$970	-2.02%
546000 - Conference & Seminar Regis	$1,050	$2,350	123.81%	$2,500	6.38%
547000 - Travel Expense	$2,000	$3,200	60.00%	$3,200	0.00%
547100 - Travel Mileage Reimbursem	$500	$0	-100.00%		100.00%
551100 - Cellular Telephone	$1,500	$1,750	16.67%	$1,750	0.00%
553000 - Printing & Binding	$9,500	$4,000	-57.89%	$4,000	0.00%
554000 - Signage	$800	$800	0.00%	$800	0.00%
556000 - Postage	$15,000	$10,000	-33.33%	$11,000	10.00%
556500 - Messenger Services	$200	$200	0.00%	$200	0.00%
560000 - Miscellaneous	$1,000	$1,500	50.00%	$1,500	0.00%
567000 - Rental & Use Charges	$8,000	$12,000	50.00%	$12,000	0.00%
573000 - Repair & Maintenance - Mac	$0	$4,640	100.00%	$6,400	37.93%
592100 - Software (Replacement)	$43,500	$43,500	0.00%	$43,500	0.00%
595100 - Furniture & Equipment (Repl	$10,425	$9,505	-8.82%	$10,040	5.63%
Personnel	$659,006	$698,365	5.97%	$751,579	7.62%
Operating Expenses	$104,620	$147,410	40.90%	$106,300	-27.89%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$53,925	$53,005	-1.71%	$53,540	1.01%
Total	**$817,551**	**$898,780**	**9.94%**	**$911,419**	**1.41%**

1192 Planning & Code Administration

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	492,402	0
505100	Other taxable comp-multilingual	2,080	0
505200	Other taxable comp-Gfit	780	0
505300	Other taxable comp-housing stipend	6,000	0
508000	Salaries, Overtime	1,536	0
509000	Salaries, Part-Time Employees	47,870	0
510000	Social Security & Medicare Taxes (FICA	41,448	0
514000	Group Insurance	88,213	0
514200	Vision Plan	387	0
515000	Retirement Contribution (401A)	39,392	0
515100	Retirement Health Savings (RHS)	8,199	0
516000	Savings Plan Contribution (401K)	14,772	0
519000	Tuition Reimbursement	8,500	0
	Subtotal Personnel Services	**751,579**	**0**

Operating Expenses

521000 Office Supplies			
Supplies	6,000	0	
Subtotal		**6,000**	**0**
525000 Furniture & Fixtures			
Chairs	1,000	0	
Subtotal		**1,000**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Devices & Supplies	2,000	0	
Subtotal		**2,000**	**0**
530000 Accounting & Audit			
Credit Card Processing Fees	5,500	0	
Subtotal		**5,500**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Acrobat Professional) (1)	60	0	
Maintenance - Software (Adobe Acrobat Professional) (3)	180	0	
Maintenance - Software (Adobe Acrobat Standard) (1)	40	0	
Maintenance - Software (EnerGov)	44,000	0	
Maintenance - Software (Microsoft CALs) (9)	1,350	0	
Maintenance - Software (Voxeo EnerGov IVR)	850	0	
Subtotal		**46,480**	**0**
536000 Miscellaneous Professional Services			
Secretarial Services (Transcripts)	1,000	0	
Subtotal		**1,000**	**0**

1192 Planning & Code Administration

544000 Professional Dues & Certification Fees				
American Planning Association (Director)	500		0	
Congress for New Urbanism (1)	200		0	
Maryland Building Officials Association (1)	20		0	
Urban Land Institute	250		0	
Subtotal		**970**		**0**
546000 Conference & Seminar Registration				
American Planning Association Conference Registration	1,000		0	
EnerGov Systems Administrator Certification Training	1,500		0	
Subtotal		**2,500**		**0**
547000 Travel Expense				
American Planning Association National Conference (Director)	2,000		0	
EnerGov Systems Administrator Certification Training	1,200		0	
Subtotal		**3,200**		**0**
551100 Cellular Telephone				
Phone Service and Supplies (Director, Systems Admin. And Front	1,750		0	
Subtotal		**1,750**		**0**
553000 Printing & Binding				
Mylar Supplies for Record Plats	1,000		0	
Notices	500		0	
Paper Supplies	1,500		0	
Stickers	1,000		0	
Subtotal		**4,000**		**0**
554000 Signage				
Stakes for Residential Placards	800		0	
Subtotal		**800**		**0**
556000 Postage				
All accounts (1192, 1194, 1196, 1197, 1198)	11,000		0	
Subtotal		**11,000**		**0**
556500 Messenger Services				
Courier Services	200		0	
Subtotal		**200**		**0**
560000 Miscellaneous				
Meeting Supplies/Community Outreach	1,500		0	
Subtotal		**1,500**		**0**
567000 Rental & Use Charges				
Plan and Document Storage	12,000		0	
Subtotal		**12,000**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh 2550SP) Lower Level	800		0	
Maintenance & Supplies - Copier (Ricoh MP 2550SP) 1st Floor	600		0	
Maintenance & Supplies - Copier (Ricoh MPC 7500 - Color Copyi	2,500		0	
Maintenance & Supplies - Copier (Ricoh MPC 7500) 1st Floor	2,500		0	
Subtotal		**6,400**		**0**
Subtotal Operating Expenses		**106,300**		**0**

1192 Planning & Code Administration

Capital Outlay

592100 Software (Replacement)			
Replacement - Software (Planning & Permitting System)	43,500	0	
Subtotal		**43,500**	**0**
595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (11)	1,105	0	
Replacement - Computer Hardware (PC) (10)	245	0	
Replacement - Copier (Ricoh MP 2550SP - 1st FL)	650	0	
Replacement - Copier (Ricoh MP 2550SP - Lower Level)	650	0	
Replacement - Copier (Ricoh MPC 7501 - 1st FL)	5,800	0	
Replacement - Point of Sale Hardware	225	0	
Replacement - Printer (Fargo HDP5000 - EnerGov ID Card Printe	270	0	
Replacement - Printer (HP LaserJet M601dn - Postcard Printer)	155	0	
Replacement - Scanners (5)	940	0	
Subtotal		**10,040**	**0**
Subtotal Capital Outlay		**53,540**	**0**
Total		**911,419**	**0**

Department of Planning and Code Administration

1194 - Planning

SERVICES PROVIDED:

This activity 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 exception, administrative reviews, road code waivers, floodplain administration and subdivision reviews. Staff is also responsible for the adoption and revision of the City's Master Plan. Staff supports the Planning and Historic District Commissions and the Board of Appeals. Promotion of public participation involving citizens, major interest groups, public and private stakeholders are encouraged throughout these many processes.

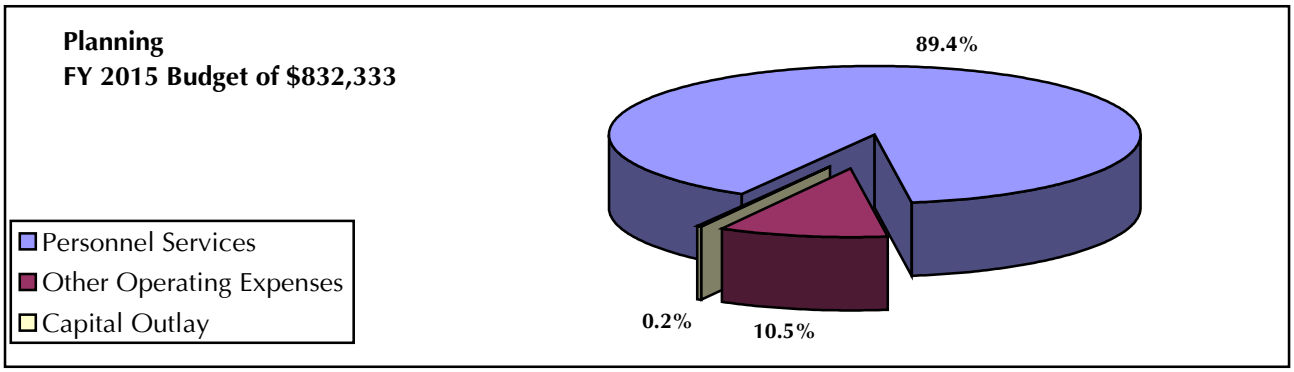
WORK PLAN GOALS:

- Continue to work with partner agencies and jurisdictions concerning adequate public facilities, analyze results and recommend change
- Evaluate and update the Planning Commission Rules of Procedure
- Evaluate new innovations and trends needed to streamline the CD Zone
- Incorporate best practices for parking requirements and parking waivers into Zoning Ordinance and Development Procedures
- Work towards preparing a draft Historic Preservation (HP) Master Plan, updating HP ordinances and evaluate the Historic District Commission Rules of Procedures
- Work with Information Technology-Geographic Information Systems to improve that accuracy of the Parcel Fabric (parcel lines) for GIS

SIGNIFICANT CHANGES:

- Miscellaneous Professional Services decreased $6,500 due to a reduction in contract services based on historic spending trends and the direction from the City Manager to utilize contingency funds in cases of unforeseen circumstances.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$705,428	$715,521	$743,917	$0
Other Operating Expenses	110,583	96,235	87,156	0
Capital Outlay	3,620	3,025	1,260	0
TOTAL	**$819,631**	**$814,781**	**$832,333**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Zoning Verification	46	28	28

Zoning Map Amendments	2	3	3
Text Amendment/City Code	4	3	3
Site Plans	4	9	8
Schematic Development Plans/Amendments	4	4	5
Record Plats	7	8	10
Permit Plan Review	685	590	600
Historic District Reviews	24	25	18
Board of Appeals	2	4	6
Amendment to Site Plans	156	151	150

Activity Analysis Report - Proposed

1194 - Planning

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$502,923	$509,840	1.38%	$532,018	4.35%
505200 - Other taxable comp-Gfit	$0	$659	100.00%	$483	-26.71%
505300 - Other taxable comp-housing	$0	$0	100.00%	$3,600	100.00%
508000 - Salaries, Overtime	$1,439	$0	-100.00%		100.00%
509000 - Salaries, Part-Time Employe	$49,569	$50,709	2.30%	$51,419	1.40%
510000 - Social Security & Medicare T	$42,376	$42,882	1.19%	$44,633	4.08%
514000 - Group Insurance	$40,965	$42,721	4.29%	$44,730	4.70%
514200 - Vision Plan	$0	$166	100.00%	$313	88.55%
515000 - Retirement Contribution (401	$40,234	$40,787	1.37%	$42,561	4.35%
515100 - Retirement Health Savings (	$5,834	$8,962	53.62%	$8,199	-8.51%
516000 - Savings Plan Contribution (4	$15,088	$15,295	1.37%	$15,961	4.35%
519000 - Tuition Reimbursement	$7,000	$3,500	-50.00%		-100.00%
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$0	$0	100.00%	$750	100.00%
526000 - Machinery & Equipment	$0	$1,000	100.00%	$5,000	400.00%
530000 - Accounting & Audit	$0	$0	100.00%		100.00%
531500 - Software Licenses	$0	$0	100.00%	$1,200	100.00%
531600 - Software Maintenance Agree	$12,400	$2,220	-82.10%	$2,740	23.42%
532000 - Engineering & Architectural	$7,500	$6,000	-20.00%	$3,000	-50.00%
536000 - Miscellaneous Professional	$57,500	$56,000	-2.61%	$49,500	-11.61%
544000 - Professional Dues & Certific	$4,465	$4,910	9.97%	$5,160	5.09%
545000 - Magazines, Books & Resour	$850	$850	0.00%	$450	-47.06%
546000 - Conference & Seminar Regis	$6,750	$8,350	23.70%	$6,400	-23.35%
547000 - Travel Expense	$6,778	$7,425	9.55%	$6,216	-16.28%
547100 - Travel Mileage Reimbursem	$1,000	$1,500	50.00%	$900	-40.00%
551100 - Cellular Telephone	$1,100	$980	-10.91%	$840	-14.29%
552500 - Vehicle & Equipment Gasolin	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$0	$0	100.00%		100.00%
554000 - Signage	$6,500	$5,000	-23.08%	$4,000	-20.00%
556000 - Postage	$0	$0	100.00%		100.00%
556500 - Messenger Services	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$2,000	$2,000	0.00%	$1,000	-50.00%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	$3,740	$0	-100.00%		100.00%
574000 - Repair & Maintenance - Vehi	$0	$0	100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
592100 - Software (Replacement)	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$3,620	$3,025	-16.44%	$1,260	-58.35%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$0	$0	100.00%		100.00%

Activity Analysis Report - Proposed

1194 - Planning

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$705,428	$715,521	1.43%	$743,917	3.97%
Operating Expenses	$110,583	$96,235	-12.97%	$87,156	-9.43%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$3,620	$3,025	-16.44%	$1,260	-58.35%
Total	**$819,631**	**$814,781**	**-0.59%**	**$832,333**	**2.15%**

1194 Planning

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	532,018	0
505200	Other taxable comp-Gfit	483	0
505300	Other taxable comp-housing stipend	3,600	0
509000	Salaries, Part-Time Employees	51,419	0
510000	Social Security & Medicare Taxes (FICA	44,633	0
514000	Group Insurance	44,730	0
514200	Vision Plan	313	0
515000	Retirement Contribution (401A)	42,561	0
515100	Retirement Health Savings (RHS)	8,199	0
516000	Savings Plan Contribution (401K)	15,961	0
	Subtotal Personnel Services	**743,917**	**0**

Operating Expenses

525000 Furniture & Fixtures			
Chairs	400	0	
Miscellaneous	350	0	
Subtotal		**750**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	1,000	0	
TR - Plan Review Monitors (6)	4,000	0	
Subtotal		**5,000**	**0**
531500 Software Licenses			
Adobe Creative Suite - Standard (1)	1,200	0	
Subtotal		**1,200**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Acrobat Standard) (1)	40	0	
Maintenance - Software (Adobe Acrobat Standard) (6)	280	0	
Maintenance - Software (Adobe Photo Shop) (1)	110	0	
Maintenance - Software (AutoCAD Map)	850	0	
Maintenance - Software (Microsoft CALs) (9)	1,350	0	
Maintenance - Software- InDesign (1)	110	0	
Subtotal		**2,740**	**0**
532000 Engineering & Architectural			
Architectural and Engineering Consultation	3,000	0	
Subtotal		**3,000**	**0**
536000 Miscellaneous Professional Services			
Board of Appeals Stipend (5 + 1 Alternate)	9,000	0	
Contract Services	2,500	0	
Historic District Commission Stipend (7 + 1 Alternate)	12,000	0	
Historic Inventory (House Surveys/Existing Conditions Report)	8,000	0	
Planning Commissioners Stipend (5 + 1 Alternate)	18,000	0	
Subtotal		**49,500**	**0**

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544000 Professional Dues & Certification Fees				
ACSM/Cartography & Geographic Info. Society	150		0	
American Planning Association (PC = $450 & Staff = $3,100)	3,550		0	
ASFM, MAFSM and CFM	220		0	
GIS Professional	115		0	
Maryland Association of Historic District Commission	100		0	
Maryland Planning Commissioners Association	250		0	
National Trust for Historic Preservation Forum	250		0	
Urban Land Institute (Agency Member)	525		0	
Subtotal		**5,160**		**0**
545000 Magazines, Books & Resource Material				
Miscellaneous Reference Books	450		0	
Subtotal		**450**		**0**
546000 Conference & Seminar Registration				
AICP Certification	1,000		0	
American Planning Association Conference Registration	2,000		0	
Computer Training - ESRI	1,100		0	
Local & National GIS Conference	500		0	
Local Conferences & Seminars (including HDC)	1,800		0	
Subtotal		**6,400**		**0**
547000 Travel Expense				
American Planning Association National Conference (1 PC and 2	3,866			
ESRI Conference	1,500		0	
GIS Conference	100		0	
Maryland Association of Historic Districts	750		0	
Subtotal		**6,216**		**0**
547100 Travel Mileage Reimbursement				
	900		0	
Subtotal		**900**		**0**
551100 Cellular Telephone				
Phone Service and Supplies (1)	840		0	
Subtotal		**840**		**0**
554000 Signage				
Signs for Site Plan Notice	4,000		0	
Subtotal		**4,000**		**0**
560000 Miscellaneous				
Meeting Supplies/Community Outreach/Awards	1,000		0	
Subtotal		**1,000**		**0**
Subtotal Operating Expenses		**87,156**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (9)	180		0	
Replacement - Computer Hardware (PC) (8)	1,080		0	
Subtotal		**1,260**		**0**

1194 Planning

Subtotal Capital Outlay	**1,260**	**0**
Total	**832,333**	**0**

Department of Planning and Code Administration

1196 - Permits and Inspections

SERVICES PROVIDED:

This activity 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 (HOA) properties through bond administration, permit issuance and inspections. Environmental standards are accomplished through the issuance of permits and inspections of stormwater management and sediment control.

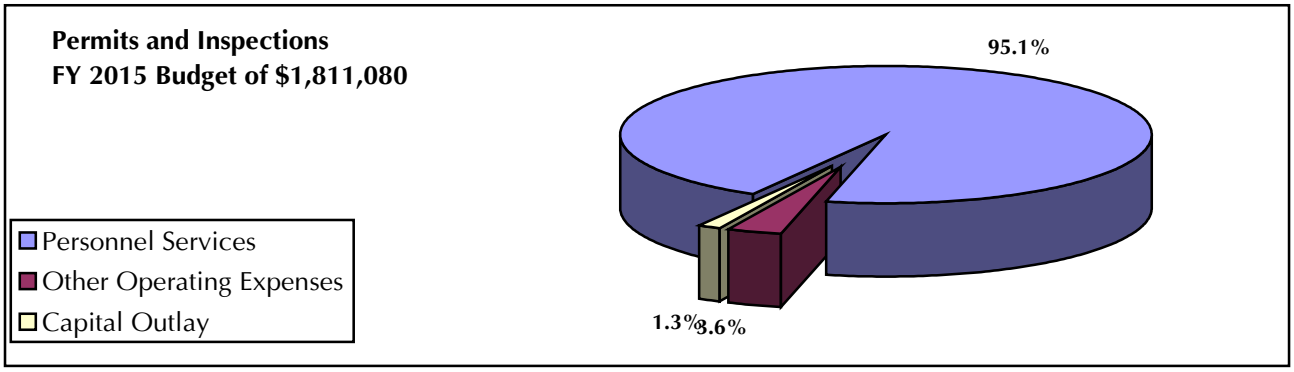
WORK PLAN GOALS:

- Continue implementation of Fire Protection Systems Licenses.
- Continue safety program involving routine fire inspections of targeted "high hazard occupancies" (i.e., assembly/night clubs, storage facilities, etc.).
- Continue to provide quality inspection services to the community in order to ensure public safety and quality infrastructure.
- Expand detailed reporting functions in new permitting software

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$1,348,246	$1,400,642	$1,723,085	$0
Other Operating Expenses	78,170	61,820	64,610	0
Capital Outlay	31,651	39,010	23,385	0
TOTAL	**$1,458,067**	**$1,501,472**	**$1,811,080**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of Zoning/Forest Conservation Inspections Performed	9	40	20
Number of Tree Removal Permits Approved	124	140	140
Number of Stormwater Management Inspections Performed	23	100	45
Number of Sign Permits Approved	272	225	250
Number of Sediment Control Inspections Performed	90	320	200
Number of Public/Private Improvement	368	700	400

Inspections Performed			
Number of Public Improvement Permits Approved	11	10	400
Number of On-Site Permits Approved	81	40	30
Number of Occupancy Permits Approved	468	360	380
Number of Occupancy Inspections Performed	254	520	320
Number of Mechanical Permits Approved	580	400	420
Number of Mechanical Inspections Performed	201	200	200
Number of Grading Permits Approved	4	16	10
Number of Fire Protection System Licenses Approved	16	200	420
Number of Fire Protection Permits Approved	556	500	500
Number of Fire Code Inspections Performed	1253	1200	1200
Number of Electrical Permits Approved	655	680	680
Number of Electrical Licenses Approved	107	200	100
Number of Electrical Inspections Performed	2603	3200	3000
Number of Building Permits Approved	1043	900	830
Number of Building Inspections Performed	3736	2300	2200
Number of Bond Releases Performed	13	10	20

Activity Analysis Report - Proposed

1196 - Permits and Inspections

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$876,564	$966,579	10.27%	$1,131,341	17.05%
505200 - Other taxable comp-Gfit	$0	$840	100.00%	$735	-12.50%
508000 - Salaries, Overtime	$1,136	$1,554	36.80%	$1,170	-24.71%
509000 - Salaries, Part-Time Employe	$178,408	$118,878	-33.37%	$210,433	77.02%
510000 - Social Security & Medicare T	$80,792	$83,156	2.93%	$102,735	23.54%
514000 - Group Insurance	$105,590	$113,633	7.62%	$143,169	25.99%
514200 - Vision Plan	$0	$717	100.00%	$856	19.39%
515000 - Retirement Contribution (401	$70,125	$77,326	10.27%	$90,507	17.05%
515100 - Retirement Health Savings (	$5,834	$8,962	53.62%	$8,199	-8.51%
516000 - Savings Plan Contribution (4	$26,297	$28,997	10.27%	$33,940	17.05%
519000 - Tuition Reimbursement	$3,500	$0	-100.00%		100.00%
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$1,300	$1,450	11.54%	$1,500	3.45%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$6,960	$0	-100.00%		100.00%
526000 - Machinery & Equipment	$7,250	$1,000	-86.21%	$2,000	100.00%
531500 - Software Licenses	$2,700	$0	-100.00%		100.00%
531600 - Software Maintenance Agree	$1,300	$2,430	86.92%	$2,670	9.88%
532000 - Engineering & Architectural	$15,000	$15,000	0.00%	$15,000	0.00%
533000 - Legal	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$10,000	$2,500	-75.00%	$2,500	0.00%
544000 - Professional Dues & Certific	$1,970	$2,205	11.93%	$2,225	0.91%
545000 - Magazines, Books & Resour	$2,340	$3,920	67.52%	$4,485	14.41%
546000 - Conference & Seminar Regis	$1,200	$1,200	0.00%	$2,350	95.83%
547000 - Travel Expense	$2,190	$2,190	0.00%	$3,790	73.06%
547100 - Travel Mileage Reimbursem	$120	$120	0.00%	$120	0.00%
551100 - Cellular Telephone	$11,820	$14,205	20.18%	$10,770	-24.18%
551200 - Pagers	$0	$0	100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	$8,320	$9,500	14.18%	$9,500	0.00%
553000 - Printing & Binding	$0	$0	100.00%		100.00%
556500 - Messenger Services	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$1,200	$1,200	0.00%	$2,800	133.33%
560000 - Miscellaneous	$1,500	$1,000	-33.33%	$1,000	0.00%
567000 - Rental & Use Charges	$0	$150	100.00%	$150	0.00%
574000 - Repair & Maintenance - Vehi	$3,000	$3,750	25.00%	$3,750	0.00%
592000 - Software	$0	$0	100.00%		100.00%
592100 - Software (Replacement)	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$3,075	$8,470	175.45%	$3,985	-52.95%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$28,576	$30,540	6.87%	$19,400	-36.48%

Activity Analysis Report - Proposed

1196 - Permits and Inspections

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$1,348,246	$1,400,642	3.89%	$1,723,085	23.02%
Operating Expenses	$78,170	$61,820	-20.92%	$64,610	4.51%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$31,651	$39,010	23.25%	$23,385	-40.05%
Total	**$1,458,067**	**$1,501,472**	**2.98%**	**$1,811,080**	**20.62%**

1196 Permits and Inspections

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	1,131,341	0
505200	Other taxable comp-Gfit	735	0
508000	Salaries, Overtime	1,170	0
509000	Salaries, Part-Time Employees	210,433	0
510000	Social Security & Medicare Taxes (FICA	102,735	0
514000	Group Insurance	143,169	0
514200	Vision Plan	856	0
515000	Retirement Contribution (401A)	90,507	0
515100	Retirement Health Savings (RHS)	8,199	0
516000	Savings Plan Contribution (401K)	33,940	0
	Subtotal Personnel Services	**1,723,085**	**0**

Operating Expenses

522000 General Operating Supplies			
Electricity Testers	250	0	
Flashlights	200	0	
Hard Hats	150	0	
Marking Paint	500	0	
Measuring Tapes	200	0	
Temperature Guns	200	0	
Subtotal		**1,500**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	1,000	0	
TR - Mobile Printers/Scanners	1,000	0	
Subtotal		**2,000**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Acrobat Professional) (1)	60	0	
Maintenance - Software (Adobe Acrobat Professional) (2)	120	0	
Maintenance - Software (Adobe Acrobat Standard) (6)	240	0	
Maintenance - Software (Microsoft CALs) (15)	2,250	0	
Subtotal		**2,670**	**0**
532000 Engineering & Architectural			
Registered Structural Engineering Services	15,000	0	
Subtotal		**15,000**	**0**
536000 Miscellaneous Professional Services			
	2,500	0	
Subtotal		**2,500**	**0**
544000 Professional Dues & Certification Fees			
Certified Fire Protection Specialist (2)	200	0	
International Association of Electrical Inspectors	110	0	
International Code Council Membership and Certification	750	0	
Maryland Building Officials Association (MBOA)	350	0	
NFPA Membership (5)	815	0	
Subtotal		**2,225**	**0**

1196 Permits and Inspections

545000 Magazines, Books & Resource Material				
Fire Engineering	30		0	
International Code Council (Code Updates)	1,700		0	
Journal of Light Construction	25		0	
Miscellaneous Reference Books	600		0	
NFPA Codes	1,700		0	
This Old House	30		0	
Updated Standards	400		0	
Subtotal		**4,485**		**0**
546000 Conference & Seminar Registration				
EnerGov	1,100		0	
International Code Council Local Chapter Seminars	300		0	
International Code Council National Conference	300		0	
National Electrical Conference	300		0	
NFPA	350		0	
Subtotal		**2,350**		**0**
547000 Travel Expense				
EnerGov	1,200		0	
International Code Council Conference	800		0	
Local Chapter Seminars	90		0	
National Electrical Conference	500		0	
NFPA Conference	1,200		0	
Subtotal		**3,790**		**0**
547100 Travel Mileage Reimbursement				
Travel Mileage Reimbursement	120		0	
Subtotal		**120**		**0**
551100 Cellular Telephone				
Inspectors Phone Service & Supplies (8)	6,720		0	
Service - Laptop Mobile Data Plan (8)	4,050		0	
Subtotal		**10,770**		**0**
552500 Vehicle & Equipment Gasoline Expense				
	9,500		0	
Subtotal		**9,500**		**0**
557000 Laundry & Uniforms				
Inspectors Staff Identification Shirts/Jackets	1,500		0	
Shoes	1,300		0	
Subtotal		**2,800**		**0**
560000 Miscellaneous				
	1,000		0	
Subtotal		**1,000**		**0**
567000 Rental & Use Charges				
E-Z Pass	150		0	
Subtotal		**150**		**0**

1196 Permits and Inspections

574000 Repair & Maintenance - Vehicles			
Car Washes	750	0	
Vehicle Maintenance (9 Units)	3,000	0	
Subtotal		**3,750**	**0**
Subtotal Operating Expenses		**64,610**	**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (16)	390	0	
Replacement - Computer Hardware (PC) (15)	3,490	0	
Replacement - Scanner (Fujitsu FI-6130)	105	0	
Subtotal		**3,985**	**0**
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (8 Units) (50% Funding)	19,400	0	
Subtotal		**19,400**	**0**
Subtotal Capital Outlay		**23,385**	**0**
Total		**1,811,080**	**0**

Department of Planning and Code Administration

1197 - Neighborhood Services

SERVICES PROVIDED:

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

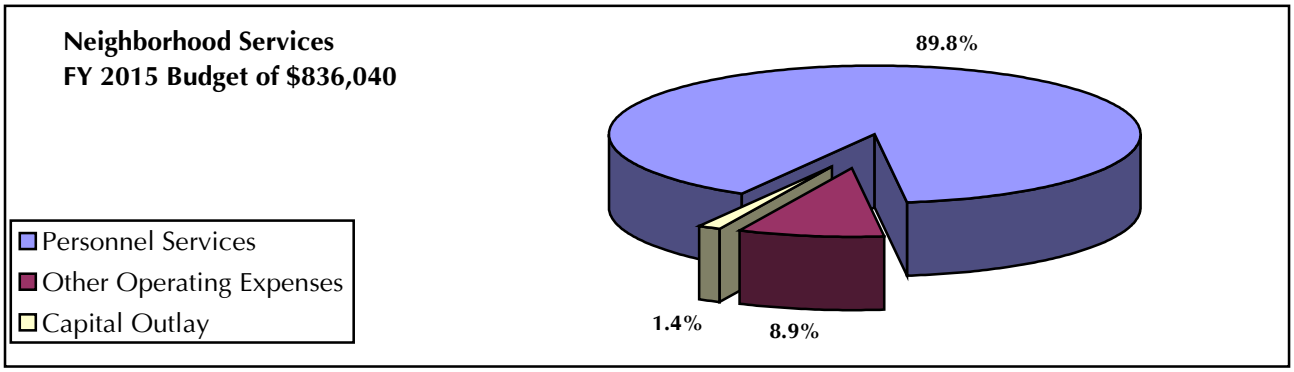
WORK PLAN GOALS:

- Continue full implementation of Neighborhood Inspection program in specific targeted areas.
- Continue full implementation of Neighborhood Matching Grant program.
- Continue investigation and follow up on citizen requests for service.
- Continue proactive inspection of residential and commercial properties.
- Continue routine licensing and systematic inspection of rental housing stock.
- Facilitate tenant relocation projects as needed.
- Utilize the Code Enforcement Abatement Fund to address property maintenance violations

SIGNIFICANT CHANGES:

- Abatement Services added $50,000 per recommendation from M&CC Work Session to allow for the expending and recovering of funds associated with the abatement of code violations.
- Machinery & Equipment decreased $10,100 due to a one time purchase of Toughbooks and up-fitted cost for two positions in FY14.
- Vehicles & Equipment decreased $25,000 due to a one-time vehicle purchase in FY14 for the new Administration Officer I.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$511,576	$662,070	$750,732	$0
Other Operating Expenses	27,130	47,730	74,005	0
Capital Outlay	19,965	43,380	11,303	0
TOTAL	**$558,671**	**$753,180**	**$836,040**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Vendor Licenses Approved	30	23	25
Rental Licenses Single Family Approved	910	800	1,066
Rental Licenses Multi-Family (2 Year Cycle) Approved	27	22	25
Property Maintenance Inspections Performed	6,497	10,500	10,500

Notices of Violation Issued	1,523	1,500	1,500
Municipal Infraction Citations Issued	89	160	150
Amusement Licenses Approved	17	24	20

Activity Analysis Report - Proposed

1197 - Neighborhood Services

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$295,977	$382,750	29.32%	$473,506	23.71%
505100 - Other taxable comp-multiling	$2,080	$2,080	0.00%	$6,240	200.00%
505200 - Other taxable comp-Gfit	$0	$424	100.00%	$986	132.55%
505300 - Other taxable comp-housing	$1,200	$3,600	200.00%		-100.00%
508000 - Salaries, Overtime	$0	$2,072	100.00%	$2,575	24.28%
508500 - Salaries, Employment Agree	$100,008	$48,590	-51.41%		-100.00%
509000 - Salaries, Part-Time Employe	$0	$63,835	100.00%	$64,729	1.40%
510000 - Social Security & Medicare T	$30,293	$38,039	25.57%	$41,372	8.76%
514000 - Group Insurance	$45,961	$74,555	62.21%	$106,960	43.46%
514200 - Vision Plan	$0	$423	100.00%	$479	13.24%
515000 - Retirement Contribution (401	$23,678	$30,620	29.32%	$37,880	23.71%
516000 - Savings Plan Contribution (4	$8,879	$11,482	29.32%	$14,205	23.72%
519000 - Tuition Reimbursement	$3,500	$3,600	2.86%	$1,800	-50.00%
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$375	$615	64.00%	$590	-4.07%
525000 - Furniture & Fixtures	$200	$200	0.00%		-100.00%
526000 - Machinery & Equipment	$0	$11,100	100.00%	$1,000	-90.99%
531500 - Software Licenses	$0	$5,400	100.00%		-100.00%
531600 - Software Maintenance Agree	$900	$900	0.00%	$1,200	33.33%
532000 - Engineering & Architectural	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$2,000	$2,000	0.00%	$2,000	0.00%
536700 - Abatement Services	$0	$0	100.00%	$50,000	100.00%
544000 - Professional Dues & Certific	$965	$1,150	19.17%	$1,150	0.00%
545000 - Magazines, Books & Resour	$315	$615	95.24%	$615	0.00%
546000 - Conference & Seminar Regis	$1,510	$2,100	39.07%	$1,900	-9.52%
547000 - Travel Expense	$2,000	$3,600	80.00%	$3,600	0.00%
547100 - Travel Mileage Reimbursem	$80	$50	-37.50%	$50	0.00%
551100 - Cellular Telephone	$7,055	$11,150	58.04%	$3,100	-72.20%
552500 - Vehicle & Equipment Gasolin	$7,280	$3,500	-51.92%	$3,500	0.00%
553000 - Printing & Binding	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$700	$700	0.00%	$800	14.29%
560000 - Miscellaneous	$750	$750	0.00%	$750	0.00%
567000 - Rental & Use Charges	$0	$150	100.00%		-100.00%
574000 - Repair & Maintenance - Vehi	$3,000	$3,750	25.00%	$3,750	0.00%
592100 - Software (Replacement)	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$1,965	$3,080	56.74%	$2,375	-22.89%
596000 - Vehicles & Equipment	$0	$25,000	100.00%		-100.00%
596100 - Vehicles & Equipment (Repl	$18,000	$15,300	-15.00%	$8,928	-41.65%
Personnel	$511,576	$662,070	29.42%	$750,732	13.39%
Operating Expenses	$27,130	$47,730	75.93%	$74,005	55.05%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$19,965	$43,380	117.28%	$11,303	-73.94%
Total	**$558,671**	**$753,180**	**34.82%**	**$836,040**	**11.00%**

1197 Neighborhood Services

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	473,506	0
505100	Other taxable comp-multilingual	6,240	0
505200	Other taxable comp-Gfit	986	0
508000	Salaries, Overtime	2,575	0
509000	Salaries, Part-Time Employees	64,729	0
510000	Social Security & Medicare Taxes (FICA	41,372	0
514000	Group Insurance	106,960	0
514200	Vision Plan	479	0
515000	Retirement Contribution (401A)	37,880	0
516000	Savings Plan Contribution (401K)	14,205	0
519000	Tuition Reimbursement	1,800	0
	Subtotal Personnel Services	**750,732**	**0**

Operating Expenses

522000 General Operating Supplies			
3M Low-Maintenance Half-Mask Organic Vapor, P95 Respirator	50	0	
Box of Particle Respirator (2)	30	0	
Flashlights (8)	160	0	
Graffiti Remover	75	0	
Latex Gloves	100	0	
Shoe Covers	50	0	
Shop Rags	50	0	
Trash Bags	75	0	
Subtotal		**590**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Devices & Supplies	1,000	0	
Subtotal		**1,000**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Microsoft CALs) (8)	1,200	0	
Subtotal		**1,200**	**0**
536000 Miscellaneous Professional Services			
Contract Services	2,000	0	
Subtotal		**2,000**	**0**
536700 Abatement Services			
	50,000	0	
Subtotal		**50,000**	**0**
544000 Professional Dues & Certification Fees			
American Association of Code Enforcement (8)	600	0	
Code Enforcement and Zoning Association (CEZOA)	200	0	
International Code Council Certification (2)	260	0	
International Code Council Certification Renewal (2)	60	0	
Maryland Municipal League	30	0	
Subtotal		**1,150**	**0**

1197 Neighborhood Services

545000 Magazines, Books & Resource Material				
ICC Residential Code	80		0	
International Code Council (ICC) Property Maintenance Code	35		0	
Miscellaneous Resource and Training Guides	500		0	
Subtotal		**615**		**0**
546000 Conference & Seminar Registration				
American Association of Code Enforcement National Conference	450		0	
Code Enforcement and Zoning Association (CEZOA)	500		0	
International Code Council Training Classes	600		0	
Maryland Landlord Tenant Law Seminar	350		0	
Subtotal		**1,900**		**0**
547000 Travel Expense				
American Association of Code Enforcement National Conference	1,200		0	
ICC Training	2,400		0	
Subtotal		**3,600**		**0**
547100 Travel Mileage Reimbursement				
Mileage Reimbursement	50		0	
Subtotal		**50**		**0**
551100 Cellular Telephone				
Service - Laptop Mobile Data Plan (8)	3,100		0	
Subtotal		**3,100**		**0**
552500 Vehicle & Equipment Gasoline Expense				
	3,500		0	
Subtotal		**3,500**		**0**
557000 Laundry & Uniforms				
Inspectors Staff Identification shirts/jackets, etc.	800		0	
Subtotal		**800**		**0**
560000 Miscellaneous				
Miscellaneous Community Outreach	750		0	
Subtotal		**750**		**0**
574000 Repair & Maintenance - Vehicles				
Car Washes	750		0	
Vehicle Maintenance (5 Units)	3,000		0	
Subtotal		**3,750**		**0**
Subtotal Operating Expenses		**74,005**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (7)	150		0	
Replacement - Computer Hardware (PC) (8)	2,225		0	
Subtotal		**2,375**		**0**
596100 Vehicles & Equipment (Replacement)				
Vehicle Replacement (5 Units) (50% Funding)	8,928		0	
Subtotal		**8,928**		**0**

1197 Neighborhood Services

Subtotal Capital Outlay	**11,303**	**0**
Total	**836,040**	**0**

Department of Planning and Code Administration

1198 - Animal Control

SERVICES PROVIDED:

This activity 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).

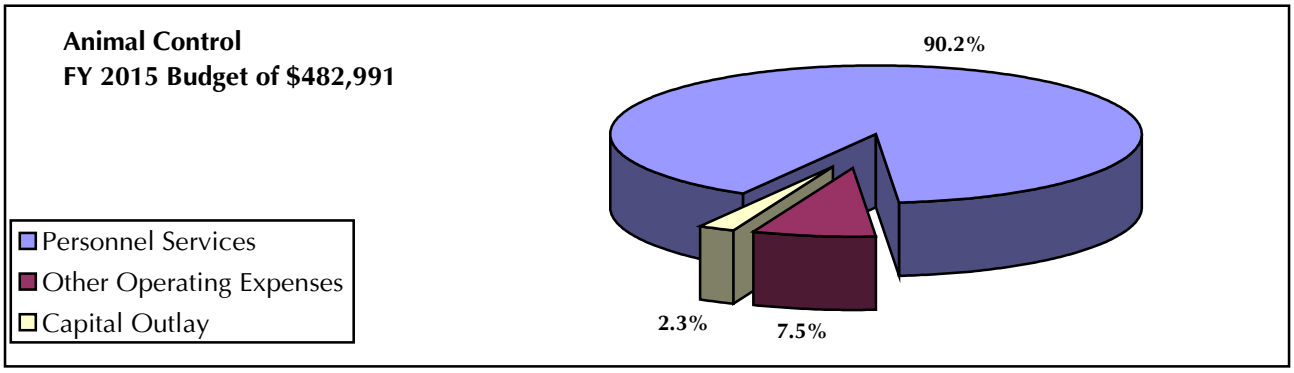
WORK PLAN GOALS:

- Continue implementation of neighborhood pet license canvassing program.
- Expand program for mobile interactive database units for Animal Control vehicles.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$381,815	$395,720	$435,481	$0
Other Operating Expenses	36,630	38,470	36,305	0
Capital Outlay	19,375	17,305	11,205	0
TOTAL	**$437,820**	**$451,495**	**$482,991**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of Calls for Service	1125	1,200	1,100
Number of Bite Reports	40	50	50

Activity Analysis Report - Proposed

1198 - Animal Control

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$244,236	$253,028	3.60%	$279,015	10.27%
505100 - Other taxable comp-multiling	$2,080	$2,080	0.00%	$2,080	0.00%
505200 - Other taxable comp-Gfit	$0	$105	100.00%	$35	-66.67%
505300 - Other taxable comp-housing	$2,400	$0	-100.00%		100.00%
508000 - Salaries, Overtime	$25,842	$26,772	3.60%	$27,575	3.00%
509000 - Salaries, Part-Time Employe	$10,711	$10,957	2.30%	$16,240	48.22%
510000 - Social Security & Medicare T	$21,480	$22,243	3.55%	$24,696	11.03%
514000 - Group Insurance	$44,700	$51,389	14.96%	$54,836	6.71%
514200 - Vision Plan	$0	$313	100.00%	$313	0.00%
515000 - Retirement Contribution (401	$19,539	$20,242	3.60%	$22,321	10.27%
516000 - Savings Plan Contribution (4	$7,327	$7,591	3.60%	$8,370	10.26%
519000 - Tuition Reimbursement	$3,500	$1,000	-71.43%		-100.00%
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$750	$750	0.00%	$750	0.00%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$0	$1,000	100.00%	$1,000	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$1,560	$1,620	3.85%	$1,620	0.00%
536000 - Miscellaneous Professional	$5,000	$5,000	0.00%	$5,000	0.00%
543000 - Contributions	$4,100	$4,100	0.00%	$4,100	0.00%
544000 - Professional Dues & Certific	$100	$100	0.00%	$85	-15.00%
545000 - Magazines, Books & Resour	$200	$100	-50.00%	$100	0.00%
546000 - Conference & Seminar Regis	$1,150	$1,150	0.00%	$1,150	0.00%
547000 - Travel Expense	$2,000	$2,000	0.00%	$2,000	0.00%
547100 - Travel Mileage Reimbursem	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$4,920	$6,450	31.10%	$3,600	-44.19%
551200 - Pagers	$0	$0	100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	$10,000	$8,000	-20.00%	$8,000	0.00%
553000 - Printing & Binding	$0	$1,000	100.00%	$1,000	0.00%
554000 - Signage	$1,000	$1,000	0.00%	$1,000	0.00%
556500 - Messenger Services	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$1,600	$1,800	12.50%	$1,800	0.00%
560000 - Miscellaneous	$150	$150	0.00%	$150	0.00%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	$0	$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	$700	$0	-100.00%	$700	100.00%
574000 - Repair & Maintenance - Vehi	$3,400	$4,250	25.00%	$4,250	0.00%
592000 - Software	$0	$0	100.00%		100.00%
592100 - Software (Replacement)	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$1,415	$2,505	77.03%	$1,205	-51.90%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$17,960	$14,800	-17.59%	$10,000	-32.43%

Activity Analysis Report - Proposed

1198 - Animal Control

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$381,815	$395,720	3.64%	$435,481	10.05%
Operating Expenses	$36,630	$38,470	5.02%	$36,305	-5.63%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$19,375	$17,305	-10.68%	$11,205	-35.25%
Total	**$437,820**	**$451,495**	**3.12%**	**$482,991**	**6.98%**

1198 Animal Control

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
501000 Salaries, Full-Time Employees	279,015	0
505100 Other taxable comp-multilingual	2,080	0
505200 Other taxable comp-Gfit	35	0
508000 Salaries, Overtime	27,575	0
509000 Salaries, Part-Time Employees	16,240	0
510000 Social Security & Medicare Taxes (FICA	24,696	0
514000 Group Insurance	54,836	0
514200 Vision Plan	313	0
515000 Retirement Contribution (401A)	22,321	0
516000 Savings Plan Contribution (401K)	8,370	0
Subtotal Personnel Services	**435,481**	**0**

Operating Expenses

522000 General Operating Supplies				
Cleaning Supplies	750		0	
Subtotal		**750**		**0**
526000 Machinery & Equipment				
Miscellaneous Computer Devices & Supplies	1,000		0	
Subtotal		**1,000**		**0**
531600 Software Maintenance Agreements				
Maintenance - Software (Adobe Acrobat Professional) (1)	60		0	
Maintenance - Software (Chameleon)	960		0	
Maintenance - Software (Microsoft CALs) (4)	600		0	
Subtotal		**1,620**		**0**
536000 Miscellaneous Professional Services				
Rabies Clinics and Veterinary Fees	5,000		0	
Subtotal		**5,000**		**0**
543000 Contributions				
Safe Haven	600		0	
Second Chance Wildlife	3,500		0	
Subtotal		**4,100**		**0**
544000 Professional Dues & Certification Fees				
National Animal Control Association	35		0	
Professional Animal Workers Assoc.	50		0	
Subtotal		**85**		**0**
545000 Magazines, Books & Resource Material				
	100		0	
Subtotal		**100**		**0**
546000 Conference & Seminar Registration				
Level III Cruelty Training for Animal Control Officer	1,150		0	
Subtotal		**1,150**		**0**

1198 Animal Control

547000 Travel Expense				
National Animal Control and Animal Cruelty Level Training	2,000		0	
Subtotal		**2,000**		**0**
551100 Cellular Telephone				
Animal Control Officers Service (5)	2,000		0	
Service - Laptop Mobile Data Plan (3)	1,600		0	
Subtotal		**3,600**		**0**
552500 Vehicle & Equipment Gasoline Expense				
	8,000		0	
Subtotal		**8,000**		**0**
553000 Printing & Binding				
AC Pet License applications and AC warnings	1,000		0	
Subtotal		**1,000**		**0**
554000 Signage				
Signage "Animal in Vehicle"	1,000		0	
Subtotal		**1,000**		**0**
557000 Laundry & Uniforms				
Replacement - Uniforms for Animal Control Officers	1,800		0	
Subtotal		**1,800**		**0**
560000 Miscellaneous				
Miscellaneous Community Outreach	150		0	
Subtotal		**150**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
	700		0	
Subtotal		**700**		**0**
574000 Repair & Maintenance - Vehicles				
Car Washes	750		0	
Vehicle Maintenance (6 Units)	3,500		0	
Subtotal		**4,250**		**0**
Subtotal Operating Expenses		**36,305**		**0**

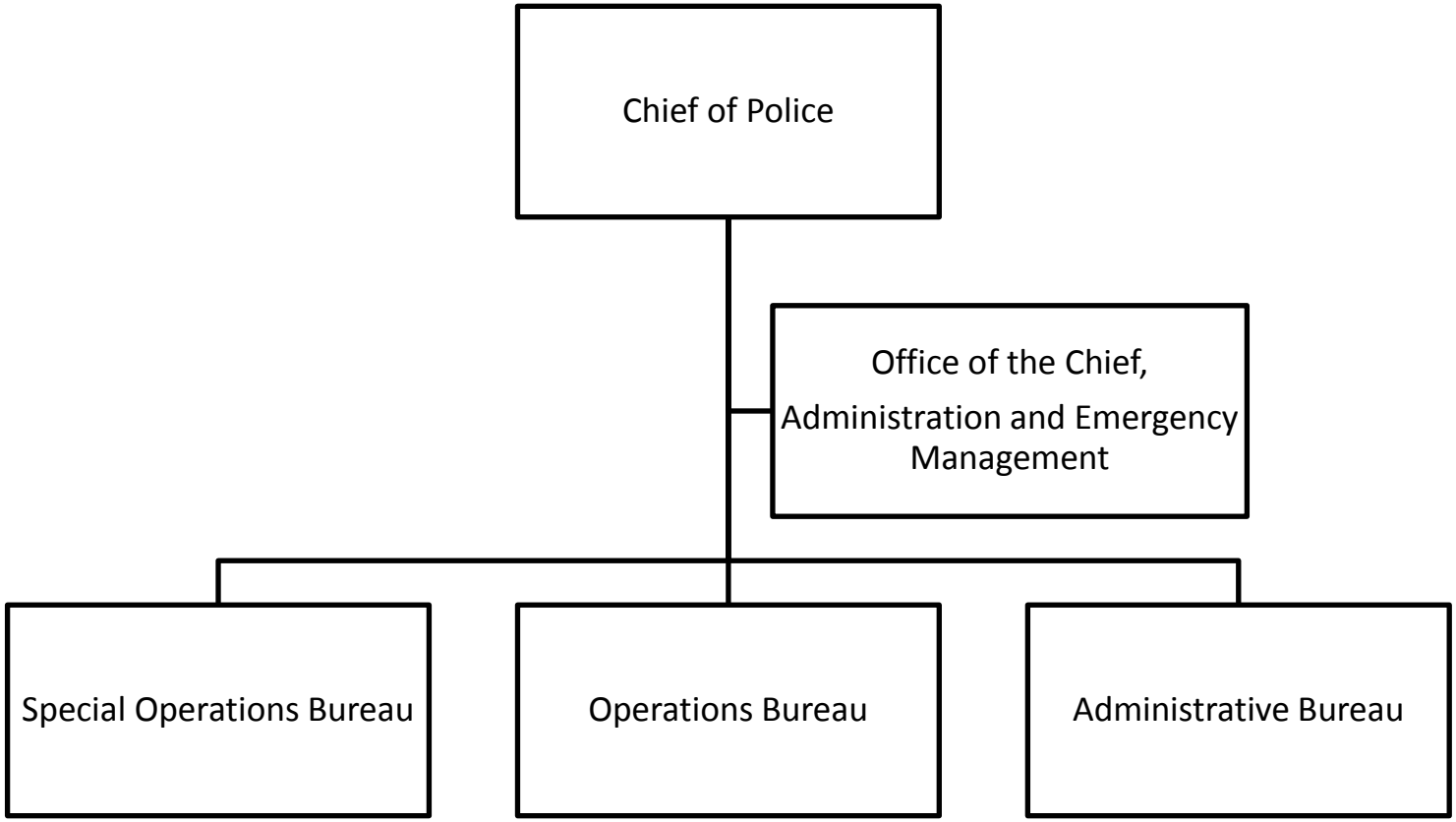
Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (4)	90		0	
Replacement - Computer Hardware (PC) (4)	1,115		0	
Subtotal		**1,205**		**0**
596100 Vehicles & Equipment (Replacement)				
Vehicle Replacement (4 Units)(50% Funding)	10,000		0	
Subtotal		**10,000**		**0**
Subtotal Capital Outlay		**11,205**		**0**
Total		**482,991**		**0**

Arts Barn

Police Department

DEPARTMENT OF POLICE



Department Analysis Report - Proposed

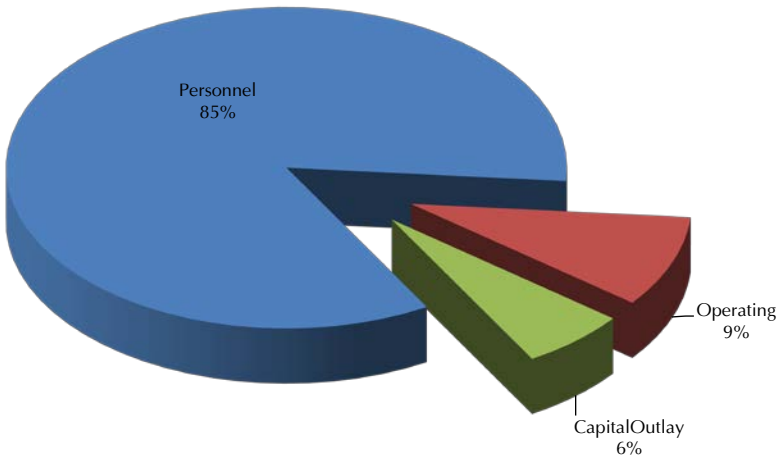
Gaithersburg Police Department

Activity	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
1211 - Police Department	$1,805,128	$1,709,915	-5.27%	$9,243,013	440.55%
1221 - Police Operations	$6,355,067	$7,520,571	18.34%	$0	0.00%
Personnel	$6,808,519	$7,515,163	10.38%	$7,825,347	4.13%
Operating Expenses	$787,704	$775,719	-1.52%	$851,286	9.74%
Contingency Funds					
Transfer Funds					
Capital Outlay	$563,972	$939,604	66.60%	$566,380	-39.72%
Total	**$8,160,195**	**$9,230,486**	**13.12%**	**$9,243,013**	**0.14%**

GAITHERSBURG POLICE DEPARTMENT
DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2012 - 13	Budgeted 2013 - 14	Proposed 2014 - 15	Adopted 2014 - 15
Police Department	1,805,128	1,709,915	9,243,013	-
TOTAL	**$ 1,805,128**	**$ 1,709,915**	**$ 9,243,013**	**$ 0**

Gaithersburg Police Department
FY 2015 Budget of $9,243,013



GAITHERSBURG POLICE DEPARTMENT
STAFFING SUMMARY BY POSITION

1211 - Police Administration	FY 13	FY 14	FY 15
Chief of Police	1	1	1
Police Lieutenant/Operations Bureau Commander	0	0	1
Police Lieutenant/Administrative Bureau Commander	0	0	1
Police Lieutenant/Special Operations Bureau Com.	0	0	1
Police Lieutenant	3	3	0
Emergency Management Coordinator	1	1	1
Police Sergeant	0	0	9
Police Corporal	0	0	9
Police Officer III	0	1	15
Police Officer II	0	0	9
Police Officer I	0	0	12
Police Accreditation Manager	0	1	1
Crime Analyst	1	1	1
Speed Camera Technician Supervisor	0	0	1
Administrative Support Supervisor	1	1	1
Administrative Assistant II	2	2	2
Speed Camera Technician	0	0	1
Part-Time Personnel	1.28	1.36	2.55
Subtotal	**10.28**	**12.36**	**68.55**

1221 - Police Operations	FY 13	FY 14	FY 15
Police Sergeant	9	9	0
Police Corporal	9	9	0
Police Officer III	15	16	0
Police Officer II	6	3	0
Police Officer I	14	15	0
Police Accreditation Manager	1	0	0
Traffic Enforcement Technician	1	1	0
Speed Camera Technician	1	1	0
Part-Time Personnel	1.08	0.9	0
Subtotal	**57.08**	**54.9**	**0**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	65	65	66
Employment Agreement Personnel	0	0	0
Part-Time Personnel	2.36	2.26	2.55
	67.36	67.26	68.55

Gaithersburg Police Department

1211 - Police Department

SERVICES PROVIDED:

The Gaithersburg Police Department shares responsibility for services 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 a 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.

WORK PLAN GOALS:

- Collect and analyze crime/traffic data for effective deployment of resources.
- Continue partnership with Mont. Co. to ensure City residents are fully prepared for all hazards and emergency conditions with a focus of ensuring City employees are prepared to leave their homes and continue with the delivery of core government services.
- Continue partnership with the Montgomery County Police with a focus on gang prevention, intervention and enforcement.
- Continue to collect data required for, and monitoring of, traffic stop statistics.
- Continue to fill all vacant sworn positions and overfill by 3 entry-level officers to reach and maintain the authorized staffing level of 57 officers.
- Enhance traffic education and enforcement action in high accident causation areas.
- Exercise our emergency plan utilizing weather related annexes to test our operational capabilities.
- Fully utilize the 11 video surveillance cameras at six sites in Olde Towne along with bike and foot patrols to reduce crime and citizens perceptions of crime.
- Routinely evaluate the effectiveness of the Focused Enforcement Areas contained within the two beats in targeting trend crimes and make adjustments as necessary to ensure resources are effectively deployed.
- The Investigation Section Supervisor will continue to develop temporary positions within the Section to expand opportunities for officers thus enabling these officers to be utilized after their temporary assignments have been completed.
- The police department needs a remedy for its station deficiencies to identify what is required for current and projected needs. The objective is to complete a comprehensive facility needs assessment plan and acquire a site location.
- Utilize the Community Action Team to engage in high visibility patrol to reduce crime and improve the quality of life in identified neighborhoods.

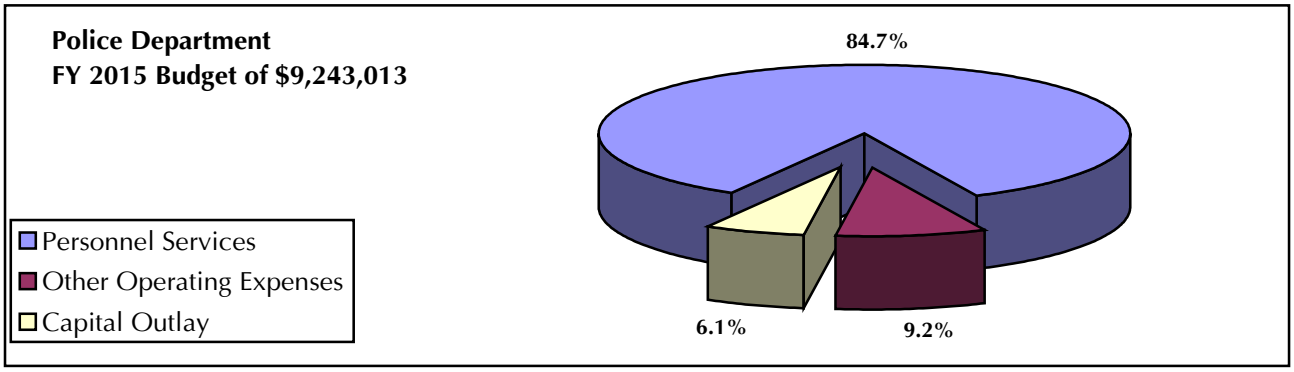
SIGNIFICANT CHANGES:

- Because 1211 and 1221 were consolidated into one activity code for FY15, General Operating Supplies increased $18,506 due to the transfer of other line items into this account per request of Procurement Officer Wes Rhodes. This account was originally in Activity Code 1221 in FY14.
- Conference & Seminar Registration decreased $8,600 due to some training being eliminated.
- Furniture & Equipment Replacement increased $224,522 due to the consolidation of 1211 and 1221 for FY15.
- Laundry & Uniforms increased $11,130 to reflect the cost of new uniforms for the three additional officers and the replacement of some existing uniforms as they become worn out.
- Machinery & Equipment increased $75,725 because 1211 and 1221 were consolidated into one activity code for FY15.
- Miscellaneous shows that Police Forfeiture Funds were added to the new forfeiture account for heat thermal binoculars (2 @ $6,000 each), and $5,000 for funding the new account. Also, as requested

by the acting Finance Director, funds in the amount of $2,500 for Drink More Water was moved from Account 521000 to this account.

- Police Administration (1211) and Police Operations (1221) have been consolidated into one Activity (Police Department - 1211) to establish accurate, consistent and efficient budgeting. An increase in expenditures of $12,527 is due to the consolidation.
- Police Weapons, Accessories & Supplies increased $55,617 to reflect the turnaround period from the time we order ammunition until the time it is received. To ensure an adequate supply of ammunition is available enough has been ordered to cover two years. This increase also reflects additional vests, handguns and accessories, supplies and other equipment for three additional officers, as well as supplies and equipment for annual departmental training.
- Rental & Use increased $28,190 due to the transfer of other line items into this account as requested by Procurement Officer Wes Rhodes.
- Vehicles & Equipment increased $132,000 to purchase three new up-fitted vehicles for three new officers and one new parking enforcement vehicle.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$1,526,575	$1,365,574	$7,825,347	$0
Other Operating Expenses	216,984	218,631	851,286	0
Capital Outlay	61,569	125,710	566,380	0
TOTAL	**$1,805,128**	**$1,709,915**	**$9,243,013**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Primary calls handled by City Officers	10,427	12,000	11,000
Parking citations issued	2,004	2,515	2,500
Officer training hours	15,399	13,000	10,000
Moving citations issued	8,412	12,000	9,000
Media/citizen inquiries responded to	261	300	300
Grant opportunities applied for	3	4	3
Criminal Investigations conducted by Detectives	176	160	200
Community meetings attended	42	110	50
Community Meetings and speaking engagements	267	110	150
Calls for services	30,638	34,000	31,000
CALEA Accreditations	1	1	0

Activity Analysis Report - Proposed

1211 - Police Department

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$797,987	$976,138	22.33%	$5,076,357	420.05%
505000 - Other Taxable Compensatio	$0	$0	100.00%		100.00%
505100 - Other taxable comp-multiling	$6,240	$6,240	0.00%	$27,040	333.33%
505200 - Other taxable comp-Gfit	$0	$1,376	100.00%	$4,231	207.49%
505300 - Other taxable comp-housing	$0	$3,600	100.00%	$12,000	233.33%
508000 - Salaries, Overtime	$393,068		-100.00%	$479,191	100.00%
509000 - Salaries, Part-Time Employe	$45,233	$46,273	2.30%	$91,594	97.94%
510000 - Social Security & Medicare T	$94,576	$78,214	-17.30%	$432,006	452.34%
514000 - Group Insurance	$78,087	$116,758	49.52%	$849,233	627.34%
514200 - Vision Plan	$0	$717	100.00%	$4,033	462.48%
515000 - Retirement Contribution (401	$63,839	$78,091	22.32%	$406,109	420.05%
515050 - Supplemental Retirement Co	$16,926	$22,206	31.19%	$221,917	899.36%
515100 - Retirement Health Savings (	$6,679	$6,677	-0.03%	$22,145	231.66%
516000 - Savings Plan Contribution (4	$23,940	$29,284	22.32%	$152,291	420.05%
516500 - Deferred Compensation	$0	$0	100.00%		100.00%
519000 - Tuition Reimbursement	$0	$0	100.00%	$47,200	100.00%
521000 - Office Supplies	$28,350	$26,350	-7.05%	$24,700	-6.26%
522000 - General Operating Supplies	$0	$0	100.00%	$25,506	100.00%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
522500 - Program Activities	$0	$0	100.00%		100.00%
523300 - Police Outreach Programs/O	$6,250	$8,700	39.20%	$6,300	-27.59%
523400 - Police Weapons, Accessorie	$0	$0	100.00%	$115,139	100.00%
524000 - Supplies for Resale	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$500	$250	-50.00%	$500	100.00%
526000 - Machinery & Equipment	$6,000	$6,000	0.00%	$81,725	1262.08%
530000 - Accounting & Audit	$2,000	$2,000	0.00%	$1,500	-25.00%
531000 - Information Technology (IT)	$0	$0	100.00%		100.00%
531500 - Software Licenses	$1,400	$1,320	-5.71%	$7,750	487.12%
531600 - Software Maintenance Agree	$37,030	$43,500	17.47%	$52,795	21.37%
534000 - Management Consulting	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$8,605	$10,105	17.43%	$9,200	-8.96%
536100 - Temporary Employment Age	$0	$0	100.00%		100.00%
536500 - Investigations	$0	$0	100.00%		100.00%
537000 - Instructor Services	$0	$0	100.00%		100.00%
541000 - Advertising	$0	$0	100.00%		100.00%
542000 - Awards & Presentations	$1,000	$1,000	0.00%	$1,000	0.00%
544000 - Professional Dues & Certific	$6,000	$6,360	6.00%	$5,580	-12.26%
545000 - Magazines, Books & Resour	$925	$925	0.00%	$985	6.49%
546000 - Conference & Seminar Regis	$33,800	$28,000	-17.16%	$19,400	-30.71%
546300 - In-Service Training	$0	$0	100.00%		100.00%
547000 - Travel Expense	$12,600	$8,300	-34.13%	$10,300	24.10%
547100 - Travel Mileage Reimbursem	$500	$500	0.00%	$500	0.00%
550700 - Recycling Services/Trash Co	$0	$0	100.00%		100.00%
551000 - Telephone (Landline)	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$6,170	$5,835	-5.43%	$58,520	902.91%

Activity Analysis Report - Proposed

1211 - Police Department

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
551200 - Pagers	$0	$0	100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	$28,570	$28,600	0.11%	$198,600	594.41%
553000 - Printing & Binding	$3,500	$2,500	-28.57%	$1,000	-60.00%
554000 - Signage	$0	$0	100.00%		100.00%
556000 - Postage	$1,400	$1,400	0.00%	$1,500	7.14%
556500 - Messenger Services	$1,000	$1,000	0.00%	$500	-50.00%
557000 - Laundry & Uniforms	$3,984	$3,006	-24.55%	$74,071	2364.11%
560000 - Miscellaneous	$0	$0	100.00%	$19,500	100.00%
561000 - Local, In-Services Meals	$500	$1,000	100.00%	$1,000	0.00%
567000 - Rental & Use Charges	$9,500	$10,500	10.53%	$38,690	268.48%
567100 - Rental of Facilities	$0	$0	100.00%	$3,600	100.00%
572000 - Repair & Maintenance - Build	$0	$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	$7,560	$9,980	32.01%	$11,825	18.49%
574000 - Repair & Maintenance - Vehi	$9,840	$11,500	16.87%	$79,600	592.17%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595060 - Machinery & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$23,650	$35,700	50.95%	$260,222	628.91%
596000 - Vehicles & Equipment	$0	$0	100.00%	$132,000	100.00%
596100 - Vehicles & Equipment (Repl	$37,919	$90,010	137.37%	$174,158	93.49%
Personnel	$1,526,575	$1,365,574	-10.55%	$7,825,347	473.04%
Operating Expenses	$216,984	$218,631	0.76%	$851,286	289.37%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$61,569	$125,710	104.18%	$566,380	350.54%
Total	**$1,805,128**	**$1,709,915**	**-5.27%**	**$9,243,013**	**440.55%**

1211 Police Department

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	5,076,357	0
505100	Other taxable comp-multilingual	27,040	0
505200	Other taxable comp-Gfit	4,231	0
505300	Other taxable comp-housing stipend	12,000	0
508000	Salaries, Overtime	479,191	0
509000	Salaries, Part-Time Employees	91,594	0
510000	Social Security & Medicare Taxes (FICA	432,006	0
514000	Group Insurance	849,233	0
514200	Vision Plan	4,033	0
515000	Retirement Contribution (401A)	406,109	0
515050	Supplemental Retirement Contribution	221,917	0
515100	Retirement Health Savings (RHS)	22,145	0
516000	Savings Plan Contribution (401K)	152,291	0
519000	Tuition Reimbursement	47,200	0
	Subtotal Personnel Services	**7,825,347**	**0**

Operating Expenses

521000 Office Supplies			
	E-Tickets Paper	2,000	0
	Miscellaneous Office Supplies	5,500	0
	Printer and Copier Supplies	17,200	0
	Subtotal	**24,700**	**0**
522000 General Operating Supplies			
	Chem Lights	250	0
	Drug Testing Kits	500	0
	Drug Testing Replenishment Kits (10 @ $18.50)	185	0
	Evidence Supplies	2,000	0
	Fingerprint Supplies	500	0
	First Aid Supplies	4,000	0
	Flare and Fire Extinguisher Containers	100	0
	Flares	500	0
	Flashlight Batteries with Chargers	500	0
	Flashlight Rechargeable Battery Replacement	400	0
	Flashlights (8 @ $135)	1,080	0
	Gas Mask Filters (3 @ $70)	210	0
	Honor Guard - Casket Flags (1 @ $75)	75	0
	Honor Guard - Department Flag with Accessories	1,700	0
	Honor Guard - Flag Pole with Accessories	200	0
	Honor Guard - Flags	250	0
	K9 Accessories	1,500	0
	K9 Boarding and Veterinarian	4,500	0
	K9 Food and Supplies	2,200	0
	Measuring Tapes - 100' (3 @ $22)	66	0
	Portable Breath Test Alcohol Sensors (2 @ $420)	840	0
	Portable Breath Test Tubes (1,000)	230	0
	Throw Rescue Bag with 70' Rope (60 @ $62)	3,720	0
	Subtotal	**25,506**	**0**

1211 Police Department

523300 Police Outreach Programs/Operational Supplies			
Criminal Justice Program	500	0	
Junior Police Academy	300	0	
Maryland Crime Prevention Association Fees	200	0	
National Night Out	3,000	0	
Neighborhood Watch Materials	600	0	
Promotional Materials	700	0	
Recruitment	1,000	0	
Subtotal		**6,300**	**0**
523400 Police Weapons, Accessories & Supplies			
Ammunition	93,201	0	
Ammunition - Less Lethal Training	4,700	0	
Firearm Targets	1,000	0	
Flashlights for Handguns (3 @ $150)	450	0	
Gun Cleaning Supplies	500	0	
Handguns (3 @ $450)	1,350	0	
Miscellaneous Range Supplies	500	0	
Pepper Spray - 2 oz. (62 @ $13)	806	0	
Pepper Spray - 2 oz. Training (5 @ $12)	60	0	
Spare Handgun Parts and Supplies	1,000	0	
Taser - Batteries	1,100	0	
Taser - Cartridges - 25' Green	1,300	0	
Taser - Cartridges - Blue Training	2,200	0	
Taser - Cartridges - Yellow Training	1,050	0	
Taser - Holsters	1,162	0	
Taser - SIM Suit	550	0	
Taser - Targets	50	0	
Taser - X26P Download Kit	320	0	
Tasers (3 @ $1,180)	3,540	0	
UTM Blank Handgun (Scenario Training)	300	0	
Subtotal		**115,139**	**0**
525000 Furniture & Fixtures			
Property Room Shelving and Containers	500	0	
Subtotal		**500**	**0**
526000 Machinery & Equipment			
AED Inspection and maintenance (14 @ $225)	3,150	0	
Gas Mask Tester Calibration	675	0	
Miscellaneous Computer Devices & Supplies	3,000	0	
TR - Additional CF-31 MDTs (3)	13,500	0	
TR - Additional E-Tix Printers (3)	3,800	0	
TR - Additional In-car Video Wireless Bridges (6)	5,600	0	
TR - Additional Mobile Radios & Accessories (7)	36,400	0	
TR - Additional Portable Radios & Accessories (3)	15,600	0	
Subtotal		**81,725**	**0**
530000 Accounting & Audit			
Credit Card Processing Fees	1,500	0	
Subtotal		**1,500**	**0**

1211 Police Department

531500 Software Licenses				
TR - CAD licenses for additional MDTs (3)	3,600		0	
TR - Microsoft licenses for additional Toughbook (1)	700		0	
TR - Packetwriter & Packet Cluster licenses for additional MDTs (	1,950		0	
TR - Virtual Partner licenses for additional MDTs (3)	1,500		0	
Subtotal		**7,750**		**0**
531600 Software Maintenance Agreements				
Maintenance - Software (Adobe Acrobat Professional) (2)	120		0	
Maintenance - Software (Adobe Acrobat Standard) (2)	120		0	
Maintenance - Software (ADORE)	600		0	
Maintenance - Software (Advanced Public Safety QuickVoice)	3,400		0	
Maintenance - Software (ATAC Crime Analysis)	1,100		0	
Maintenance - Software (Bait Car GPS)	500		0	
Maintenance - Software (Biokey/Interact Public Safety Systems)	13,000		0	
Maintenance - Software (CACE Accreditation Software)	130		0	
Maintenance - Software (CapWIN)	13,000		0	
Maintenance - Software (Cellebrite UFED Phone Device)	3,000		0	
Maintenance - Software (FileOnQ Tracking)	3,750		0	
Maintenance - Software (Guardian Tracking)	1,400		0	
Maintenance - Software (K9Track)	150		0	
Maintenance - Software (LPR Tactical Operations Center)	4,875		0	
Maintenance - Software (Microsoft CALs) (39)	5,850		0	
Maintenance - Software (ScenePD)	300		0	
Maintenance - Software (Skills Manager)	1,000		0	
Maintenance - Software (Street Draw)	200		0	
Maintenance - Software (The Crash Zone)	300		0	
Subtotal		**52,795**		**0**
536000 Miscellaneous Professional Services				
Accurint / CLEAR	2,800		0	
Equifax	600		0	
Investigative Fees	1,000		0	
Locksmith Services	1,000		0	
Shredder Services	1,500		0	
The Last One (TLO)	1,500		0	
Towing Services	800		0	
Subtotal		**9,200**		**0**
542000 Awards & Presentations				
Awards & Presentations	1,000		0	
Subtotal		**1,000**		**0**
544000 Professional Dues & Certification Fees				
Accreditation Fee - Annual	4,400		0	
Chesapeake Region Law Enforcement Accreditation Alliance	150		0	
FBINAA	80		0	
International Association of Chiefs of Police	120		0	
Maryland Chiefs	150		0	
Maryland Municipal Police Executives Association	100		0	
Metropolitan Washington Council Of Governments	200		0	
National Safety Council First Responders	40		0	
United States Police Canine Association	340		0	
Subtotal		**5,580**		**0**

1211 Police Department

545000 Magazines, Books & Resource Material				
International Association of Chief's of Police IACP Model Policies	50		0	
K9 Terry Flex Legal Updates and Opinion Website	60		0	
K9 Trade Magazine Subscription	75		0	
Resource Materials	300		0	
Traffic Article Books and Digest of Criminal Laws (20 @ $25)	500		0	
Subtotal		**985**		**0**
546000 Conference & Seminar Registration				
All Hands Meetings	1,500		0	
Basic Instructors Course - MPCTC (3 @ $150)	450		0	
CALEA Conference	500		0	
Taser Recertification (2 @ $175)	350		0	
Training - General	10,000		0	
Training - Use of Force	5,100		0	
Use of Force Seminar (1 @ $1,500)	1,500		0	
Subtotal		**19,400**		**0**
547000 Travel Expense				
Training - General	9,000		0	
Training - Use Of Force (1 @ $1,300)	1,300		0	
Subtotal		**10,300**		**0**
547100 Travel Mileage Reimbursement				
Tolls and Parking	500		0	
Subtotal		**500**		**0**
551100 Cellular Telephone				
Cellular Telephone (26)	20,520		0	
Service - iPad Mobile Data Plan (4)	2,200		0	
Service - Laptop Mobile Data Plan (64)	32,900		0	
Service - Micro Track GPS (2)	1,400		0	
TR - Mobile data plans for additional MDTs (3)	1,500		0	
Subtotal		**58,520**		**0**
552500 Vehicle & Equipment Gasoline Expense				
Fuel	198,600		0	
Subtotal		**198,600**		**0**
553000 Printing & Binding				
Department Forms (Warnings, Citations, Parking)	1,000		0	
Subtotal		**1,000**		**0**
556000 Postage				
Postage	1,500		0	
Subtotal		**1,500**		**0**
556500 Messenger Services				
Courier Services	500		0	
Subtotal		**500**		**0**

1211 Police Department

557000 Laundry & Uniforms				
Ballistic Vests (3 @ $800)	2,400		0	
Cleaning and Footwear Allowances - (66 @ $270)	17,820		0	
Clothing Allowance - SCU (1 @ $750)	750		0	
Duty Gear (Holsters, Cases, Carriers)	5,500		0	
Flat Badge Wallets (8 @ $35)	280		0	
Flat Badges (4 @ $74)	296		0	
Honor Guard - Class A Hat Rain Cover (12 @ $3)	36		0	
Honor Guard - Cold Weather Coats (6 @ $120)	720		0	
Honor Guard - Hi-Gloss Belts - (3 @ $63)	189		0	
Honor Guard - Hi-Gloss Holsters (3 @ $120)	360		0	
Honor Guard - Hi-Gloss Shoes with Taps (3 @ $100)	300		0	
Honor Guard - Hi-Gloss Shoes without Taps (3 @ $90)	270		0	
Patrol Class A Gear	3,200		0	
Patrol Clothing Gear and Accessories	28,000		0	
Patrol Uniforms	11,250		0	
Replacement Uniforms	1,200		0	
Training Instructor Uniforms (Use of Force)	1,500		0	
Subtotal		**74,071**		**0**
560000 Miscellaneous				
Drink More Delivery, Inc.(Water)	2,500		0	
Police Forfeiture	17,000		0	
Subtotal		**19,500**		**0**
561000 Local, In-Services Meals				
Local Meals	1,000		0	
Subtotal		**1,000**		**0**
567000 Rental & Use Charges				
Automobile - Equipment - New Rental (1 @ $3,625)	3,625		0	
Automobile - Lease Agreement - SCU (5 @ $5,343)	26,715		0	
Automobile - Lease Agreement Taxes and Tags - SCU	1,850		0	
Frederick City Range	0		0	
MAGOLCLEN	0		0	
Metropolitan Washington Council Of Governments - Linx data sha	500		0	
NCIC/County Network Usage Fees	6,000		0	
Subtotal		**38,690**		**0**
567100 Rental of Facilities				
Frederick City Range	3,600		0	
Subtotal		**3,600**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - AED Inspection and Maintenance (14 @ $225)	3,150		0	
Maintenance - Gas Mask Tester Calibration	675		0	
Maintenance - Printer (HP LaserJet 5550dn)	1,500		0	
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	1,000		0	
Maintenance & Supplies - Copier (Ricoh MPC 6000 - Color Copyi	3,000		0	
Maintenance & Supplies - Copier (Ricoh MPC 6000)	2,500		0	
Subtotal		**11,825**		**0**

1211 Police Department

574000 Repair & Maintenance - Vehicles			
Car Washes	1,500	0	
Mountain Bike Maintenance (1 Unit)	500	0	
Towing Services	800	0	
Vehicle Maintenance (6 Units)	76,800	0	
Subtotal		**79,600**	**0**
Subtotal Operating Expenses		**851,286**	**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Bait Car Hardware	835	0	
Replacement - Ballistic Vests (57) (5Yr)	9,120	0	
Replacement - Computer Hardware (MDC) (60)	17,460	0	
Replacement - Computer Hardware (PC - Laptops) (2)	460	0	
Replacement - Computer Hardware (PC - Tablets) (4)	450	0	
Replacement - Computer Hardware (PC Monitors) (43)	165	0	
Replacement - Computer Hardware (PC) (40)	7,665	0	
Replacement - Copier (Ricoh MP 2550SP)	1,300	0	
Replacement - Copier (Ricoh MPC 6000)	4,500	0	
Replacement - County Radio System	94,300	0	
Replacement - Covert GPS Tracker (2)	850	0	
Replacement - Digital Cameras (50)	1,000	0	
Replacement - eTicketing Hardware (53)	10,625	0	
Replacement - Fax Machines	20	0	
Replacement - FileonQ Scanners (2)	430	0	
Replacement - Gas Masks (57) (7 Yr)	2,158	0	
Replacement - GPS Units (15)	285	0	
Replacement - Hand Guns (71) (8Yr)	6,461	0	
Replacement - In-Car Video Systems - Access Points (3)	385	0	
Replacement - In-Car Video Systems - Wireless (57)	3,560	0	
Replacement - In-Car Video Systems (55)	33,750	0	
Replacement - Interview Room Camera System	750	0	
Replacement - K9 (2) (7Yr)	2,858	0	
Replacement - Kronos Time Clock (1)	300	0	
Replacement - Laser Units (9) (7Yr)	2,700	0	
Replacement - License Plate Readers (6)	12,750	0	
Replacement - License Plate Trailer System	4,125	0	
Replacement - Mobile Fingerprint Units (8)	1,950	0	
Replacement - Municipal Video Surveillance Camera system	8,750	0	
Replacement - Portable Breath Testers (28) (7Yr)	1,680	0	
Replacement - Portable Pole Cameras (2)	1,350	0	
Replacement - Printer (FileOnQ Label Printer - GX430T)	70	0	
Replacement - Printer (HP LaserJet 2055dn) (2)	100	0	
Replacement - Printer (HP LaserJet Pro 400 Color MFP)	80	0	
Replacement - Rifle Vests (28) (5Yr)	4,548	0	
Replacement - Rifles (28) (13Yr)	5,357	0	
Replacement - Scanners (4)	215	0	
Replacement - Tasers (60) (5Yr)	14,160	0	
Replacement - Televisions (2)	200	0	
Replacement - Universal Forensic Extraction Device	1,250	0	
Replacement - Voice Stress Analyzer	1,250	0	
Subtotal		**260,222**	**0**

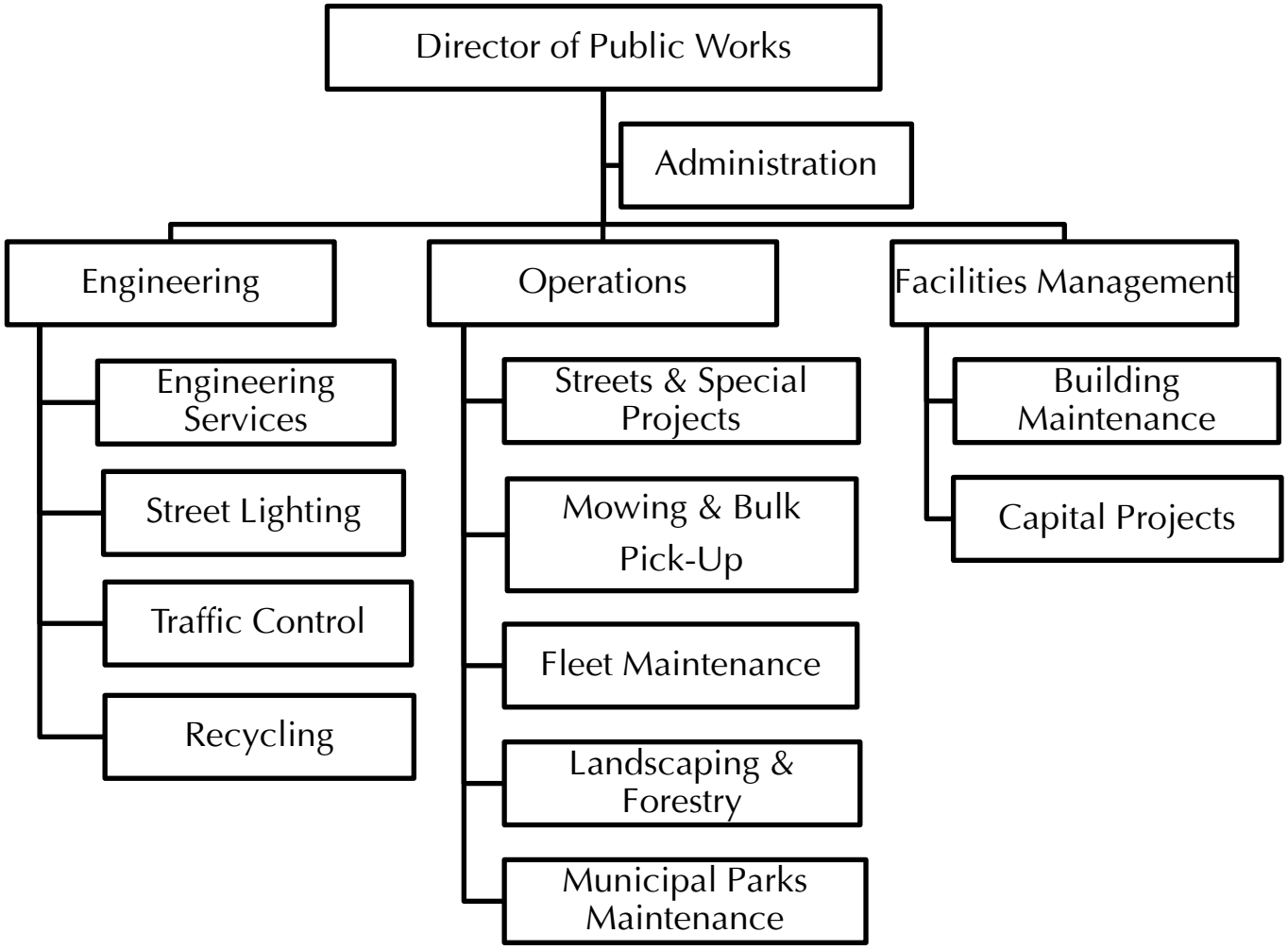
1211 Police Department

596000 Vehicles & Equipment				
Patrol Vehicle with installed emergency equipment (3 @ $38,000)	114,000		0	
Vehicle for the Parking Enforcement Office	18,000		0	
Subtotal		**132,000**		**0**
596100 Vehicles & Equipment (Replacement)				
Vehicle Replacement (69 Units) (50% Funding)	174,158		0	
Subtotal		**174,158**		**0**
Subtotal Capital Outlay		**566,380**		**0**
Total		**9,243,013**		**0**

Public Works Department

Public Works Department

DEPARTMENT OF PUBLIC WORKS



Department Analysis Report - Proposed

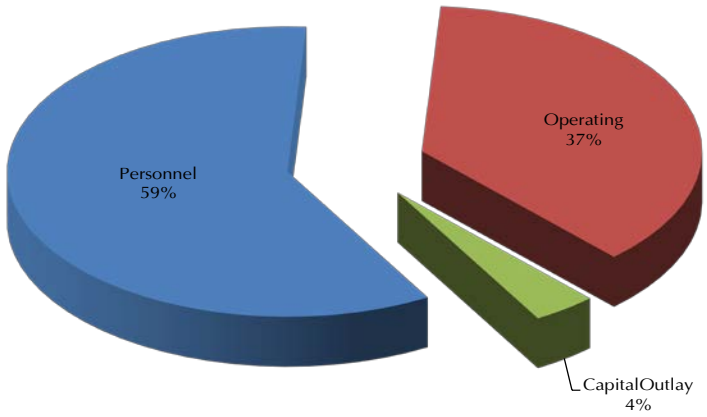
Public Works

Activity	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
1150 - Facilities Management	$1,222,033	$970,046	-20.62%	$1,067,475	10.04%
1151 - Building & Grounds - City Hall	$187,340	$247,712	32.23%	$260,325	5.09%
1152 - Building & Grounds - Police Station	$64,615	$83,724	29.57%	$80,350	-4.03%
1153 - Building & Grounds - Public Service Facility	$98,235	$162,417	65.34%	$158,850	-2.20%
1155 - Building & Grounds - Train Station/Freight House	$26,390	$24,467	-7.29%	$32,000	30.79%
1156 - Building & Grounds - Kentlands Firehouse	$320	$1,520	375.00%	$0	0.00%
1158 - Building & Grounds - Kentlands Mansion	$38,510	$66,250	72.03%	$62,100	-6.26%
1159 - Building & Grounds - Senior Center	$50,177	$66,650	32.83%	$67,850	1.80%
1160 - Building & Grounds - Casey Community Center	$159,405	$190,561	19.55%	$189,250	-0.69%
1161 - Building & Grounds - Olde Towne Pavilion	$3,740	$4,035	7.89%	$4,460	10.53%
1164 - Building & Grounds - GAC	$33,940	$62,200	83.26%	$60,950	-2.01%
1165 - Building & Grounds - Activity Center at Bohrer Park	$301,310	$307,000	1.89%	$303,950	-0.99%
1166 - Building & Grounds - Gaithersburg Arts Barn	$64,900	$101,138	55.84%	$94,350	-6.71%
1167 - Building & Grounds - Water Park at Bohrer Park	$102,750	$136,510	32.86%	$146,350	7.21%
1168 - Building & Grounds - Miniature Golf	$12,000	$21,500	79.17%	$22,800	6.05%
1169 - Building & Grounds - Skate Park	$3,450	$7,200	108.70%	$6,350	-11.81%
1170 - Building & Grounds - Gaithersburg Youth Center at Olde Towne	$42,075	$71,820	70.70%	$48,600	-32.33%
1172 - Building & Grounds - Gaithersburg Youth Center at Robertson Park	$62,925	$65,740	4.47%	$51,350	-21.89%
1173 - Building & Grounds - Gaithersburg – CPSC Park Site	$0	$0	0.00%	$48,000	0.00%
1175 - Building & Grounds - Parking Facility	$104,900	$115,600	10.20%	$103,400	-10.55%
1311 - Public Works Administration	$805,812	$795,898	-1.23%	$793,992	-0.24%
1312 - Streets & Special Projects	$1,390,577	$1,463,678	5.26%	$1,425,350	-2.62%
1315 - Fleet Maintenance	$578,320	$571,667	-1.15%	$527,514	-7.72%
1341 - Landscaping & Forestry	$1,159,666	$1,238,135	6.77%	$1,138,572	-8.04%
1343 - Municipal Parks Maintenance	$1,756,969	$1,790,917	1.93%	$1,758,990	-1.78%
1344 - Mowing and Special Pickups	$1,914,282	$2,012,236	5.12%	$1,967,167	-2.24%
1345 - Recycling	$698,621	$669,247	-4.20%	$691,634	3.35%
1351 - Engineering Services	$496,044	$451,964	-8.89%	$544,719	20.52%
1393 - Street Lighting	$657,546	$657,546	0.00%	$657,546	0.00%
1397 - Traffic Control	$252,062	$253,378	0.52%	$272,152	7.41%
Personnel	$6,891,009	$7,057,681	2.42%	$7,477,791	5.95%
Operating Expenses	$4,812,156	$4,794,915	-0.36%	$4,645,500	-3.12%
Contingency Funds					
Transfer Funds					
Capital Outlay	$585,749	$758,160	29.43%	$463,105	-38.92%
Total	**$12,288,914**	**$12,610,756**	**2.62%**	**$12,586,396**	**-0.19%**

PUBLIC WORKS
DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2012 - 13	Budgeted 2013 - 14	Proposed 2014 - 15	Adopted 2014 - 15
Facilities Management	1,222,033	970,046	1,067,475	-
Building & Grounds - City Hall	187,340	247,712	260,325	-
Building & Grounds - Police Station	64,615	83,724	80,350	-
Building & Grounds - Public Service Facility	98,235	162,417	158,850	-
Building & Grounds - Train Station/Freight House	26,390	24,467	32,000	-
Building & Grounds - Kentlands Firehouse	320	1,520	0	-
Building & Grounds - Kentlands Mansion	38,510	66,250	62,100	-
Building & Grounds - Senior Center	50,177	66,650	67,850	-
Building & Grounds - Casey Community Center	159,405	190,561	189,250	-
Building & Grounds - Olde Towne Pavilion	3,740	4,035	4,460	-
Building & Grounds - GAC	33,940	62,200	60,950	-
Building & Grounds - Activity Center at Bohrer Park	301,310	307,000	303,950	-
Building & Grounds - Gaithersburg Arts Barn	64,900	101,138	94,350	-
Building & Grounds - Water Park at Bohrer Park	102,750	136,510	146,350	-
Building & Grounds - Miniature Golf	12,000	21,500	22,800	-
Building & Grounds - Skate Park	3,450	7,200	6,350	-
Building & Grounds - Gaithersburg Youth Center at Olde Towne	42,075	71,820	48,600	-
Building & Grounds - Gaithersburg Youth Center at Robertson Park	62,925	65,740	51,350	-
Building & Grounds - Gaithersburg – CPSC Park Site	0	0	48,000	-
Building & Grounds - Parking Facility	104,900	115,600	103,400	-
Public Works Administration	805,812	795,898	793,992	-
Streets & Special Projects	1,390,577	1,463,678	1,425,350	-
Fleet Maintenance	578,320	571,667	527,514	-
Landscaping & Forestry	1,159,666	1,238,135	1,138,572	-
Municipal Parks Maintenance	1,756,969	1,790,917	1,758,990	-
Mowing and Special Pickups	1,914,282	2,012,236	1,967,167	-
Recycling	698,621	669,247	691,634	-
Engineering Services	496,044	451,964	544,719	-
Street Lighting	657,546	657,546	657,546	-
Traffic Control	252,062	253,378	272,152	-
TOTAL	**$ 12,288,914**	**$ 12,610,756**	**$ 12,586,396**	**$ 0**

Public Works
FY 2015 Budget of $12,586,396



1150 - Facilities Management	FY 13	FY 14	FY 15
Capital Projects/Facilities Director	1	0	0
Capital Projects/Facilities Division Chief	0	1	1
Capital Projects Program Manager	0	0	2
Building & Equipment Maintenance Supervisor	1	1	0
Capital Projects Manager	1	1	1
Supervisor	1	1	1
Building & Equipment Maintenance Specialist II	1	2	3
Building & Equipment Maintenance Specialist I	2	1	1
Subtotal	**7**	**7**	**9**

1151 - 1175 - Building & Grounds Maintenance	FY 13	FY 14	FY 15
None	**0**	**0**	**0**

1311 - Public Works Administration	FY 13	FY 14	FY 15
Director of Public Works & Engineering	1	1	1
Public Works Operations Director	1	0	0
Engineering Services Director	1	0	0
Engineering Services Division Chief	0	1	1
Public Works Operations Division Chief	0	1	1
Public Works Operations Administrator	0	1	1
Administrative Support Supervisor	1	1	1
Administrative Assistant III	1	1	1
Subtotal	**5**	**6**	**6**

1312 - Streets & Special Projects	FY 13	FY 14	FY 15
Supervisor	1	1	1
Work Force Leader II	1	1	1
Equipment Operator III	2	2	2
Work Force Leader I	1	0	0
Equipment Operator II	0	1	1
Lead Maintenance Worker	2	1	1
Maintenance Worker II	2	3	3
Maintenance Worker I	1	1	1
Part-Time Personnel	0.4	0.75	0.75
Subtotal	**10.4**	**10.75**	**10.75**

1315 - Fleet Maintenance	FY 13	FY 14	FY 15
Fleet Operations Manager	0	0	1
Fleet Maintenance Supervisor	1	1	0
Lead Mechanic	1	1	1
Mechanic II	3	3	3
Service Writer	1	1	0
Subtotal	**6**	**6**	**5**

1341 - Landscaping & Forestry	FY 13	FY 14	FY 15
Project Manager	2	1	1
Supervisor	1	1	1
Work Force Leader II	0	0	2
Work Force Leader I	2	2	0
Lead Maintenance Worker	2	2	2
Maintenance Worker II	6	6	6
Part-Time Personnel	1.2	1.5	1.5
Subtotal	**14.2**	**13.5**	**13.5**

1343 - Municipal Parks Maintenance	FY 13	FY 14	FY 15
Project Manager	1	1	0
Supervisor	0	0	1
Work Force Leader II	4	5	5
Equipment Operator III	1	1	1
Work Force Leader I	1	0	0
Equipment Operator II	1	1	1
Lead Maintenance Worker	1	1	1
Equipment Operator I	3	3	3
Maintenance Worker II	3	3	3
Maintenance Worker I	1	1	1
Part-Time Personnel	1.7	1.5	1.5
Subtotal	**17.7**	**17.5**	**17.5**

1344 - Mowing & Bulk Pickup	FY 13	FY 14	FY 15
Supervisor	1	1	1
Work Force Leader II	2	2	2
Equipment Operator II	8	8	8
Lead Maintenance Worker	1	1	1
Maintenance Worker II	7	7	7
Maintenance Worker I	0	0	1
Part-Time Personnel	3.2	3	3
Subtotal	**22.2**	**22**	**23**

1351 - Engineering Services	FY 13	FY 14	FY 15
Civil Engineer	1	1	1
Project Engineer	1	2	2
Project Manager	1	0	0
Senior Engineering Technician	1	0	0
Part-Time Personnel	0.8	1.49	2.12
Subtotal	**4.8**	**4.49**	**5.12**

1397 - Traffic Control	FY 13	FY 14	FY 15
Work Force Leader II	1	1	1
Lead Maintenance Worker	1	1	1
Part-Time Personnel	0.2	0.2	0.2
Subtotal	**2.2**	**2.2**	**2.2**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	82	81	83
Employment Agreement Personnel	0	0	0
Part-Time Personnel	7.5	8.44	9.07
	89.5	**89.44**	**92.07**

Public Works
1150 - Facilities Management

SERVICES PROVIDED:

This activity is responsible for the management and maintenance of all City buildings including routine repairs, preventive maintenance, new work, and 24-hour emergency response. The activity area is also responsible for managing and monitoring contracts for custodial, pest management, waste management, and elevator maintenance services. The activity further provides oversight for energy management activities including utility bill payment, utility cost and use tracking, reporting, and energy initiatives. This activity monitors service contractors of all major equipment, coordinates all construction documents, and supervises the construction of all building Capital Improvement Projects. Finally, this activity supports the snow removal operations.

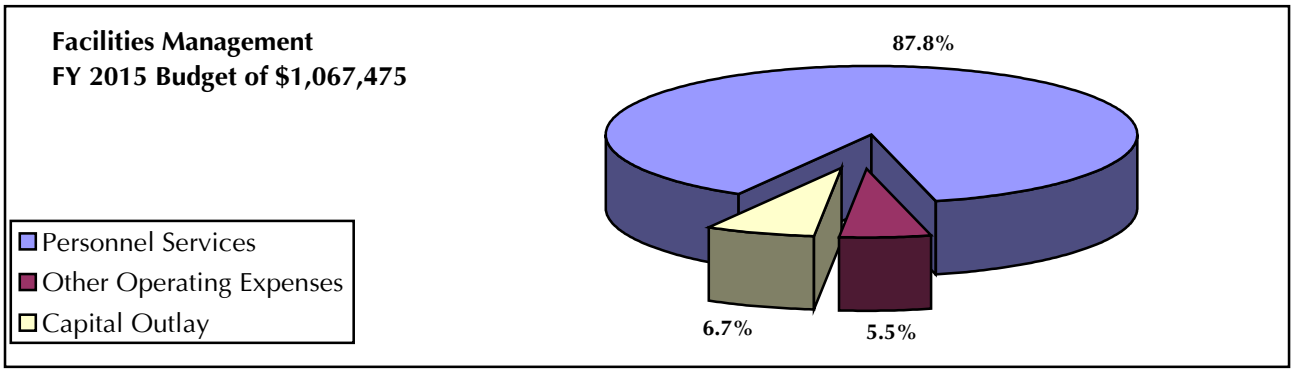
WORK PLAN GOALS:

- Implement a Planned Life-Cycle Asset Replacement (PLAR) program for major equipment replacement, carpet replacement, painting, and thermal and moisture protection.
- Implement new cleaning contract for FY 15 to improve services for City Facilities.
- Maintain clean, attractive, safe, functional, and sound facilities.

SIGNIFICANT CHANGES:

- Electric decreased $55,000 due to reallocation to each facility account and elimination of single account aggregation.
- Repairs and Maintenance decreased $65,370 due to reallocation to each facility account and elimination of single account aggregation.
- Vehicles & Equipment increased $35,000 to reflect the purchase of a new van for a new position.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$699,081	$741,476	$937,139	$0
Other Operating Expenses	505,137	180,680	58,600	0
Capital Outlay	17,815	47,890	71,736	0
TOTAL	**$1,222,033**	**$970,046**	**$1,067,475**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Work Orders Received	1651	1600	1,800
Work Orders Performed/Closed Per Staff	413	400	450
SQ FT of Buildings Maintained	464,569	464,569	464,569
SQ FT Maintained per staff	92,914	92,914	92,914
Facilities Maintenance Staff	4	4	4

Activity Analysis Report - Proposed

1150 - Facilities Management

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$487,307	$500,153	2.64%	$624,376	24.84%
505100 - Other taxable comp-multiling	$0	$2,080	100.00%		-100.00%
505200 - Other taxable comp-Gfit	$0	$385	100.00%	$420	9.09%
508000 - Salaries, Overtime	$21,944	$22,734	3.60%	$19,055	-16.18%
510000 - Social Security & Medicare T	$38,958	$40,001	2.68%	$49,222	23.05%
514000 - Group Insurance	$85,054	$105,488	24.02%	$145,513	37.94%
514200 - Vision Plan	$0	$588	100.00%	$828	40.82%
515000 - Retirement Contribution (401	$38,985	$40,012	2.63%	$49,950	24.84%
515050 - Supplemental Retirement Co	$12,214	$15,030	23.06%	$26,544	76.61%
516000 - Savings Plan Contribution (4	$14,619	$15,005	2.64%	$18,731	24.83%
519000 - Tuition Reimbursement	$0	$0	100.00%	$2,500	100.00%
521000 - Office Supplies	$800	$1,400	75.00%	$1,400	0.00%
522000 - General Operating Supplies	$31,800	$1,100	-96.54%	$2,700	145.45%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$2,000	$2,000	0.00%	$1,000	-50.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$6,365	$5,450	-14.38%	$5,260	-3.49%
532000 - Engineering & Architectural	$8,000	$3,500	-56.25%	$3,500	0.00%
536000 - Miscellaneous Professional	$440	$400	-9.09%	$1,000	150.00%
536100 - Temporary Employment Age	$0	$0	100.00%		100.00%
536300 - Contract Cleaning Services	$0	$0	100.00%		100.00%
536800 - Security Services	$0	$0	100.00%		100.00%
544000 - Professional Dues & Certific	$4,447	$1,440	-67.62%	$3,420	137.50%
545000 - Magazines, Books & Resour	$800	$1,000	25.00%	$1,000	0.00%
546000 - Conference & Seminar Regis	$2,000	$1,000	-50.00%	$2,000	100.00%
547000 - Travel Expense	$1,100	$2,400	118.18%	$2,400	0.00%
550000 - Electric	$11,965	$60,000	401.46%	$5,000	-91.67%
550100 - Gas (Natural)	$0	$8,000	100.00%	$4,000	-50.00%
550200 - Water	$0	$3,200	100.00%	$1,000	-68.75%
550700 - Recycling Services/Trash Co	$0	$4,000	100.00%	$1,000	-75.00%
551100 - Cellular Telephone	$5,800	$6,000	3.45%	$6,720	12.00%
552500 - Vehicle & Equipment Gasolin	$7,000	$7,000	0.00%	$8,000	14.29%
553000 - Printing & Binding	$500	$600	20.00%	$500	-16.67%
554000 - Signage	$0	$0	100.00%		100.00%
556000 - Postage	$300	$320	6.67%	$200	-37.50%
556500 - Messenger Services	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$2,500	$3,500	40.00%	$4,500	28.57%
560000 - Miscellaneous	$0	$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	$417,320	$65,370	-84.34%		-100.00%
574000 - Repair & Maintenance - Vehi	$2,000	$3,000	50.00%	$4,000	33.33%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$2,635	$2,570	-2.47%	$1,165	-54.67%
596000 - Vehicles & Equipment	$0	$25,000	100.00%	$60,000	140.00%
596100 - Vehicles & Equipment (Repl	$15,180	$20,320	33.86%	$10,571	-47.98%

Activity Analysis Report - Proposed

1150 - Facilities Management

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$699,081	$741,476	6.06%	$937,139	26.39%
Operating Expenses	$505,137	$180,680	-64.23%	$58,600	-67.57%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$17,815	$47,890	168.82%	$71,736	49.79%
Total	**$1,222,033**	**$970,046**	**-20.62%**	**$1,067,475**	**10.04%**

1150 Facilities Management

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	624,376	0
505200	Other taxable comp-Gfit	420	0
508000	Salaries, Overtime	19,055	0
510000	Social Security & Medicare Taxes (FICA	49,222	0
514000	Group Insurance	145,513	0
514200	Vision Plan	828	0
515000	Retirement Contribution (401A)	49,950	0
515050	Supplemental Retirement Contribution	26,544	0
516000	Savings Plan Contribution (401K)	18,731	0
519000	Tuition Reimbursement	2,500	0
	Subtotal Personnel Services	**937,139**	**0**

Operating Expenses

521000 Office Supplies			
Supplies	1,400	0	
Subtotal		**1,400**	**0**
522000 General Operating Supplies			
Flags	400	0	
Hardware	1,000	0	
Keys	600	0	
Lamps	600	0	
Misc. Supplies	100	0	
Subtotal		**2,700**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	1,000	0	
Subtotal		**1,000**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Acrobat Professional) (1)	60	0	
Maintenance - Software (Adobe Illustrator) (1)	100	0	
Maintenance - Software (Infor MP2)	2,000	0	
Maintenance - Software (Microsoft CALs) (7)	1,050	0	
Maintenance - Software (SmartDraw)	50	0	
Maintenance - Software (Utility Manager Pro)	2,000	0	
Subtotal		**5,260**	**0**
532000 Engineering & Architectural			
	3,500	0	
Subtotal		**3,500**	**0**
536000 Miscellaneous Professional Services			
Pest control	1,000	0	
Subtotal		**1,000**	**0**

1150 Facilities Management

544000 Professional Dues & Certification Fees				
Association of Energy Engineers	200		0	
HVAC Journeyman License (2)	240		0	
International Facility Management Association - IFMA	500		0	
National Association of Power Engineers	80		0	
Project Management Institute (3)	2,400		0	
Subtotal		**3,420**		**0**
545000 Magazines, Books & Resource Material				
	1,000		0	
Subtotal		**1,000**		**0**
546000 Conference & Seminar Registration				
	2,000		0	
Subtotal		**2,000**		**0**
547000 Travel Expense				
Conference Travel	2,400		0	
Subtotal		**2,400**		**0**
550000 Electric				
	5,000		0	
Subtotal		**5,000**		**0**
550100 Gas (Natural)				
	4,000		0	
Subtotal		**4,000**		**0**
550200 Water				
	1,000		0	
Subtotal		**1,000**		**0**
550700 Recycling Services/Trash Collection				
	1,000		0	
Subtotal		**1,000**		**0**
551100 Cellular Telephone				
Facility Services (8) I-Phones @ $840.00 each	6,720		0	
Subtotal		**6,720**		**0**
552500 Vehicle & Equipment Gasoline Expense				
	8,000		0	
Subtotal		**8,000**		**0**
553000 Printing & Binding				
Blueprint Services	500		0	
Subtotal		**500**		**0**
556000 Postage				
Postage and mailing fees	200		0	
Subtotal		**200**		**0**
557000 Laundry & Uniforms				
Uniforms and Safety Shoes	4,500		0	
Subtotal		**4,500**		**0**

1150 Facilities Management

574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (7 Units)	4,000	0	
Subtotal		**4,000**	**0**
Subtotal Operating Expenses		**58,600**	**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (10)	85	0	
Replacement - Computer Hardware (PC) (7)	975	0	
Replacement - Scanner (Fujitsu - FI-6130)	105	0	
Subtotal		**1,165**	**0**
596000 Vehicles & Equipment			
Replacement funds for unfunded van $30,000 / Van for new emplo	60,000	0	
Subtotal		**60,000**	**0**
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (5 Units) (50% Funding)	10,571	0	
Subtotal		**10,571**	**0**
Subtotal Capital Outlay		**71,736**	**0**
Total		**1,067,475**	**0**

Public Works

1151 - Building & Grounds - City Hall

SERVICES PROVIDED:

This activity involves cleaning, maintenance, repair, and inspections of the City Hall office building, including the Mayor and Council chambers. Day-to-day repairs and maintenance are provided by the Facilities staff.

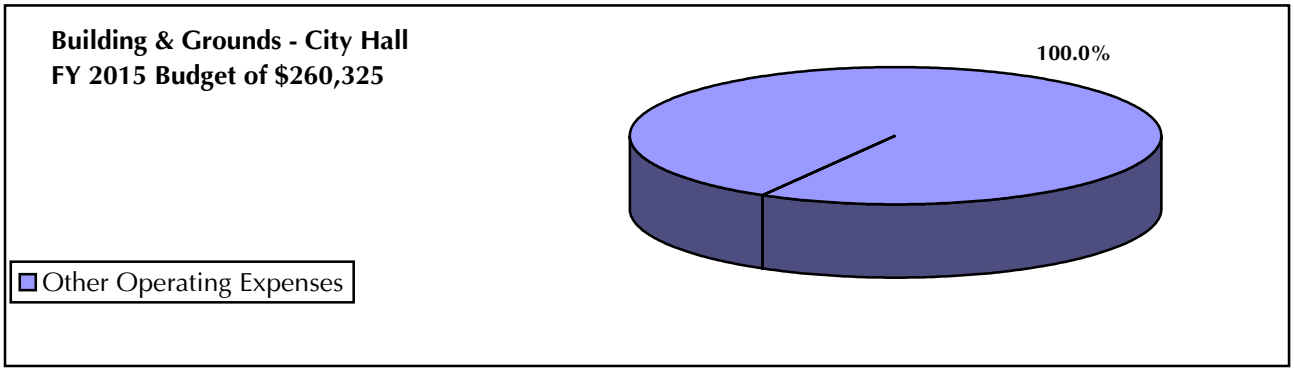
WORK PLAN GOALS:

- Ensure all services and repairs maintain or enhance the value of City building assets.
- Maintain the appearance and safety of City Hall at a high level, recognizing the importance of this facility in the daily conduct of City business.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	187,340	247,712	260,325	0
Capital Outlay	0	0	0	0
TOTAL	**$187,340**	**$247,712**	**$260,325**	**$0**



Activity Analysis Report - Proposed

1151 - Building & Grounds - City Hall

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$0	$5,500	100.00%	$5,600	1.82%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$2,500	$400	-84.00%	$525	31.25%
536300 - Contract Cleaning Services	$36,500	$36,600	0.27%	$40,000	9.29%
536800 - Security Services	$0	$0	100.00%		100.00%
550000 - Electric	$104,000	$100,000	-3.85%	$100,000	0.00%
550100 - Gas (Natural)	$6,390	$5,000	-21.75%	$6,000	20.00%
550200 - Water	$3,000	$3,100	3.33%	$4,200	35.48%
550700 - Recycling Services/Trash Co	$5,400	$5,562	3.00%	$5,500	-1.11%
551000 - Telephone (Landline)	$29,550	$29,550	0.00%	$32,000	8.29%
572000 - Repair & Maintenance - Build	$0	$62,000	100.00%	$66,500	7.26%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	$187,340	$247,712	32.23%	$260,325	5.09%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$187,340**	**$247,712**	**32.23%**	**$260,325**	**5.09%**

1151 Building & Grounds - City Hall

Operating Expenses

522000 General Operating Supplies			
Ceiling Tile	600		0
Filters	1,000		0
Flags	1,500		0
Hardware	1,000		0
Keys	200		0
Lamps and Ballasts	1,300		0
Subtotal		**5,600**	**0**
536000 Miscellaneous Professional Services			
Pest Control	525		0
Subtotal		**525**	**0**
536300 Contract Cleaning Services			
	40,000		0
Subtotal		**40,000**	**0**
550000 Electric			
	100,000		0
Subtotal		**100,000**	**0**
550100 Gas (Natural)			
	6,000		0
Subtotal		**6,000**	**0**
550200 Water			
	4,200		0
Subtotal		**4,200**	**0**
550700 Recycling Services/Trash Collection			
	5,500		0
Subtotal		**5,500**	**0**
551000 Telephone (Landline)			
	32,000		0
Subtotal		**32,000**	**0**
572000 Repair & Maintenance - Buildings & Facilities			
Backflow testing	400		0
Electrical repairs	6,000		0
Elevator maintenance	4,000		0
Fire equipment testing	1,000		0
General repairs	10,500		0
Generator maintenance	6,000		0
HVAC component replacement	10,750		0
HVAC maintenance	10,750		0
Plumbing repairs	6,000		0
Roof repairs	10,000		0
Sprinkler testing	1,100		0
Subtotal		**66,500**	**0**
Subtotal Operating Expenses		**260,325**	**0**

1151 Building & Grounds - City Hall

Total	**260,325**	**0**

Public Works

1152 - Building & Grounds - Police Station

SERVICES PROVIDED:

This activity involves cleaning, maintenance, and repair of the City Police Station, including general operational costs such as utilities. Routine preventive maintenance and repairs are provided by Facilities personnel.

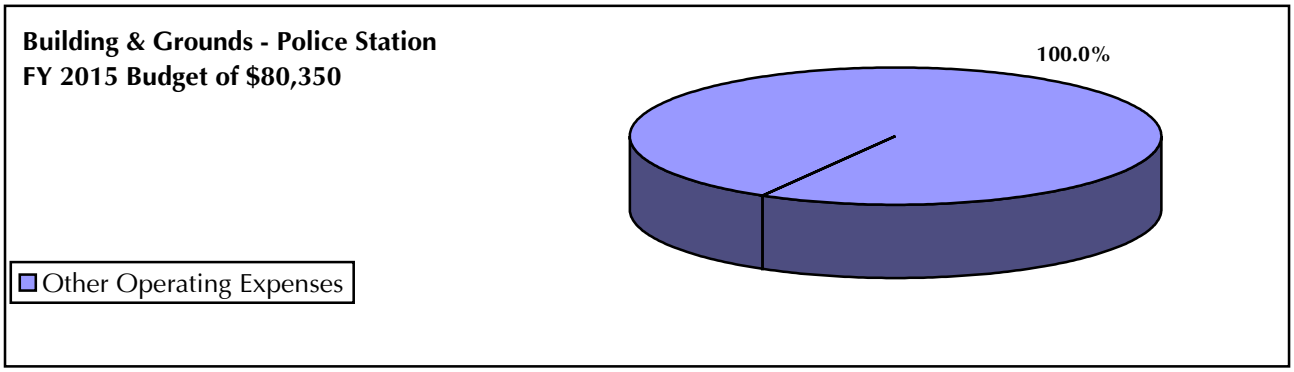
WORK PLAN GOALS:

- Minimize disruption of services and maintain a clean, attractive, safe, functional, and secure facility.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	64,615	83,724	80,350	0
Capital Outlay	0	0	0	0
TOTAL	**$64,615**	**$83,724**	**$80,350**	**$0**



Activity Analysis Report - Proposed

1152 - Building & Grounds - Police Station

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$3,050	100.00%	$3,000	-1.64%
536000 - Miscellaneous Professional	$500	$400	-20.00%	$550	37.50%
536300 - Contract Cleaning Services	$20,000	$32,499	62.50%	$28,200	-13.23%
550000 - Electric	$24,495	$20,000	-18.35%	$20,000	0.00%
550100 - Gas (Natural)	$1,920	$1,500	-21.88%	$4,000	166.67%
550200 - Water	$4,500	$3,500	-22.22%	$2,500	-28.57%
550700 - Recycling Services/Trash Co	$2,200	$2,575	17.05%	$2,600	0.97%
551000 - Telephone (Landline)	$11,000	$11,500	4.55%	$10,500	-8.70%
572000 - Repair & Maintenance - Build	$0	$8,700	100.00%	$9,000	3.45%
Personnel			0.00%		0.00%
Operating Expenses	$64,615	$83,724	29.57%	$80,350	-4.03%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$64,615**	**$83,724**	**29.57%**	**$80,350**	**-4.03%**

1152 Building & Grounds - Police Station

Operating Expenses

522000 General Operating Supplies			
Ceiling Tile	300	0	
Filters	700	0	
Flags	950	0	
Hardware	250	0	
Keys	100	0	
Lamps and Ballasts	700	0	
Subtotal		**3,000**	**0**
536000 Miscellaneous Professional Services			
Pest Control	550	0	
Subtotal		**550**	**0**
536300 Contract Cleaning Services			
Contract Cleaning	28,200	0	
Subtotal		**28,200**	**0**
550000 Electric			
	20,000	0	
Subtotal		**20,000**	**0**
550100 Gas (Natural)			
	4,000	0	
Subtotal		**4,000**	**0**
550200 Water			
	2,500	0	
Subtotal		**2,500**	**0**
550700 Recycling Services/Trash Collection			
	2,600	0	
Subtotal		**2,600**	**0**
551000 Telephone (Landline)			
	10,500	0	
Subtotal		**10,500**	**0**
572000 Repair & Maintenance - Buildings & Facilities			
Back flow inspections	300	0	
Electrical repairs	1,500	0	
Fire equipment maintenance	500	0	
General repairs	2,700	0	
Generator repair	1,000	0	
HVAC component replacement	1,000	0	
HVAC maintenance	2,000	0	
Subtotal		**9,000**	**0**
Subtotal Operating Expenses		**80,350**	**0**
Total		**80,350**	**0**

Public Works

1153 - Building & Grounds - Public Service Facility

SERVICES PROVIDED:

This activity involves cleaning, maintenance, and repairs of the Public Service Facility. The Public Service Facility houses Engineering, Public Works, Parks Maintenance, and Facilities and Capital Improvements Staff. Fleet maintenance and vehicle fueling are provided at the facility for all City vehicles. Sand, salt and road repair materials are stored at the site.

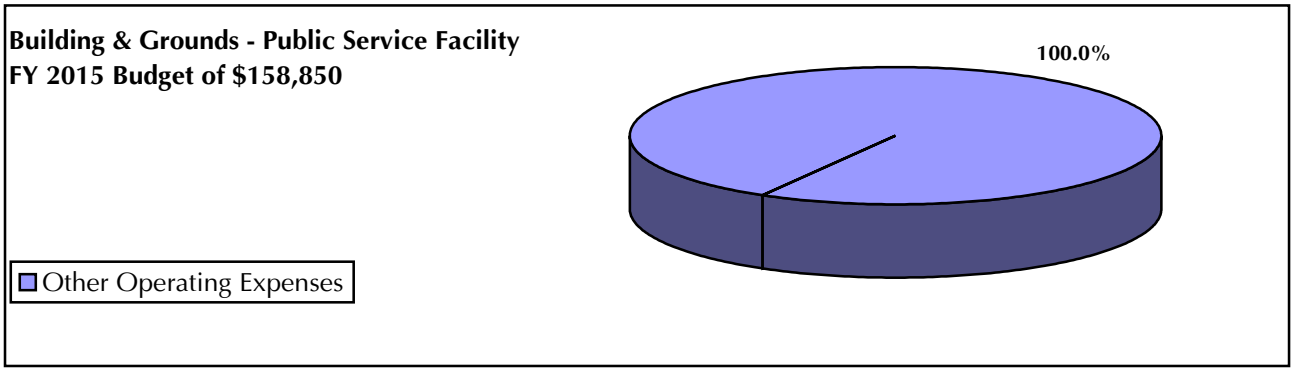
WORK PLAN GOALS:

- Maintain a clean, attractive, safe, and functional, and sound facility.
- Minimize disruption of services and address deferred maintenance issues.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	98,235	162,417	158,850	0
Capital Outlay	0	0	0	0
TOTAL	**$98,235**	**$162,417**	**$158,850**	**$0**



Activity Analysis Report - Proposed

1153 - Building & Grounds - Public Service Facility

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$4,500	100.00%	$5,500	22.22%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$1,000	$400	-60.00%	$550	37.50%
536300 - Contract Cleaning Services	$26,000	$29,667	14.10%	$29,000	-2.25%
536400 - Contract Maintenance Servic	$0	$4,900	100.00%	$4,000	-18.37%
536800 - Security Services	$0	$0	100.00%		100.00%
550000 - Electric	$41,535	$50,000	20.38%	$50,000	0.00%
550100 - Gas (Natural)	$22,000	$18,000	-18.18%	$16,000	-11.11%
550200 - Water	$2,500	$2,750	10.00%	$3,500	27.27%
550700 - Recycling Services/Trash Co	$0	$0	100.00%	$900	100.00%
551000 - Telephone (Landline)	$5,200	$5,200	0.00%	$5,600	7.69%
560000 - Miscellaneous	$0	$1,000	100.00%	$800	-20.00%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	$0	$46,000	100.00%	$43,000	-6.52%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	$98,235	$162,417	65.34%	$158,850	-2.20%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$98,235**	**$162,417**	**65.34%**	**$158,850**	**-2.20%**

1153 Building & Grounds - Public Service Facility

Operating Expenses

522000 General Operating Supplies				
Ceiling Tiles	700		0	
Filters	1,000		0	
Flags	400		0	
Hardware	1,000		0	
Keys	200		0	
Lamps and Ballasts	2,200		0	
Subtotal		**5,500**		**0**
536000 Miscellaneous Professional Services				
Pest Control	550		0	
Subtotal		**550**		**0**
536300 Contract Cleaning Services				
	29,000		0	
Subtotal		**29,000**		**0**
536400 Contract Maintenance Services				
	4,000		0	
			0	
Subtotal		**4,000**		**0**
550000 Electric				
	50,000		0	
Subtotal		**50,000**		**0**
550100 Gas (Natural)				
	16,000		0	
Subtotal		**16,000**		**0**
550200 Water				
	3,500		0	
Subtotal		**3,500**		**0**
550700 Recycling Services/Trash Collection				
	900		0	
Subtotal		**900**		**0**
551000 Telephone (Landline)				
	5,600		0	
Subtotal		**5,600**		**0**
560000 Miscellaneous				
	800		0	
Subtotal		**800**		**0**

1153 Building & Grounds - Public Service Facility

572000 Repair & Maintenance - Buildings & Facilities		
Back flow inspections	1,000	0
Electrical repairs	4,000	0
Fire equipment maintenance	500	0
Fuel pump repairs	3,000	0
Fuel tank cleaning	3,500	0
General repairs	15,000	0
Generator maintenance	5,500	0
HVAC component replacement	2,500	0
HVAC maintenance	3,000	0
Plumbing repairs	2,000	0
Underground storage tank inspection	3,000	0
Subtotal	**43,000**	**0**
Subtotal Operating Expenses	**158,850**	**0**

Total	**158,850**	**0**

Public Works

1155 - Building & Grounds - Train Station/Freight House

SERVICES PROVIDED:

This activity involves the care and maintenance of the City-owned historic Gaithersburg Train Station and Freight House, including utilities and repairs. Day-to-day repairs and routine maintenance are provided by the Facilities staff. Major maintenance and repairs are contracted to outside firms.

WORK PLAN GOALS:

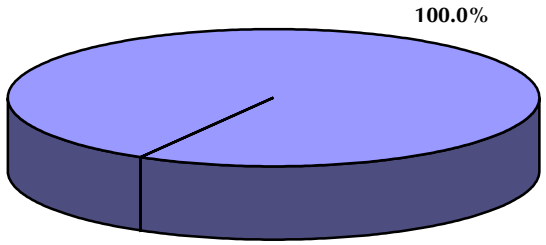
- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of services and avoid costly unplanned replacements.

SIGNIFICANT CHANGES:

- Contract Cleaning Services increased $9,233 to support the cleaning the two new bathrooms at the train station.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	26,390	24,467	32,000	0
Capital Outlay	0	0	0	0
TOTAL	**$26,390**	**$24,467**	**$32,000**	**$0**

Building & Grounds - Train Station/Freight House
FY 2015 Budget of $32,000



Other Operating Expenses

Activity Analysis Report - Proposed

1155 - Building & Grounds - Train Station/Freight House

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$650	100.00%	$750	15.38%
536000 - Miscellaneous Professional	$600	$550	-8.33%	$600	9.09%
536300 - Contract Cleaning Services	$2,750	$2,767	0.62%	$12,000	333.68%
550000 - Electric	$17,040	$13,000	-23.71%	$13,000	0.00%
550100 - Gas (Natural)	$5,500	$5,500	0.00%	$3,000	-45.45%
550200 - Water	$0	$0	100.00%	$500	100.00%
551000 - Telephone (Landline)	$500	$500	0.00%	$350	-30.00%
572000 - Repair & Maintenance - Build	$0	$1,500	100.00%	$1,800	20.00%
Personnel			0.00%		0.00%
Operating Expenses	$26,390	$24,467	-7.29%	$32,000	30.79%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$26,390**	**$24,467**	**-7.29%**	**$32,000**	**30.79%**

1155 Building & Grounds - Train Station/Freight House

Operating Expenses

522000 General Operating Supplies				
Filters	100		0	
Hardware	150		0	
Keys	100		0	
Lighting	400		0	
Subtotal		**750**		**0**
536000 Miscellaneous Professional Services				
Pest Control	600		0	
Subtotal		**600**		**0**
536300 Contract Cleaning Services				
	12,000		0	
Subtotal		**12,000**		**0**
550000 Electric				
	13,000		0	
Subtotal		**13,000**		**0**
550100 Gas (Natural)				
	3,000		0	
Subtotal		**3,000**		**0**
550200 Water				
	500		0	
Subtotal		**500**		**0**
551000 Telephone (Landline)				
	350		0	
Subtotal		**350**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
Back Flow Testing	200		0	
General repairs	700		0	
HVAC repairs	900		0	
Subtotal		**1,800**		**0**
Subtotal Operating Expenses		**32,000**		**0**
Total		**32,000**		**0**

Public Works

1158 - Building & Grounds - Kentlands Mansion

SERVICES PROVIDED:

This activity involves the care and maintenance of Kentlands Mansion. The primary costs involve utilities and interior and exterior building maintenance.

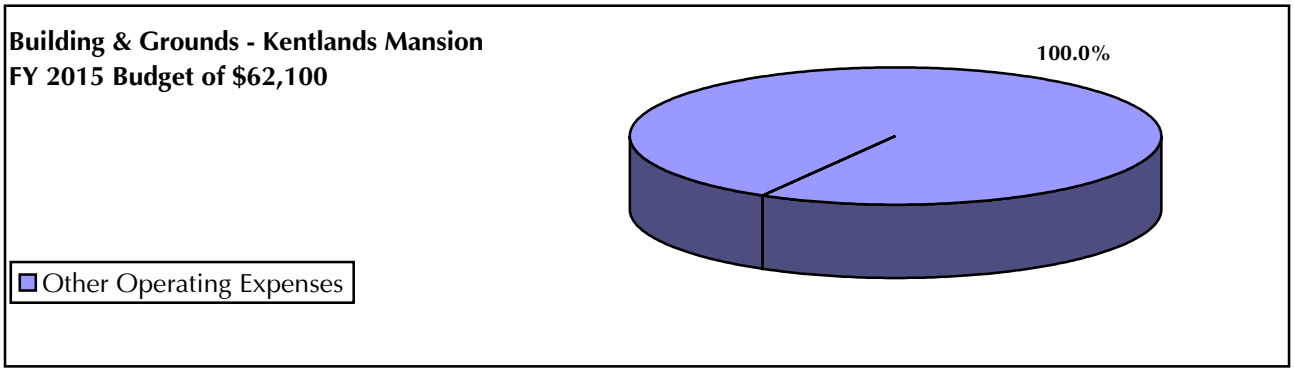
WORK PLAN GOALS:

- Maintain the interior and exterior appearance of Kentlands Mansion at a high level, recognizing this is a revenue-generating facility used by the public for various special events and ceremonies.
- Minimize disruption of services ensuring facility can be rented a maximum number of hours.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	38,510	66,250	62,100	0
Capital Outlay	0	0	0	0
TOTAL	**$38,510**	**$66,250**	**$62,100**	**$0**



Activity Analysis Report - Proposed

1158 - Building & Grounds - Kentlands Mansion

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$4,900	100.00%	$3,000	-38.78%
536000 - Miscellaneous Professional	$1,920	$400	-79.17%	$500	25.00%
536800 - Security Services	$0	$0	100.00%		100.00%
550000 - Electric	$19,040	$17,000	-10.71%	$17,000	0.00%
550100 - Gas (Natural)	$5,000	$5,200	4.00%	$5,200	0.00%
550200 - Water	$3,500	$2,400	-31.43%	$2,400	0.00%
550700 - Recycling Services/Trash Co	$4,650	$4,800	3.23%	$3,500	-27.08%
551000 - Telephone (Landline)	$4,400	$4,550	3.41%	$4,800	5.49%
572000 - Repair & Maintenance - Build	$0	$27,000	100.00%	$25,700	-4.81%
Personnel			0.00%		0.00%
Operating Expenses	$38,510	$66,250	72.03%	$62,100	-6.26%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$38,510**	**$66,250**	**72.03%**	**$62,100**	**-6.26%**

1158 Building & Grounds - Kentlands Mansion

Operating Expenses

522000 General Operating Supplies			
Cleaning Supplies	800	0	
Filters	300	0	
Hardware	900	0	
Lighting	1,000	0	
Subtotal		**3,000**	**0**
536000 Miscellaneous Professional Services			
Pest Control	500	0	
Subtotal		**500**	**0**
550000 Electric			
	17,000	0	
Subtotal		**17,000**	**0**
550100 Gas (Natural)			
	5,200	0	
Subtotal		**5,200**	**0**
550200 Water			
	2,400	0	
Subtotal		**2,400**	**0**
550700 Recycling Services/Trash Collection			
	3,500	0	
Subtotal		**3,500**	**0**
551000 Telephone (Landline)			
	4,800	0	
Subtotal		**4,800**	**0**
572000 Repair & Maintenance - Buildings & Facilities			
Appliance repairs	1,500	0	
Back flow inspections	1,000	0	
Elevator maintenance	2,000	0	
Fire equipment maintenance	500	0	
General repairs	15,000	0	
Generator Maintenance	2,700	0	
HVAC repairs	3,000	0	
Subtotal		**25,700**	**0**
Subtotal Operating Expenses		**62,100**	**0**
Total		**62,100**	**0**

Public Works

1159 - Building & Grounds - Senior Center

SERVICES PROVIDED:

This activity involves maintenance and repairs of the Gaithersburg Upcounty Senior Center. The primary costs involve utilities, pest and waste management, and building maintenance.

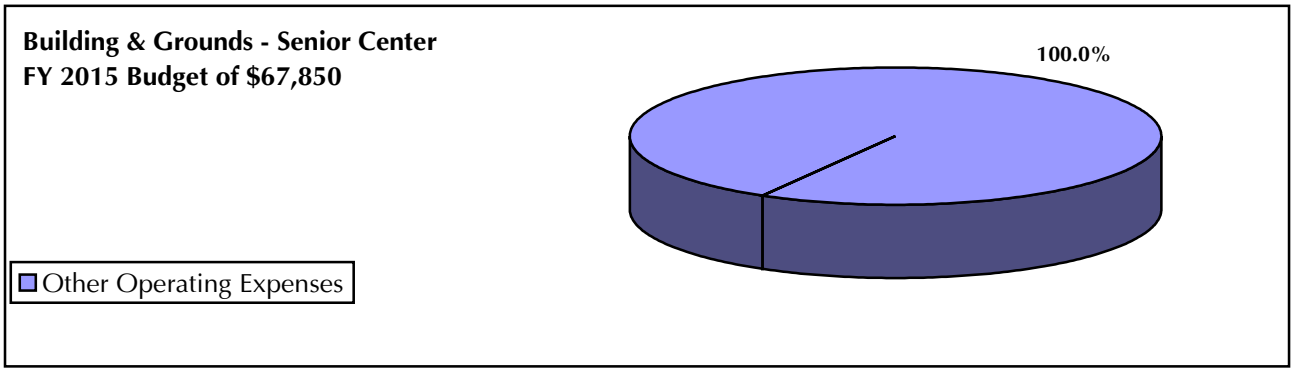
WORK PLAN GOALS:

- Minimize disruption of senior program activities while maintaining a clean, attractive, safe, and functional facility.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	50,177	66,650	67,850	0
Capital Outlay	0	0	0	0
TOTAL	**$50,177**	**$66,650**	**$67,850**	**$0**



Activity Analysis Report - Proposed

1159 - Building & Grounds - Senior Center

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$1,950	100.00%	$1,650	-15.38%
536000 - Miscellaneous Professional	$2,782	$700	-74.84%	$1,500	114.29%
536300 - Contract Cleaning Services	$0	$0	100.00%		100.00%
550000 - Electric	$29,820	$30,000	0.60%	$30,000	0.00%
550100 - Gas (Natural)	$5,325	$6,000	12.68%	$6,000	0.00%
550200 - Water	$5,400	$10,000	85.19%	$10,500	5.00%
550700 - Recycling Services/Trash Co	$3,850	$5,000	29.87%	$5,200	4.00%
551000 - Telephone (Landline)	$3,000	$3,000	0.00%	$3,000	0.00%
552500 - Vehicle & Equipment Gasolin	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$0	$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	$0	$10,000	100.00%	$10,000	0.00%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%		100.00%
575000 - Repair & Maintenance - Furn	$0	$0	100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	$50,177	$66,650	32.83%	$67,850	1.80%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$50,177**	**$66,650**	**32.83%**	**$67,850**	**1.80%**

1159 Building & Grounds - Senior Center

Operating Expenses

522000 General Operating Supplies			
Ceiling Tiles	525	0	
Filters	625	0	
Lighting	500	0	
Subtotal		**1,650**	**0**
536000 Miscellaneous Professional Services			
Pest Control	1,500	0	
Subtotal		**1,500**	**0**
550000 Electric			
	30,000	0	
Subtotal		**30,000**	**0**
550100 Gas (Natural)			
	6,000	0	
Subtotal		**6,000**	**0**
550200 Water			
	10,500	0	
Subtotal		**10,500**	**0**
550700 Recycling Services/Trash Collection			
	5,200	0	
Subtotal		**5,200**	**0**
551000 Telephone (Landline)			
	3,000	0	
Subtotal		**3,000**	**0**
572000 Repair & Maintenance - Buildings & Facilities			
Appliance repair	2,000	0	
Fire equipment maintenance	500	0	
Fire hood maintenance	1,500	0	
General repairs	2,000	0	
HVAC repairs	4,000	0	
Subtotal		**10,000**	**0**
Subtotal Operating Expenses		**67,850**	**0**
Total		**67,850**	**0**

Public Works

1160 - Building & Grounds - Casey Community Center

SERVICES PROVIDED:

This activity involves the care and maintenance of Casey Community Center. The primary costs involve utilities, custodial and building maintenance and repairs.

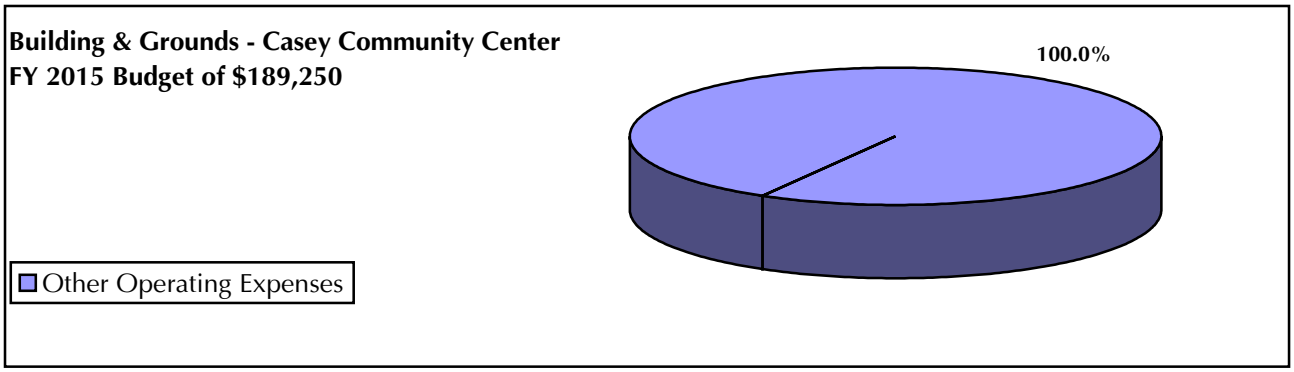
WORK PLAN GOALS:

- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of recreation programs and services provided to the public.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	159,405	190,561	189,250	0
Capital Outlay	0	0	0	0
TOTAL	**$159,405**	**$190,561**	**$189,250**	**$0**



Activity Analysis Report - Proposed

1160 - Building & Grounds - Casey Community Center

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$4,900	100.00%	$3,900	-20.41%
536000 - Miscellaneous Professional	$3,385	$400	-88.18%	$450	12.50%
536300 - Contract Cleaning Services	$101,110	$120,000	18.68%	$120,000	0.00%
550000 - Electric	$35,950	$33,000	-8.21%	$33,000	0.00%
550100 - Gas (Natural)	$7,000	$7,000	0.00%	$5,000	-28.57%
550200 - Water	$2,500	$2,625	5.00%	$3,200	21.90%
550700 - Recycling Services/Trash Co	$5,860	$6,036	3.00%	$5,000	-17.16%
551000 - Telephone (Landline)	$3,600	$3,600	0.00%	$3,600	0.00%
557000 - Laundry & Uniforms	$0	$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	$0	$13,000	100.00%	$15,100	16.15%
Personnel			0.00%		0.00%
Operating Expenses	$159,405	$190,561	19.55%	$189,250	-0.69%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$159,405**	**$190,561**	**19.55%**	**$189,250**	**-0.69%**

1160 Building & Grounds - Casey Community Center

Operating Expenses

522000 General Operating Supplies			
Ceiling Tiles	1,000		0
Filters	1,200		0
Flags	400		0
Hardware	800		0
Lighting	500		0
Subtotal		**3,900**	**0**
536000 Miscellaneous Professional Services			
Pest Control	450		0
Subtotal		**450**	**0**
536300 Contract Cleaning Services			
	120,000		0
Subtotal		**120,000**	**0**
550000 Electric			
	33,000		0
Subtotal		**33,000**	**0**
550100 Gas (Natural)			
	5,000		0
Subtotal		**5,000**	**0**
550200 Water			
WSSC	3,200		0
Subtotal		**3,200**	**0**
550700 Recycling Services/Trash Collection			
	5,000		0
Subtotal		**5,000**	**0**
551000 Telephone (Landline)			
	3,600		0
Subtotal		**3,600**	**0**
572000 Repair & Maintenance - Buildings & Facilities			
Back flow inspections	400		0
Electrical repairs	2,000		0
Elevator maintenance	3,000		0
Fire equipment maintenance	1,700		0
HVAC maintenance	5,000		0
Plumbing repairs	3,000		0
Subtotal		**15,100**	**0**
Subtotal Operating Expenses		**189,250**	**0**
Total		**189,250**	**0**

Public Works

1161 - Building & Grounds - Olde Towne Pavilion

SERVICES PROVIDED:

This activity involves maintenance and repair of the Olde Towne Pavilion. The primary costs involve utilities and maintenance.

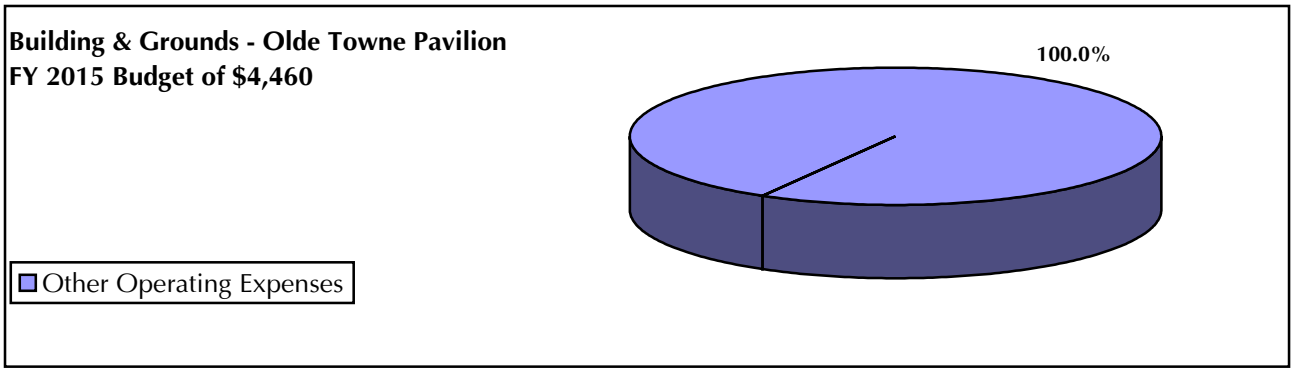
WORK PLAN GOALS:

- Ensure the facility is prepared to operate for spring and summer recreation events and activities.
- Maintain a clean, attractive, safe, functional, and sound facility.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	3,740	4,035	4,460	0
Capital Outlay	0	0	0	0
TOTAL	**$3,740**	**$4,035**	**$4,460**	**$0**



Activity Analysis Report - Proposed

1161 - Building & Grounds - Olde Towne Pavilion

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$600	100.00%	$600	0.00%
536300 - Contract Cleaning Services	$1,820	$1,875	3.02%	$2,000	6.67%
550000 - Electric	$1,920	$1,000	-47.92%	$1,300	30.00%
550200 - Water	$0	$60	100.00%	$60	0.00%
572000 - Repair & Maintenance - Build	$0	$500	100.00%	$500	0.00%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	$3,740	$4,035	7.89%	$4,460	10.53%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$3,740**	**$4,035**	**7.89%**	**$4,460**	**10.53%**

1161 Building & Grounds - Olde Towne Pavilion

Operating Expenses

522000 General Operating Supplies				
Lighting	400		0	
Paint	200		0	
Subtotal		**600**		**0**
536300 Contract Cleaning Services				
	2,000		0	
Subtotal		**2,000**		**0**
550000 Electric				
	1,300		0	
Subtotal		**1,300**		**0**
550200 Water				
	60		0	
Subtotal		**60**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
General repairs	500		0	
Subtotal		**500**		**0**
Subtotal Operating Expenses		**4,460**		**0**
Total		**4,460**		**0**

Public Works

1164 - Building & Grounds - GAC

SERVICES PROVIDED:

This activity involves maintenance and repairs of the Gaithersburg Aquatic Center. The primary costs involve utilities and building and pool maintenance.

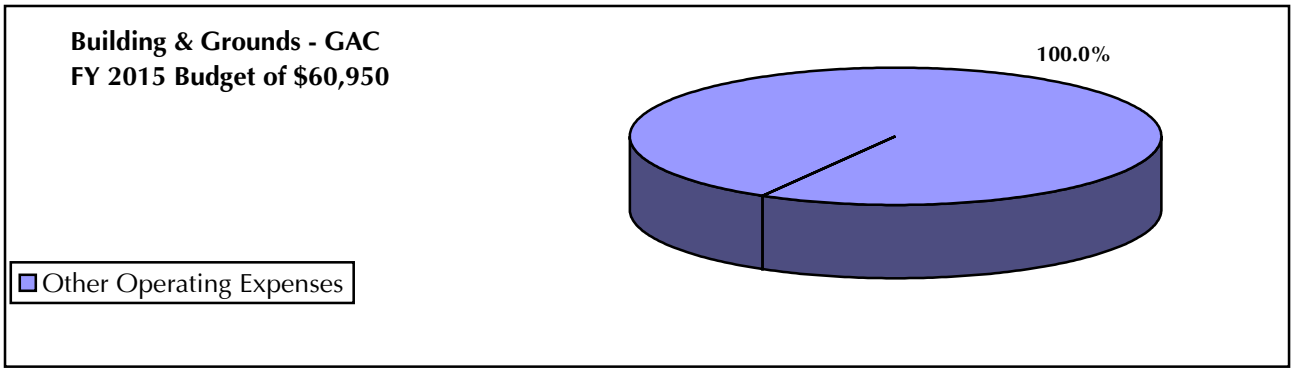
WORK PLAN GOALS:

- Ensure disruptions to program activities are minimized during the peak usage periods.
- Maintain a clean, attractive, safe, functional, and sound facility.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	33,940	62,200	60,950	0
Capital Outlay	0	0	0	0
TOTAL	**$33,940**	**$62,200**	**$60,950**	**$0**



Activity Analysis Report - Proposed

1164 - Building & Grounds - GAC

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$4,750	100.00%	$4,750	0.00%
536000 - Miscellaneous Professional	$500	$400	-20.00%	$450	12.50%
536300 - Contract Cleaning Services	$32,440	$32,000	-1.36%	$32,000	0.00%
550700 - Recycling Services/Trash Co	$1,000	$1,050	5.00%	$1,050	0.00%
572000 - Repair & Maintenance - Build	$0	$24,000	100.00%	$22,700	-5.42%
Personnel			0.00%		0.00%
Operating Expenses	$33,940	$62,200	83.26%	$60,950	-2.01%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$33,940**	**$62,200**	**83.26%**	**$60,950**	**-2.01%**

1164 Building & Grounds - GAC

Operating Expenses

522000 General Operating Supplies				
Filters	2,750		0	
Lighting	2,000		0	
Subtotal		**4,750**		**0**
536000 Miscellaneous Professional Services				
Pest Control	450		0	
Subtotal		**450**		**0**
536300 Contract Cleaning Services				
	32,000		0	
Subtotal		**32,000**		**0**
550700 Recycling Services/Trash Collection				
	1,050		0	
Subtotal		**1,050**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
back flow inspections	200		0	
Electrical repairs	6,000		0	
General repairs	2,500		0	
HVAC maintenance	5,000		0	
Plumbing repairs	5,000		0	
Pool equipment repairs	4,000		0	
Subtotal		**22,700**		**0**
Subtotal Operating Expenses		**60,950**		**0**
Total		**60,950**		**0**

Public Works

1165 - Building & Grounds - Activity Center at Bohrer Park

SERVICES PROVIDED:

This activity involves the maintenance and repair of the Activity Center at Bohrer Park Summit Hall Farm. The primary costs are utilities, custodial and building maintenance.

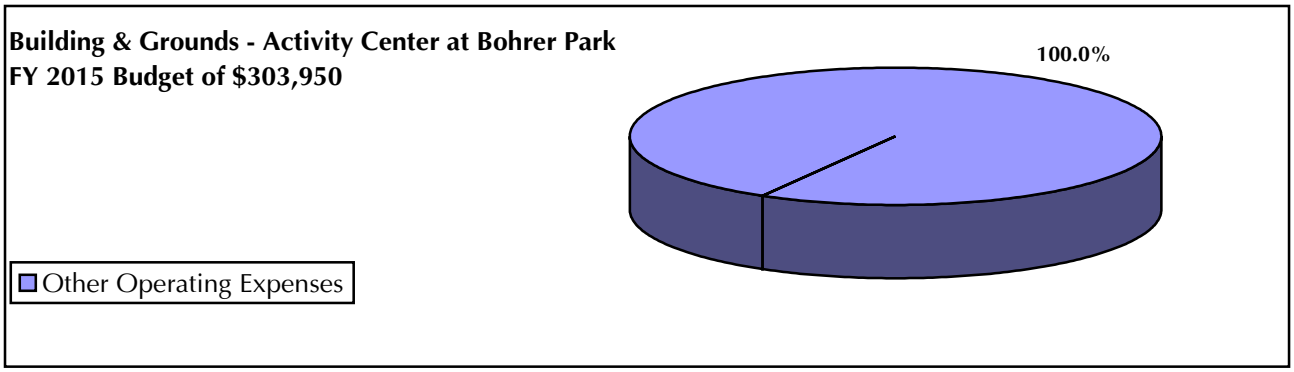
WORK PLAN GOALS:

- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of recreation programs and services and avoid costly unplanned replacements.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	301,310	307,000	303,950	0
Capital Outlay	0	0	0	0
TOTAL	**$301,310**	**$307,000**	**$303,950**	**$0**



Activity Analysis Report - Proposed

1165 - Building & Grounds - Activity Center at Bohrer Park

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$3,650	100.00%	$4,750	30.14%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$5,240	$1,050	-79.96%	$1,400	33.33%
536300 - Contract Cleaning Services	$99,750	$101,300	1.55%	$101,300	0.00%
550000 - Electric	$130,000	$100,000	-23.08%	$100,000	0.00%
550100 - Gas (Natural)	$17,000	$15,000	-11.76%	$13,000	-13.33%
550200 - Water	$14,000	$14,000	0.00%	$14,000	0.00%
550700 - Recycling Services/Trash Co	$22,320	$25,000	12.01%	$26,000	4.00%
551000 - Telephone (Landline)	$13,000	$13,000	0.00%	$13,500	3.85%
560000 - Miscellaneous	$0	$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	$0	$34,000	100.00%	$30,000	-11.76%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	$301,310	$307,000	1.89%	$303,950	-0.99%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$301,310**	**$307,000**	**1.89%**	**$303,950**	**-0.99%**

1165 Building & Grounds - Activity Center at Bohrer Park

Operating Expenses

522000 General Operating Supplies			
Ceiling Tile	600	0	
Filters	1,000	0	
Flags	650	0	
Lighting	2,500	0	
Subtotal		**4,750**	**0**
536000 Miscellaneous Professional Services			
Pest control	1,400	0	
Subtotal		**1,400**	**0**
536300 Contract Cleaning Services			
	101,300	0	
Subtotal		**101,300**	**0**
550000 Electric			
	100,000	0	
Subtotal		**100,000**	**0**
550100 Gas (Natural)			
	13,000	0	
Subtotal		**13,000**	**0**
550200 Water			
	14,000	0	
Subtotal		**14,000**	**0**
550700 Recycling Services/Trash Collection			
	26,000	0	
Subtotal		**26,000**	**0**
551000 Telephone (Landline)			
	13,500	0	
Subtotal		**13,500**	**0**
572000 Repair & Maintenance - Buildings & Facilities			
Back flow inspections	200	0	
Electrical repairs	5,000	0	
Fire equipment maintenance	700	0	
General supplies	8,000	0	
HVAC component replacement	2,600	0	
HVAC maintenance	13,000	0	
Sprinkler testing	500	0	
Subtotal		**30,000**	**0**
Subtotal Operating Expenses		**303,950**	**0**
Total		**303,950**	**0**

Public Works

1166 - Building & Grounds - Gaithersburg Arts Barn

SERVICES PROVIDED:

This activity involves the care and maintenance of the Gaithersburg Arts Barn. The primary costs involve utilities, custodial and building maintenance.

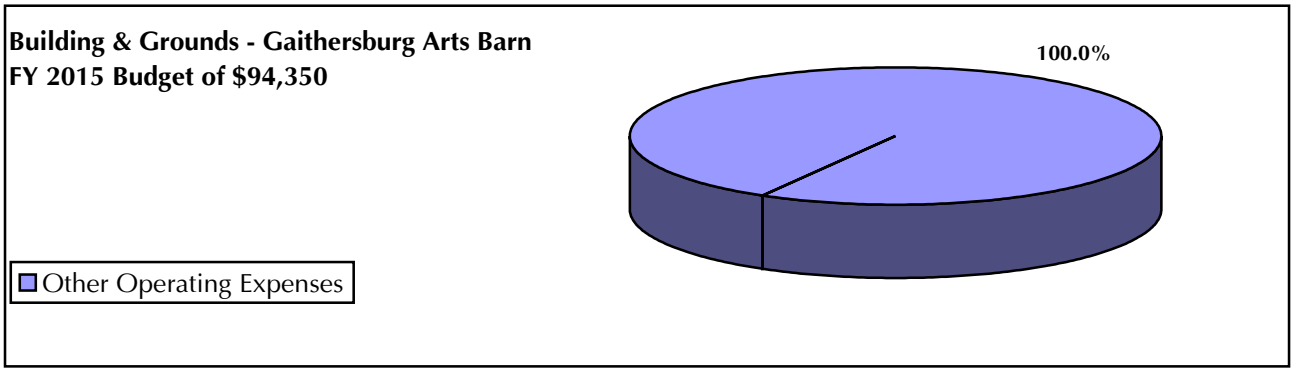
WORK PLAN GOALS:

- Maintain the interior and exterior appearance of the Arts Barn at a high level, recognizing this is a revenue-generating facility used by the public for performances and special events.
- Minimize disruption of arts programs and services.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	64,900	101,138	94,350	0
Capital Outlay	0	0	0	0
TOTAL	**$64,900**	**$101,138**	**$94,350**	**$0**



Activity Analysis Report - Proposed

1166 - Building & Grounds - Gaithersburg Arts Barn

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$2,500	100.00%	$1,300	-48.00%
536000 - Miscellaneous Professional	$3,100	$400	-87.10%	$500	25.00%
536300 - Contract Cleaning Services	$10,000	$10,300	3.00%	$10,300	0.00%
536800 - Security Services	$0	$0	100.00%		100.00%
550000 - Electric	$38,000	$38,000	0.00%	$36,000	-5.26%
550100 - Gas (Natural)	$7,000	$10,500	50.00%	$10,500	0.00%
550200 - Water	$4,600	$4,738	3.00%	$4,750	0.25%
551000 - Telephone (Landline)	$2,200	$2,200	0.00%	$2,600	18.18%
572000 - Repair & Maintenance - Build	$0	$32,500	100.00%	$28,400	-12.62%
Personnel			0.00%		0.00%
Operating Expenses	$64,900	$101,138	55.84%	$94,350	-6.71%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$64,900**	**$101,138**	**55.84%**	**$94,350**	**-6.71%**

1166 Building & Grounds - Gaithersburg Arts Barn

Operating Expenses

522000 General Operating Supplies			
Flags	500	0	
Lighting	800	0	
Subtotal		**1,300**	**0**
536000 Miscellaneous Professional Services			
Pest control	500	0	
Subtotal		**500**	**0**
536300 Contract Cleaning Services			
	10,300	0	
Subtotal		**10,300**	**0**
550000 Electric			
	36,000	0	
Subtotal		**36,000**	**0**
550100 Gas (Natural)			
	10,500	0	
Subtotal		**10,500**	**0**
550200 Water			
	4,750	0	
Subtotal		**4,750**	**0**
551000 Telephone (Landline)			
	2,600	0	
Subtotal		**2,600**	**0**
572000 Repair & Maintenance - Buildings & Facilities			
Annual sprinkler inspections	700	0	
Back flow inspections	200	0	
Electrical repairs	2,000	0	
Elevator maintenance	2,700	0	
Fire equipment maintenance	400	0	
General repairs	4,400	0	
HVAC component replacement	9,500	0	
HVAC maintenance	5,000	0	
Plumbing repairs	3,500	0	
Subtotal		**28,400**	**0**
Subtotal Operating Expenses		**94,350**	**0**
Total		**94,350**	**0**

Public Works

1167 - Building & Grounds - Water Park at Bohrer Park

SERVICES PROVIDED:

This activity involves the repair and maintenance of the Water Park at Bohrer Park at Summit Hall Farm. The primary costs involve utilities, custodial and building and pool maintenance.

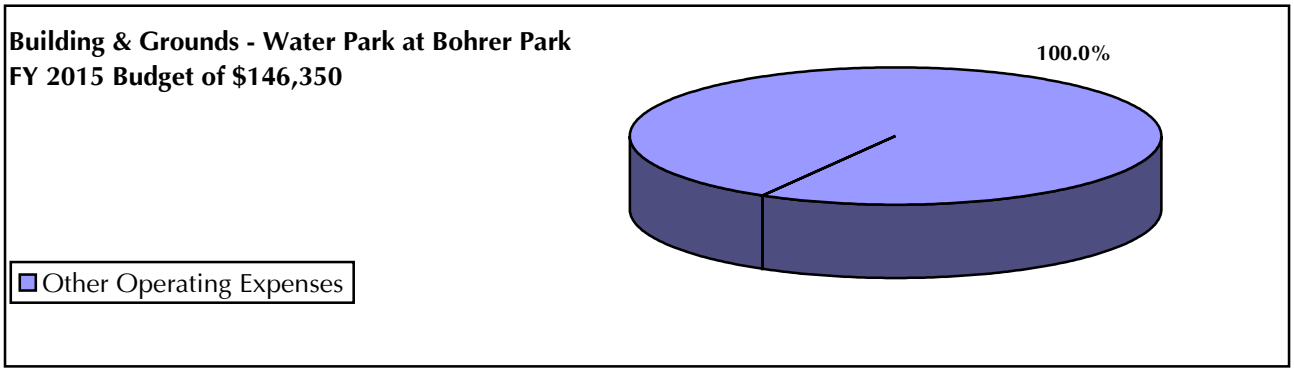
WORK PLAN GOALS:

- Ensure pool facility is prepared for summer operations and is properly winterized during the off-season.
- Maintain a clean, attractive, safe, and functional, outdoor public pool facility.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	102,750	136,510	146,350	0
Capital Outlay	0	0	0	0
TOTAL	**$102,750**	**$136,510**	**$146,350**	**$0**



Activity Analysis Report - Proposed

1167 - Building & Grounds - Water Park at Bohrer Park

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$4,900	100.00%	$3,800	-22.45%
536000 - Miscellaneous Professional	$450	$700	55.56%	$700	0.00%
536300 - Contract Cleaning Services	$9,000	$10,000	11.11%	$13,000	30.00%
550000 - Electric	$45,000	$47,000	4.44%	$47,000	0.00%
550100 - Gas (Natural)	$3,200	$3,000	-6.25%	$3,000	0.00%
550200 - Water	$25,000	$25,000	0.00%	$29,750	19.00%
550700 - Recycling Services/Trash Co	$16,700	$17,510	4.85%	$15,000	-14.33%
551000 - Telephone (Landline)	$3,400	$3,400	0.00%	$3,600	5.88%
572000 - Repair & Maintenance - Build	$0	$25,000	100.00%	$26,000	4.00%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%	$4,500	100.00%
Personnel			0.00%		0.00%
Operating Expenses	$102,750	$136,510	32.86%	$146,350	7.21%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$102,750**	**$136,510**	**32.86%**	**$146,350**	**7.21%**

1167 Building & Grounds - Water Park at Bohrer Park

Operating Expenses

522000 General Operating Supplies			
Filters	800	0	
Hardware	1,400	0	
Lighting	1,100	0	
Paint	500	0	
Subtotal	**3,800**		**0**
536000 Miscellaneous Professional Services			
Pest Control	700	0	
Subtotal	**700**		**0**
536300 Contract Cleaning Services			
	13,000	0	
Subtotal	**13,000**		**0**
550000 Electric			
	47,000	0	
Subtotal	**47,000**		**0**
550100 Gas (Natural)			
	3,000	0	
Subtotal	**3,000**		**0**
550200 Water			
	29,750	0	
Subtotal	**29,750**		**0**
550700 Recycling Services/Trash Collection			
	15,000	0	
Subtotal	**15,000**		**0**
551000 Telephone (Landline)			
	3,600	0	
Subtotal	**3,600**		**0**
572000 Repair & Maintenance - Buildings & Facilities			
Backflow testing	1,000	0	
Electrical repairs	3,000	0	
Painting	6,000	0	
Plumbing repairs	3,000	0	
Pool equipment repairs	4,000	0	
Water slide maintenance	9,000	0	
Subtotal	**26,000**		**0**
573000 Repair & Maintenance - Machinery & Equipment			
	4,500	0	
Subtotal	**4,500**		**0**
Subtotal Operating Expenses	**146,350**		**0**

1167 Building & Grounds - Water Park at Bohrer Park

Total	**146,350**	**0**

Public Works

1168 - Building & Grounds - Miniature Golf

SERVICES PROVIDED:

This activity involves repair and maintenance of the Miniature Golf Course at Bohrer Park including annual outdoor carpet replacement and painting.

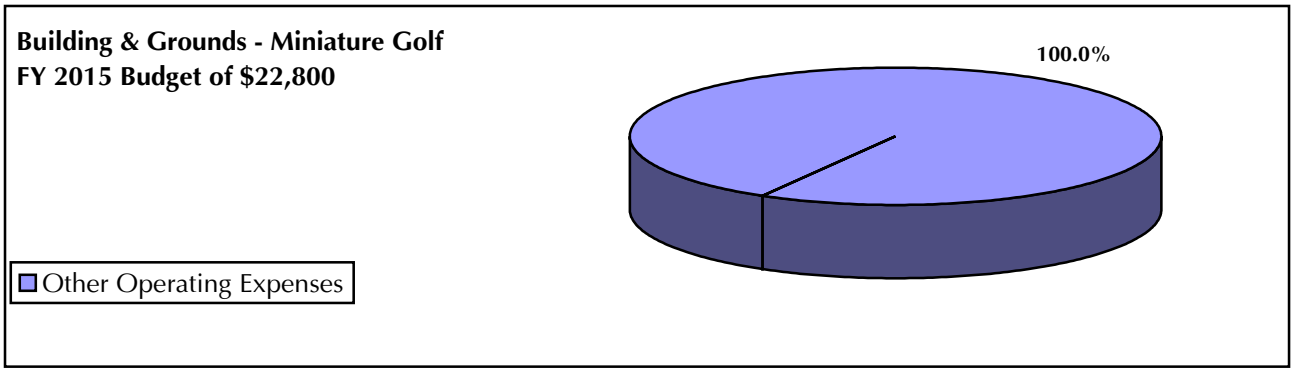
WORK PLAN GOALS:

- Ensure off-season repairs and maintenance are completed prior to late spring opening.
- Maintain a clean, attractive, safe, and functional facility.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	12,000	21,500	22,800	0
Capital Outlay	0	0	0	0
TOTAL	**$12,000**	**$21,500**	**$22,800**	**$0**



Activity Analysis Report - Proposed

1168 - Building & Grounds - Miniature Golf

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$1,500	100.00%	$1,500	0.00%
536000 - Miscellaneous Professional	$0	$0	100.00%	$300	100.00%
550000 - Electric	$12,000	$8,000	-33.33%	$9,000	12.50%
551000 - Telephone (Landline)	$0	$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	$0	$12,000	100.00%	$12,000	0.00%
Personnel			0.00%		0.00%
Operating Expenses	$12,000	$21,500	79.17%	$22,800	6.05%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$12,000**	**$21,500**	**79.17%**	**$22,800**	**6.05%**

1168 Building & Grounds - Miniature Golf

Operating Expenses

522000 General Operating Supplies			
Hardware	500		0
Lighting	600		0
Paint	200		0
Signs	200		0
Subtotal		**1,500**	**0**
536000 Miscellaneous Professional Services			
Pest Control	300		0
Subtotal		**300**	**0**
550000 Electric			
	9,000		0
Subtotal		**9,000**	**0**
572000 Repair & Maintenance - Buildings & Facilities			
Electrical repairs	1,500		0
General repairs	8,500		0
Plumbing Repairs	2,000		0
Subtotal		**12,000**	**0**
Subtotal Operating Expenses		**22,800**	**0**
Total		**22,800**	**0**

Public Works

1169 - Building & Grounds - Skate Park

SERVICES PROVIDED:

This activity involves the care and maintenance of the Skate Park at Bohrer Park.

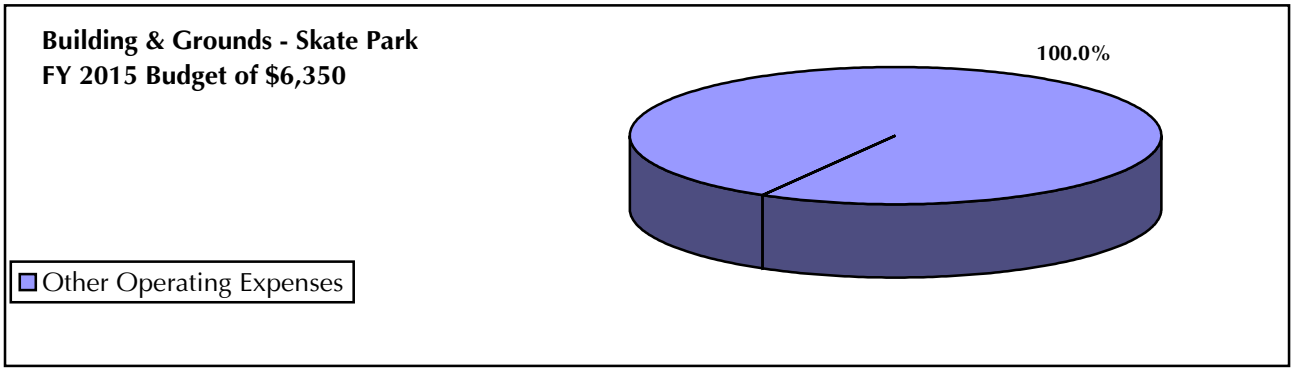
WORK PLAN GOALS:

- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of services.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	3,450	7,200	6,350	0
Capital Outlay	0	0	0	0
TOTAL	**$3,450**	**$7,200**	**$6,350**	**$0**



Activity Analysis Report - Proposed

1169 - Building & Grounds - Skate Park

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$500	100.00%	$500	0.00%
536000 - Miscellaneous Professional	$0	$0	100.00%	$300	100.00%
536300 - Contract Cleaning Services	$2,950	$3,200	8.47%	$3,200	0.00%
551000 - Telephone (Landline)	$500	$500	0.00%	$350	-30.00%
572000 - Repair & Maintenance - Build	$0	$3,000	100.00%	$2,000	-33.33%
Personnel			0.00%		0.00%
Operating Expenses	$3,450	$7,200	108.70%	$6,350	-11.81%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$3,450**	**$7,200**	**108.70%**	**$6,350**	**-11.81%**

1169 Building & Grounds - Skate Park

Operating Expenses

522000 General Operating Supplies				
Lighting	300		0	
Paint	200		0	
Subtotal		**500**		**0**
536000 Miscellaneous Professional Services				
	300		0	
Subtotal		**300**		**0**
536300 Contract Cleaning Services				
	3,200		0	
Subtotal		**3,200**		**0**
551000 Telephone (Landline)				
	350		0	
Subtotal		**350**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
General repairs	2,000		0	
Subtotal		**2,000**		**0**
Subtotal Operating Expenses		**6,350**		**0**
Total		**6,350**		**0**

Public Works

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

SERVICES PROVIDED:

This activity involves the care and maintenance of the Youth Center at Old Towne. Day-to-day repairs and maintenance are provided by the Facilities and Capital Projects staff.

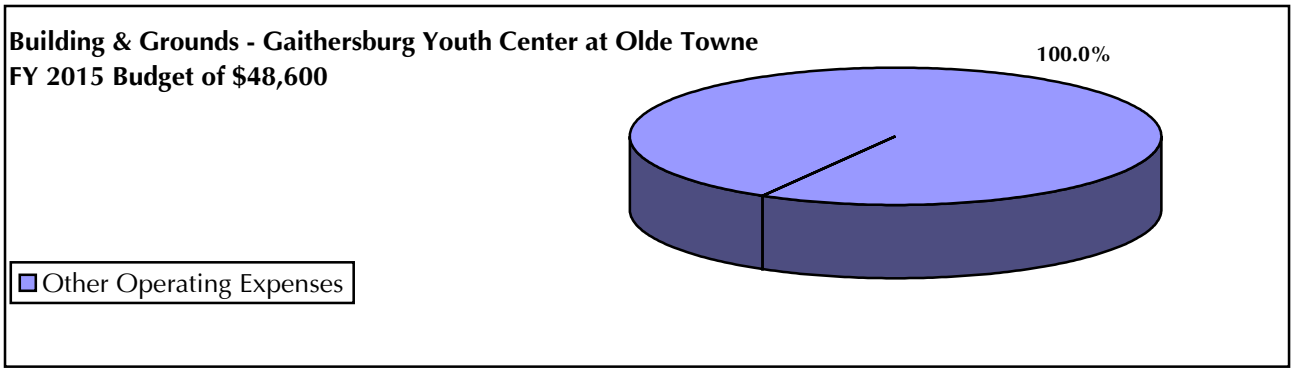
WORK PLAN GOALS:

- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of services and avoid costly unplanned replacements.

SIGNIFICANT CHANGES:

- Contract Cleaning Services decreased $15,100 to reflect actual expenditures in the last three years.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	42,075	71,820	48,600	0
Capital Outlay	0	0	0	0
TOTAL	**$42,075**	**$71,820**	**$48,600**	**$0**



Activity Analysis Report - Proposed

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

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$1,500	100.00%	$1,500	0.00%
536000 - Miscellaneous Professional	$2,255	$2,400	6.43%	$800	-66.67%
536300 - Contract Cleaning Services	$17,900	$35,100	96.09%	$20,000	-43.02%
550000 - Electric	$16,000	$19,000	18.75%	$17,000	-10.53%
550100 - Gas (Natural)	$0	$1,500	100.00%		-100.00%
550200 - Water	$2,000	$2,120	6.00%	$500	-76.42%
550700 - Recycling Services/Trash Co	$2,420	$2,500	3.31%	$2,300	-8.00%
551000 - Telephone (Landline)	$1,500	$1,500	0.00%	$1,500	0.00%
572000 - Repair & Maintenance - Build	$0	$6,200	100.00%	$5,000	-19.35%
Personnel			0.00%		0.00%
Operating Expenses	$42,075	$71,820	70.70%	$48,600	-32.33%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$42,075**	**$71,820**	**70.70%**	**$48,600**	**-32.33%**

1170 Building & Grounds - Gaithersburg Youth Center at Olde Towne

Operating Expenses

522000 General Operating Supplies			
Ceiling tile	600	0	
Flags	200	0	
Keys	200	0	
Lighting	500	0	
Subtotal		**1,500**	**0**
536000 Miscellaneous Professional Services			
Pest Control	800	0	
Subtotal		**800**	**0**
536300 Contract Cleaning Services			
	20,000	0	
Subtotal		**20,000**	**0**
550000 Electric			
	17,000	0	
Subtotal		**17,000**	**0**
550200 Water			
	500	0	
Subtotal		**500**	**0**
550700 Recycling Services/Trash Collection			
	2,300	0	
Subtotal		**2,300**	**0**
551000 Telephone (Landline)			
	1,500	0	
Subtotal		**1,500**	**0**
572000 Repair & Maintenance - Buildings & Facilities			
Back flow inspections	400	0	
General repairs	2,600	0	
HVAC maintenance	2,000	0	
Subtotal		**5,000**	**0**
Subtotal Operating Expenses		**48,600**	**0**
Total		**48,600**	**0**

Public Works

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

SERVICES PROVIDED:

This activity involves the care and maintenance of the Gaithersburg Youth Center at Robertson Park. Day-to-day repairs and maintenance are provided by the Facilities and Capital Projects staff.

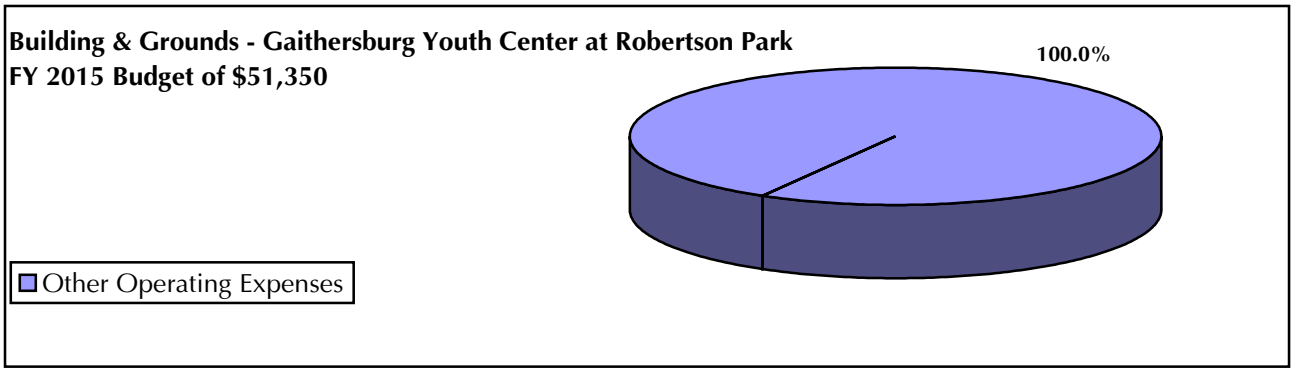
WORK PLAN GOALS:

- Maintain a clean, attractive, safe, and functional, and sound facility.
- Minimize disruption of youth programs and services.

SIGNIFICANT CHANGES:

- Contract Cleaning Services decreased 14,090 to reflect actual expenditures in the last three years.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	62,925	65,740	51,350	0
Capital Outlay	0	0	0	0
TOTAL	**$62,925**	**$65,740**	**$51,350**	**$0**



Activity Analysis Report - Proposed

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

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$950	100.00%	$1,400	47.37%
529000 - Building & Construction Sup	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$1,200	$1,200	0.00%	$450	-62.50%
536300 - Contract Cleaning Services	$15,750	$32,090	103.75%	$18,000	-43.91%
536800 - Security Services	$0	$0	100.00%		100.00%
550000 - Electric	$37,275	$20,000	-46.34%	$20,000	0.00%
550200 - Water	$6,000	$500	-91.67%	$500	0.00%
550700 - Recycling Services/Trash Co	$2,200	$2,500	13.64%	$2,500	0.00%
551000 - Telephone (Landline)	$500	$500	0.00%	$500	0.00%
572000 - Repair & Maintenance - Build	$0	$8,000	100.00%	$8,000	0.00%
Personnel			0.00%		0.00%
Operating Expenses	$62,925	$65,740	4.47%	$51,350	-21.89%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$62,925**	**$65,740**	**4.47%**	**$51,350**	**-21.89%**

1172 Building & Grounds - Gaithersburg Youth Center at Robertson Park

Operating Expenses

522000 General Operating Supplies				
Hardware	700		0	
Keys	100		0	
Lighting	600		0	
Subtotal		**1,400**		**0**
536000 Miscellaneous Professional Services				
			0	
Pest Control	450		0	
Subtotal		**450**		**0**
536300 Contract Cleaning Services				
	18,000		0	
Subtotal		**18,000**		**0**
550000 Electric				
	20,000		0	
Subtotal		**20,000**		**0**
550200 Water				
	500		0	
Subtotal		**500**		**0**
550700 Recycling Services/Trash Collection				
	2,500		0	
Subtotal		**2,500**		**0**
551000 Telephone (Landline)				
	500		0	
Subtotal		**500**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
Backflow inspections	400		0	
General repairs	4,000		0	
HVAC maintenance	3,600		0	
Subtotal		**8,000**		**0**
Subtotal Operating Expenses		**51,350**		**0**
Total		**51,350**		**0**

Public Works

1173 - Building & Grounds - Gaithersburg – CPSC Park Site

SERVICES PROVIDED:

This activity involves the care and maintenance of the CPSC park site.

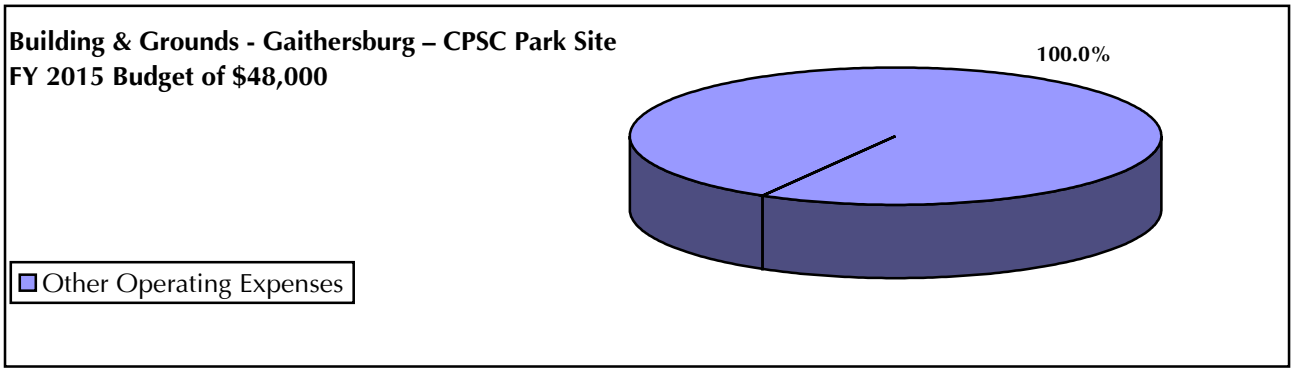
WORK PLAN GOALS:

- Maintain site in a clean, attractive and safe manner.
- Preserve green space for passive and active recreation.

SIGNIFICANT CHANGES:

- Contract Maintenance Services - $20,000 has been placed in this activity code to reflect first year costs for this new facility
- Electric - $12,000 has been placed in this activity code to reflect first year costs for this new facility
- Water - $6,000 has been placed in this activity code to reflect first year costs for this new facility

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	0	0	48,000	0
Capital Outlay	0	0	0	0
TOTAL	**$0**	**$0**	**$48,000**	**$0**



Activity Analysis Report - Proposed

1173 - Building & Grounds - Gaithersburg – CPSC Park Site

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
536400 - Contract Maintenance Servic	$0	$0	100.00%	$20,000	100.00%
550000 - Electric	$0	$0	100.00%	$12,000	100.00%
550200 - Water	$0	$0	100.00%	$6,000	100.00%
572000 - Repair & Maintenance - Build	$0	$0	100.00%	$10,000	100.00%
Personnel			0.00%		0.00%
Operating Expenses	$0	$0	0.00%	$48,000	0.00%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$0**	**$0**	**0.00%**	**$48,000**	**0.00%**

1173 Building & Grounds - Gaithersburg – CPSC Park Site

Operating Expenses

536400 Contract Maintenance Services				
Mowing and tree maintenance	20,000		0	
Subtotal		**20,000**		**0**
550000 Electric				
	12,000		0	
Subtotal		**12,000**		**0**
550200 Water				
	6,000		0	
Subtotal		**6,000**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
	10,000		0	
Subtotal		**10,000**		**0**
Subtotal Operating Expenses		**48,000**		**0**
Total		**48,000**		**0**

Public Works

1175 - Building & Grounds - Parking Facility

SERVICES PROVIDED:

This activity involves the care and maintenance of the Olde Towne parking facility.

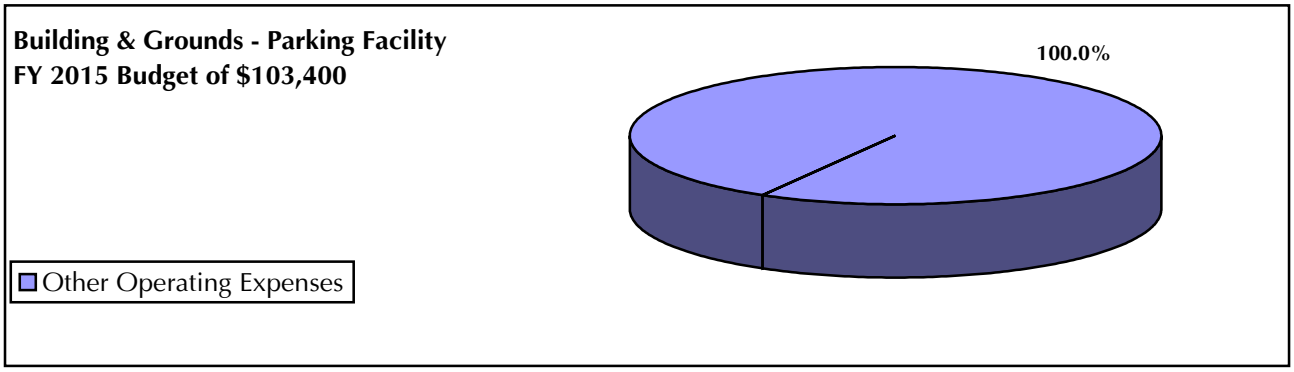
WORK PLAN GOALS:

- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of services and avoid costly unplanned replacements.

SIGNIFICANT CHANGES:

- Miscellaneous Professional Services decreased $5,200 to reflect actual expenditures in last 3 years

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	104,900	115,600	103,400	0
Capital Outlay	0	0	0	0
TOTAL	**$104,900**	**$115,600**	**$103,400**	**$0**



Activity Analysis Report - Proposed

1175 - Building & Grounds - Parking Facility

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$0	$4,000	100.00%	$1,500	-62.50%
536000 - Miscellaneous Professional	$7,900	$8,200	3.80%	$3,000	-63.41%
536300 - Contract Cleaning Services	$32,900	$32,000	-2.74%	$27,500	-14.06%
550000 - Electric	$63,000	$50,000	-20.63%	$46,500	-7.00%
550200 - Water	$500	$100	-80.00%	$300	200.00%
550900 - Utilities, Other	$0	$0	100.00%		100.00%
551000 - Telephone (Landline)	$600	$600	0.00%	$400	-33.33%
554000 - Signage	$0	$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	$0	$20,700	100.00%	$24,200	16.91%
Personnel			0.00%		0.00%
Operating Expenses	$104,900	$115,600	10.20%	$103,400	-10.55%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$104,900**	**$115,600**	**10.20%**	**$103,400**	**-10.55%**

1175 Building & Grounds - Parking Facility

Operating Expenses

522000 General Operating Supplies				
Hardware	500		0	
Lighting	500		0	
Signs	500		0	
Subtotal		**1,500**		**0**
536000 Miscellaneous Professional Services				
			0	
Pest Control	3,000		0	
Subtotal		**3,000**		**0**
536300 Contract Cleaning Services				
	27,500		0	
Subtotal		**27,500**		**0**
550000 Electric				
	46,500		0	
Subtotal		**46,500**		**0**
550200 Water				
	300		0	
Subtotal		**300**		**0**
551000 Telephone (Landline)				
	400		0	
Subtotal		**400**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
Electrical repairs	3,000		0	
Elevator maintenance	14,500		0	
Fire equipment maintenance	2,000		0	
General repairs	4,000		0	
Sprinkler inspections	700		0	
Subtotal		**24,200**		**0**
Subtotal Operating Expenses		**103,400**		**0**

Total	**103,400**	**0**

Public Works

1311 - Public Works Administration

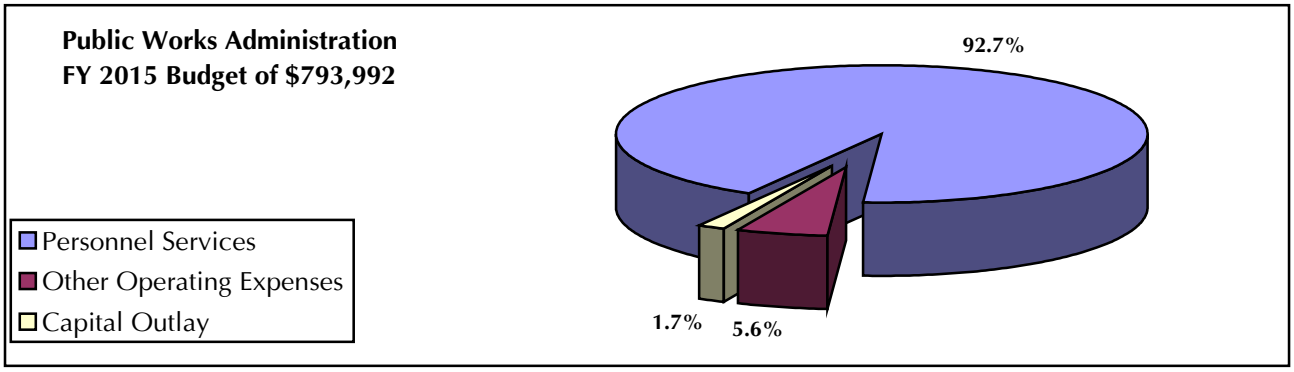
SERVICES PROVIDED:

This activity is responsible for the administration and management of all public works and parks programs. The activity also provides expertise to the City for traffic engineering, civil engineering and maintenance activities. This activity includes preparation of specifications and bid documents for the procurement of all City vehicles and equipment.

WORK PLAN GOALS:

- Manage CIP programs.
- Manage services that promote a clean, safe and healthy environment.
- Provide engineering support to other City departments.
- Review and monitor State and County projects in the City.
- Review plans for new development.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$645,208	$738,303	$735,777	$0
Other Operating Expenses	143,650	40,690	44,525	0
Capital Outlay	16,954	16,905	13,690	0
TOTAL	**$805,812**	**$795,898**	**$793,992**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of plans submitted and reviewed	200	300	250

Activity Analysis Report - Proposed

1311 - Public Works Administration

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$498,848	$552,316	10.72%	$545,266	-1.28%
505200 - Other taxable comp-Gfit	$0	$735	100.00%	$200	-72.79%
508000 - Salaries, Overtime	$5,689	$6,071	6.71%	$1,030	-83.03%
510000 - Social Security & Medicare T	$38,597	$42,717	10.67%	$41,792	-2.17%
514000 - Group Insurance	$34,927	$60,695	73.78%	$77,317	27.39%
514200 - Vision Plan	$0	$349	100.00%	$460	31.81%
515000 - Retirement Contribution (401	$39,908	$44,185	10.72%	$43,621	-1.28%
515050 - Supplemental Retirement Co	$6,440	$8,460	31.37%	$9,733	15.05%
515100 - Retirement Health Savings (	$5,834	$2,706	-53.62%		-100.00%
516000 - Savings Plan Contribution (4	$14,965	$16,569	10.72%	$16,358	-1.27%
519000 - Tuition Reimbursement	$0	$3,500	100.00%		-100.00%
521000 - Office Supplies	$5,000	$3,500	-30.00%	$3,500	0.00%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$3,000	$3,000	0.00%	$4,500	50.00%
531500 - Software Licenses	$0	$0	100.00%	$700	100.00%
531600 - Software Maintenance Agree	$3,400	$2,870	-15.59%	$2,760	-3.83%
532000 - Engineering & Architectural	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$103,000	$6,000	-94.17%	$6,000	0.00%
536100 - Temporary Employment Age	$0	$0	100.00%		100.00%
543000 - Contributions	$0	$0	100.00%		100.00%
544000 - Professional Dues & Certific	$500	$1,325	165.00%	$1,775	33.96%
545000 - Magazines, Books & Resour	$300	$300	0.00%	$300	0.00%
546000 - Conference & Seminar Regis	$300	$300	0.00%	$300	0.00%
547000 - Travel Expense	$1,950	$1,950	0.00%	$1,950	0.00%
547100 - Travel Mileage Reimbursem	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$7,560	$5,905	-21.89%	$3,500	-40.73%
551200 - Pagers	$0	$0	100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	$9,000	$5,000	-44.44%	$7,000	40.00%
553000 - Printing & Binding	$0	$0	100.00%		100.00%
556000 - Postage	$200	$200	0.00%	$200	0.00%
556500 - Messenger Services	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$0	$640	100.00%	$640	0.00%
560000 - Miscellaneous	$0	$0	100.00%		100.00%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	$0	$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	$5,440	$5,700	4.78%	$6,400	12.28%
574000 - Repair & Maintenance - Vehi	$4,000	$4,000	0.00%	$5,000	25.00%
592000 - Software	$0	$0	100.00%		100.00%
593000 - Improvements - Not Building	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$11,954	$11,905	-0.41%	$8,310	-30.20%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$5,000	$5,000	0.00%	$5,380	7.60%

Activity Analysis Report - Proposed

1311 - Public Works Administration

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$645,208	$738,303	14.43%	$735,777	-0.34%
Operating Expenses	$143,650	$40,690	-71.67%	$44,525	9.42%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$16,954	$16,905	-0.29%	$13,690	-19.02%
Total	**$805,812**	**$795,898**	**-1.23%**	**$793,992**	**-0.24%**

1311 Public Works Administration

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	545,266	0
505200	Other taxable comp-Gfit	200	0
508000	Salaries, Overtime	1,030	0
510000	Social Security & Medicare Taxes (FICA	41,792	0
514000	Group Insurance	77,317	0
514200	Vision Plan	460	0
515000	Retirement Contribution (401A)	43,621	0
515050	Supplemental Retirement Contribution	9,733	0
516000	Savings Plan Contribution (401K)	16,358	0
	Subtotal Personnel Services	**735,777**	**0**
Operating Expenses			
521000 Office Supplies			
		3,500	0
	Subtotal	**3,500**	**0**
522000 General Operating Supplies			
			0
	Subtotal		**0**
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	2,000	0
	Supplies	1,000	0
	TR - New computer & monitor for new position	1,500	0
	Subtotal	**4,500**	**0**
531500 Software Licenses			
	TR - Additional Microsoft license for new computer	700	0
	Subtotal	**700**	**0**
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe Acrobat Professional) (1)	60	0
	Maintenance - Software (Adobe Acrobat Professional) (2)	120	0
	Maintenance - Software (Adobe Acrobat) (2)	80	0
	Maintenance - Software (AutoTurn)	550	0
	Maintenance - Software (Microsoft CALs) (13)	1,950	0
	Subtotal	**2,760**	**0**
536000 Miscellaneous Professional Services			
	Consultants	3,000	0
	Mosquito Monitoring and Control	3,000	0
	Subtotal	**6,000**	**0**

1311 Public Works Administration

544000 Professional Dues & Certification Fees				
APWA Membership (4)	700		0	
ASCE	250		0	
Commercial Drivers License	50		0	
International Society of Arboricultural	400		0	
MRPA	75		0	
Professional Grounds Management Society	300		0	
Subtotal		**1,775**		**0**
545000 Magazines, Books & Resource Material				
Engineering Publications	300		0	
Subtotal		**300**		**0**
546000 Conference & Seminar Registration				
Professional Conferences	150		0	
Trade Shows	150		0	
Subtotal		**300**		**0**
547000 Travel Expense				
American Public Works Association (APWA) Conference	1,300		0	
Miscellaneous Trade Shows	150		0	
Snow Conference	500		0	
Subtotal		**1,950**		**0**
551100 Cellular Telephone				
Service - Laptop Mobile Data Plan (1)	500		0	
Staff Cell Phones (4)	3,000		0	
Subtotal		**3,500**		**0**
552500 Vehicle & Equipment Gasoline Expense				
	7,000		0	
Subtotal		**7,000**		**0**
556000 Postage				
	200		0	
Subtotal		**200**		**0**
557000 Laundry & Uniforms				
Shoes	640		0	
Subtotal		**640**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh MP 2550SP Upper)	1,200		0	
Maintenance & Supplies - Copier (Ricoh MPC 2800 - Color Copyi	1,000		0	
Maintenance & Supplies - Copier (Ricoh MPC 2800 Lower)	1,200		0	
Maintenance & Supplies - Printers (HP DesignJetT1200)	3,000		0	
Subtotal		**6,400**		**0**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (5 Units)	5,000		0	
Subtotal		**5,000**		**0**
Subtotal Operating Expenses		**44,525**		**0**

Capital Outlay

1311 Public Works Administration

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (13)	210	0	
Replacement - Computer Hardware (PC) (12)	1,550	0	
Replacement - Copier (Ricoh MP 2550SP Upper)	1,300	0	
Replacement - Copier (Ricoh MPC 2800 Lower)	1,700	0	
Replacement - Covert GPS trackers	85	0	
Replacement - Kronos Time Clock (2)	600	0	
Replacement - Printer (HP DesignJet T1200 Plotter)	2,760	0	
Replacement - Scanner (Fujitsu FI-6130)	105	0	
Subtotal		**8,310**	**0**
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (1 Unit) (50% Funding)	5,380	0	
Subtotal		**5,380**	**0**
Subtotal Capital Outlay		**13,690**	**0**
Total		**793,992**	**0**

Public Works
1312 - Streets & Special Projects

SERVICES PROVIDED:

This activity provides for the maintenance of 90.51 miles of City streets. The annual program of street maintenance includes pavement, curb and gutter, sidewalk, and storm drain repair. In addition, staff also works on many special projects in parks and on other City properties.

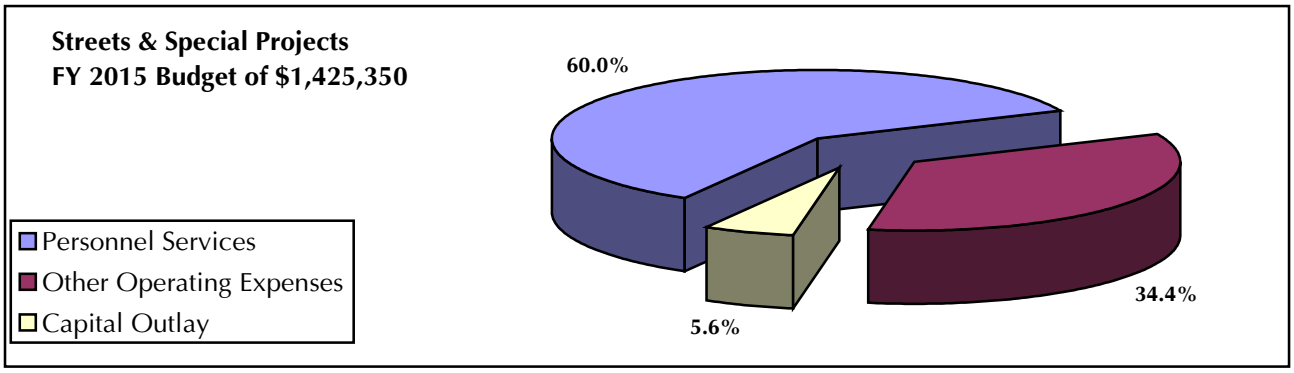
WORK PLAN GOALS:

- Install benches, pads and/or shelters at bus stops on major thoroughfares.
- Maintain streets, curbs, gutters, aprons, sidewalks, and handicapped ramps in a safe and dependable condition.
- Maintain the City's investment in its infrastructure in a cost-effective manner.

SIGNIFICANT CHANGES:

- Contract Maintenance Services decreased $10,000 to reflect actual expenditures in the last three years.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$769,883	$807,148	$854,897	$0
Other Operating Expenses	502,700	488,300	490,900	0
Capital Outlay	117,994	168,230	79,553	0
TOTAL	**$1,390,577**	**$1,463,678**	**$1,425,350**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Tons of salt used for winter weather events	800	1,200	900
Tons of asphalt used for road repairs	819	700	850
Number of catch basins repaired	9	12	6
Linear feet of concrete sidewalk replaced	3480	4,000	4100

Activity Analysis Report - Proposed

1312 - Streets & Special Projects

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$491,574	$499,391	1.59%	$523,849	4.90%
505200 - Other taxable comp-Gfit	$0	$0	100.00%	$144	100.00%
505300 - Other taxable comp-housing	$0	$3,600	100.00%	$6,000	66.67%
508000 - Salaries, Overtime	$32,475	$34,654	6.71%	$36,050	4.03%
509000 - Salaries, Part-Time Employe	$19,193	$22,097	15.13%	$22,308	0.95%
510000 - Social Security & Medicare T	$41,558	$42,545	2.37%	$44,539	4.69%
514000 - Group Insurance	$107,151	$117,967	10.09%	$131,580	11.54%
514200 - Vision Plan	$0	$735	100.00%	$865	17.69%
515000 - Retirement Contribution (401	$39,326	$39,951	1.59%	$41,908	4.90%
515050 - Supplemental Retirement Co	$20,730	$24,970	20.45%	$26,192	4.89%
515100 - Retirement Health Savings (	$3,129	$6,256	99.94%	$5,747	-8.14%
516000 - Savings Plan Contribution (4	$14,747	$14,982	1.59%	$15,715	4.89%
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$130,500	$134,400	2.99%	$139,000	3.42%
522500 - Program Activities	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$3,000	$3,000	0.00%	$3,000	0.00%
529000 - Building & Construction Sup	$125,000	$121,000	-3.20%	$121,000	0.00%
531600 - Software Maintenance Agree	$0	$0	100.00%		100.00%
536000 - Miscellaneous Professional	$4,000	$4,000	0.00%	$5,000	25.00%
536400 - Contract Maintenance Servic	$125,000	$120,000	-4.00%	$110,000	-8.33%
544000 - Professional Dues & Certific	$400	$600	50.00%	$600	0.00%
546000 - Conference & Seminar Regis	$100	$300	200.00%	$300	0.00%
547000 - Travel Expense	$200	$200	0.00%	$200	0.00%
551100 - Cellular Telephone	$1,000	$1,500	50.00%	$1,500	0.00%
552500 - Vehicle & Equipment Gasolin	$40,000	$35,000	-12.50%	$35,000	0.00%
557000 - Laundry & Uniforms	$4,500	$6,300	40.00%	$6,300	0.00%
560000 - Miscellaneous	$0	$0	100.00%	$4,000	100.00%
567000 - Rental & Use Charges	$34,000	$27,000	-20.59%	$27,000	0.00%
574000 - Repair & Maintenance - Vehi	$35,000	$35,000	0.00%	$38,000	8.57%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$117,994	$168,230	42.58%	$79,553	-52.71%
Personnel	$769,883	$807,148	4.84%	$854,897	5.92%
Operating Expenses	$502,700	$488,300	-2.86%	$490,900	0.53%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$117,994	$168,230	42.58%	$79,553	-52.71%
Total	**$1,390,577**	**$1,463,678**	**5.26%**	**$1,425,350**	**-2.62%**

1312 Streets & Special Projects

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	523,849	0
505200	Other taxable comp-Gfit	144	0
505300	Other taxable comp-housing stipend	6,000	0
508000	Salaries, Overtime	36,050	0
509000	Salaries, Part-Time Employees	22,308	0
510000	Social Security & Medicare Taxes (FICA	44,539	0
514000	Group Insurance	131,580	0
514200	Vision Plan	865	0
515000	Retirement Contribution (401A)	41,908	0
515050	Supplemental Retirement Contribution	26,192	0
515100	Retirement Health Savings (RHS)	5,747	0
516000	Savings Plan Contribution (401K)	15,715	0
	Subtotal Personnel Services	**854,897**	**0**

Operating Expenses

522000 General Operating Supplies			
Salt/Sidewalk Deicer	107,000	0	
Tools, lumber, materials	32,000	0	
Subtotal		**139,000**	**0**
526000 Machinery & Equipment			
Small Power Tools	3,000	0	
Subtotal		**3,000**	**0**
529000 Building & Construction Supplies			
Asphalt	50,000	0	
Concrete	60,000	0	
Steel and Lumber	3,000	0	
Stone and Filler	8,000	0	
Subtotal		**121,000**	**0**
536000 Miscellaneous Professional Services			
Accuweather	2,500	0	
Weather Works	2,500	0	
Subtotal		**5,000**	**0**
536400 Contract Maintenance Services			
Contract Snow Removal: Parking Lots, Subdivisions, Sidewalks	110,000	0	
Subtotal		**110,000**	**0**
544000 Professional Dues & Certification Fees			
State Flagging Certification	600	0	
Subtotal		**600**	**0**
546000 Conference & Seminar Registration			
Trade shows	300	0	
Subtotal		**300**	**0**

1312 Streets & Special Projects

547000 Travel Expense				
Trade shows	200		0	
Subtotal		**200**		**0**
551100 Cellular Telephone				
Team/Snow Area Leader and Work Force Supervisor	1,500		0	
Subtotal		**1,500**		**0**
552500 Vehicle & Equipment Gasoline Expense				
	35,000		0	
Subtotal		**35,000**		**0**
557000 Laundry & Uniforms				
Uniforms and Safety Equipment	6,300		0	
Subtotal		**6,300**		**0**
560000 Miscellaneous				
	4,000		0	
Subtotal		**4,000**		**0**
567000 Rental & Use Charges				
Dump Fees (Concrete and Asphalt)	22,000		0	
Equipment Rental	5,000		0	
Subtotal		**27,000**		**0**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (51 Units)	38,000		0	
Subtotal		**38,000**		**0**
Subtotal Operating Expenses		**490,900**		**0**

Capital Outlay

596100 Vehicles & Equipment (Replacement)				
Vehicle & Equipment Replacement (13 Units)(50% funding)	79,553		0	
Subtotal		**79,553**		**0**
Subtotal Capital Outlay		**79,553**		**0**
Total		**1,425,350**		**0**

Public Works
1315 - Fleet Maintenance

SERVICES PROVIDED:

This activity provides for the maintenance and repair of over 400 City vehicles and pieces of equipment. The annual program is designed to provide routine mechanical repairs on an as-needed basis as well as preventive maintenance to preserve the City's investment in its fleet.

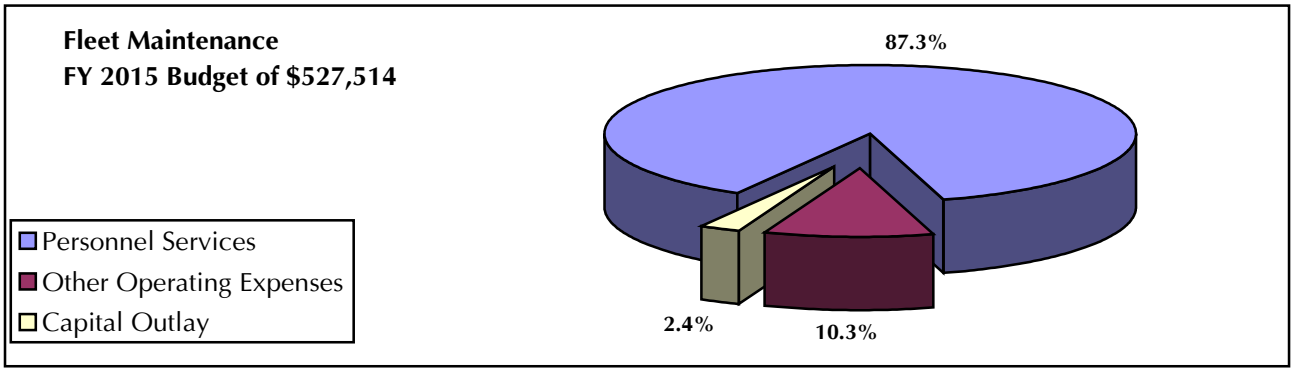
WORK PLAN GOALS:

- Assure that a dependable and safe fleet of City vehicles and equipment is maintained.
- Promote the use of safe and environmentally-friendly practices in our Fleet Maintenance Program.
- Provide quality customer service to users of City vehicles and equipment.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$495,375	$502,422	$460,577	$0
Other Operating Expenses	61,200	52,350	54,480	0
Capital Outlay	21,745	16,895	12,457	0
TOTAL	**$578,320**	**$571,667**	**$527,514**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Vehicle and Equipment Repairs	1050	1075	1000
Preventive maintenance performed	446	450	475
Number of pieces of equipment maintained	140	165	160
Number of City vehicles maintained	195	230	230

Activity Analysis Report - Proposed

1315 - Fleet Maintenance

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$340,365	$334,398	-1.75%	$308,949	-7.61%
508000 - Salaries, Overtime	$20,351	$21,717	6.71%	$22,660	4.34%
510000 - Social Security & Medicare T	$27,595	$27,243	-1.28%	$25,368	-6.88%
514000 - Group Insurance	$52,606	$65,174	23.89%	$51,819	-20.49%
514200 - Vision Plan	$0	$386	100.00%	$350	-9.33%
515000 - Retirement Contribution (401	$27,229	$26,752	-1.75%	$24,716	-7.61%
515050 - Supplemental Retirement Co	$17,018	$16,720	-1.75%	$15,447	-7.61%
516000 - Savings Plan Contribution (4	$10,211	$10,032	-1.75%	$9,268	-7.62%
519000 - Tuition Reimbursement	$0	$0	100.00%	$2,000	100.00%
521000 - Office Supplies	$0	$0	100.00%	$200	100.00%
522000 - General Operating Supplies	$24,000	$24,000	0.00%	$24,000	0.00%
526000 - Machinery & Equipment	$6,000	$8,000	33.33%	$9,000	12.50%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$20,750	$9,350	-54.94%	$9,590	2.57%
536000 - Miscellaneous Professional	$0	$0	100.00%		100.00%
544000 - Professional Dues & Certific	$0	$0	100.00%		100.00%
546000 - Conference & Seminar Regis	$1,200	$1,200	0.00%	$1,200	0.00%
547000 - Travel Expense	$250	$250	0.00%	$250	0.00%
547100 - Travel Mileage Reimbursem	$0	$0	100.00%		100.00%
550200 - Water	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$400	$400	0.00%	$840	110.00%
552500 - Vehicle & Equipment Gasolin	$3,000	$2,300	-23.33%	$2,400	4.35%
557000 - Laundry & Uniforms	$2,600	$3,850	48.08%	$4,000	3.90%
567000 - Rental & Use Charges	$0	$0	100.00%		100.00%
574000 - Repair & Maintenance - Vehi	$3,000	$3,000	0.00%	$3,000	0.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$3,035	$3,645	20.10%	$4,440	21.81%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$18,710	$13,250	-29.18%	$8,017	-39.49%
Personnel	$495,375	$502,422	1.42%	$460,577	-8.33%
Operating Expenses	$61,200	$52,350	-14.46%	$54,480	4.07%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$21,745	$16,895	-22.30%	$12,457	-26.27%
Total	**$578,320**	**$571,667**	**-1.15%**	**$527,514**	**-7.72%**

1315 Fleet Maintenance

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
501000 Salaries, Full-Time Employees	308,949	0
508000 Salaries, Overtime	22,660	0
510000 Social Security & Medicare Taxes (FICA	25,368	0
514000 Group Insurance	51,819	0
514200 Vision Plan	350	0
515000 Retirement Contribution (401A)	24,716	0
515050 Supplemental Retirement Contribution	15,447	0
516000 Savings Plan Contribution (401K)	9,268	0
519000 Tuition Reimbursement	2,000	0
Subtotal Personnel Services	**460,577**	**0**
Operating Expenses		
521000 Office Supplies		
	200	0
Subtotal	**200**	**0**
522000 General Operating Supplies		
Parts, Nuts and Bolts, Wire, Supplies, and Oil	24,000	0
Subtotal	**24,000**	**0**
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	1,000	0
Tools, Meters, Jacks, etc.	8,000	0
Subtotal	**9,000**	**0**
531600 Software Maintenance Agreements		
Maintenance - Software (Cummins INSITE)	450	0
Maintenance - Software (FuelMaster)	3,600	0
Maintenance - Software (Identifix)	1,700	0
Maintenance - Software (Microsoft CALs) (4)	600	0
Maintenance - Software (RTA Fleet Maintenance System)	2,500	0
Maintenance - Software (ServiceMaxx - International Truck)	340	0
Maintenance - Software (Veeder-Root Inform .NET)	400	0
Subtotal	**9,590**	**0**
546000 Conference & Seminar Registration		
Technical Training	1,200	0
Subtotal	**1,200**	**0**
547000 Travel Expense		
Mechanics Training	250	0
Subtotal	**250**	**0**
551100 Cellular Telephone		
Nextel Phone For Team Leader (1)	840	0
Subtotal	**840**	**0**
552500 Vehicle & Equipment Gasoline Expense		
	2,400	0
Subtotal	**2,400**	**0**

1315 Fleet Maintenance

557000 Laundry & Uniforms				
Uniforms and Safety Equipment	4,000		0	
Subtotal		**4,000**		**0**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (16 Units)	3,000		0	
Subtotal		**3,000**		**0**
Subtotal Operating Expenses		**54,480**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC - Laptop) (1)	345		0	
Replacement - Computer Hardware (PC Monitors) (5)	20		0	
Replacement - Computer Hardware (PC) (5)	670		0	
Replacement - Fax Machines	15		0	
Replacement - Key Management System	820		0	
Replacement - Tank Monitoring System (Veeder-Root)	2,570		0	
Subtotal		**4,440**		**0**
596100 Vehicles & Equipment (Replacement)				
Vehicle & Equipment Replacement (3 Units) (50% Funding)	8,017		0	
Subtotal		**8,017**		**0**
Subtotal Capital Outlay		**12,457**		**0**
Total		**527,514**		**0**

Public Works
1341 - Landscaping & Forestry

SERVICES PROVIDED:

The landscaping crew is responsible for the care and maintenance of median landscaping and flower beds, landscaping in City parks and special landscaping of grounds such as City Hall, Constitution Garden, the Train Station, and the Miniature Golf Course. The forestry crew is responsible for tree care throughout the City.

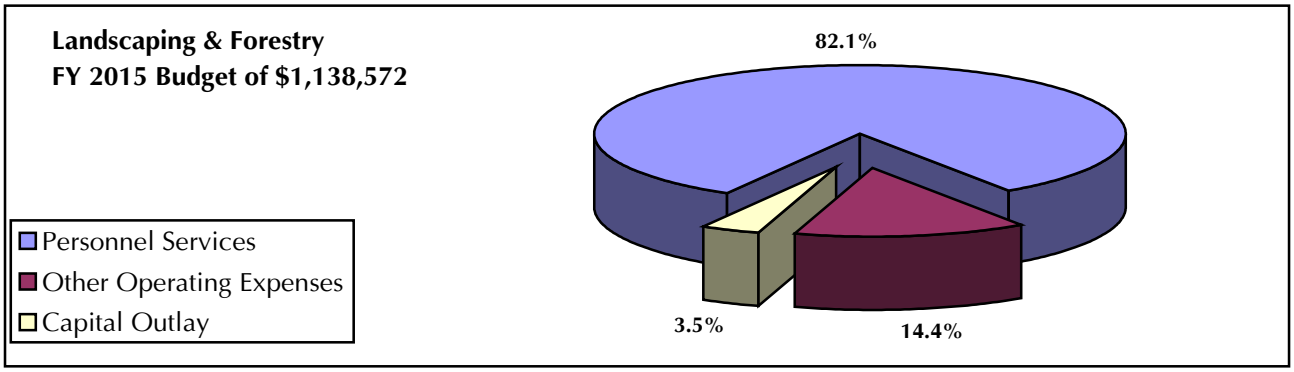
WORK PLAN GOALS:

- Enhance the attractiveness of the City through landscaping of City facilities, street medians and rights-of-way.
- Ensure health and safety of City trees.
- Provide ongoing landscape maintenance to ensure the health and aesthetic appearance of City-maintained properties.

SIGNIFICANT CHANGES:

- General Operating Supplies decreased $64,148 for the completion of the Governor's Stream Restoration Grant.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$967,591	$897,752	$934,953	$0
Other Operating Expenses	135,250	223,978	163,400	0
Capital Outlay	56,825	116,405	40,219	0
TOTAL	**$1,159,666**	**$1,238,135**	**$1,138,572**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of trees pruned	1,500	1,500	1,750
Number of trees planted	129	200	250
Flats of Annuals	776	800	820
Cubic yards of mulch placed	300	300	550

Activity Analysis Report - Proposed

1341 - Landscaping & Forestry

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$586,240	$533,260	-9.04%	$566,719	6.27%
505200 - Other taxable comp-Gfit	$0	$280	100.00%	$921	228.93%
505300 - Other taxable comp-housing	$0	$0	100.00%	$3,600	100.00%
508000 - Salaries, Overtime	$49,358	$51,135	3.60%	$53,560	4.74%
509000 - Salaries, Part-Time Employe	$34,228	$44,194	29.12%	$34,476	-21.99%
510000 - Social Security & Medicare T	$51,242	$48,087	-6.16%	$50,089	4.16%
514000 - Group Insurance	$153,147	$125,386	-18.13%	$123,921	-1.17%
514200 - Vision Plan	$0	$754	100.00%	$792	5.04%
515000 - Retirement Contribution (401	$46,899	$42,661	-9.04%	$45,338	6.28%
515050 - Supplemental Retirement Co	$22,684	$26,663	17.54%	$28,336	6.27%
515100 - Retirement Health Savings (	$2,706	$5,834	115.59%	$8,199	40.54%
516000 - Savings Plan Contribution (4	$17,587	$15,998	-9.04%	$17,002	6.28%
519000 - Tuition Reimbursement	$3,500	$3,500	0.00%	$2,000	-42.86%
521000 - Office Supplies	$0	$0	100.00%	$200	100.00%
522000 - General Operating Supplies	$33,000	$109,128	230.69%	$45,000	-58.76%
522200 - Photographic, Audio, Video	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$5,000	$12,450	149.00%	$8,750	-29.72%
531500 - Software Licenses	$0	$700	100.00%	$700	0.00%
531600 - Software Maintenance Agree	$2,550	$2,550	0.00%	$2,250	-11.76%
536000 - Miscellaneous Professional	$0	$0	100.00%		100.00%
536400 - Contract Maintenance Servic	$43,000	$44,290	3.00%	$44,000	-0.65%
536500 - Investigations	$0	$0	100.00%		100.00%
544000 - Professional Dues & Certific	$1,900	$1,000	-47.37%	$1,300	30.00%
546000 - Conference & Seminar Regis	$1,400	$1,000	-28.57%	$1,200	20.00%
547000 - Travel Expense	$1,400	$1,400	0.00%	$1,400	0.00%
550200 - Water	$3,000	$2,500	-16.67%	$5,000	100.00%
551100 - Cellular Telephone	$600	$1,100	83.33%	$1,200	9.09%
552500 - Vehicle & Equipment Gasolin	$22,000	$22,000	0.00%	$23,000	4.55%
556000 - Postage	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$6,000	$6,360	6.00%	$6,400	0.63%
560000 - Miscellaneous	$0	$0	100.00%		100.00%
567000 - Rental & Use Charges	$400	$0	-100.00%		100.00%
574000 - Repair & Maintenance - Vehi	$15,000	$19,500	30.00%	$23,000	17.95%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$875	$765	-12.57%	$125	-83.66%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$55,950	$115,640	106.68%	$40,094	-65.33%
Personnel	$967,591	$897,752	-7.22%	$934,953	4.14%
Operating Expenses	$135,250	$223,978	65.60%	$163,400	-27.05%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$56,825	$116,405	104.85%	$40,219	-65.45%
Total	**$1,159,666**	**$1,238,135**	**6.77%**	**$1,138,572**	**-8.04%**

1341 Landscaping & Forestry

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	566,719	0
505200	Other taxable comp-Gfit	921	0
505300	Other taxable comp-housing stipend	3,600	0
508000	Salaries, Overtime	53,560	0
509000	Salaries, Part-Time Employees	34,476	0
510000	Social Security & Medicare Taxes (FICA	50,089	0
514000	Group Insurance	123,921	0
514200	Vision Plan	792	0
515000	Retirement Contribution (401A)	45,338	0
515050	Supplemental Retirement Contribution	28,336	0
515100	Retirement Health Savings (RHS)	8,199	0
516000	Savings Plan Contribution (401K)	17,002	0
519000	Tuition Reimbursement	2,000	0
	Subtotal Personnel Services	**934,953**	**0**

Operating Expenses

521000 Office Supplies			
	200		0
Subtotal		**200**	**0**
522000 General Operating Supplies			
Mulch, annuals, plant material, replacement street trees	40,000		0
Stream Restoration project	5,000		0
Subtotal		**45,000**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	1,000		0
Replacement - Small Equipment (blowers, trimmers, power shears)	5,000		0
TR - Additional Toughbook 53 computer for Chipper Vehicle	2,750		0
Subtotal		**8,750**	**0**
531500 Software Licenses			
TR - Microsoft licenses for additional computer	700		0
Subtotal		**700**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (ArborPro)	2,100		0
Maintenance - Software (Microsoft CALs) (1)	150		0
Subtotal		**2,250**	**0**
536400 Contract Maintenance Services			
Contract Landscape Maintenance	8,000		0
Hazard Tree Work, Stump Grinding, Tree Pruning	28,000		0
Landscape Improvements - Facilities & Right-of-Ways	5,000		0
Tree Spraying for Insect Problems	3,000		0
Subtotal		**44,000**	**0**

1341 Landscaping & Forestry

544000 Professional Dues & Certification Fees				
International Society for Arboricultural	600		0	
Landscaper Contractor's Association	200		0	
Pesticide Certification	500		0	
Subtotal		**1,300**		**0**
546000 Conference & Seminar Registration				
International Society of Arboriculture	400		0	
Pesticide Training and Recertification	600		0	
Trade Shows	200		0	
Subtotal		**1,200**		**0**
547000 Travel Expense				
ISA Conference	700		0	
Professional Seminars	700		0	
Subtotal		**1,400**		**0**
550200 Water				
Water Truck To Water New Trees & Annuals	5,000		0	
Subtotal		**5,000**		**0**
551100 Cellular Telephone				
Laptop Mobile Data Plan (1)	500		0	
Nextel Phone For Team/Snow Area Leader (1)	700		0	
Subtotal		**1,200**		**0**
552500 Vehicle & Equipment Gasoline Expense				
	23,000		0	
Subtotal		**23,000**		**0**
557000 Laundry & Uniforms				
Uniforms and Safety Equipment	6,400		0	
Subtotal		**6,400**		**0**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (20 Units)	23,000		0	
Subtotal		**23,000**		**0**
Subtotal Operating Expenses		**163,400**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC) (1)	125		0	
Subtotal		**125**		**0**
596100 Vehicles & Equipment (Replacement)				
Vehicle & Equipment Replacement (11 Units) (50% funding)	40,094		0	
Subtotal		**40,094**		**0**
Subtotal Capital Outlay		**40,219**		**0**
Total		**1,138,572**		**0**

Public Works
1343 - Municipal Parks Maintenance

SERVICES PROVIDED:

The Parks Maintenance Division is responsible for maintaining all grounds and facilities in 27 City parks. This division is also responsible for providing supporting services for the City's recreational programs and for other Parks and Recreation facilities.

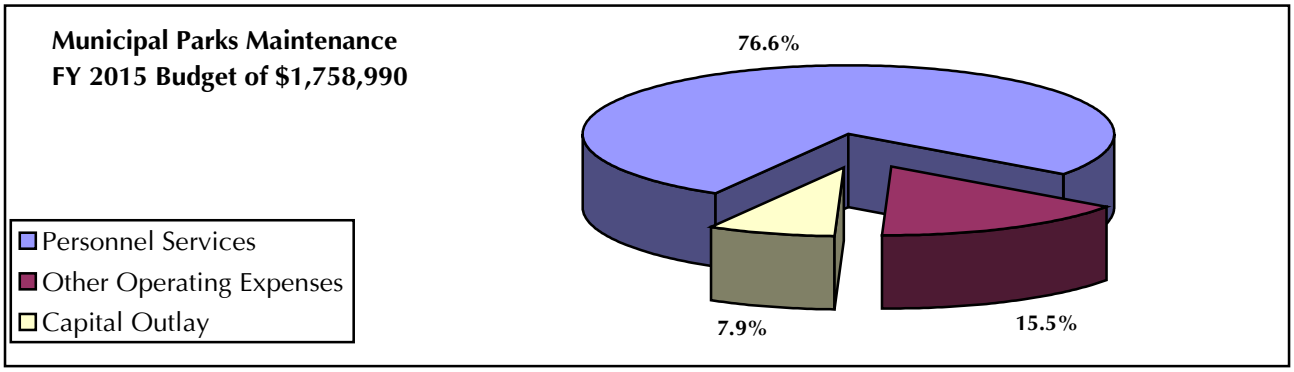
WORK PLAN GOALS:

- Complete major playground replacement projects.
- Provide a routine maintenance schedule that keeps the parks clean and safe.
- Support City events and programs.

SIGNIFICANT CHANGES:

- General Operating Supplies decreased $10,550. The decrease offsets the increase in 572000.
- Repairs and Maintenance increased $10,000, it offsets the decrease in 522000.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$1,314,052	$1,361,657	$1,348,199	$0
Other Operating Expenses	264,150	266,920	272,690	0
Capital Outlay	178,767	162,340	138,101	0
TOTAL	**$1,756,969**	**$1,790,917**	**$1,758,990**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Repair & Maintenance : Buildings/park amenities (hours)	5,500	5,500	4,800
Program support (man hours)	9,000	7,100	7,200
Litter and trash pick up(man hours)	3,500	4,100	4,000
Grass mowing (man hours)	7,900	7,300	7,500
Athletic field maintenance (man hours)	2,500	3,200	3,500

Activity Analysis Report - Proposed

1343 - Municipal Parks Maintenance

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$803,848	$802,477	-0.17%	$808,513	0.75%
505200 - Other taxable comp-Gfit	$0	$525	100.00%	$120	-77.14%
505300 - Other taxable comp-housing	$9,600	$7,200	-25.00%	$10,800	50.00%
508000 - Salaries, Overtime	$72,732	$77,612	6.71%	$79,310	2.19%
509000 - Salaries, Part-Time Employe	$48,665	$49,784	2.30%	$45,630	-8.34%
510000 - Social Security & Medicare T	$70,781	$71,135	0.50%	$71,409	0.39%
514000 - Group Insurance	$175,292	$219,667	25.31%	$199,003	-9.41%
514200 - Vision Plan	$0	$1,361	100.00%	$1,178	-13.45%
515000 - Retirement Contribution (401	$64,308	$64,198	-0.17%	$64,681	0.75%
515050 - Supplemental Retirement Co	$38,083	$40,124	5.36%	$40,426	0.75%
515100 - Retirement Health Savings (	$3,128		-100.00%	$2,874	100.00%
516000 - Savings Plan Contribution (4	$24,115	$24,074	-0.17%	$24,255	0.75%
519000 - Tuition Reimbursement	$3,500	$3,500	0.00%		-100.00%
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$85,000	$87,550	3.00%	$77,000	-12.05%
526000 - Machinery & Equipment	$4,000	$5,120	28.00%	$5,000	-2.34%
529000 - Building & Construction Sup	$0	$0	100.00%		100.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$150	$150	0.00%	$190	26.67%
536000 - Miscellaneous Professional	$0	$0	100.00%		100.00%
536400 - Contract Maintenance Servic	$53,000	$56,320	6.26%	$58,200	3.34%
536500 - Investigations	$500	$500	0.00%	$500	0.00%
543000 - Contributions	$0	$0	100.00%		100.00%
544000 - Professional Dues & Certific	$500	$300	-40.00%	$400	33.33%
546000 - Conference & Seminar Regis	$900	$600	-33.33%	$600	0.00%
547000 - Travel Expense	$500	$500	0.00%	$500	0.00%
550000 - Electric	$5,000	$5,000	0.00%	$5,100	2.00%
550200 - Water	$16,000	$16,500	3.13%	$16,500	0.00%
551100 - Cellular Telephone	$600	$900	50.00%	$1,200	33.33%
552500 - Vehicle & Equipment Gasolin	$43,000	$35,000	-18.60%	$35,000	0.00%
554000 - Signage	$2,000	$2,000	0.00%	$1,000	-50.00%
556000 - Postage	$0	$0	100.00%		100.00%
556500 - Messenger Services	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$8,000	$9,480	18.50%	$10,000	5.49%
567000 - Rental & Use Charges	$1,000	$1,000	0.00%	$2,500	150.00%
572000 - Repair & Maintenance - Build	$9,000	$9,000	0.00%	$19,000	111.11%
574000 - Repair & Maintenance - Vehi	$35,000	$37,000	5.71%	$40,000	8.11%
575000 - Repair & Maintenance - Furn	$0	$0	100.00%		100.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$0	$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	$80,310	$66,260	-17.49%	$67,125	1.31%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$98,457	$96,080	-2.41%	$70,976	-26.13%

Activity Analysis Report - Proposed

1343 - Municipal Parks Maintenance

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
Personnel	$1,314,052	$1,361,657	3.62%	$1,348,199	-0.99%
Operating Expenses	$264,150	$266,920	1.05%	$272,690	2.16%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$178,767	$162,340	-9.19%	$138,101	-14.93%
Total	**$1,756,969**	**$1,790,917**	**1.93%**	**$1,758,990**	**-1.78%**

1343 Municipal Parks Maintenance

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	808,513	0
505200	Other taxable comp-Gfit	120	0
505300	Other taxable comp-housing stipend	10,800	0
508000	Salaries, Overtime	79,310	0
509000	Salaries, Part-Time Employees	45,630	0
510000	Social Security & Medicare Taxes (FICA	71,409	0
514000	Group Insurance	199,003	0
514200	Vision Plan	1,178	0
515000	Retirement Contribution (401A)	64,681	0
515050	Supplemental Retirement Contribution	40,426	0
515100	Retirement Health Savings (RHS)	2,874	0
516000	Savings Plan Contribution (401K)	24,255	0
	Subtotal Personnel Services	**1,348,199**	**0**

Operating Expenses

522000 General Operating Supplies			
Cleaning Supplies - Trash bags, ball field materials, lumber, tools,	55,000		0
Playground safety surfacing	22,000		0
Subtotal		**77,000**	**0**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	1,000		0
Small Equipment (Blowers, Trimmers, Edgers)	4,000		0
Subtotal		**5,000**	**0**
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Acrobat Standard) (1)	40		0
Maintenance - Software (Microsoft CALs) (1)	150		0
Subtotal		**190**	**0**
536400 Contract Maintenance Services			
Contract Mowing - Kentlands Lakes, Mini-Golf	32,000		0
Goose Abatement	16,000		0
Hazard Tree Work	6,000		0
Maintenance - Lighting at Market Square Plaza & Main Street Pav	4,200		0
Subtotal		**58,200**	**0**
536500 Investigations			
Background Checks	500		0
Subtotal		**500**	**0**
544000 Professional Dues & Certification Fees			
ISA, MRPA	400		0
Subtotal		**400**	**0**
546000 Conference & Seminar Registration			
Arborist Training and Conference	300		0
ISA Conference	200		0
Pesticide Training and Recertification	100		0
Subtotal		**600**	**0**

1343 Municipal Parks Maintenance

547000 Travel Expense				
ISA Conference	500		0	
Subtotal		**500**		**0**
550000 Electric				
	5,100		0	
Subtotal		**5,100**		**0**
550200 Water				
WSSC - for Ball fields	16,500		0	
Subtotal		**16,500**		**0**
551100 Cellular Telephone				
Nextel Phone For Team/Snow Area Leader (2)	1,200		0	
Subtotal		**1,200**		**0**
552500 Vehicle & Equipment Gasoline Expense				
	35,000		0	
Subtotal		**35,000**		**0**
554000 Signage				
Park Signs	1,000		0	
Subtotal		**1,000**		**0**
557000 Laundry & Uniforms				
Uniforms and Safety Equipment	10,000		0	
Subtotal		**10,000**		**0**
567000 Rental & Use Charges				
Miscellaneous Equipment	2,500		0	
Subtotal		**2,500**		**0**
572000 Repair & Maintenance - Buildings & Facilities				
	19,000		0	
Subtotal		**19,000**		**0**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (76 Units)	40,000		0	
Subtotal		**40,000**		**0**
Subtotal Operating Expenses		**272,690**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC) (1)	125		0	
Replacement - Playground Equipment	67,000		0	
Subtotal		**67,125**		**0**
596100 Vehicles & Equipment (Replacement)				
Vehicle & Equipment Replacement (28 Units)(50% funding)	70,976		0	
Subtotal		**70,976**		**0**
Subtotal Capital Outlay		**138,101**		**0**

1343 Municipal Parks Maintenance

Total	**1,758,990**	**0**

Public Works
1344 - Mowing and Special Pickups

SERVICES PROVIDED:

This activity provides a variety of services including grass cutting, bulk pickup, leaf collection, street sweeping, and litter pickup. City personnel also clean City parking lots and pick up the City's own trash and refuse from the various municipal buildings, some bus stops and from street litter baskets.

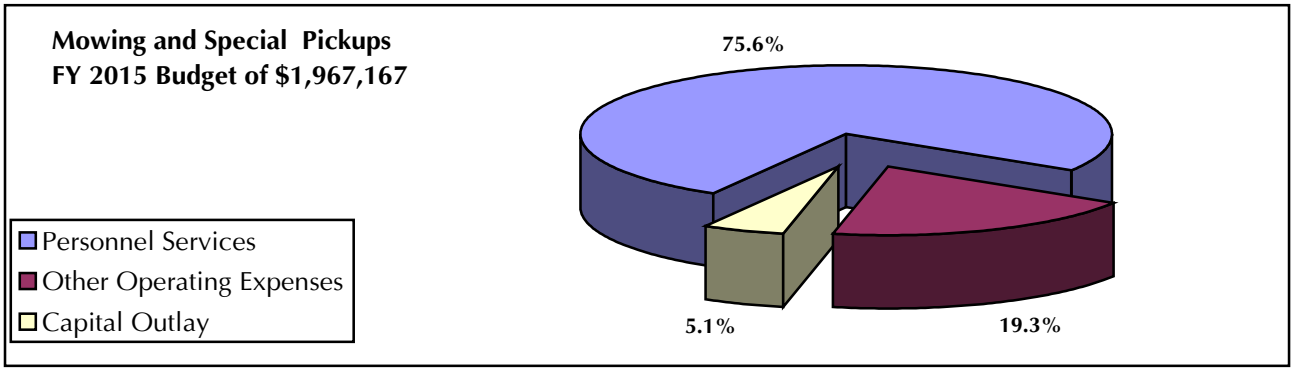
WORK PLAN GOALS:

- Provide attractive public rights-of-ways through mowing and litter pickup.
- Provide monthly collection service to homeowners to collect items that private haulers will not accept.
- Service litter receptacles, monitor public areas and sweep streets on a routine basis.

SIGNIFICANT CHANGES:

- Contract Maintenance Services decreased $10,200 to reflect expenditures over the past three years.
- Rental & Use decreased $10,000 to reflect actual expenditures over the past three years.

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$1,362,866	$1,399,296	$1,487,174	$0
Other Operating Expenses	388,300	397,010	379,250	0
Capital Outlay	163,116	215,930	100,743	0
TOTAL	**$1,914,282**	**$2,012,236**	**$1,967,167**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Tons of litter picked up	152	175	75
Tons of bulk items picked up	1,112	1,200	1,400
Curb miles swept	2,500	3,000	2,250
Cubic yards of leaves pick up	12000	12250	11,000

Activity Analysis Report - Proposed

1344 - Mowing and Special Pickups

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$810,367	$808,230	-0.26%	$868,881	7.50%
505200 - Other taxable comp-Gfit	$0	$561	100.00%	$332	-40.82%
505300 - Other taxable comp-housing	$18,000	$9,600	-46.67%	$14,400	50.00%
508000 - Salaries, Overtime	$77,700	$82,912	6.71%	$87,550	5.59%
509000 - Salaries, Part-Time Employe	$89,579	$91,639	2.30%	$86,190	-5.95%
510000 - Social Security & Medicare T	$74,790	$75,183	0.53%	$79,761	6.09%
514000 - Group Insurance	$152,755	$188,531	23.42%	$191,615	1.64%
514200 - Vision Plan	$0	$1,067	100.00%	$1,179	10.50%
515000 - Retirement Contribution (401	$64,829	$64,658	-0.26%	$69,510	7.50%
515050 - Supplemental Retirement Co	$34,946	$40,412	15.64%	$43,444	7.50%
515100 - Retirement Health Savings (	$12,089	$6,256	-48.25%	$13,946	122.92%
516000 - Savings Plan Contribution (4	$24,311	$24,247	-0.26%	$26,066	7.50%
519000 - Tuition Reimbursement	$3,500	$6,000	71.43%	$4,300	-28.33%
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$9,500	$15,000	57.89%	$15,000	0.00%
526000 - Machinery & Equipment	$4,000	$5,200	30.00%	$5,200	0.00%
531600 - Software Maintenance Agree	$0	$150	100.00%	$150	0.00%
536000 - Miscellaneous Professional	$0	$0	100.00%		100.00%
536100 - Temporary Employment Age	$0	$0	100.00%		100.00%
536400 - Contract Maintenance Servic	$91,000	$106,700	17.25%	$96,500	-9.56%
536500 - Investigations	$500	$500	0.00%	$500	0.00%
544000 - Professional Dues & Certific	$500	$1,000	100.00%	$500	-50.00%
546000 - Conference & Seminar Regis	$200	$400	100.00%	$400	0.00%
547000 - Travel Expense	$200	$2,000	900.00%	$1,000	-50.00%
547100 - Travel Mileage Reimbursem	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$400	$400	0.00%	$1,000	150.00%
551200 - Pagers	$0	$0	100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	$72,000	$60,000	-16.67%	$60,000	0.00%
557000 - Laundry & Uniforms	$10,000	$12,660	26.60%	$13,000	2.69%
567000 - Rental & Use Charges	$140,000	$130,000	-7.14%	$120,000	-7.69%
574000 - Repair & Maintenance - Vehi	$60,000	$63,000	5.00%	$66,000	4.76%
595100 - Furniture & Equipment (Repl	$0	$410	100.00%	$140	-65.85%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$163,116	$215,520	32.13%	$100,603	-53.32%
Personnel	$1,362,866	$1,399,296	2.67%	$1,487,174	6.28%
Operating Expenses	$388,300	$397,010	2.24%	$379,250	-4.47%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$163,116	$215,930	32.38%	$100,743	-53.34%
Total	**$1,914,282**	**$2,012,236**	**5.12%**	**$1,967,167**	**-2.24%**

1344 Mowing and Special Pickups

Expenditure Statement by Object		Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services			
501000	Salaries, Full-Time Employees	868,881	0
505200	Other taxable comp-Gfit	332	0
505300	Other taxable comp-housing stipend	14,400	0
508000	Salaries, Overtime	87,550	0
509000	Salaries, Part-Time Employees	86,190	0
510000	Social Security & Medicare Taxes (FICA	79,761	0
514000	Group Insurance	191,615	0
514200	Vision Plan	1,179	0
515000	Retirement Contribution (401A)	69,510	0
515050	Supplemental Retirement Contribution	43,444	0
515100	Retirement Health Savings (RHS)	13,946	0
516000	Savings Plan Contribution (401K)	26,066	0
519000	Tuition Reimbursement	4,300	0
	Subtotal Personnel Services	**1,487,174**	**0**

Operating Expenses

522000 General Operating Supplies				
Tools, Trash Bags and Materials	10,000		0	
Trash Cans for Bus Stops	5,000		0	
Subtotal		**15,000**		**0**
526000 Machinery & Equipment				
Miscellaneous Computer Supplies	1,000		0	
Small Equipment (weed trimmers, blowers, edgers, etc.)	4,200		0	
Subtotal		**5,200**		**0**
531600 Software Maintenance Agreements				
Maintenance - Software (Microsoft CALs) (1)	150		0	
Subtotal		**150**		**0**
536400 Contract Maintenance Services				
Contract Loose Leaf Removal	40,000		0	
Contract Mowing - Route 355, Sam Eig Hwy., Route 124, Park &	40,000		0	
HOA Mowing Reimbursements	16,500		0	
Subtotal		**96,500**		**0**
536500 Investigations				
Background Checks	500		0	
Subtotal		**500**		**0**
544000 Professional Dues & Certification Fees				
Flagger Certification	500		0	
Subtotal		**500**		**0**
546000 Conference & Seminar Registration				
Snow Conference	400		0	
Subtotal		**400**		**0**

1344 Mowing and Special Pickups

547000 Travel Expense				
Snow Conference	1,000		0	
Subtotal		**1,000**		**0**
551100 Cellular Telephone				
Nextel Phone For Team/Snow Area Leader (2)	1,000		0	
Subtotal		**1,000**		**0**
552500 Vehicle & Equipment Gasoline Expense				
	60,000		0	
Subtotal		**60,000**		**0**
557000 Laundry & Uniforms				
Uniforms and Safety Equipment	13,000		0	
Subtotal		**13,000**		**0**
567000 Rental & Use Charges				
Dump Fees (Leaves)	20,000		0	
Dump Fees (Trash and Special Pickups)	100,000		0	
Subtotal		**120,000**		**0**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (70 Units)	66,000		0	
Subtotal		**66,000**		**0**
Subtotal Operating Expenses		**379,250**		**0**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (1)	15		0	
Replacement - Computer Hardware (PC) (1)	125		0	
Subtotal		**140**		**0**
596100 Vehicles & Equipment (Replacement)				
Vehicle & Equipment Replacement (44 Units)(50% funding)	100,603		0	
Subtotal		**100,603**		**0**
Subtotal Capital Outlay		**100,743**		**0**
Total		**1,967,167**		**0**

Public Works
1345 - Recycling

SERVICES PROVIDED:

This activity provides for the curbside collection of co-mingled recyclables, cardboard, mixed paper, newspaper, yard waste (grass clippings, leaves, brush, and Christmas trees) by a private contractor. A separate fee is charged on the property tax bill for all single family homes and townhouses for recycling.

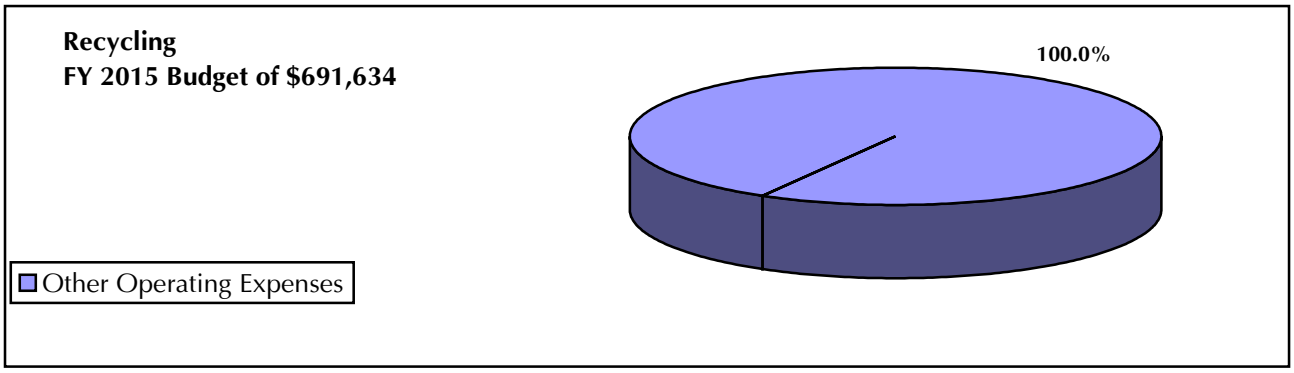
WORK PLAN GOALS:

- Continue to encourage participation in the curbside recycling program.
- Encourage grass recycling (source reduction) by City residents.
- Promote recycling program for multi-family dwellings and for businesses.

SIGNIFICANT CHANGES:

- Rental and Use increased $22,387 to reflect a 1.5% CPI increase in the contract cost and the increased number of homes to be occupied

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	698,621	669,247	691,634	0
Capital Outlay	0	0	0	0
TOTAL	**$698,621**	**$669,247**	**$691,634**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Tons of yard waste removed from waste stream	3400	3200	3500
Tons of single stream material, by contract, removed from waste stream	1400	1250	1250

Activity Analysis Report - Proposed

1345 - Recycling

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$87,000	$47,000	-45.98%	$47,000	0.00%
550700 - Recycling Services/Trash Co	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$0	$0	100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	$0	$0	100.00%		100.00%
553000 - Printing & Binding	$0	$0	100.00%		100.00%
560000 - Miscellaneous	$0	$0	100.00%		100.00%
567000 - Rental & Use Charges	$611,621	$622,247	1.74%	$644,634	3.60%
574000 - Repair & Maintenance - Vehi	$0	$0	100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	$698,621	$669,247	-4.20%	$691,634	3.35%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$698,621**	**$669,247**	**-4.20%**	**$691,634**	**3.35%**

1345 Recycling

Operating Expenses

522000 General Operating Supplies			
18 Gallon Bins w/lids (500)	7,000	0	
Wheeled Carts - 65 Gallon (875)	40,000	0	
Subtotal		**47,000**	**0**
567000 Rental & Use Charges			
Recycling Contract	644,634	0	
Subtotal		**644,634**	**0**
Subtotal Operating Expenses		**691,634**	**0**
Total		**691,634**	**0**

Public Works

1351 - Engineering Services

SERVICES PROVIDED:

This activity is used for the administration of Public Works-related Capital Improvement Program (CIP) projects and the design of small projects including road, storm drain and park facilities projects. Consulting engineering design services may also be provided through this activity.

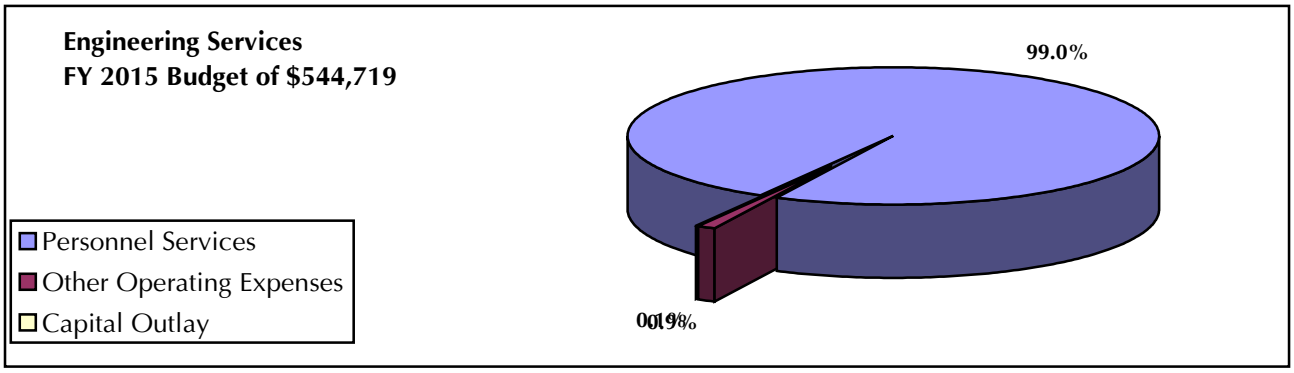
WORK PLAN GOALS:

- Administer CIP projects related to Public Works.
- Provide minor in-house design for small engineering projects. These are typically storm drain and sidewalk projects.
- Review and approve plans relating to storm water management, sediment control, as well as paving and storm drain plans for new developments.
- Review engineering aspect of site plans as part of Development Review Team process.

SIGNIFICANT CHANGES:

- Miscellaneous Professional Services decreased $10,000 to reflect work to be done by the staff

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$467,544	$434,564	$539,219	$0
Other Operating Expenses	25,600	14,430	4,970	0
Capital Outlay	2,900	2,970	530	0
TOTAL	**$496,044**	**$451,964**	**$544,719**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Number of CIP contracts administered	12	15	16

Activity Analysis Report - Proposed

1351 - Engineering Services

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$302,810	$237,278	-21.64%	$270,104	13.83%
505200 - Other taxable comp-Gfit	$0	$420	100.00%	$420	0.00%
508000 - Salaries, Overtime	$9,895	$0	-100.00%		100.00%
509000 - Salaries, Part-Time Employe	$49,181	$113,600	130.98%	$167,918	47.82%
510000 - Social Security & Medicare T	$27,684	$26,842	-3.04%	$33,509	24.84%
514000 - Group Insurance	$40,737	$25,743	-36.81%	$32,591	26.60%
514200 - Vision Plan	$0	$184	100.00%	$92	-50.00%
515000 - Retirement Contribution (401	$24,225	$18,982	-21.64%	$21,608	13.83%
515100 - Retirement Health Savings (	$3,128	$3,128	0.00%	$2,874	-8.12%
516000 - Savings Plan Contribution (4	$9,084	$7,118	-21.64%	$8,103	13.84%
519000 - Tuition Reimbursement	$800	$1,269	58.63%	$2,000	57.60%
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$0	$0	100.00%		100.00%
525000 - Furniture & Fixtures	$0	$0	100.00%		100.00%
526000 - Machinery & Equipment	$0	$1,000	100.00%	$1,000	0.00%
531500 - Software Licenses	$0	$0	100.00%		100.00%
531600 - Software Maintenance Agree	$500	$1,930	286.00%	$1,970	2.07%
536000 - Miscellaneous Professional	$25,000	$10,000	-60.00%		-100.00%
544000 - Professional Dues & Certific	$100	$100	0.00%	$100	0.00%
546000 - Conference & Seminar Regis	$0	$0	100.00%		100.00%
547100 - Travel Mileage Reimbursem	$0	$0	100.00%		100.00%
551100 - Cellular Telephone	$0	$600	100.00%	$1,100	83.33%
551200 - Pagers	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$0	$800	100.00%	$800	0.00%
592000 - Software	$0	$0	100.00%		100.00%
595000 - Furniture & Equipment	$2,000	$2,000	0.00%		-100.00%
595100 - Furniture & Equipment (Repl	$900	$970	7.78%	$530	-45.36%
Personnel	$467,544	$434,564	-7.05%	$539,219	24.08%
Operating Expenses	$25,600	$14,430	-43.63%	$4,970	-65.56%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$2,900	$2,970	2.41%	$530	-82.15%
Total	**$496,044**	**$451,964**	**-8.89%**	**$544,719**	**20.52%**

1351 Engineering Services

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
501000 Salaries, Full-Time Employees	270,104	0
505200 Other taxable comp-Gfit	420	0
509000 Salaries, Part-Time Employees	167,918	0
510000 Social Security & Medicare Taxes (FICA	33,509	0
514000 Group Insurance	32,591	0
514200 Vision Plan	92	0
515000 Retirement Contribution (401A)	21,608	0
515100 Retirement Health Savings (RHS)	2,874	0
516000 Savings Plan Contribution (401K)	8,103	0
519000 Tuition Reimbursement	2,000	0
Subtotal Personnel Services	**539,219**	**0**
Operating Expenses		
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	1,000	0
Subtotal	**1,000**	**0**
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat Professional) (1)	60	0
Maintenance - Software (Adobe Acrobat Professional) (2)	120	0
Maintenance - Software (Adobe Acrobat Standard) (1)	40	0
Maintenance - Software (AutoCAD) (2)	1,300	0
Maintenance - Software (Microsoft CALs) (3)	450	0
Subtotal	**1,970**	**0**
544000 Professional Dues & Certification Fees		
	100	0
Subtotal	**100**	**0**
551100 Cellular Telephone		
Engineering Services staff (2)	1,100	0
Subtotal	**1,100**	**0**
557000 Laundry & Uniforms		
Shoes	800	0
Subtotal	**800**	**0**
Subtotal Operating Expenses	**4,970**	**0**
Capital Outlay		
595100 Furniture & Equipment (Replacement)		
Replacement - Computer Hardware (PC Monitors) (4)	85	0
Replacement - Computer Hardware (PC) (3)	445	0
Subtotal	**530**	**0**
Subtotal Capital Outlay	**530**	**0**
Total	**544,719**	**0**

Public Works
1393 - Street Lighting

SERVICES PROVIDED:

The City's street lighting program is designed to provide well-lighted streets and parking facilities throughout the City and thereby increase pedestrian and vehicular safety, suppress crime and increase street capacities. The program also includes lighting on the state highways within the City.

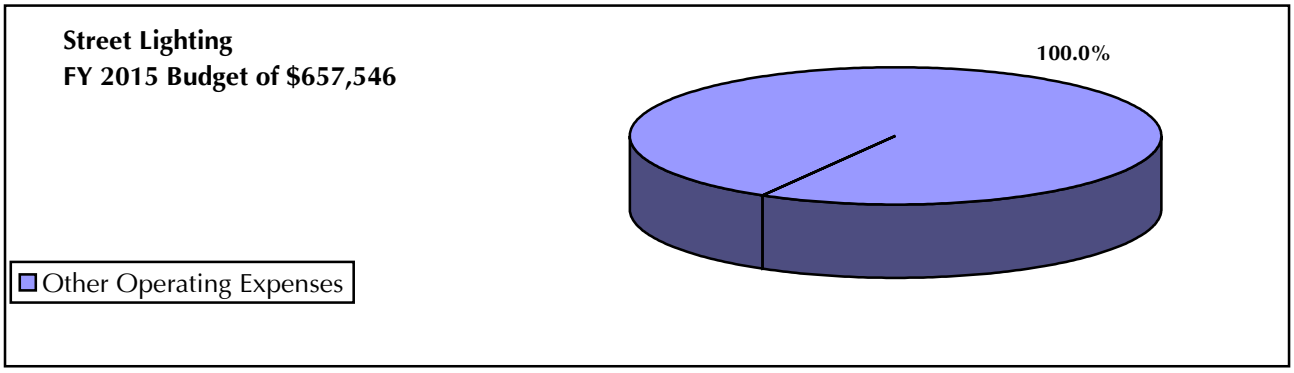
WORK PLAN GOALS:

- Continue bi-weekly inspection program to identify trouble areas (outages).
- Group replacement of lamps/lenses on a scheduled basis.
- Minimize outage time.

SIGNIFICANT CHANGES:

- No significant changes

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	657,546	657,546	657,546	0
Capital Outlay	0	0	0	0
TOTAL	**$657,546**	**$657,546**	**$657,546**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Percentage of lights repaired within 30 days month (PEPCO)	90%	85%	90%
Percentage of lights repaired within 2 weeks (Contractor)	93%	90%	95%
Percentage of lights repaired within 15 days month (PEPCO)	67%	N/A	75%
Percentage of lights repaired within 1 week (Contractor)	92%	95%	90%

Activity Analysis Report - Proposed

1393 - Street Lighting

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
522000 - General Operating Supplies	$3,000	$3,000	0.00%	$3,000	0.00%
550000 - Electric	$581,546	$581,546	0.00%	$581,546	0.00%
557000 - Laundry & Uniforms	$0	$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	$73,000	$73,000	0.00%	$73,000	0.00%
Personnel			0.00%		0.00%
Operating Expenses	$657,546	$657,546	0.00%	$657,546	0.00%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	**$657,546**	**$657,546**	**0.00%**	**$657,546**	**0.00%**

1393 Street Lighting

Operating Expenses

522000 General Operating Supplies				
Parts and supplies	3,000		0	
Subtotal		**3,000**		**0**
550000 Electric				
Miscellaneous	581,546		0	
Subtotal		**581,546**		**0**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - City Owned Street Lights	73,000		0	
Subtotal		**73,000**		**0**
Subtotal Operating Expenses		**657,546**		**0**
Total		**657,546**		**0**

Public Works
1397 - Traffic Control

SERVICES PROVIDED:

This activity provides services necessary to operate and maintain an integrated program of public safety and traffic control on City streets and parking facilities. The work includes the installation and repair of all types of regulatory, warning, and advisory street signs, the installation and maintenance of pavement markings, and the installation and maintenance of any other traffic control devices (T.C.D's) in the City street system.

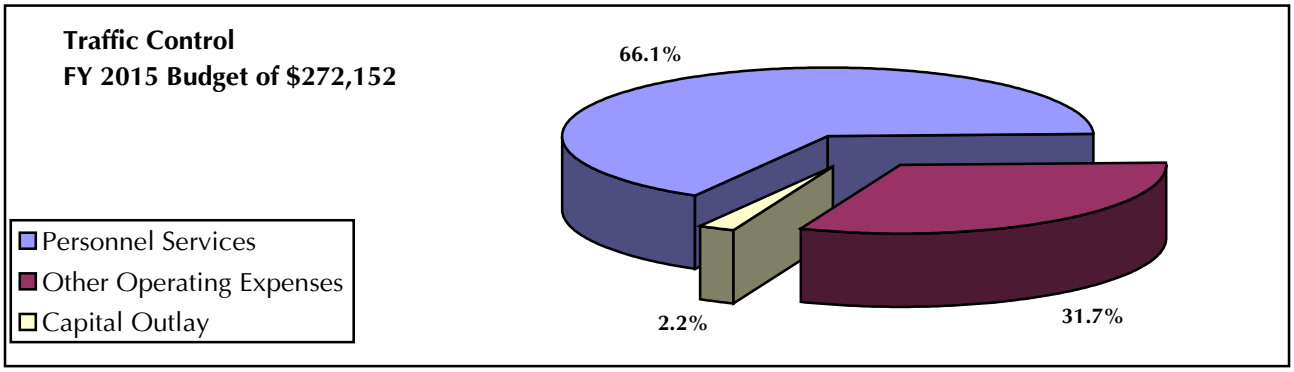
WORK PLAN GOALS:

- Continue sign and post replacement program.
- Maintain signs and markings at a level consistent with the standards as set forth in the Manual on Uniform Traffic Control Devices (M.U.T.C.D.).
- Replace street name signs as needed to comply with new Federal regulations.

SIGNIFICANT CHANGES:

- General Operating Supplies decreased $6,000 to reflect the solar panel school signs move to the CIP
- Miscellaneous Professional services increased $15,000 to reflect current need for restriping of marked parking spaces in various communities.
- Repair and Maintenance - $10,000 has been placed in this activity code to reflect first year costs for this new facility

Summary	Budgeted 2012 – 13	Budgeted 2013 – 14	Proposed 2014 – 15	Adopted 2014 – 15
Personnel Services	$169,409	$175,063	$179,856	$0
Other Operating Expenses	73,020	67,720	86,220	0
Capital Outlay	9,633	10,595	6,076	0
TOTAL	**$252,062**	**$253,378**	**$272,152**	**$0**



Performance Measures	Actual 2012 – 13	Budgeted 2013 – 14	Projected 2014 – 15
Linear feet of "long line" restriping remarked	0	2000	2000

Activity Analysis Report - Proposed

1397 - Traffic Control

Object	FY '13	FY '14	% Change FY '13 - FY '14	FY '15	% Change FY '14 - FY '15
501000 - Salaries, Full-Time Employe	$92,975	$96,323	3.60%	$99,212	3.00%
505300 - Other taxable comp-housing	$3,600	$0	-100.00%		100.00%
508000 - Salaries, Overtime	$14,258	$15,215	6.71%	$15,671	3.00%
509000 - Salaries, Part-Time Employe	$10,259	$10,495	2.30%	$10,642	1.40%
510000 - Social Security & Medicare T	$8,988	$9,336	3.87%	$9,603	2.86%
514000 - Group Insurance	$24,453	$28,098	14.91%	$28,670	2.04%
514200 - Vision Plan	$0	$184	100.00%	$184	0.00%
515000 - Retirement Contribution (401	$7,438	$7,706	3.60%	$7,937	3.00%
515050 - Supplemental Retirement Co	$4,649	$4,816	3.59%	$4,961	3.01%
516000 - Savings Plan Contribution (4	$2,789	$2,890	3.62%	$2,976	2.98%
521000 - Office Supplies	$0	$0	100.00%		100.00%
522000 - General Operating Supplies	$36,500	$31,000	-15.07%	$25,000	-19.35%
526000 - Machinery & Equipment	$0	$1,000	100.00%	$1,000	0.00%
531600 - Software Maintenance Agree	$150	$150	0.00%	$150	0.00%
536000 - Miscellaneous Professional	$0	$10,000	100.00%	$25,000	150.00%
544000 - Professional Dues & Certific	$0	$0	100.00%		100.00%
550000 - Electric	$19,170	$19,170	0.00%	$19,170	0.00%
552500 - Vehicle & Equipment Gasolin	$4,200	$3,200	-23.81%	$3,200	0.00%
554000 - Signage	$0	$0	100.00%		100.00%
557000 - Laundry & Uniforms	$1,000	$1,200	20.00%	$1,700	41.67%
567000 - Rental & Use Charges	$10,000	$0	-100.00%		100.00%
572000 - Repair & Maintenance - Build	$0	$0	100.00%	$6,000	100.00%
573000 - Repair & Maintenance - Mac	$0	$0	100.00%		100.00%
574000 - Repair & Maintenance - Vehi	$2,000	$2,000	0.00%	$5,000	150.00%
595100 - Furniture & Equipment (Repl	$295	$295	0.00%		-100.00%
596000 - Vehicles & Equipment	$0	$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repl	$9,338	$10,300	10.30%	$6,076	-41.01%
Personnel	$169,409	$175,063	3.34%	$179,856	2.74%
Operating Expenses	$73,020	$67,720	-7.26%	$86,220	27.32%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	$9,633	$10,595	9.99%	$6,076	-42.65%
Total	**$252,062**	**$253,378**	**0.52%**	**$272,152**	**7.41%**

1397 Traffic Control

Expenditure Statement by Object	Proposed 2014 - 2015	Adopted 2014 - 2015
Personnel Services		
501000 Salaries, Full-Time Employees	99,212	0
508000 Salaries, Overtime	15,671	0
509000 Salaries, Part-Time Employees	10,642	0
510000 Social Security & Medicare Taxes (FICA	9,603	0
514000 Group Insurance	28,670	0
514200 Vision Plan	184	0
515000 Retirement Contribution (401A)	7,937	0
515050 Supplemental Retirement Contribution	4,961	0
516000 Savings Plan Contribution (401K)	2,976	0
Subtotal Personnel Services	**179,856**	**0**
Operating Expenses		
522000 General Operating Supplies		
In road pedestrian signs	2,000	0
Signs (Posts and Painting)	20,000	0
Traffic counter repair and replacement	3,000	0
Subtotal	**25,000**	**0**
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	1,000	0
Subtotal	**1,000**	**0**
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (1)	150	0
Subtotal	**150**	**0**
536000 Miscellaneous Professional Services		
Traffic Line Striping	25,000	0
Subtotal	**25,000**	**0**
550000 Electric		
Electricity for Traffic Signals	19,170	0
Subtotal	**19,170**	**0**
552500 Vehicle & Equipment Gasoline Expense		
	3,200	0
Subtotal	**3,200**	**0**
557000 Laundry & Uniforms		
Uniforms and Safety Equipment	1,700	0
Subtotal	**1,700**	**0**
572000 Repair & Maintenance - Buildings & Facilities		
Solar panel school signs - repair and replacement	6,000	0
Subtotal	**6,000**	**0**
574000 Repair & Maintenance - Vehicles		
Vehicle Maintenance (8 Units)	5,000	0
Subtotal	**5,000**	**0**
Subtotal Operating Expenses	**86,220**	**0**

1397 Traffic Control

Capital Outlay

596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (7 Units) (50% funding)	6,076		0
Subtotal		**6,076**	**0**
Subtotal Capital Outlay		**6,076**	**0**
Total		**272,152**	**0**

Washingtonian Center

Personnel/Salary Schedule

Personnel/Salary Schedule

OFFICE OF THE CITY MANAGER
STAFFING SUMMARY BY POSITION

1101 - Mayor & Council	FY 13	FY 14	FY 15
Municipal Clerk	1	1	1
Part-Time Personnel	0.2	0.2	0.2
Subtotal	**1.2**	**1.2**	**1.2**

1111 - Legal Services	FY 13	FY 14	FY 15
City Attorney	1	1	1
Assistant City Attorney	0	1	1
Paralegal	0	1	1
Legal Assistant	1	0	0
Subtotal	**2**	**3**	**3**

1122 - Registration & Elections	FY 13	FY 14	FY 15
None	**0**	**0**	**0**

1131 - Office of the City Manager	FY 13	FY 14	FY 15
City Manager	1	1	1
Assistant City Manager	1	1	1
Assistant to the City Manager	0	1	1
Executive Assistant	1	0	0
Legislative Affairs Manager	0	0	1
Intergovernmental Affairs Coordinator	1	1	0
Administrative Assistant I	1	1	1
Part-Time Personnel	0.5	0.5	0
Subtotal	**5.5**	**5.5**	**5**

1133 - Economic & Business Development	FY 13	FY 14	FY 15
Deputy City Manager	1	0	0
Economic Development Director	1	1	1
Business Services Coordinator	0	1	1
Part-Time Personnel	0.75	0	0
Subtotal	**2.75**	**2**	**2**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	10	11	11
Employment Agreement Personnel	0	0	0
Part-Time Personnel	1.45	0.7	0.2
	11.45	**11.7**	**11.2**

HUMAN RESOURCES
STAFFING SUMMARY BY POSITION

1135 - Human Resources	FY 13	FY 14	FY 15
Director of Human Resources	1	1	1
Human Resources Program Coordinator	1	1	1
Human Resources Generalist III	1	1	1
Human Resources Generalist II	2	2	2
Subtotal	**5**	**5**	**5**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	5	5	5
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0	0	0
	5	**5**	**5**

COMMUNITY & PUBLIC RELATIONS STAFFING SUMMARY BY POSITION

1212 - Public Information	FY 13	FY 14	FY 15
Director of Community and Public Relations	1	1	1
Web Administrator	1	1	1
Communication Specialist	1	1	1
Graphics Specialist	1	1	1
Assistant Web Administrator	1	1	1
Graphics Artist	1	1	1
Part-Time Personnel	1.1	2.22	0.9
Subtotal	**7.1**	**8.22**	**6.9**

1213 - Gaithersburg Television	FY 13	FY 14	FY 15
Television Productions Manager	1	1	1
Television Producer	1	0	0
Television Production Specialist	0	1	1
Part-Time Personnel	0.75	0.75	0.75
Subtotal	**2.75**	**2.75**	**2.75**

1215 - Community Services	FY 13	FY 14	FY 15
Community Services Division Chief	1	0	0
Community Services Division Manager	0	1	1
Community Services Case Coordinator	0	1	1
Community Services Program Coordinator	2	2	2
Part-Time Personnel	0.75	0.25	0.25
Subtotal	**3.75**	**4.25**	**4.25**

1216 - Homeless Assistance	FY 13	FY 14	FY 15
Homeless Services Division Manager	0	1	1
Homeless Services Division Chief	1	0	0
Clinical Supervisor/Discharge Coordinator	0	1	1
Homeless Advocate/Clinical Supervisor	1	0	0
Primary Counselor	1	1	1
House Manager/Counselor I	0	0	1
Employment Agreement Personnel	1	1	0
Part-Time Personnel	2.59	2.73	2.73
Subtotal	**6.59**	**6.73**	**6.73**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	14	15	16
Employment Agreement Personnel	1	1	0
Part-Time Personnel	5.19	5.95	4.63
	20.19	**21.95**	**20.63**

FINANCE & ADMINISTRATION STAFFING SUMMARY BY POSITION

1141 - Finance & Administration	FY 13	FY 14	FY 15
Director of Finance & Administration	1	1	1
Comptroller	1	1	1
Chief Accountant	1	1	1
Procurement Manager	0	0	1
Procurement Officer	1	1	0
Staff Accountant	1	1	1
Accounting Specialist	2	2	2
Senior Accounting Technician	1	1	1
Administrative Assistant III	1	1	0
Administrative Assistant I	0	0	1
Part-Time Personnel	0.2	0.5	0.5
Subtotal	**9.2**	**9.5**	**9.5**

1142 - Housing & Community Development	FY 13	FY 14	FY 15
Housing & Community Development Chief	0	1	1
Housing & Community Development Director	1	0	0
Part-Time Personnel	0	0.5	0.5
Subtotal	**1**	**1.5**	**1.5**

1149 - General Services	FY 13	FY 14	FY 15
None	**0**	**0**	**0**

1911 - Non-Departmental	FY 13	FY 14	FY 15
None	**0**	**0**	**0**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	9	10	10
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0.2	1	1
	9.2	**11**	**11**

INFORMATION TECHNOLOGY
STAFFING SUMMARY BY POSITION

1145 - Information Technology	FY 13	FY 14	FY 15
Director of Information Technology	1	1	1
Business Systems Division Manager	0	0	1
Network Manager/Operations	1	1	0
Network Operations Division Manager	0	0	1
Systems Support Manager	1	1	0
GIS Manager	1	0	0
Project Manager/Systems Analyst III	0	0	2
Helpdesk Manager	1	1	1
Network Operations Specialist II	0	1	1
Programmer/Analyst II	2	2	0
Project Manager/Systems Analyst II	0	0	1
Programmer/Analyst I	1	1	0
Network Operations Specialist I	1	1	1
Helpdesk Technician I	1	1	1
Part-Time Personnel	0.7	0.5	0.5
Subtotal	**10.7**	**10.5**	**10.5**

1146 - Geographic Information Systems	FY 13	FY 14	FY 15
GIS Manager	0	1	1
Part-Time Personnel	0	0.5	0.5
Subtotal	**0**	**1.5**	**1.5**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	10	11	11
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0.7	1	1
	10.7	**12**	**12**

PARKS, RECREATION & CULTURE STAFFING SUMMARY BY POSITION

1411 - Parks & Recreation Administration	FY 13	FY 14	FY 15
Director of Parks, Recreation and Culture	1	1	1
Administrative Services Division Chief	1	1	1
Recreation Resource Development Administrator	1	1	1
Recreation Systems Support Specialist	1	1	1
Administrative Specialist	0	1	1
Administrative Assistant II	1	0	0
Part-Time Personnel	0.63	0.63	0.63
Subtotal	**5.63**	**5.63**	**5.63**

1415 - Recreation Programs and Sports	FY 13	FY 14	FY 15
Recreation & Park Services Division Chief	1	1	1
Senior Recreation Program Supervisor	1	1	1
Recreation Program Supervisor	3	3	3
Part-Time Personnel	3.3	3.4	3.7
Subtotal	**8.3**	**8.4**	**8.7**

1416 - Recreation Classes	FY 13	FY 14	FY 15
Recreation Program Supervisor	1	1	1
Part-Time Personnel	3.7	2.7	2.7
Subtotal	**4.7**	**3.7**	**3.7**

1417 - Youth Services	FY 13	FY 14	FY 15
Youth & Senior Services Division Chief	1	1	1
Senior Recreation Program Supervisor	0	0	1
Recreation Program Supervisor	1	1	0
Recreation Program Coordinator II	1	1	1
Part-Time Personnel	3.7	3.88	3.45
Subtotal	**6.7**	**6.88**	**6.45**

1418 – Summer Programs	FY 13	FY 14	FY 15
Part-Time Personnel	16.99	17.44	15.67
Subtotal	**16.99**	**17.44**	**15.67**

1419 – Gaithersburg Youth Center at Robertson Park	FY 13	FY 14	FY 15
Community Facility Manager	1	1	1
Recreation Facility Coordinator	0	0.5	0.5
Bus Driver/Site Leader	0	0	1
Part-Time Personnel	3.21	2.91	2.7
Subtotal	**4.21**	**4.41**	**5.2**

1420 - Skate Park	FY 13	FY 14	FY 15
Part-Time Personnel	1.56	1.17	0.83
Subtotal	**1.56**	**1.17**	**0.83**

1421 - Casey Community Center	FY 13	FY 14	FY 15
Community Facility Manager	1	1	1
Recreation Facility Coordinator	0	0	1
Administrative Support Supervisor	1	1	0
Part-Time Personnel	3.9	3.9	3.9
Subtotal	**5.9**	**5.9**	**5.9**

1422 - Water Park	FY 13	FY 14	FY 15
Aquatic Superintendent	0	0	1
Community Facility Manager	1	1	0
Recreation Facility Coordinator	0	1	1
Part-Time Personnel	11.7	10.7	10.9
Subtotal	**12.7**	**12.7**	**11.9**

1423 - Gaithersburg Arts Barn	FY 13	FY 14	FY 15
Arts Administrator	0	1	1
Community Facility Manager	1	0	0
Program Coordinator	0	0	1
Administrative Assistant III	1	1	0
Part-Time Personnel	3.4	2.7	2.7
Subtotal	**5.4**	**4.7**	**4.7**

1424 - Gaithersburg Olde Towne Youth Center	FY 13	FY 14	FY 15
Community Facility Manager	1	1	1
Part-Time Personnel	4.12	4.82	3.93
Subtotal	**5.12**	**5.82**	**4.93**

1425 - Seniors Program	FY 13	FY 14	FY 15
Community Facility Manager	1	1	1
Recreation Program Coordinator II	1	1	1
Recreation Program Coordinator I	1	1	1
Administrative Assistant III	1	1	1
Bus Driver/Site Leader	0	0	1
Custodian/Maintenance Worker	1	1	1
Part-Time Personnel	1.52	2.47	3.23
Subtotal	**6.52**	**7.47**	**9.23**

1426 - Activity Center at Bohrer Park	FY 13	FY 14	FY 15
Community Facility Manager	1	1	1
Recreation Support Assistant	2	2	2
Part-Time Personnel	5.1	5.1	5.1
Subtotal	**8.1**	**8.1**	**8.1**

1427 - Gaithersburg Aquatic Center	FY 13	FY 14	FY 15
Community Facility Manager	1	1	0
Recreation Facility Coordinator	0	0	1
Part-Time Personnel	5.5	7.7	7.7
Subtotal	**6.5**	**8.7**	**8.7**

1428 - Miniature Golf Course at Bohrer Park	FY 13	FY 14	FY 15
Recreation Facility Coordinator	1	0.5	0.5
Part-Time Personnel	1.5	1.5	1.5
Subtotal	**2.5**	**2**	**2**

1429 - Picnic Pavilions at Bohrer Park	FY 13	FY 14	FY 15
Part-Time Personnel	0.5	0.5	0.5
Subtotal	**0.5**	**0.5**	**0.5**

1430 - Winter Lights	FY 13	FY 14	FY 15
Part-Time Personnel	1.2	1.2	1.2
Subtotal	**1.2**	**1.2**	**1.2**

1436 - Special Events	FY 13	FY 14	FY 15
Arts & Events Division Chief	1	1	1
Community Facility Manager	0	1	0
Senior Recreation Program Supervisor	1	1	2
Recreation Program Supervisor	2	1	1
Recreation Program Coordinator II	0	0	1
Program Coordinator	0	0	1
Part-Time Personnel	2.7	2.7	3.1
Subtotal	**6.7**	**6.7**	**9.1**

1437 - Community Museum	FY 13	FY 14	FY 15
Arts Administrator	1	0	0
Community Facility Manager	0	1	1
Recreation Program Coordinator II	1	1	0
Part-Time Personnel	3	3	1.4
Subtotal	**5**	**5**	**2.4**

1438 - Kentlands Mansion	FY 13	FY 14	FY 15
Community Facility Manager	1	1	1
Facility Program Coordinator	1	1	0
Recreation Program Coordinator I	0	0	1
Custodian/Maintenance Worker	1	1	1
Part-Time Personnel	2.3	2	2
Subtotal	**5.3**	**5**	**5**

Total	FY 13	FY 14	FY 15
Full-Time Personnel	40	41	44
Employment Agreement Personnel	0	0	0
Part-Time Personnel	79.53	80.42	76.84
	119.53	**121.42**	**120.84**

1134 - Environmental Services	FY 13	FY 14	FY 15
Sustainability Planner	1	1	1
Environmental Specialist	1	1	1
Environmental Technician	1	1	1
Subtotal	**3**	**3**	**3**

1192 - Planning & Code Administration	FY 13	FY 14	FY 15
Director of Planning & Code Administration	1	1	1
Permitting Manager	1	1	1
Administrative Technician III	0	1	1
Recording Secretary	1	0	0
Administrative Assistant III	2	0	0
Administrative Technician II	0	4	4
Permit Technician	2	0	0
Adminstrative Assistant I	1	0	0
Administrative Technician I	0	1	1
Part-Time Personnel	0	0.5	1.67
Subtotal	**8**	**8.5**	**9.67**

1194 - Planning	FY 13	FY 14	FY 15
Planning Director	1	0	0
Planning Division Chief	0	1	1
Community Planning Director	1	0	0
Community Planning Division Chief	0	1	1
Long Range Planning Manager	0	0	1
Planner III	1	1	0
GIS Planner	1	1	1
Planner II	1	1	1
Planner I	1	1	1
Part-Time Personnel	0.88	0.88	1.08
Subtotal	**6.88**	**6.88**	**7.08**

DEPT. OF PLANNING & CODE ADMIN. STAFFING SUMMARY BY POSITION

1196 - Permits & Inspections	FY 13	FY 14	FY 15
Permits and Inspections Director	1	0	0
Permits and Inspections Division Chief	0	1	1
Commercial Permitting Manager	1	1	1
Fire Marshal	1	1	1
Permit Coordinator	1	1	1
Site Development Coordinator	1	1	1
Chief Electrical Reviewer	1	1	1
Code Inspector	3	4	5
Fire Inspector	1	1	1
Part-Time Personnel	3.25	2.25	2.75
Subtotal	**13.25**	**13.25**	**14.75**

1197 - Neighborhood Services	FY 13	FY 14	FY 15
Neighborhood Services Director	1	0	0
Neighborhood Services Division Chief	0	1	1
Code Administration Officer III	2	2	2
Code Administration Officer II	2	2	1
Code Administration Officer I	0	2	4
Employment Agreement Personnel	2	1	0
Part-Time Personnel	0	1.5	0.75
Subtotal	**7**	**9.5**	**8.75**

1198 - Animal Control	FY 13	FY 14	FY 15
Animal Control Director	1	0	0
Animal Control Division Chief	0	1	1
Animal Control Officer III	0	1	2
Animal Control Officer II	0	1	1
Animal Control Officer I	0	1	0
Animal Control Officer	3	0	0
Part-Time Personnel	0.25	0.25	0.28
Subtotal	**4.25**	**4.25**	**4.28**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	36	39	41
Employment Agreement Personnel	2	1	0
Part-Time Personnel	4.38	5.38	6.53
	42.38	**45.38**	**47.53**

GAITHERSBURG POLICE DEPARTMENT
STAFFING SUMMARY BY POSITION

1211 - Police Administration	FY 13	FY 14	FY 15
Chief of Police	1	1	1
Police Lieutenant/Operations Bureau Commander	0	0	1
Police Lieutenant/Administrative Bureau Commander	0	0	1
Police Lieutenant/Special Operations Bureau Com.	0	0	1
Police Lieutenant	3	3	0
Emergency Management Coordinator	1	1	1
Police Sergeant	0	0	9
Police Corporal	0	0	9
Police Officer III	0	1	15
Police Officer II	0	0	9
Police Officer I	0	0	12
Police Accreditation Manager	0	1	1
Crime Analyst	1	1	1
Speed Camera Technician Supervisor	0	0	1
Administrative Support Supervisor	1	1	1
Administrative Assistant II	2	2	2
Speed Camera Technician	0	0	1
Part-Time Personnel	1.28	1.36	2.55
Subtotal	**10.28**	**12.36**	**68.55**

1221 - Police Operations	FY 13	FY 14	FY 15
Police Sergeant	9	9	0
Police Corporal	9	9	0
Police Officer III	15	16	0
Police Officer II	6	3	0
Police Officer I	14	15	0
Police Accreditation Manager	1	0	0
Traffic Enforcement Technician	1	1	0
Speed Camera Technician	1	1	0
Part-Time Personnel	1.08	0.9	0
Subtotal	**57.08**	**54.9**	**0**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	65	65	66
Employment Agreement Personnel	0	0	0
Part-Time Personnel	2.36	2.26	2.55
	67.36	67.26	68.55

PUBLIC WORKS
STAFFING SUMMARY BY POSITION

1150 - Facilities Management	FY 13	FY 14	FY 15
Capital Projects/Facilities Director	1	0	0
Capital Projects/Facilities Division Chief	0	1	1
Capital Projects Program Manager	0	0	2
Building & Equipment Maintenance Supervisor	1	1	0
Capital Projects Manager	1	1	1
Supervisor	1	1	1
Building & Equipment Maintenance Specialist II	1	2	3
Building & Equipment Maintenance Specialist I	2	1	1
Subtotal	**7**	**7**	**9**

1151 - 1175 - Building & Grounds Maintenance	FY 13	FY 14	FY 15
None	**0**	**0**	**0**

1311 - Public Works Administration	FY 13	FY 14	FY 15
Director of Public Works & Engineering	1	1	1
Public Works Operations Director	1	0	0
Engineering Services Director	1	0	0
Engineering Services Division Chief	0	1	1
Public Works Operations Division Chief	0	1	1
Public Works Operations Administrator	0	1	1
Administrative Support Supervisor	1	1	1
Administrative Assistant III	1	1	1
Subtotal	**5**	**6**	**6**

1312 - Streets & Special Projects	FY 13	FY 14	FY 15
Supervisor	1	1	1
Work Force Leader II	1	1	1
Equipment Operator III	2	2	2
Work Force Leader I	1	0	0
Equipment Operator II	0	1	1
Lead Maintenance Worker	2	1	1
Maintenance Worker II	2	3	3
Maintenance Worker I	1	1	1
Part-Time Personnel	0.4	0.75	0.75
Subtotal	**10.4**	**10.75**	**10.75**

1315 - Fleet Maintenance	FY 13	FY 14	FY 15
Fleet Operations Manager	0	0	1
Fleet Maintenance Supervisor	1	1	0
Lead Mechanic	1	1	1
Mechanic II	3	3	3
Service Writer	1	1	0
Subtotal	**6**	**6**	**5**

1341 - Landscaping & Forestry	FY 13	FY 14	FY 15
Project Manager	2	1	1
Supervisor	1	1	1
Work Force Leader II	0	0	2
Work Force Leader I	2	2	0
Lead Maintenance Worker	2	2	2
Maintenance Worker II	6	6	6
Part-Time Personnel	1.2	1.5	1.5
Subtotal	**14.2**	**13.5**	**13.5**

1343 - Municipal Parks Maintenance	FY 13	FY 14	FY 15
Project Manager	1	1	0
Supervisor	0	0	1
Work Force Leader II	4	5	5
Equipment Operator III	1	1	1
Work Force Leader I	1	0	0
Equipment Operator II	1	1	1
Lead Maintenance Worker	1	1	1
Equipment Operator I	3	3	3
Maintenance Worker II	3	3	3
Maintenance Worker I	1	1	1
Part-Time Personnel	1.7	1.5	1.5
Subtotal	**17.7**	**17.5**	**17.5**

1344 - Mowing & Bulk Pickup	FY 13	FY 14	FY 15
Supervisor	1	1	1
Work Force Leader II	2	2	2
Equipment Operator II	8	8	8
Lead Maintenance Worker	1	1	1
Maintenance Worker II	7	7	7
Maintenance Worker I	0	0	1
Part-Time Personnel	3.2	3	3
Subtotal	**22.2**	**22**	**23**

1351 - Engineering Services	FY 13	FY 14	FY 15
Civil Engineer	1	1	1
Project Engineer	1	2	2
Project Manager	1	0	0
Senior Engineering Technician	1	0	0
Part-Time Personnel	0.8	1.49	2.12
Subtotal	**4.8**	**4.49**	**5.12**

1397 - Traffic Control	FY 13	FY 14	FY 15
Work Force Leader II	1	1	1
Lead Maintenance Worker	1	1	1
Part-Time Personnel	0.2	0.2	0.2
Subtotal	**2.2**	**2.2**	**2.2**

TOTAL	FY 13	FY 14	FY 15
Full-Time Personnel	82	81	83
Employment Agreement Personnel	0	0	0
Part-Time Personnel	7.5	8.44	9.07
	89.5	**89.44**	**92.07**

Position Title	Grade	FY 15 Total No. Positions
Custodian/Maintenance Worker	115	2
Administrative Assistant I	118	2
Administrative Technician I	118	1
Maintenance Worker I	118	3
Maintenance Worker II	119	19
Administrative Assistant II	120	2
Bus Driver/Site Leader	120	2
Equipment Operator I	120	3
House Manager/Counselor I	120	1
Speed Camera Technician	120	1
Administrative Specialist	121	1
Equipment Operator II	121	10
Lead Maintenance Worker	121	6
Administrative Assistant III	122	2
Administrative Technician II	122	4
Building & Equipment Maintenance Specialist I	122	1
Graphics Artist	122	1
Recreation Support Assistant	122	2
Equipment Operator III	123	3
Senior Accounting Technician	123	1
Administrative Support Supervisor	124	2
Building & Equipment Maintenance Specialist II	124	3
Helpdesk Technician I	124	1
Mechanic II	124	3
Program Coordinator	124	2
Recreation Program Coordinator I	124	2
Work Force Leader II	124	11
Accounting Specialist	125	2
Administrative Technician III	125	1
Community Services Program Coordinator	125	2
Environmental Technician	125	1
Planner I	125	1
Recreation Systems Support Specialist	125	1
Animal Control Officer II	126	1
Code Administration Officer I	126	4
Community Services Case Coordinator	126	1
Lead Mechanic	126	1
Recreation Facility Coordinator	126	4
Recreation Program Coordinator II	126	3
Speed Camera Technician Supervisor	126	1
Animal Control Officer III	127	2

PROPOSED PERSONNEL SCHEDULE
FISCAL YEAR 2015

Position Title	Grade	FY 15 Total No. Positions
Assistant to the City Manager	127	1
Assistant Web Administrator	127	1
Code Administration Officer II	127	1
Legislative Affairs Manager	127	1
Paralegal	127	1
Primary Counselor	127	1
Crime Analyst	128	1
Environmental Specialist	128	1
Graphics Specialist	128	1
Human Resources Generalist II	128	2
Municipal Clerk	128	1
Network Operations Specialist I	128	1
Recreation Program Supervisor	128	5
Television Production Specialist	128	1
Code Administration Officer III	129	2
Permitting Manager	129	1
Planner II	129	1
Police Accreditation Manager	129	1
Project Manager/Systems Analyst II	129	1
Supervisor	129	5
Sustainability Planner	129	1
Clinical Supervisor/Discharge Coordinator	130	1
Code Inspector	130	5
Communication Specialist	130	1
Community Facility Manager	130	7
Fire Inspector	130	1
Fleet Operations Manager	130	1
GIS Planner	130	1
Helpdesk Manager	130	1
Human Resources Generalist III	130	1
Network Operations Specialist II	130	1
Recreation Resource Development Administrator	130	1
Senior Recreation Program Supervisor	130	4
Staff Accountant	130	1
Business Services Coordinator	131	1
Chief Electrical Reviewer	131	1
Human Resources Program Coordinator	131	1
Procurement Manager	131	1
Project Manager/Systems Analyst III	131	2
Web Administrator	131	1
Aquatic Superintendent	132	1

PROPOSED PERSONNEL SCHEDULE
FISCAL YEAR 2015

Position Title	Grade	FY 15 Total No. Positions
Arts Administrator	132	1
Capital Projects Manager	132	1
Civil Engineer	132	1
Emergency Management Coordinator	132	1
Project Engineer	132	2
Project Manager	132	1
Television Productions Manager	132	1
Animal Control Division Chief	133	1
Capital Projects Program Manager	133	2
Chief Accountant	133	1
GIS Manager	133	1
Long Range Planning Manager	133	1
Permit Coordinator	133	1
Site Development Coordinator	133	1
Administrative Services Division Chief	134	1
Arts & Events Division Chief	134	1
Business Systems Division Manager	134	1
Commercial Permitting Manager	134	1
Community Services Division Manager	134	1
Economic Development Director	134	1
Fire Marshal	134	1
Homeless Services Division Manager	134	1
Network Operations Division Manager	134	1
Public Works Operations Administrator	134	1
Recreation & Park Services Division Chief	134	1
Youth & Senior Services Division Chief	134	1
Community Planning Division Chief	135	1
Housing & Community Development Chief	135	1
Neighborhood Services Division Chief	135	1
Police Lieutenant/Administrative Bureau Commander	135	1
Police Lieutenant/Special Operations Bureau Commander	135	1
Police Lieutenant/Operations Bureau Commander	136	1
Capital Projects/Facilities Division Chief	137	1
Engineering Services Division Chief	138	1
Permits and Inspections Division Chief	138	1
Planning Division Chief	138	1
Public Works Operations Division Chief	138	1
Comptroller	139	1
Assistant City Attorney	140	1
Chief of Police	141	1
Director of Community & Public Relations	141	1

PROPOSED PERSONNEL SCHEDULE
FISCAL YEAR 2015

Position Title	Grade	FY 15 Total No. Positions
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
City Attorney	143	1
City Manager	146	1
Police Officer I	220	12
Police Officer II	221	9
Police Officer III	222	15
Police Corporal	223	9
Police Sergeant	224	9
Total Full-Time Employees		**287**
Total Employment Agreement Employees (FTE)		**0**
Total Part-Time Employees (FTE)		**101.82**

FISCAL YEAR 2015
PROPOSED SCHEDULE OF SALARY RANGES

Pay Range	Minimum FY 2015	Mid Point	Maximum FY 2015	Pay Range
110	$21,728	$28,247	$34,765	110
111	$22,935	$29,815	$36,696	111
112	$24,024	$31,231	$38,438	112
113	$25,230	$32,799	$40,368	113
114	$26,437	$34,368	$42,299	114
115	$27,764	$36,094	$44,423	115
116	$29,091	$37,818	$46,546	116
117	$30,656	$39,852	$49,049	117
118	$32,114	$41,748	$51,382	118
119	$33,680	$43,783	$53,887	119
120	$35,485	$46,131	$56,776	120
121	$37,181	$48,336	$59,490	121
122	$39,106	$50,838	$62,570	122
123	$41,042	$53,355	$65,668	123
124	$43,098	$56,027	$68,956	124
125	$45,273	$58,855	$72,437	125
126	$47,556	$61,822	$76,089	126
127	$49,850	$64,805	$79,760	127
128	$52,384	$68,099	$83,814	128
129	$54,930	$71,409	$87,888	129
130	$57,702	$75,013	$92,323	130
131	$60,594	$78,773	$96,951	131
132	$63,738	$82,860	$101,981	132
133	$66,750	$86,774	$106,799	133
134	$70,132	$91,172	$112,212	134
135	$73,634	$95,725	$117,815	135
136	$77,374	$100,586	$123,799	136
137	$81,235	$105,606	$129,976	137
138	$85,347	$110,951	$136,555	138
139	$89,565	$116,435	$143,305	139
140	$94,035	$122,245	$150,456	140
141	$98,745	$128,368	$157,991	141
142	$103,692	$134,800	$165,907	142
143	$108,879	$141,542	$174,206	143
144	$114,318	$148,613	$182,908	144
145	$119,982	$155,977	$191,972	145
146	$126,017	$163,823	$201,628	146

FISCAL YEAR 2015
PROPOSED SCHEDULE OF SALARY RANGES
POLICE DEPARTMENT

Gaithersburg FY 15 Step	220 PO I	221 PO II	222 PO III	223 CORPORAL	224 SERGEANT
0	$54,593	$57,322	$60,189	$63,198	$69,518
1	$56,097	$58,901	$61,846	$64,939	$71,433
2	$57,780	$60,668	$63,702	$66,887	$73,576
3	$59,513	$62,489	$65,613	$68,893	$75,783
4	$61,298	$64,363	$67,581	$70,960	$78,056
5	$63,137	$66,294	$69,608	$73,089	$80,398
6	$65,031	$68,283	$71,697	$75,281	$82,809
7	$66,982	$70,331	$73,848	$77,541	$85,294
8	$68,992	$72,441	$76,064	$79,866	$87,853
9	$71,061	$74,614	$78,346	$82,263	$90,489
10	$73,194	$76,852	$80,695	$84,730	$93,204
11	$75,389	$79,159	$83,117	$87,273	$95,999
12	$77,651	$81,533	$85,610	$89,890	$98,879
13	$79,980	$83,979	$88,178	$92,586	$101,846
14	$82,379	$86,498	$90,823	$95,365	$104,901
15	$84,852	$89,094	$93,549	$98,225	$108,048

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

Capital Improvements Budget (CIP)

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME BY CATEGORY	PROJECT	FY 2015 BUDGET
CITY FACILITY		
City Hall	70-2	**$200,000**
Public Service Facility	72-2	**$450,000**
Technology Projects	93-1	**$0**
Facilities Projects	98-1	**$0**
Gaithersburg Police Station	09-1	**$3,500,000**
Energy Efficiency and Conservation	10-1	**$50,000**
COMMUNITY ENHANCEMENT		
Street Lighting	71-2	**$75,000**
Olde Towne Revitalization	79-5	**$0**
Property Acquisition And Disposition	81-4	**$500,000**
Olde Towne Park Plaza	99-4	**$0**
Contingency And Future Projects	00-0	**$250,000**
"Y" Site Development	00-1	**($129,178)**
Community Development Block Grant - HUD	04-1	**$200,000**
Crown Farm Historic Park	09-2	**$0**
Quince Orchard Park-Medimmune	14-1	**$0**
Consumer Produce Safety Commission	14-2	**$200,000**
TRANSPORTATION/ENVIRONMENT		
Sidewalks, Handicapped Ramps & Bike Pathways	79-3	**$300,000**
Stormwater Management And Storm Drainage	82-1	**$1,400,000**
Street Resurfacing	83-1	**$650,000**
Street Reconstruction	91-3	**$600,000**
Traffic Calming And Signalization	92-2	**$0**
Transit Enhancements	98-7	**$0**
355 Corridor Plan Improvements	99-1	**$129,178**
Teachers Way	07-2	**$0**

PROJECT NAME BY CATEGORY	PROJECT	FY 2015 BUDGET
RECREATION/LEISURE		
Bohrer Park At Summit Hall Farm	83-2	**$65,000**
Art In Public Places	98-4	**$0**
Renovation/Improvements Of Existing Parks	00-4	**$50,000**
Kentlands Mansion	01-2	**$250,000**
Edison Park Drive Site	03-1	**$0**
Gaithersburg Senior Center	09-3	**$0**
Rolling Stock Project	09-4	**$0**
Synthetic Fields	13-1	**$50,000**
CITY OF GAITHERSBURG - PROJECT TOTALS		**$8,790,000**

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **City Hall**

PROJECT NUMBER: 70-2 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	4,934
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	4,473
UNENCUMBERED AS OF:	**06/30/14**	**$**	461

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$5,226	$400	$200	$200	$400	$200	$200	$6,826
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$692							-$692
TOTAL	$4,534	$ 400	$ 200	$ 200	$ 400	$ 200	$ 200	$6,134

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$78		$60					$138
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$4,283			$700	$400			$5,383
FURNITURE & EQUIPMENT	$70	$42						$112
TOTAL	$4,431	$ 42	$ 60	$ 700	$ 400	$ 0	$ 0	$5,633

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$103	$461	$601	$101	$101	$301	$501	$501

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**City Hall**			
PROJECT NUMBER:	70-2	CATEGORY:		City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	4,934	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	4,473	
UNENCUMBERED AS OF:	**06/30/14**	**$**	461	

Project Description: ***Coordinator: Mark Scafide***

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

In FY 14, available funds of ($42,000) supported upgraded furniture in the Gallery ($42,000).

In FY 15, available funds of ($60,000) will support a City Hall needs analysis study to improve functionality and develop concepts for future construction projected ($60,000).

In FY16, available funds of ($700,000) will support Phase I renovations identified in the FY 15 needs analysis study ($400,000), reconfigure the furniture layout in the Planning and Code Administration ($100,000) and support refurbishment of the basement offices ($200,000).

In FY 17, available funds of ($400,000) will support Phase II renovations identified in the FY 15 needs analysis study ($400,000).

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Street Lighting**

PROJECT NUMBER: 71-2 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	2,406
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	2,102
UNENCUMBERED AS OF:	**06/30/14**	**$**	304

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$2,431		$75	$75	$75	$150	$75	$2,881
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$25							-$25
TOTAL	$2,406	$ 0	$ 75	$ 75	$ 75	$ 150	$ 75	$2,856

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$103	$12	$32	$5	$5	$5	$5	$168
LAND								
SITE IMPROV. UTIL & SWM	$13							$13
CONSTRUCTION	$1,642		$72	$40	$40	$40	$40	$1,874
FURNITURE & EQUIPMENT	$257	$75	$30	$80	$80	$155	$80	$757
TOTAL	$2,015	$ 87	$ 134	$ 125	$ 125	$ 200	$ 125	$2,812

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$391	$304	$245	$195	$145	$95	$45	$45

PROJECT NAME:	**Street Lighting**			
PROJECT NUMBER:	71-2		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	2,406	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	2,102	
UNENCUMBERED AS OF:	**06/30/14**	**$**	304	

Project Description: ***Coordinator: Ollie Mumpower***

This project funds the installation of new street lights in areas with inadequate lighting and the upgrading of existing lighting. Upgrading includes re-lamping all City-maintained lights on a five year cycle and replacing worn or discolored lenses and the repainting of fiberglass poles as needed.

In FY 14, available funds of ($87,500) supported the design for the replacement of lights in Dorsey Estates ($5,000), the design of replacement lights at City Hall ($7,500), as well as re-lamping of all City-owned streetlights ($75,000). Photo Radar revenue is projected to fund all $92,500 of the available funds in FY 14.

In FY15, available funds of ($134,500) will support a survey to determine the adequacy of lighting in Olde Towne ($20,000,)the design of infill lighting along Midsummer Drive ($7,500) and along Story Drive ($5,000). Available funds will also support , the replacement of lights in Dorsey Estates ($30,000), at City Hall ($30,000),and individual lighting additions in Bennington, Washingtonian Village, Woodland Hills and along Main Street in the Kentlands ($12,000) , as well as the repainting of fiberglass light poles ($5,000) and the possible replacement of corroded anchor bolts and nuts ($25,000) in a number of the Lakelands light poles.

In FY 16 - FY 17, available funds of ($125, 000) each year will support future undesignated projects for design ($5,000) and construction ($40,000). Available funds will also support converting a portion of our existing HPS lights to LED ($50,000), the repainting of fiberglass light poles ($5,000) as well as the possible replacement of corroded anchor bolts and nuts ($25,000) in a number of the Lakelands light poles.

In FY 18, available funds of ($200,000) will support future undesignated projects for design ($5,000) and construction ($40,000). Available funds will also support converting a portion of our existing HPS lights to LED ($50,000), the repainting of fiberglass light poles ($5,000) the replacement of corroded anchor bolts and nuts ($25,000) in a number of the Lakelands light poles as well as the re-lamping of all City-owned streetlights ($75,000).

In FY19, available funds of ($125, 000) each year will support future undesignated projects for design ($5,000) and construction ($40,000). Available funds will also support converting a portion of our existing HPS lights to LED ($50,000), the repainting of fiberglass light poles ($5,000) as well as the possible replacement of corroded anchor bolts and nuts ($25,000) in a number of the Lakelands light poles.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Public Service Facility**

PROJECT NUMBER: 72-2 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	4,026
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,823
UNENCUMBERED AS OF:	**06/30/14**	**$**	203

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$3,818	$250	$450	$1,000	$400			$5,918
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$42							-$42
TOTAL	$3,776	$ 250	$ 450	$1,000	$ 400	$ 0	$ 0	$5,876

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.		$3	$190	$100				$293
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$3,642	$144	$375	$600	$750			$5,512
FURNITURE & EQUIPMENT	$34		$30					$64
TOTAL	$3,676	$ 147	$ 595	$ 700	$ 750	$ 0	$ 0	$5,869

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$100	$203	$58	$358	$8	$8	$8	$8

PROJECT NAME:	**Public Service Facility**			
PROJECT NUMBER:	72-2		CATEGORY:	City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	4,026	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,823	
UNENCUMBERED AS OF:	**06/30/14**	**$**	203	

Project Description: ***Coordinator: Mark Scafide***

This project supports capital equipment replacement, upgrades and new projects at the Public Service Facility.

In FY14, available funds of ($147,703) supported the design of three (3) covered parking bays ($3,485), reconfiguration of three (3) covered parking bays to provide additional work space ($121,515) and the installation of three (3) dispenser sumps at Public Works fueling station ($22,703).

In FY15, available funds of ($595,000) will support the design of a new salt storage building ($90,000), the design of a truck wash ($100,000), the construction of the truck wash ($375,000) and reconfiguration of storage space ($30,000).

In FY16, available funds of ($700,000) will support replacement of the salt building ($600,000) as well as a Public Works building study and design ($100,000).

In FY17, available funds of ($750,000) will support construction of office expansion at Public Works.

In FY18, no new projects are currently scheduled.

In FY19, no new projects are currently scheduled.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Sidewalks, Handicapped Ramps & Bike Pathways**

PROJECT NUMBER: 79-3 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	2,743
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	2,244
UNENCUMBERED AS OF:	**06/30/14**	**$**	499

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$1,689		$100	$120	$300	$300	$300	$2,809
STATE FUNDS	$253			$480				$733
COUNTY FUNDS								
FEDERAL FUNDS	$90							$90
ESCROW FUNDS	$527		$200					$727
TRANSFERRED	$184							$184
TOTAL	$2,743	$ 0	$ 300	$ 600	$ 300	$ 300	$ 300	$4,543

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$237	$30	$15	$30	$30	$30	$30	$402
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$1,897	$80	$410	$880	$280	$280	$280	$4,107
FURNITURE & EQUIPMENT								
TOTAL	$2,134	$ 110	$ 425	$ 910	$ 310	$ 310	$ 310	$4,509

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$609	$499	$374	$64	$54	$44	$34	$34

PROJECT NAME:	**Sidewalks, Handicapped Ramps & Bike Pathways**			
PROJECT NUMBER:	79-3		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	2,743	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	2,244	
UNENCUMBERED AS OF:	**06/30/14**	**$**	499	

Project Description: ***Coordinator: Ollie Mumpower***

This project provides for the construction of various pedestrian facilities including sidewalks, ADA ramps and pathways. The project also provides funding for hiker/biker paths.

In FY 14, available funds of ($110,200) supported bike lane signing and marking ($18,200), sidewalk/pathway repair contracts ($30,000), as well as the concept design for pedestrian improvements along N. Summit Avenue between Teachers Way and Park Avenue ($30,000). These funds also supported the extension (construction to begin in early FY 15) of the pathway along Main Street from its current location to MD 28 ($32,000).

In FY 15, available funds of ($425,000) will support the construction of a sidewalk along the Lakeforest Mall side of Odend'hal Avenue ($80,000), as well as construction of a sidewalk along Rio Boulevard ($200,000). These funds will also support sidewalk/pathway repair contracts ($30,000), bringing existing accessible ramps in compliance with current ADA requirements ($50,000), acceleration of the bike lane signing and marking program ($50,000) and an inventory of pathway widening needs ($15,000).

In FY 16, available funds of ($910,000) will support, if grant funds are available, the construction of a path along the east side of NIST between MD 117 and Muddy Branch Road ($600,000), future sidewalk construction projects ($50,000), sidewalk/pathway repair contracts ($30,000), bringing existing accessible ramps in compliance with current ADA requirements ($50,000.) and future Bicycle Master Plan bike path designs ($30,000) and retrofits ($150,000).

In FY 17 - FY19, available funds of ($310,000) will support future Bicycle Master Plan bike path designs ($30,000) and retrofits ($150,000), future sidewalk construction projects ($50,000), sidewalk/pathway repair contracts ($30,000), and bringing existing accessible ramps in compliance with current ADA requirements ($50,000).

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Olde Towne Revitalization**

PROJECT NUMBER: 79-5 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	5,457
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,178
UNENCUMBERED AS OF:	**06/30/14**	**$**	2,279

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$3,556				$525	$500		$4,581
STATE FUNDS	$214							$214
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$1,187	$500						$1,687
TOTAL	$4,957	$ 500	$ 0	$ 0	$ 525	$ 500	$ 0	$6,482

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$83							$83
LAND								
SITE IMPROV. UTIL & SWM	$271							$271
CONSTRUCTION	$2,728	$51						$2,779
FURNITURE & EQUIPMENT	$45							$45
TOTAL	$3,127	$ 51	$ 0	$ 0	$ 0	$ 0	$ 0	$3,178

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$1,830	$2,279	$2,279	$2,279	$2,804	$3,304	$3,304	$3,304

PROJECT NAME:	**Olde Towne Revitalization**			
PROJECT NUMBER:	79-5	CATEGORY:		Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	5,457	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,178	
UNENCUMBERED AS OF:	**06/30/14**	**$**	2,279	

Project Description: ***Coordinator: Tony Tomasello***

This project supports opportunities in Gaithersburg Olde Town, revitalizing historical structures, and providing funds in support of grants.

In FY 13, $1,500,000 was transferred into this account from CIP 03-1 (Edison Park Drive Site) and $25,000 in additional City funding was provided to begin establishing a fund to construct a second parking facility in the Central Business District.

FY14, $51,030 was allocated to the ADA and restroom facility improvements at the B&O Railroad station. This as done in conjunction with additional funds allocated from 04-1 Community Development Block Grant Funds.

FY 15 - 19, no additional funding is programmed as resources are directed towards other projects, but the existing balance will not be reduced.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Property Acquisition And Disposition**

PROJECT NUMBER: 81-4 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	15,681
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	14,680
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,001

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$15,515	$70	$500					$16,085
STATE FUNDS	$646							$646
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$550							-$550
TOTAL	$15,611	$ 70	$ 500	$ 0	$ 0	$ 0	$ 0	$16,181

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$4							$4
LAND	$14,676							$14,676
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT								
TOTAL	$14,680	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$14,680

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$931	$1,001	$1,501	$1,501	$1,501	$1,501	$1,501	$1,501

PROJECT NAME:	**Property Acquisition And Disposition**			
PROJECT NUMBER:	81-4		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	15,681	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	14,680	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,001	

Project Description: ***Coordinator: Tony Tomasello***

In FY 15, $500,000 is allocated to this account to increase available funding which may be needed relative to strategic acquisitions in support of several Strategic Directions.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Stormwater Management And Storm Drainage**

PROJECT NUMBER: 82-1 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	11,632
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	9,183
UNENCUMBERED AS OF:	**06/30/14**	**$**	2,449

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$9,685	$860	$1,300	$1,300	$1,300	$1,300	$1,300	$17,045
STATE FUNDS	$777							$777
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$460		$100					$560
TRANSFERRED	-$150							-$150
TOTAL	$10,772	$ 860	$1,400	$1,300	$1,300	$1,300	$1,300	$18,232

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$1,755	$230	$340	$300	$258	$228	$258	$3,372
LAND	$16							$16
SITE IMPROV. UTIL & SWM	$1,630							$1,630
CONSTRUCTION	$5,377	$175	$825	$725	$1,043	$1,043	$1,043	$10,231
FURNITURE & EQUIPMENT								
TOTAL	$8,778	$ 405	$1,165	$1,025	$1,301	$1,271	$1,301	$15,249

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$1,994	$2,449	$2,684	$2,959	$2,958	$2,987	$2,986	$2,986

PROJECT NAME:	**Stormwater Management And Storm Drainage**			
PROJECT NUMBER:	82-1		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	11,632	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	9,183	
UNENCUMBERED AS OF:	**06/30/14**	**$**	2,449	

Project Description: ***Coordinator: Ollie Mumpower***

The stormwater drainage system and Stormwater Management (SWM) facilities are important components of the City's infrastructure. This project provides for major maintenance and improvements required by GASB 34 and the National Pollutant Discharge Elimination System (NPDES) Phase II Permit, and it includes design and construction for a variety of SWM projects, storm drainage and other projects related to preserving and protecting the City's stormwater infrastructure and the natural environment.

The Water Quality Protection Charge (WQPC), which is assessed by the City, is the primary source of funding for this project. The City will be changing the name of the WQPC to the Stormwater Management Fee to reflect a more holistic nature of the fee. The City is currently in the process of establishing a new Stormwater Management Fee five-year plan to fund the implementation of existing and future stormwater management projects. In addition, the City is conducting watershed studies, which will provide a priority basis for implementation of future projects.

In FY 14, available funds of ($405,500) supported the design of a culvert replacement and a pathway connection between Conservation Lane and Quince Orchard Park ($22,000), cleaning and maintenance of City SWM facilities ($40,000) and continuation of both the Green Street Program ($80,000) and the Rainscape Reimbursement Program ($10,000). These funds will also support culvert cleaning and repair ($45,000), design of the Muddy Branch - West Deer Park stream restoration project ($72,000), professional services related to the City's industrial permit ($6,500) and continued development of the Muddy Branch Watershed Plan ($130,000).

In FY 15, available funds of ($1,165,000) will support the design of a SWM retrofit along Alderwood Drive ($50,000) as well various other SWM retrofits ($100,000), continuation of both the Green Street Program ($80,000) and the Rainscape Reimbursement Program ($10,000), design of two (2) stream restoration projects ($150,000), construction of the Muddy Branch - West Deer Park stream restoration project ($400,000) as well as the construction of a culvert replacement and a pathway connection between Conservation Lane and Quince Orchard Park ($250,000). These funds will also support culvert cleaning and repair ($45,000) as well as the cleaning and maintenance of City SWM facilities ($40,000). In addition, there will be funds for GIS consulting services for parcel fabric updates/improvements ($10,000) and ($30,000) for planimetrics updates.

In FY 16, available funds of ($1,025,000) will support the design ($150,000) and construction ($250,000) of various SWM retrofits, continuation of both the Green Street Program ($80,000) and the Rainscape Reimbursement Program ($10,000), design of a stream restoration project ($150,000) as well as the construction of a stream stabilization project ($300,000). These funds will also support culvert cleaning and repair ($45,000) as well as the cleaning and maintenance of City SWM facilities ($40,000).

In FY 17, available funds of ($1,301,750) will support the design and construction of various Watershed Implementation Plans ($500,000), maintenance ($40,000) and replacement ($60,000) of City SWM facilities as well as the continuation of both the Green Street Program ($80,000) and the Rainscape Reimbursement Program ($12,000). These funds will also support culvert cleaning and repair ($45,000), inspection of the storm sewer system ($228,750) and replacement of corrugated metal pipe ($306,000). In addition, there will be funds for GIS consulting services for planimetrics updates ($30,000).

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**Stormwater Management And Storm Drainage**			
PROJECT NUMBER:	82-1		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	11,632	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	9,183	
UNENCUMBERED AS OF:	**06/30/14**	**$**	2,449	

Project Description: ***Coordinator: Ollie Mumpower***

In FY 18, available funds of ($1,271,750) will support the design and construction of various Watershed Implementation Plans ($500,000), maintenance ($40,000) and replacement ($60,000) of City SWM facilities as well as the continuation of both the Green Street Program ($80,000) and the Rainscape Reimbursement Program ($12,000). These funds will also support culvert cleaning and repair ($45,000), inspection of the storm sewer system ($228,750) and the replacement of corrugated metal pipe ($306,000).

In FY 19, available funds of ($1,301,750) will support the design and construction of various Watershed Implementation Plans ($500,000), maintenance ($40,000) and replacement ($60,000) of City SWM facilities as well as the continuation of both the Green Street Program ($80,000) and the Rainscape Reimbursement Program ($12,000). These funds will also support culvert cleaning and repair ($45,000) inspection of the storm sewer system ($228,750) and replacement of corrugated metal pipe ($306,000). In addition, there will be funds for GIS consulting services for planimetrics updates ($30,000).

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Street Resurfacing**

PROJECT NUMBER: 83-1 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	18,112
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	17,739
UNENCUMBERED AS OF:	**06/30/14**	**$**	373

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$16,269	$400	$650	$650	$650	$650	$650	$19,919
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$500							$500
TRANSFERRED	$943							$943
TOTAL	$17,712	$ 400	$ 650	$ 650	$ 650	$ 650	$ 650	$21,362

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$635							$635
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$16,494	$610	$810	$630	$610	$630	$550	$20,334
FURNITURE & EQUIPMENT								
TOTAL	$17,129	$ 610	$ 810	$ 630	$ 610	$ 630	$ 550	$20,969

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$583	$373	$213	$233	$273	$293	$393	$393

PROJECT NAME:	**Street Resurfacing**			
PROJECT NUMBER:	83-1	CATEGORY:		Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	18,112	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	17,739	
UNENCUMBERED AS OF:	**06/30/14**	**$**	373	

Project Description: ***Coordinator: Ollie Mumpower***

This project supports funding for an annual street and sidewalk maintenance program required by GASB 34. The project is a preventive maintenance and rehabilitation program. It provides resurfacing for City streets, replacement of settled or deteriorated curb and gutter, as well as sidewalks on streets selected for resurfacing. Contracts are bid in the winter or early spring of each year.

In order for the City to comply with GASB 34, maintenance of streets requires a level of funding so as not to have to make a substantial reservation of fund balance. The level of funding for FY 14 - FY 19 is adequate to meet GASB requirements and will build up a project balance to cover emergencies and unexpected resurfacing and maintenance obligations.

In FY 14, available funds of ($610,000) supported resurfacing on various streets along West Deer Park Road ($600,000). Funding also supported lane marking ($10,000) replacement on various streets.

In FY 15, available funds of ($810,000) will support resurfacing on various streets in the East Deer Park area ($600,000) as well as the City portion of a WSSC project along Gold Kettle Drive ($100,000) and the resurfacing of Municipal Lot 5 ($80,000). Funding will also support lane marking ($10,000) and speed hump ($20,000) replacement on various streets.

In FY16, available funds of ($630,000) will support resurfacing on various streets in the Montgomery Meadows community and along Travis Lane from Travis Avenue to Watkins Mill Road ($600,000). Funding will also support lane marking ($10,000) and speed hump ($20,000) replacement on various streets.

In FY 17, available funds of ($610,000) will support resurfacing in the West Riding subdivision ($600,000). Funding will also support lane marking ($10,000) replacement on various streets. A

In FY 18, available funds of ($630,000) will support resurfacing in the Saybrooke subdivision ($600,000). Funding will also support lane marking ($10,000) and speed hump ($20,000) replacement on various streets.

In FY 19, available funds of ($550,000) will support resurfacing in the Dorsey Estates subdivision.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Bohrer Park At Summit Hall Farm**

PROJECT NUMBER: 83-2 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	15,371
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	14,429
UNENCUMBERED AS OF:	**06/30/14**	**$**	942

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$12,755	$30	$65	$480	$25	$10	$15	$13,380
STATE FUNDS	$1,944	$150						$2,094
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$492							$492
TOTAL	$15,191	$ 180	$ 65	$ 480	$ 25	$ 10	$ 15	$15,966

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$11,520	$6	$364	$45	$10			$11,946
LAND								
SITE IMPROV. UTIL & SWM	$93							$93
CONSTRUCTION	$2,439	$204		$245				$2,889
FURNITURE & EQUIPMENT	$159	$8	$50	$60	$395	$10	$15	$698
TOTAL	$14,211	$ 218	$ 414	$ 350	$ 405	$ 10	$ 15	$15,626

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$980	$942	$593	$723	$343	$343	$343	$343

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**Bohrer Park At Summit Hall Farm**		
PROJECT NUMBER:	83-2	CATEGORY:	Recreation/Leisure
		(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$** 15,371	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$** 14,429	
UNENCUMBERED AS OF:	**06/30/14**	**$** 942	

Project Description: ***Coordinator: Michele Potter***

This project provides for purchases and refurbishments for the Picnic Pavilions, Activity Center, Water Park, Skate Park and the Miniature Golf Course.

In FY 14, available funds of ($220,130) supported the replacement of tables, canopies and signage at the Miniature Golf Course ($6,520). Phase II of the Water Park entailed architectural design, construction of a new ticket booth, ADA improvements, and inspection and repair to (5) gables ($153,220), slide tower repair and painting ($51,645), replacement of (3) water fountains ($8,745), . A reimbursement 75% or $153,220 will be submitted to Program Open Space for the Water Park projects.

In FY 15, available funds of ($414,550) will support the replacement of Skate Park components ($5,000), support the upgrading of sign at Education Blvd./355 to an electronic message board ($30,000), the design for facility renovations to the Miniature Golf Course including expansion of the restroom and 'caddy shack' buildings and modifications to the layout between Golf and Water Park ($60,000 - a $150,000 bond bill has been secured), an evaluation and report of the open and enclosed flume slides ($4,550), and refurbishments and replacement of shade structures at Miniature Golf Course ($15,000).

In FY 16, available funds of ($350,000) will support facility renovations to the Miniature Golf Course including expansion of the restroom and 'caddy shack' buildings and modifications to the layout between Golf and Water Park ($210,000 - a $150,000 bond bill has been secured), refurbishments and enhancements at Miniature Golf Course ($10,000), the design and engineering for the water slide replacement project ($45,000), Locker Room Floor resurfacing ($35,000) and the replacement of the Activity Center partitions ($50,000)

In FY 17, available funds of ($405,000) will support the replacement of tables and enhancements to the Miniature Golf Course ($15,000) as well as an exterior lighting study at the Water Park ($10,000) and replacement of the 2 main slides at the Water Park ($380,000).

In FY 18, available funds of ($10,000) will support the replacement of shade structures at the Miniature Golf Course ($10,000).

In FY 19, available funds of ($15,000) will support refurbishments and enhancements at Miniature Golf Course ($15,000).

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Street Reconstruction**

PROJECT NUMBER: 91-3 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	8,345
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	7,708
UNENCUMBERED AS OF:	**06/30/14**	**$**	637

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$7,337	$700	$600	$700	$700	$700	$700	$11,437
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$596							$596
TRANSFERRED	-$288							-$288
TOTAL	$7,645	$ 700	$ 600	$ 700	$ 700	$ 700	$ 700	$11,745

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$144		$100					$244
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$7,144	$420	$650	$910	$685	$730	$610	$11,149
FURNITURE & EQUIPMENT								
TOTAL	$7,288	$ 420	$ 750	$ 910	$ 685	$ 730	$ 610	$11,393

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$357	$637	$487	$277	$292	$262	$352	$352

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**Street Reconstruction**			
PROJECT NUMBER:	91-3		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	8,345	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	7,708	
UNENCUMBERED AS OF:	**06/30/14**	**$**	637	

Project Description: ***Coordinator: Ollie Mumpower***

This project supports the reconstruction of streets that require more extensive work than streets included in our annual street resurfacing and rehabilitation program. A separate contract or amendment to the annual street resurfacing contract is typically prepared for each street selected for this program. Reconstruction projects may also require engineered plans.

We are seeing extensive damage on some of our older streets from bus traffic and construction traffic. Additionally, in order for the City to comply with GASB 34, maintenance of streets requires a level of funding so as not to have to make a substantial reservation of fund balance. This funding will build up a project balance to cover emergencies and unexpected street reconstruction obligations.

In FY 14, available funds of ($420,000) supported the reconstruction of Quince Orchard Boulevard from Diamond Drive to the Skate Park ($170,000) and School Drive ($240,000). Funding also supported lane marking ($10,000) replacement for these streets.

In FY 15, available funds of ($750,000) will support the design for Quince Orchard Boulevard from Firstfield Road to Diamond Drive ($100,000) as well as the reconstruction of Travis Avenue from MD 355 to Watkins Mill Road ($620,000). Funding will also support lane marking ($10,000) and speed hump ($20,000) replacement.

In FY 16, available funds of ($910,000) will support the reconstruction of Quince Orchard Boulevard from Firstfield Road to Diamond Drive ($900,000). Funding will also support lane marking ($10,000) replacement on this street.

In FY 17, available funds of ($685,000) will support the reconstruction of South Summit Avenue from MD 355 to East Diamond Avenue ($675,000). Funding will also support lane marking ($10,000) replacement on this street.

In FY 18, available funds of ($730,000) will support the reconstruction the City Hall Parking Lot as well as East Deer Park Drive from MD 355 to the end of City maintenance ($700,000). Funding will also support lane marking ($10,000) and speed hump ($20,000) replacement.

In FY 19, available funds of ($610,000) will support the reconstruction of Watkins Mill Road from Russell Avenue to the end of City Maintenance ($600,000). Funding will also support lane marking ($10,000) replacement on this street.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Traffic Calming And Signalization**

PROJECT NUMBER: 92-2 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,457
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	1,307
UNENCUMBERED AS OF:	**06/30/14**	**$**	150

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$1,022			$30	$30	$30	$30	$1,142
STATE FUNDS	$110							$110
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$275							$275
TRANSFERRED	$50							$50
TOTAL	$1,457	$ 0	$ 0	$ 30	$ 30	$ 30	$ 30	$1,577

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$14							$14
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$1,091		$50	$50	$50	$50	$50	$1,341
FURNITURE & EQUIPMENT	$179	$23	$4	$4	$4	$4	$4	$223
TOTAL	$1,284	$ 23	$ 54	$ 54	$ 54	$ 54	$ 54	$1,578

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$173	$150	$96	$72	$48	$24	$0	$0

PROJECT NAME:	**Traffic Calming And Signalization**			
PROJECT NUMBER:	92-2		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,457	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	1,307	
UNENCUMBERED AS OF:	**06/30/14**	**$**	150	

Project Description: ***Coordinator: Ollie Mumpower***

Funding in this project is used for installing and maintaining traffic calming devices, school flashers and traffic signals.

In FY 14, available funds of ($23,685) supported the purchase of three (3) solar panel school flashers ($9,936), a video collection unit ($9,749) with analysis of data from this unit ($4,000). Photo Radar revenue funded all $23,685 of the available funds in FY 14.

In FY 15 - FY 19, available funds of ($54,000 each year) will support the purchase of additional analysis of data from the video collection unit ($4,000) and undesignated projects ($50,000).

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Technology Projects**

PROJECT NUMBER: 93-1 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	5,320
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,776
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,544

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$4,778			$500	$500	$300	$300	$6,378
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	$242							$242
ESCROW FUNDS	$300							$300
TRANSFERRED								
TOTAL	$5,320	$ 0	$ 0	$ 500	$ 500	$ 300	$ 300	$6,920

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT	$3,282	$494	$907	$1,035	$565	$300		$6,583
TOTAL	$3,282	$ 494	$ 907	$1,035	$ 565	$ 300	$ 0	$6,583

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$2,038	$1,544	$637	$102	$37	$37	$337	$337

PROJECT NAME:	**Technology Projects**			
PROJECT NUMBER:	93-1	CATEGORY:		City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	5,320	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,776	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,544	

Project Description: ***Coordinator: Peter Cottrell***

This project includes funding for significant technology projects (over $1,000) such as enterprise applications, geographic information systems materials and network and telephone infrastructure.

In FY 14, available funds of ($494,500) supported conference room technology ($10,000), enhancements to an enterprise wireless network ($13,000), facility access security improvements ($2,000), facility cameras ($5,000), mobile applications ($15,000), mobile fleet enhancements ($35,000), enhancements to the campaign finance application ($20,200), cable system data backups and archiving ($56,800),implementation of a new City web site ($210,000), an Applicant Tracking/Onboarding system ($10,000), network infrastructure improvements ($25,000), improvements to a data backup system ($42,500), improvements to a license plate scanning system ($25,000), mobile fingerprint readers ($15,000), and Community Museum improvements ($10,000).

In FY 15, available funds of ($907,000) will support cameras and network connectivity for the City Hall grounds ($50,000), a City hall network reconfiguration ($25,000), conference room technology ($20,000), copier technology enhancements ($20,000), digital signage ($10,000), enhancements to an enterprise wireless network ($10,000), facility access security improvements ($30,000), facility cameras ($10,000), a field asset and work order system ($150,000), improvements to the City's camera recording system ($10,000), intranet web replacement ($25,000), mobile fleet enhancements ($10,000), PCI compliance ($50,000),a City-wide phone system replacement ($150,000), public computer lab enhancements ($2,000), enhancements to shared server storage ($20,000), enhancements to the campaign finance application ($20,000), enhancements to the new City web site ($75,000), a content manager system for the City's financial application ($40,000), a criminal intelligence system for police ($65,000), a replacement Parking Ticket system ($40,000), and a facilities management system ($75,000).

In FY 16, available funds of ($1,035,000) will support City hall network reconfiguration ($25,000), City Hall server room rewiring ($25,000), conference room technology ($10,000), enhancements to an enterprise wireless network ($10,000), facility access security improvements ($20,000), facility cameras ($10,000),enhancement of the City's fiber network ($200,000), improvements to the City's camera recording system ($10,000), mobile applications ($50,000), mobile fleet enhancements ($10,000), radio system upgrades ($25,000), enhancements to shared server storage ($20,000), enhancements to the campaign finance application ($150,000), a replacement budget system ($150,000), Field Asset Mapping ($10,000), GIS upgrades and licenses ($20,000), improvements to a data backup system ($30,000), improvements to a remote data center ($10,000), server room improvements ($5,000), a replacement Police Dispatch/Records system ($75,000), improvements to a license plate scanning system ($20,000), additions to the Olde Towne Surveillance Camera system ($100,000), and improvements to the Casey Community Center ($50,000).

In FY 17, available funds of ($565,000) will support conference room technology ($10,000), facility access security improvements ($20,000), facility cameras ($10,000), continuing enhancement of the City's fiber network ($200,000), a network access control system ($15,000), implementation of parking garage technology ($100,000), Council/Citizen Request Tracking Software ($15,000), enhancements to the City web site ($50,000), build out of a new remote data center ($100,000), improvements to the server room uninterruptible power supply ($25,000), and Emergency Operations Center improvements ($20,000).

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**Technology Projects**			
PROJECT NUMBER:	93-1	CATEGORY:		City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	5,320	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,776	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,544	

Project Description: ***Coordinator: Peter Cottrell***

In FY 18, available funds of ($300,000) will support replacement of the City document management system ($200,000), an Email Archive/Retention system ($50,000), and a Reverse 911 Emergency Management system ($50,000) .

Funding requests for FY 19 are presently unidentifiable.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Facilities Projects**

PROJECT NUMBER: 98-1 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	6,246
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,494
UNENCUMBERED AS OF:	**06/30/14**	**$**	2,752

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$3,111			$270	$400	$400	$400	$4,581
STATE FUNDS				$130				$130
COUNTY FUNDS		$300						$300
FEDERAL FUNDS								
ESCROW FUNDS	$42							$42
TRANSFERRED	$649	$2,144						$2,793
TOTAL	$3,802	$2,444	$ 0	$ 400	$ 400	$ 400	$ 400	$7,846

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$344		$160	$115	$45			$664
LAND								
SITE IMPROV. UTIL & SWM		$29						$29
CONSTRUCTION	$2,197	$804	$635	$527	$370	$250	$280	$5,064
FURNITURE & EQUIPMENT	$54	$66	$30	$435	$280	$280	$30	$1,176
TOTAL	$2,595	$ 899	$ 825	$1,077	$ 695	$ 530	$ 310	$6,933

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$1,207	$2,752	$1,927	$1,250	$955	$825	$915	$915

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**Facilities Projects**			
PROJECT NUMBER:	98-1	CATEGORY:		City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	6,246	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,494	
UNENCUMBERED AS OF:	**06/30/14**	**$**	2,752	

Project Description: ***Coordinator: Mark Scafide***

This project supports the systematic replacement of architectural, structural, mechanical, electrical and building envelope components on City-owned facilities.

In FY 14, available funds of ($900,705) supported demolition related activities at 309 S. Frederick Avenue ($29,577), Kentlands Arts Barn exterior doors replacement ($135,000), City Hall first floor systems furniture ($8,336), City Hall first floor bathroom renovations ($24,420), replacement of the City Hall front doors and rear exit door ($70,000), equipment upgrades in various facilities ($30,000), Gaithersburg Aquatic Center Pool and facility repairs ($420,000), install parking garage security fencing ($15,000), parking garage joint sealant replacement ($65,000), replacement of Public Works bay doors ($45,000) and HVAC upgrades at Public Works ($10,000), Activity Center ($10,000) and in the City Hall ($25,000) server rooms. Funding also supported replacement of the canopy at the Kentlands Mansion ($13,372).

In FY 15, available funds of ($825,000) will support, roof and shell replacement/repairs at the Water Park and Skate Park ($300,000), a survey of all City facilities existing emergency power equipment ($130,000), design services to upgrade generators at various facilities (30,000), equipment upgrades in various facilities ($30,000), maintenance activities at various facilities ($100,000), carpet replacement at the Activity Center ($130,000), restriping in the parking garage ($35,000), and the parking garage surface recoating ($70,000). In FY 15, Facilities will also undertake the B&O door replacement project, the design for improvements at the Casey Community Center and the design and stabilization of the Smoke House (funding for these three projects will be thru CIP 04-1 using Community Development Block Grant funds).

In FY 16, available funds of ($1,077,000) will support the purchase of furniture and equipment ($120,000) as well as the construction ($112,000) of improvements at the Casey Community Center, design services to upgrade generators at various facilities (30,000), equipment upgrades in various facilities ($30,000), maintenance activities at various facilities ($150,000), parking garage elevator refurbishment ($165,000), lighting upgrades to the Public Works lower level parking lot ($85,000), roof and shell replacement/repairs at various facilities ($100,000), replacement of furniture at Public Works ($35,000) and the upgrading of generators at various City facilities ($250,000).

In FY 17, available funds of ($695,000) will support equipment upgrades in various facilities ($30,000), maintenance activities at various facilities ($150,000), Kentlands Arts Barn repointing ($120,000), roof and shell replacement/repairs at various facilities ($100,000), sound studies for the Robertson Park Youth Center, Olde Towne Youth Center and the main gym at the Activity Center ($45,000) and the upgrading of generators at various City facilities ($250,000).

In FY 18, available funds of ($530,000) will support equipment upgrades at various facilities ($30,000), enhancements at various facilities ($150,000), roof and shell replacement/repairs at various facilities ($100,000) and the upgrading of generators at various City facilities ($250,000).

In FY 19, available funds of ($310,000) will support will support equipment upgrades at various facilities ($30,000), enhancements at various facilities ($150,000), parking garage restriping ($30,000) as well as roof and shell replacement/repairs at various facilities ($100,000).

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Art In Public Places**

PROJECT NUMBER: 98-4 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	636
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	520
UNENCUMBERED AS OF:	**06/30/14**	**$**	116

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$365			$25	$25	$25	$25	$465
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$200	$40						$240
TRANSFERRED	$31							$31
TOTAL	$ 596	$ 40	$ 0	$ 25	$ 25	$ 25	$ 25	$ 736

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$362		$7	$8	$3	$25	$25	$431
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$100	$58	$35	$10	$6			$209
FURNITURE & EQUIPMENT								
TOTAL	$ 462	$ 58	$ 42	$ 18	$ 9	$ 25	$ 25	$ 640

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$134	$116	$74	$81	$97	$97	$97	$97

PROJECT NAME:	**Art In Public Places**			
PROJECT NUMBER:	98-4	CATEGORY:		Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	636	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	520	
UNENCUMBERED AS OF:	**06/30/14**	**$**	116	

Project Description: ***Coordinator: Denise Kayser***

This project supports Art in Public Places projects throughout the City.

In FY 14, available funds of ($58,750) supported the design and fabrication of developer-funded public art at Archstone in Olde Towne ($57,500), and the fabrication of a locomotive-themed bike rack for the Community Museum ($1,250).

In FY 15, available funds of ($42,125) will support the final payment for the installation of the developer-funded Archstone project ($28,750) and the final payment for installation of a locomotive-themed bike rack at the Community Museum ($4,750). Additionally, funds will support the design of interactive artwork at Constitution Gardens ($1,500), the design of science-themed art for Latitude Observatory Park ($3,125), and the design and fabrication of the Diamond Farms Skate Spot art ($4,000).

In FY 16, available funds of ($18,250) will support the fabrication of interactive artwork at Constitution Gardens ($10,000), the fabrication of science-themed art for Latitude Observatory Park ($6,250), and the final payment for the fabrication and installation of the Diamond Farms Skate Spot public art ($2,000).

In FY 17 available funds of ($9,125) will support the final payment for the fabrication and installation of interactive artwork at Constitution Gardens ($6,000), final payment for the fabrication and installation of science-themed art for Latitude Observatory Park ($3,125), and other undesignated public art projects.

In FY 18 and FY 19 ($25,000) is allocated for projects which have not been defined in scope or location.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Transit Enhancements**

PROJECT NUMBER: 98-7 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	332
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	238
UNENCUMBERED AS OF:	**06/30/14**	**$**	94

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$125							$125
STATE FUNDS	$78							$78
COUNTY FUNDS	$28							$28
FEDERAL FUNDS								
ESCROW FUNDS	$212			$30	$30	$30	$30	$332
TRANSFERRED	-$150	$39						-$110
TOTAL	$ 293	$ 39	$ 0	$ 30	$ 30	$ 30	$ 30	$ 453

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$110		$34					$144
FURNITURE & EQUIPMENT	$110	$18	$19	$34	$34	$34	$34	$284
TOTAL	$ 220	$ 18	$ 53	$ 34	$ 34	$ 34	$ 34	$ 428

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$73	$94	$41	$37	$33	$29	$25	$25

PROJECT NAME:	**Transit Enhancements**			
PROJECT NUMBER:	98-7		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	332	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	238	
UNENCUMBERED AS OF:	**06/30/14**	**$**	94	

Project Description: ***Coordinator: Ollie Mumpower***

This project supports the purchase and installation of benches and trash containers, as well as the City prototype bus shelters, to make transit convenient and comfortable.

City funding is supplemented by developer escrow funding.

In FY 14, available funds of ($18,678) supported the purchase and installation of a developer funded non-advertising shelter ($14,678) to support transit ridership for the Residences at Hidden Creek development as well as replacement benches and bench slats ($4,000).

In FY 15, available funds of ($53,000) will support the purchase and installation of one (1) developer funded non-advertising shelter ($15,000), replacement benches and bench slats ($4,000) as well as the purchase and installation of thirty (30) benches ($34,000).

In FY 16 - 19, available funds of ($34,000) per year will support the purchase and installation of two (2) developer funded non-advertising shelters ($30,000) and replacement benches and bench slats ($4,000).

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **355 Corridor Plan Improvements**

PROJECT NUMBER: 99-1 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	126
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	125
UNENCUMBERED AS OF:	**06/30/14**	**$**	1

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$295							$295
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$130	-$39	$129					-$40
TOTAL	$ 165	$- 39	$ 129	$ 0	$ 0	$ 0	$ 0	$ 255

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$67		$50					$117
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$58		$70					$128
FURNITURE & EQUIPMENT								
TOTAL	$ 125	$ 0	$ 120	$ 0	$ 0	$ 0	$ 0	$ 245

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$40	$1	$10	$10	$10	$10	$10	$10

PROJECT NAME:	**355 Corridor Plan Improvements**			
PROJECT NUMBER:	99-1		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	126	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	125	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1	

Project Description: ***Coordinator: John Schlichting***

This project includes funding for design and construction for landscaping and streetscape enhancements as short term beautification improvements in accordance with one of the recommendations from the Frederick Avenue and Vicinity Development Capacity Study...

In FY15 a total of $129,178 was transferred from Project # 00-1 - Y-Site development which will be closed in FY15

In FY 15, available funds ($120,000) will support the design of landscaping/streetscape improvements ($50,0000 and the construction of phase I landscaping/streetscape improvements ($70,000).

As a plan for the 355 Corridor is developed, additional funding will need to be allocated in future years with related expenditures. It is anticipated that a more detailed plan of future improvements will be developed in FY15.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**Olde Towne Park Plaza**			
PROJECT NUMBER:	99-4		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,260	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	193	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,067	

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$975							$975
STATE FUNDS	$135							$135
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$50							$50
TRANSFERRED	$600	-$500						$100
TOTAL	$1,760	$- 500	$ 0	$ 0	$ 0	$ 0	$ 0	$1,260

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$42		$100					$142
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$95			$800				$895
FURNITURE & EQUIPMENT	$56			$100				$156
TOTAL	$ 193	$ 0	$ 100	$ 900	$ 0	$ 0	$ 0	$1,193

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$1,567	$1,067	$967	$67	$67	$67	$67	$67

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**Olde Towne Park Plaza**			
PROJECT NUMBER:	99-4		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,260	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	193	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,067	

Project Description: ***Coordinator: Thomas Lonergan***

This project supports the development of the Olde Towne Park Plaza at 315 East Diamond Avenue.

In FY 15, available funds of ($100,000) will support the design, including construction documents, for the expansion and renovation of the City-owned pedestrian plaza at the corner of East Diamond and North Summit avenues in Olde Towne, which had been expected to commence in FY 2013. Project design will be integrated into, and be complementary with, existing fabric of Olde Towne. Community input will be solicited and will address amenities and functions for the park plaza.

In FY16, available funds of ($900,000) will support the construction and is anticipated that this CIP project will be closed.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Contingency And Future Projects**

PROJECT NUMBER: 00-0 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	5,040
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	4,032
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,008

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$4,235	$1,500	$250	$500	$500	$500	$500	$7,985
STATE FUNDS	$125							$125
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$820							-$820
TOTAL	$3,540	$1,500	$ 250	$ 500	$ 500	$ 500	$ 500	$7,290

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$3,507	$500	$500	$500	$500	$500		$6,007
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT	$25							$25
TOTAL	$3,532	$ 500	$ 500	$ 500	$ 500	$ 500	$ 0	$6,032

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$8	$1,008	$758	$758	$758	$758	$1,258	$1,258

PROJECT NAME:	**Contingency And Future Projects**			
PROJECT NUMBER:	00-0		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	5,040	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	4,032	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,008	

Project Description: ***Coordinator: Tina Smith***

This project provides funding for other projects as identified by the Mayor and City Council.

In FY 15 - FY 18, available funds of ($500,000) will support miscellaneous future projects.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **"Y" Site Development**

PROJECT NUMBER: 00-1 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	13,030
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	12,900
UNENCUMBERED AS OF:	**06/30/14**	**$**	130

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$1,900							$1,900
STATE FUNDS	$3,500							$3,500
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$7,730	-$100	-$129					$7,500
TOTAL	$13,130	$- 100	$- 129	$ 0	$ 0	$ 0	$ 0	$12,900

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$232							$232
LAND	$1,570							$1,570
SITE IMPROV. UTIL & SWM	$835							$835
CONSTRUCTION	$10,263							$10,263
FURNITURE & EQUIPMENT								
TOTAL	$12,900	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$12,900

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$230	$130	$1	$1	$1	$1	$1	$1

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**"Y" Site Development**			
PROJECT NUMBER:	00-1		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	13,030	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	12,900	
UNENCUMBERED AS OF:	**06/30/14**	**$**	130	

Project Description: ***Coordinator: Tony Tomasello***

This project supports the maintenance, environmental remediation of the "Y" site in hopes of selling for future development.

In FY 15, available funds will be transferred to 355 Corridor Plan Improvements (CIP 99-1). The project will be closed at the end of FY15.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Renovation/Improvements Of Existing Parks**

PROJECT NUMBER: 00-4 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	2,290
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	1,463
UNENCUMBERED AS OF:	**06/30/14**	**$**	827

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$790		$50	$50	$50	$50	$50	$1,040
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$500	$1,000						$1,500
TOTAL	$1,290	$1,000	$ 50	$ 50	$ 50	$ 50	$ 50	$2,540

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$108	$50						$158
LAND								
SITE IMPROV. UTIL & SWM	$135	$454						$590
CONSTRUCTION	$567	$149	$750	$30	$30	$30	$30	$1,586
FURNITURE & EQUIPMENT								
TOTAL	$ 810	$ 653	$ 750	$ 30	$ 30	$ 30	$ 30	$2,334

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$480	$827	$127	$147	$167	$187	$207	$207

PROJECT NAME:	**Renovation/Improvements Of Existing Parks**			
PROJECT NUMBER:	00-4		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	2,290	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	1,463	
UNENCUMBERED AS OF:	**06/30/14**	**$**	827	

Project Description: ***Coordinator: Mark Scafide***

This project supports the renovation or improvement of buildings, structures, ball field amenities and recreation courts at existing parks.

In FY 14, available funds of ($654,338) supported the design for the renovations at Constitution Gardens ($50,000), renovation of the playing surface at Washingtonian Woods tennis court ($49,446), replacement of benches for various parks ($5,000), replacement of fencing at Duvall Park ($20,006), resurfacing of the basketball court at Duvall Park ($5,000), solar power and sonar for the back pond at Bohrer Park and Lake Inspiration ($13,741), upgrade of the lighting at Kelley Park Fields 1 & 2 ($433,125) and installation of three (3) shade trees near the City Hall Pavilion ($8,000). These funds also supported construction of parking spaces (work to begin in early FY15) along DeSellum Avenue for the International Latitude Observatory ($70,000).

In FY 15, available funds of ($750,000) will support funding for renovations at Constitution Gardens.

In FY 16 - FY 19, available funds of ($30,000 each year) will support future projects.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Kentlands Mansion**

PROJECT NUMBER: 01-2 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,158
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	880
UNENCUMBERED AS OF:	**06/30/14**	**$**	278

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$803		$250	$350	$400			$1,803
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$355							$355
TOTAL	$1,158	$ 0	$ 250	$ 350	$ 400	$ 0	$ 0	$2,158

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$141		$135					$276
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$739			$715	$400			$1,854
FURNITURE & EQUIPMENT								
TOTAL	$ 880	$ 0	$ 135	$ 715	$ 400	$ 0	$ 0	$2,130

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$278	$278	$393	$28	$28	$28	$28	$28

PROJECT NAME:	**Kentlands Mansion**			
PROJECT NUMBER:	01-2		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,158	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	880	
UNENCUMBERED AS OF:	**06/30/14**	**$**	278	

Project Description: ***Coordinator: Mark Scafide***

This project supports major repairs and restoration of the Kentlands Mansion building envelope and exterior.

In FY 15, available funds of ($135,000) will support a needs analysis survey to include ADA and other facility upgrades ($85,000) and a landscape design of the side yard garden ($50,000).

In FY 16, available funds of ($715,000) will support Phase I design and construction based on the needs analysis ($465,000) and landscape construction of the side yard garden ($250,000).

In FY 17, available funds of ($400,000) will support Phase II design and construction based on the needs analysis ($400,000).

In FY 18 and FY 19, no projects are currently identified.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Edison Park Drive Site**

PROJECT NUMBER: 03-1 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,897
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	706
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,191

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$6,448							$6,448
STATE FUNDS	$3,412							$3,412
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$1,963	-$6,000						-$7,963
TOTAL	$7,897	$-6,000	$ 0	$ 0	$ 0	$ 0	$ 0	$1,897

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$706							$706
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT								
TOTAL	$ 706	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 706

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$7,191	$1,191	$1,191	$1,191	$1,191	$1,191	$1,191	$1,191

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**Edison Park Drive Site**			
PROJECT NUMBER:	03-1		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,897	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	706	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,191	

Project Description: ***Coordinator: Tony Tomasello***

Development and/or disposition of this site is pending future Mayor & Council direction. The existing fund balance remains in reserve.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Community Development Block Grant - HUD**

PROJECT NUMBER: 04-1 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	5,191
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	4,997
UNENCUMBERED AS OF:	**06/30/14**	**$**	194

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS								
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	$5,016	$175	$200	$184	$184	$184	$184	$6,130
ESCROW FUNDS								
TRANSFERRED								
TOTAL	$5,016	$ 175	$ 200	$ 184	$ 184	$ 184	$ 184	$6,130

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.			$29					$29
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$4,695	$302	$272	$210	$210	$210	$200	$6,099
FURNITURE & EQUIPMENT								
TOTAL	$4,695	$ 302	$ 301	$ 210	$ 210	$ 210	$ 200	$6,128

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$321	$194	$93	$67	$41	$15	-$1	-$1

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**Community Development Block Grant - HUD**			
PROJECT NUMBER:	04-1	CATEGORY:		Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	5,191	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	4,997	
UNENCUMBERED AS OF:	**06/30/14**	**$**	194	

Project Description: ***Coordinator: Louise Kauffmann***

This project supports programs and activities on behalf of low-moderate income households with funds from the Community Development Block Grant (CDBG) program.

In FY14, ($302,200) were allocated to the following: City transferred funds for the Homebuyer Assistance Loan Funds from 04-1 to 1142 ($174,200). FY 13 CDBG funds were used to complete renovations to the B&O Station, including upgrading the bathrooms to comply with ADA requirements ($110,000). Other FY13 funds were used at the Wells/Robertson House to build a records storage and medication distribution center in an existing office ($18,000).

In FY15, CDBG capital funds ($301,000) will be used to design renovations to the Casey Community Center ($29,000), design and stabilization of the Smoke House ($72,000), and replacement of doors at the B&O Station. Unspent prior year funds ($100,000). $100,000 can be used to support other eligible projects.

In FY 16 - 18, available funds of ($210,000) will support other CDBG eligible CIP projects. In FY 19, available funds of $($200,000) will support other CDBG eligible CIP projects.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Teachers Way**

PROJECT NUMBER: 07-2 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	3,200
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,198
UNENCUMBERED AS OF:	**06/30/14**	**$**	2

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$2,010							$2,010
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	$190	$1,007						$1,198
ESCROW FUNDS								
TRANSFERRED	$1,000	-$1,007						-$7
TOTAL	$3,200	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$3,201

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$166							$166
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$3,025							$3,025
FURNITURE & EQUIPMENT	$7							$7
TOTAL	$3,198	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$3,198

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$2	$2	$2	$2	$2	$2	$2	$2

PROJECT NAME:	**Teachers Way**			
PROJECT NUMBER:	07-2		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	3,200	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,198	
UNENCUMBERED AS OF:	**06/30/14**	**$**	2	

Project Description: ***Coordinator: Ollie Mumpower***

This project supports the construction of Teachers Way between Girard Street and the portion of Teachers Way recently constructed by a developer.

In FY 14, a (1,007,888) federal reimbursement was transferred to the General Fund.

The project will be completed in FY14 and formally closed at the end of FY 2015.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Gaithersburg Police Station**

PROJECT NUMBER: 09-1 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,212
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	151
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,061

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$338	$1,000	$3,500	$4,000	$4,000	$1,000	$1,500	$15,338
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$126							-$126
TOTAL	$ 212	$1,000	$3,500	$4,000	$4,000	$1,000	$1,500	$15,212

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$51	$100	$1,000					$1,151
LAND			$2,000					$2,000
SITE IMPROV. UTIL & SWM								
CONSTRUCTION						$10,000		$10,000
FURNITURE & EQUIPMENT							$2,000	$2,000
TOTAL	$ 51	$ 100	$3,000	$ 0	$ 0	$10,000	$2,000	$15,151

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$161	$1,061	$1,561	$5,561	$9,561	$561	$61	$61

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**Gaithersburg Police Station**			
PROJECT NUMBER:	09-1		CATEGORY:	City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,212	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	151	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,061	

Project Description: ***Coordinator: Dennis Enslinger***

This project supports design and construction of improvements to the interior and exterior of the existing Police Station and the design and construction of a new Police Station facility.

In FY14, available funds of ($100,000) was budgeted to begin the design process.

In FY 15 available funds of ($3,000,000) will support acquisition of land ($2,000,000), and design/site specific space needs analysis for a new police station facility ($1,000,000).

In FY 18 available funds of ($10,000,000) will support construction of new facility. FY 19 ($2,000,000) will support the purchase of equipment and furniture for the newly constructed Police Station.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Crown Farm Historic Park**

PROJECT NUMBER: 09-2 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	2,570
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	26
UNENCUMBERED AS OF:	**06/30/14**	**$**	2,544

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$70							$70
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED		$2,500						$2,500
TOTAL	$ 70	$2,500	$ 0	$ 0	$ 0	$ 0	$ 0	$2,570

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.		$26						$26
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION			$230	$230	$240			$700
FURNITURE & EQUIPMENT								
TOTAL	$ 0	$ 26	$ 230	$ 230	$ 240	$ 0	$ 0	$ 726

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$70	$2,544	$2,314	$2,084	$1,844	$1,844	$1,844	$1,844

PROJECT NAME:	**Crown Farm Historic Park**			
PROJECT NUMBER:	09-2		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	2,570	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	26	
UNENCUMBERED AS OF:	**06/30/14**	**$**	2,544	

Project Description: ***Coordinator: Mark Scafide***

This project supports the preservation/rehabilitation of several historic farm buildings on the former Crown Farm property. Some of these buildings possess historical and cultural significance, and display important architectural and design characteristics. They provide insight into the traditional rural quality that typified this region through the 19th and much of the 20th centuries, and preserve the cultural memory of Gaithersburg's agricultural history.

Funding for upcoming fiscal years will depend upon when The City of Gaithersburg acquires the property from the developer of Crown Farm. The City is currently working with the developer to accept dedication of the parkland in FY15.

In FY 14, available funds of ($26,025) supported a survey and analysis of the on-site structures.

In FY15, available funds of ($230,000) will support installing a fence to secure the buildings and will support renovations to the existing buildings.

In FY 16, available funds of ($230,000) will support renovations to the existing buildings.

In FY 17, available funds of ($240,000) will support renovations to the existing buildings.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Gaithersburg Senior Center**

PROJECT NUMBER: 09-3 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	989
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	165
UNENCUMBERED AS OF:	**06/30/14**	**$**	824

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$1,500							$1,500
STATE FUNDS	$200							$200
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$1,289	-$2,000						-$710
TOTAL	$2,989	$-2,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 990

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$95	$70	$10					$175
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION			$690					$690
FURNITURE & EQUIPMENT			$70					$70
TOTAL	$ 95	$ 70	$ 770	$ 0	$ 0	$ 0	$ 0	$ 935

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$2,894	$824	$54	$54	$54	$54	$54	$54

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**Gaithersburg Senior Center**			
PROJECT NUMBER:	09-3	CATEGORY:		Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	989	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	165	
UNENCUMBERED AS OF:	**06/30/14**	**$**	824	

Project Description: ***Coordinator: Dennis Enslinger***

The project supports the renovation of the current Senior Center Phase II . Any additional funds will be held in escrow.

In FY 14, a total of $2,000,000 was transferred to Facilities Projects (98-1). In FY 14 funds were originally budgeted to support design and construction of phase II of improvements to the existing center. These improvements included creation of a fitness center, modifications to the computer room, and other minor improvements including replacement of flooring. However, the project construction was delayed so only ($70,000) was budgeted for design.

Phase II improvements ($770,000) will be designed and bid in FY14 with construction taking place in FY15 (estimated construction and furnishing costs are $760,000 including contingency). An additional 10,000 has be budgeted for design services in FY15. The total cost for the 09-3 CIP portion of the project is estimated at $833,000 (FY14 and FY15). Additional funding for Information Technology costs will be provided through the Information Technology fund approximately $55,000.

FY 16 - FY 18 no new projects are anticipated.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Rolling Stock Project**

PROJECT NUMBER: 09-4 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,389
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	1,297
UNENCUMBERED AS OF:	**06/30/14**	**$**	92

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$251							$251
STATE FUNDS	$250							$250
COUNTY FUNDS								
FEDERAL FUNDS	$430							$430
ESCROW FUNDS								
TRANSFERRED	$358	$100						$458
TOTAL	$1,289	$ 100	$ 0	$ 0	$ 0	$ 0	$ 0	$1,389

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$27							$27
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$1,218	$38						$1,256
FURNITURE & EQUIPMENT		$14	$55					$69
TOTAL	$1,245	$ 52	$ 55	$ 0	$ 0	$ 0	$ 0	$1,352

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$44	$92	$37	$37	$37	$37	$37	$37

PROJECT NAME:	**Rolling Stock Project**			
PROJECT NUMBER:	09-4	CATEGORY:		Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,389	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	1,297	
UNENCUMBERED AS OF:	**06/30/14**	**$**	92	

Project Description: ***Coordinator: Louise Kauffmann***

This project supports the renovation of the Gaithersburg Rolling Stock, comprised of a 1914 locomotive, caboose and Budd car.

The City received a federal Transportation Enhancement Grant through the State of Maryland in the amount of $430,182 in 2005. The project requires a 1:1 match, approximately $430,000 in City funds. The project includes site and landscaping improvements, cosmetic restoration of the Locomotive, replacement of the deck surrounding the Community Museum, and an exchange with the Hagerstown Roundhouse Museum of our Caboose and Troop Kitchen Car with another caboose and 81-foot long "Budd" Car. The City intends to make the Budd Car an annex to the existing Community Museum, allowing for greater programming and events.

In FY 14, available funds of ($52,542) supported additional restoration of the caboose ($38,541) and ($14,000) is budgeted for furniture and furnishings for the caboose.

In FY 15 ($55,000) is budgeted for furniture and furnishings for the Budd car. The project will be completed in FY 15 and formally closed at the end of FY 15.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Energy Efficiency and Conservation**

PROJECT NUMBER: 10-1 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	728
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	531
UNENCUMBERED AS OF:	**06/30/14**	**$**	197

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$200		$50	$100	$100	$100	$100	$650
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	$528							$528
ESCROW FUNDS								
TRANSFERRED								
TOTAL	$ 728	$ 0	$ 50	$ 100	$ 100	$ 100	$ 100	$1,178

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$33							$33
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$498		$140	$125	$105	$75	$75	$1,018
FURNITURE & EQUIPMENT								
TOTAL	$ 531	$ 0	$ 140	$ 125	$ 105	$ 75	$ 75	$1,051

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$197	$197	$107	$82	$77	$102	$127	$127

PROJECT NAME:	**Energy Efficiency and Conservation**			
PROJECT NUMBER:	10-1	CATEGORY:		City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	728	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	531	
UNENCUMBERED AS OF:	**06/30/14**	**$**	197	

Project Description: ***Coordinator: Ollie Mumpower***

This project supports the design and construction of Energy Conservation Measures (ECM) that were identified during an energy audit of City facilities conducted in 2010.

In FY 15, available funds of ($140,000) will support replacement of the Arts Barn chiller ($45,000), support the Arts Barn HVAC control system upgrades ($20,000) and the implementation of ECM identified in the 2010 report ($75,000).

In FY 16, available funds of ($125,000) will support lighting upgrades and installation of Solatubes at the Activity Center gymnasium ($75,000), upgrades to low flow plumbing faucets at the Activity Center ($25,000) and the implementation of ECM identified in the 2010 report ($25,000).

In FY 17, available funds of ($105,000) will support lighting upgrades at the Casey Community Center ($30,000), lighting upgrades to Robertson Park Youth Center ($25,000) and the implementation of ECM identified in the 2010 report ($50,000).

In FY 18 - FY 19, available funds of ($75,000) will support the implementation of ECM identified in the 2010 report.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Synthetic Fields**

PROJECT NUMBER: 13-1 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,054
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	1,018
UNENCUMBERED AS OF:	**06/30/14**	**$**	36

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$12	$505	$50	$162	$60	$500	$500	$1,790
STATE FUNDS	$37			$487				$525
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED		$500						$500
TOTAL	$ 49	$1,005	$ 50	$ 649	$ 60	$ 500	$ 500	$2,815

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$46	$22	$50		$60			$179
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION		$950		$650		$500	$500	$2,600
FURNITURE & EQUIPMENT								
TOTAL	$ 46	$ 972	$ 50	$ 650	$ 60	$ 500	$ 500	$2,779

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$3	$36	$36	$35	$35	$35	$35	$35

PROJECT NAME:	**Synthetic Fields**			
PROJECT NUMBER:	13-1	CATEGORY:		Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,054	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	1,018	
UNENCUMBERED AS OF:	**06/30/14**	**$**	36	

Project Description: ***Coordinator: Michele Potter***

This project supports the replacement of existing natural grass fields with a synthetic surface.

In FY 14, available funds of ($972,970) supported design services ($22,970) and construction ($950,000) of the synthetic turf for Lakelands Park. A reimbursement for 75% or $729,728 is being submitted to Program Open Space. The field will open early FY15.

In FY 15, available funds of ($50,000) will support the design of synthetic turf at Robertson Park #3. A request will be submitted to the Department of Natural Resources/Program Open Space and the Board of Public Works for a reimbursement in the amount of $37,500, requiring a 25% match ($12,500).

FY16, available funds of ($650,000) will support the construction of synthetic turf at Robertson Park #3. A request will be submitted to the Department of Natural Resources/Program Open Space and the Board of Public Works for a reimbursement in the amount of $487,500, requiring a 25% match ($162,500) as funding is available.

In FY 17, available funds of ($60,000) will support the design of synthetic turf at Robertson Park fields #1 and #2.

In FY 18, available funds of ($500,000) will support construction and installation of synthetic turf at Robertson Park #1.

In FY19, available funds of ($500,000) will support construction and installation of synthetic turf at Robertson Park #2.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Quince Orchard Park - Medimmune**

PROJECT NUMBER: 14-1 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,050
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	0
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,050

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS		$550	-$350	$500				$700
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS			$350					$350
TRANSFERRED		$500						$500
TOTAL	$ 0	$1,050	$ 0	$ 500	$ 0	$ 0	$ 0	$1,550

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.			$30	$95				$125
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION			$270		$1,155			$1,425
FURNITURE & EQUIPMENT								
TOTAL	$ 0	$ 0	$ 300	$ 95	$1,155	$ 0	$ 0	$1,550

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$0	$1,050	$750	$1,155	$0	$0	$0	$0

PROJECT NAME:	**Quince Orchard Park - Medimmune**			
PROJECT NUMBER:	14-1	CATEGORY:		Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,050	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	0	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,050	

Project Description: ***Coordinator: Ollie Mumpower***

This project supports the construction of parking spaces along Orchard Ridge Drive as well as the development of Medimmune Park.

In FY 15, available funds of ($300,000) will support the design ($30,000) and construction of parking spaces along Orchard Ridge Drive ($270,000).

In FY 16, available funds of ($95,000) will support developing design concepts for intersection improvements at MD 119 and Orchard Ridge Drive, as well as the design of Medimmune Park ($45,000).

In FY 17, available funds of ($1,155,000) will support the construction of Medimmune Park.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: **Consumer Product Safety Commission Park**

PROJECT NUMBER: 14-2 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,400
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	0
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,400

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS			$200	$2,500	$2,500			$5,200
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED		$1,400						$1,400
TOTAL	$ 0	$1,400	$ 200	$2,500	$2,500	$ 0	$ 0	$6,600

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.			$100					$100
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION			$700		$4,000	$1,800		$6,500
FURNITURE & EQUIPMENT								
TOTAL	$ 0	$ 0	$ 800	$ 0	$4,000	$1,800	$ 0	$6,600

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$0	$1,400	$800	$3,300	$1,800	$0	$0	$0

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME:	**Consumer Product Safety Commission Park**			
PROJECT NUMBER:	14-2		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,400	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	0	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,400	

Project Description: ***Coordinator: Tony Tomasello***

This project supports the development of a Park and Recreation facility at the location, which was acquired through the federal property surplus process in 2014.

In FY 15, available funds will be used to support anticipated demolition activity at the site ($700,000) and to commence the development of a new park design ($100,000).

In FY16 and FY 17 funding ($2,500,000 each year) is provided to establish the needed balance to execute a construction contract. Construction is anticipated to be spread between FY 17 ($4,000,000) and FY 18 ($1,800,000). Delivery of the site is anticipated in FY 18.

CURRENT CIP BUDGET
FISCAL YEAR 2015

PROJECT NAME: City of Gaithersburg - Summary Totals

PROJECT NUMBER: CATEGORY:

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	146,549
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	120,871
UNENCUMBERED AS OF:	**06/30/14**	**$**	25,678

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
CITY FUNDS	$107,813	$6,265	$7,940	$13,512	$12,940	$6,715	$6,645	$161,831
STATE FUNDS	$11,685	$150		$1,097				$12,933
COUNTY FUNDS	$28	$300						$328
FEDERAL FUNDS	$6,496	$1,182	$200	$184	$184	$184	$184	$8,619
ESCROW FUNDS	$3,163	$40	$650	$30	$30	$30	$30	$3,973
TRANSFERRED	$10,434	-$1,007						$9,426
TOTAL	$139,619	$6,930	$8,790	$14,823	$13,154	$6,929	$6,859	$197,110

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$20,572	$1,052	$3,273	$1,198	$911	$788	$318	$28,115
LAND	$16,262		$2,000					$18,262
SITE IMPROV. UTIL & SWM	$2,980	$484						$3,464
CONSTRUCTION	$70,449	$3,988	$7,018	$8,077	$10,374	$15,638	$3,658	$119,203
FURNITURE & EQUIPMENT	$4,341	$743	$1,195	$1,748	$1,358	$783	$2,163	$12,331
TOTAL	$114,604	$6,267	$13,486	$11,023	$12,643	$17,209	$6,139	$181,375

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	PROJECT TOTAL
FUND BALANCE	$25,015	$25,678	$20,982	$24,782	$25,293	$15,013	$15,733	$15,733

Fee Schedule Change

Fee Schedule Change

Planning and Code Administration – Planning

Amendment to Site Final Plans

Fee Category	Existing Fee	Proposed Fee
Planning Commission Approval	$500 plus $50 per additional residential unit $0.01 per additional square foot of non-residential	$500 plus $50 per residential unit $0.01 per additional square foot of non-residential
Changes in wording to better coincide with corresponding fees.		

Stormwater Management

Fee Category	Existing Fee	Proposed Fee
Concept	4-5 Acres: $1500	3-5 Acres: $1500
Preliminary	4-5 Acres: $750	3-5 Acres: $750
Final	4-5 Acres: $750	3-5 Acres: $750
Changes in wording to better coincide with corresponding fees.		

Parks, Recreation and Culture - Rentals

Fee Category	Existing Fee	Proposed Fee
Arts Barn Theater/Gallery Non-Profit Rates - Residents	$37.50-$70	$40-$70 per hour
Kentlands Green / Community Event - Resident	N/A	$15-$25 / hour
Kentlands Green / Community Event – Non-Resident	N/A	$25-$35 / hour
Kentlands Green / Private Social Event - Resident	N/A	$150 / hour
Kentlands Green / Private Social Event – Non-Resident	N/A	$300 / hour
New rental opportunities being introduced for the Kentlands Green.		
Fee Category	**Existing Fee**	**Proposed Fee**
Concert Pavilion Rentals – Resident	$190-$215	Eliminating fee
Concert Pavilion Rentals – Non-Resident	$240-$270	Eliminating fee
No longer renting this venue.		

Parks, Recreation and Culture – Rentals (continued)

Fee Category	Existing Fee	Proposed Fee
Field Use – Rental/Staff/Admin Fees Resident	$10 - $25	$15 - $30
Field Use – Rental/Staff/Admin Fees Non-Resident	$15 - $35	$20 - $60
Field Use – Light Fees Resident	$25 - $40	$25 - $50
Field Use – Light Fees Non-Resident	$25 - $40	$25 - $50
Changes in fees reflect market conditions.		

Fee Category	Existing Fee	Proposed Fee
Kentlands Mansion – Weekend Social (per rental) – Resident	$1,250-$1,700	$1,400 - $1,875
Changes in fees reflect market conditions.		

Fee Category	Existing Fee	Proposed Fee
Olde Towne Youth Center – hourly rates - Music Lab & Studio Practice for members	$30-$45	Eliminating fee
Rental opportunity not utilized by members.		

Parks, Recreation and Culture - Memberships

Fee Category	Existing Fee	Proposed Fee
Aquatics – Individual Resident	$35 - $160	$50 - $250
Aquatics – Individual Non-Resident	$60 - $265	$50 - $250
Aquatics – Senior Resident	$25 -$140	N/A
Aquatics – Senior Non-Resident	$40 - $210	N/A
Aquatics - 2 Person Resident	$45 - $240	$75 - $300
Aquatics - 2 Person Non-Resident	$75 - $365	$75 - $300
Aquatics - Family Resident	$55 - $275	$100 - $350
Aquatics – Family Non-Resident	$100 - $415	$100 - $350
Offering general membership fees rather than resident and non-resident rates per an MOU with Montgomery County government. Eliminating senior membership plan.		

Parks, Recreation and Culture – Memberships (continued)

Fee Category	Existing Fee	Proposed Fee
Youth Center Annual Membership Non-Resident	$18	$20
Changes in fees reflect market conditions.		

Parks, Recreation and Culture-Admissions

Fee Category	Existing Fee	Proposed Fee
Aquatic Center – Daily Admission Adult Resident	$4	$5
Aquatic Center – Daily Admission Adult Non-Resident	$5	$5
Aquatic Center – Daily Admission Child Resident	$3	$4
Aquatic Center – Daily Admission Child Non-Resident	$4	$4
Going to a "general" admission fee rather than resident and non-resident fees per an MOU with Montgomery County government.		

Fee Category	Existing Fee	Proposed Fee
Miniature Golf – Daily Admission Resident	$5 - $7	$6 - $8
Miniature Golf – Daily Admission Non resident	$6 - $8	$7 - $9
Miniature Golf – Daily Admission Resident Senior	$4 - $7	$5 - $8
Miniature Golf – Daily Admission Non resident	$5 - $8	$6 - $9
Miniature Golf - Group Rate	$4	$5
Changes in fees reflect market conditions.		
Fee Category	**Existing Fee**	**Proposed Fee**
Water Park – Weekday/Weekend Resident	$5.75	$6
Water Park – Group Rate Resident	$4.50 - $5.75	$5 - $6
Water Park – Group Rate Non-Resident	$5 - $11	$5 - $12
Changes in fees reflect market conditions.		

Parks, Recreation and Culture - Programs

Fee Category	Existing Fee	Proposed Fee
Recreation Class Resident	$10 - $290	$3 - $290
Recreation Class Non-Resident	$12 - $300	$5 - $300
Reflects variations to program offerings.		

Fee Category	Existing Fee	Proposed Fee
Sports Programs – Youth & Teen Resident	$15 - $150	$15 - $200
Sports Programs – Youth & Teen Non-Resident	$20 - $165	$20 - $225
Reflects market conditions and variations to program offerings.		

Fee Category	Existing Fee	Proposed Fee
Swim Lessons & Classes Member	$30 - $175	$30 - $200
Swim Lessons & Classes Resident	$35 - $185	$30 - $250
Swim Lessons & Classes Non-Resident	$40 - $195	$30 - $250
Winter Swim Member	$495	$475
Winter Swim Resident	$495	$500
Winter Swim Non-Resident	$525	$500
Aquatics Birthday Party Member	$140	$150
Aquatics Birthday Party Resident	$150	$160
Aquatics Birthday Party Non-Resident	$160	$160
Aquatics Special Event / Promotional Rate Member	$3 - $50	$2 - $50
Aquatics Special Event / Promotional Rate Resident	$3 - $57	$2 - $75
Aquatics Special Event / Promotional Rate Non-Resident	$3 - $57	$2 - $75
Reflects market conditions and the elimination of some non-resident fees per an MOU with Montgomery County government.		

Parks, Recreation and Culture – Programs (continued)

Fee Category	Existing Fee	Proposed Fee
Arts Barn – Classes - Resident	$5-$250	$5-$300
Arts Barn – Classes – Non-Resident	$5-$300	$5-$350
Arts Barn – Theater & Concert Tickets - Resident	$3-$55	$3-$85
Arts Barn – Theater & Concert Tickets – Non-Resident	$3-$60	$3-$100
Reflects market conditions and variations to program offerings.		

Fee Category	Existing Fee	Proposed Fee
Cultural Arts Programs – Community Chorus Resident	$50 - $100	$75 - $125
Cultural Arts Programs – Community Chorus Non-Resident	$60 - $120	$80 - $150
Changes in fees reflect market conditions.		

Fee Category	Existing Fee	Proposed Fee
Skate Park Private & Group Lessons - Resident	$30-$80	$20-$100
Skate Park Private & Group Lessons – Non-Resident	$35-$85	$27-$125
Summer School of Skate - Resident	$125	$100-$150
Summer School of Skate – Non-Resident	$150	$125-$175
Competition / Special Event	Omitted from FY14 fee schedule	$3-$20
Reflects market conditions and variations to program offerings.		

Parks, Recreation and Culture – Programs (continued)

Fee Category	Existing Fee	Proposed Fee
Middle School & Specialty Camps - Resident	$130-$457	$115-$457
Middle School & Specialty Camps – Non-Resident	$160-604	$150-$604
Youth Activity Program & Fun Zone – Non-Resident	$75-$280	$75-$285
Extended Care - Resident	Omitted from FY14 fee schedule	$30-$80
Extended Care – Non-Resident	Omitted from FY14 fee schedule	$40-$100
Reflects market conditions and variations to program offerings.		

Fee Category	Existing Fee	Proposed Fee
Spring Break Camps - Resident	$125	$100-$150
Spring Break Camps – Non-Resident	$150	$125-$175
Counselor in Training - Resident	$50-$85	$50-$90
GYC Trips - Residents	$10-$100	$5-$100
GYC Trips – Non-Residents	$10-$125	$5-$125
Reflects market conditions and variations to program offerings.		

PUBLIC WORKS – MISCELLANEOUS FEES

Recycling Fees – Single Family & Townhouse

Fee Category	Existing Fee	Proposed Fee
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:	$68.46	$69.49
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	$51.35	$52.12
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	$34.23	$34.75
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	$17.12	$17.37