

2012

City of Gaithersburg, MD Adopted Budget



For the Fiscal Year Ended
July 1, 2011 to June 30, 2012

Capital Improvements Program 2012 - 2016



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Gaithersburg
Maryland**

For the Fiscal Year Beginning

July 1, 2010

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Gaithersburg for its annual budget for the fiscal year beginning July 1, 2010.

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



Gaithersburg Community Museum

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July 1, 2011

**The Honorable Mayor and City Council
Citizens of Gaithersburg**

I am pleased to submit to you the adopted FY 2012 budget.

With national headlines being dominated by the dire budget predicaments of governments at all levels, I am happy to report that the outlook in Gaithersburg for FY 2012 is optimistic.

Our relative health comes from our commitment to long range planning. Two years ago when the budget crisis loomed, the elected leadership of this City had the foresight to look five years in to the future, forging a plan that would meet the needs of the community while at the same time ensuring our economic solvency. Because of our conservative planning, our supreme efforts to reduce expenses, and our thoughtful consideration of future needs, we are on target to meet our five year projections, without municipal debt, while maintaining one of the lowest municipal property tax rates in the state.

But this does not come without challenge and sacrifice. We are not able to return to the staffing levels we experienced a few years ago and some vacant staff positions remain unfilled. Significant service cuts that were made to balance the FY 2010 and FY 2011 budgets remain in place.

Unfortunately we are still reliant on funding from other governmental agencies to balance our budget. That funding is tenuous at best as federal, state and county leaders face their own budget challenges. We recognize that this reliance makes us vulnerable, and as we plan for FY 2012 and the years beyond, we continue to explore opportunities to generate additional revenue and hold the line on expenses, thus minimizing the effect of decreased funding from these governmental sources.

City employees are our greatest asset, and to the extent possible we must ensure that they are fairly compensated and continue to be motivated to do their best for Gaithersburg. The FY 2012 budget includes a 1.6% cost of living adjustment for staff. Recognizing that increases of any amount are rare in this economic climate, the adjustment reflects our continued commitment to employing the brightest and most talented staff to serve our community.

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Sidney A. Katz

COUNCIL MEMBERS
Jud Ashman
Cathy C. Drzyzgula
Henry F. Marraffa, Jr.
Michael A. Sesma
Ryan Spiegel

CITY MANAGER
Angel L. Jones

This budget takes into account an uncertain future. Reserves have been set aside for the possibility of increased fuel and utility costs. Infrastructure is being maintained, with the understanding that short term investments will benefit us substantially in the long run. Equipment replacement has been considered thoughtfully, and we continue to look at our organizational structure so that our resources are properly aligned with community demand.

Despite our challenges we continue to offer our residents the highest level of service possible. Public safety remains a top priority. Our emphasis on economic development initiatives are starting to reap benefits as we begin to realize revenue from projects that are underway. We continue to support organizations that offer safety net services to our most vulnerable residents, and we are being creative with the use of partnerships to offer activities and special events for a broad range of interests.

There is true synergy in this results-oriented, collaborative budget. It is aligned with the strategic directions adopted by our elected officials, and takes into consideration the direct feedback of our constituency, making this the product of an entire community.

I want to take this opportunity to commend all of those who were involved in developing the FY 2012 budget. Employees at all levels explored programs from every angle, analyzed and synthesized data, thought creatively about overcoming roadblocks, and provided feedback on how to continue to be effective with limited resources. I continue to be impressed by the fortitude and passion of our very dedicated staff.

OVERVIEW

The FY 2012 total budget of \$47,979,455 represents an 8.6% increase when compared to FY2011. The operating budget of \$ 41,632,325 is 2.3% higher than FY2011.

The FY 2012 budget includes a Capital Improvements Plan of \$5,437,130, which represents a 78.5% increase over the amount budgeted in FY 2011. A large portion of that increase involves construction of Teacher's Way in Olde Towne, as well as several other projects that preserve our infrastructure.

The contribution to the Other Post-Employment Benefits Trust (OPEB) calculated by our actuaries is \$910,000, which is twice the amount budgeted in FY 2011. It is important to note that our post-employment benefits are funded at the recommended level; we are not jeopardizing the future by underfunding these benefits to balance the budget.

REVENUES

Last year the Mayor and City Council adopted a five cent increase in the property tax rate, which now stands at \$0.262 per \$100 of assessed value. Even with that increase it is still among the lowest of the 20 largest municipalities in the state of Maryland. No increase was included in the FY 2012 budget.

In the five year plan, we projected a 10% decrease in property tax revenue in FY 2012, which would have necessitated an allocation of \$536,000 from our reserve fund to balance the budget. The current state projections have City property taxes remaining relatively flat. With some additional revenue anticipated from previously stalled development projects, this budget contributes approximately \$244,000 to the reserve fund.

Local tax revenue for FY 2012, which includes real property taxes, personal property taxes, hotel taxes, admissions and amusements taxes, and penalties and interest, is budgeted at \$26,500,000, down just 2.4% from what was budgeted in FY 2011.

Our continued emphasis on economic development is now paying dividends. There are several projects that are currently underway, including Crown Farm, Archstone at Olde Towne, the Residences at Hidden Creek, and the areas surrounding Watkins Mill Road east and west of I-270. Development generates increases in revenue for accompanying activities such as building, mechanical, electrical and grading permits. The FY 2012 budget includes Licensing and Permitting Fees of \$3,008,100, a 5.9% increase over what was budgeted in FY2011.

Governments at all levels are engaged in significant cost reduction strategies, and funds are being withheld at unprecedented levels. We continue to see the erosion of shared revenue and grants from county, state and federal governments, totaling only \$10,593,002 in FY 2012. Combined, the decrease in revenue from these sources is 1.4% lower than what we budgeted to receive in FY 2011.

Of most concern is the continued loss of "State Shared Taxes" in the form of Highway User Funds. Historically, Gaithersburg received about \$1.7 million annually from this fund, which provides money for road construction, maintenance and repair based on a state-wide formula. In FY 2010, that amount was reduced to \$217,685. In FY 2011, it was further reduced to \$164,100. Legislators and municipal associations worked hard to restore a portion of these funds for FY 2012, recognizing that local municipalities have limited ways to raise revenue. In FY 2012 we will be receiving \$475,032 in Highway User Funds, a 189.5% increase over FY 2011. We are hopeful that the funds will be fully restored as the economy improves, and will continue to work with our legislators to achieve this.

Federal grant revenue is projected at \$535,275, a 30.0% decrease from FY 2011. State grant funding (exclusive of the Highway User revenue), is projected to be \$540,700, a 24.1% decline from FY 2011. We received word at the end of the 2011 State legislative session that we will be receiving \$205,000 in bond monies for the Gaithersburg Water Park. The funding will help with much-needed renovations and enhancements to this popular recreational facility. In this budget, revenue from county government grants and shared taxes is down 0.7% from FY 2011, totaling \$9,041,995.

Service Charge revenue is expected to increase by 4.6% in FY 2012, to a total of \$5,103,530. We anticipate slightly increased revenue from our sports, recreation and cultural programs, and some increased revenue in stormwater management and recycling fees as new developments come on line.

Finally, Miscellaneous Revenues are expected to increase by 53.1% in FY 2012, to \$1,769,079. The most significant increase in this category is a \$1.2 million contribution to the City's general fund as part of the Crown Farm annexation agreement. Also in this category is interest from investments. With an economy that continues to be volatile, we are anticipating only \$175,000 in investment interest income for FY 2012, down 78.1% from what we budgeted in FY2011.

OPERATING BUDGET

With our conservative planning we were able to craft a budget that does not require any furloughs or layoffs. And for the first time in three years, we will be awarding a 1.6% cost of living adjustment for qualifying employees. This adjustment recognizes the challenges our employees are facing as costs increase in just about every facet of their personal lives. This budget also includes the option of a \$2,000 stipend or one week of administrative leave for each qualifying full time employee. The stipend is in recognition of the tremendous effort put forth by our staff as we continue to provide the highest level of service possible under extremely challenging conditions. I cannot emphasize enough my commitment to retaining the highest caliber staff as this lean organization strives for continued excellence.

Through reorganization and position reallocation we are ensuring that our staffing is aligned with our priorities. The FY 2012 budget includes new staffing positions in Economic Development, Information Technology and Community and Public Relations.

The Economic Development Director position, while funded in FY 2011, is included as a new position in the FY 2012 budget. This budget also includes a new full time position for a Geographic Information Systems (GIS) specialist in our Information Technology Department, and two full time positions for a Communications Specialist and a Web Assistant in our Department of Community and Public Relations. The GIS position will allow us to establish a centralized support resource for all of the City's GIS users and

expand and integrate geographic information across our software platforms. The Communications Specialist and Web Assistant will allow for additional written and electronic communications as we enhance our outreach initiatives and deploy a new website content management system later in calendar year 2011.

HIGHLIGHTS

Economic Development: Encouraging businesses and helping them thrive remains a key component of our economic recovery and one of our top strategic priorities. We continue to fund economic development initiatives at the highest level possible, adding \$500,000 in FY 2012 to enhance a fund that allows for quick response to emerging opportunities. While the delay in hiring an Economic Development director has been frustrating, we are confident that our renewed recruitment effort will result in a high level candidate who will complement our existing staff and bring exciting new skill sets to the table.

Police: Public safety remains our top priority. A recent reorganization within the department puts all 54 officer positions on the streets, as the Accreditation Manager position, which is heavily administrative, will now be filled by a civilian rather than a sworn officer.

We are also planning for the future by aggressively setting money aside in a replacement fund for the eventual purchase of new police radios. Our current radios, which are integrated with those of Montgomery County Police, will be rendered obsolete when the County moves to new equipment in 2015. It is prudent to set as much money aside now, when funds are available, for this critical expense.

Human Resources: Due to savvy negotiations and minor benefit modifications, we were able to hold the line on health care costs for FY 2012. There are no health care premium cost increases for either the City or our employees in this budget.

The severe cost reduction strategies of FY 2011 forced us to limit employee benefits. With a slightly more optimistic outlook, we have renewed our commitment to our employees, reinstating our Wellness Day and free flu shot programs. We continue to offer physical fitness benefits, financial planning workshops and other programs that holistically enrich the lives of our employees and help reduce absenteeism.

Public Works: Last year, with a significant reduction in part time staff, we undertook a plan to adjust our landscaping and maintenance efforts so that an acceptable level of service could be delivered with minimal resources. We realize that while we may not be at the beautification standards we were several years ago, we are able to continue Gaithersburg's reputation for environmental quality at the current staffing level.

Changes in current and future state and federal mandates with regards to stormwater management will be a constant challenge for us. We look to partner with Montgomery County and others to share resources wherever possible as we ensure our compliance. In this budget, we have identified an opportunity for additional staffing to address stormwater management through position reallocation and contract funding.

Energy costs are uncertain and fluctuating. Instead of adjusting each activity item for as-yet-undetermined fuel and utility costs, we set aside a contingency fund of \$200,000 to cover any increases we might experience throughout the year. While the budgets for each activity code project similar expenses to FY 2011, this contingency fund allows us to adapt in the event that energy prices spiral upwards.

Community & Public Relations: With Human Services added as a new category in the recently adopted FY 2012 Strategic Directions, the Mayor and City Council reaffirmed their commitment to protecting the most vulnerable members of our community. In acknowledgement of this strategic priority we included an increase in funding to our nonprofit service providers. Through a hybrid process, we will continue to provide contracts that focus on safety net services for housing and emergency services, assistance for the homeless, physical and mental health, food, and workforce development. In addition, we will provide grants to select service organizations that are working to enhance our public safety initiatives by setting our young people on a path of positive development.

The rising cost of living and reductions in human service funding at federal, state and county levels will undoubtedly impact Gaithersburg residents, so in this budget we established a contingency fund, based on criteria approved by our elected officials, to provide up to an additional \$50,000 in grants to nonprofits for emergency, emerging or innovative needs that may arise during the course of the year. All of these annual contracts and grants have defined parameters and outcomes, and are subject to review and recommendation by a volunteer oversight committee.

Funding was added to the Community and Public Relations budget to implement an aggressive communications plan designed to increase voter registration and voter turnout for the 2011 election. Funding is also available to implement a marketing plan for the new website content management system, allowing us to inform residents throughout the City of the features and opportunities that will be available on the revamped site.

In 2011 we will conduct our bi-annual citizen survey, an exercise that helps elected officials and City staff to prioritize strategic initiatives and direct resources. The survey will be conducted in the fall of 2011.

Information Technology: As we are doing with the preservation of our infrastructure for long term sustainability, we have also restored funding for equipment replacement. This includes computers, printers and other technology tools as well as vehicles and

maintenance equipment. In FY 2011, we reduced our replacement funding by 50%, relying on our contingency fund to cover any significant unfunded need that might arise. In this more optimistic budget, we have increased replacement funding to a more robust level.

While the projects are funded in FY 2011, it is in FY 2012 that we will see significant public-facing improvements as the Information Technology Department rolls out new permitting software and a new website content management system. Both of these will vastly enhance the way the public interacts with local government, providing new opportunities for engagement and improving the delivery of service.

Planning and Code: Renewed development activity demands that additional resources be allocated to site development review and oversight. Because of the fluctuating nature of development, which can come full force, as we are seeing now, or fleetingly, as we saw in the past couple of years, we felt it was prudent to establish a contractual position for site development. Funded through miscellaneous professional expenses, this arrangement allows us to easily ramp up or ramp down the hours depending on the work load.

Parks, Recreation and Culture: Special events, cultural arts opportunities and recreational amenities add greatly to the quality of life in our community. From playgrounds to sports leagues to opportunities for the entire community to come together at parades and festivals, these activities help define our City.

While no major program modifications were recommended for FY 2012, we continue to explore creative ways to enhance our programs and maximize our resources. New partnerships are being established as we explore mutually beneficial collaborations. We are pursuing sponsorships to offset expenses for a wide variety of programs, from special events to sports, and we continue to raise funds for scholarships to ensure that residents of any means are able to access our programs.

CAPITAL IMPROVEMENT PROJECTS (CIP)

The FY 2012 Capital Improvement Projects budget is funded at \$5,437,130. It is imperative that we maintain and even enhance our infrastructure to the extent possible to prevent deterioration that will be even more costly in the long term. The majority of CIP funding is directed to street reconstruction and resurfacing, street lighting, and sidewalks, handicap ramps and pathways.

A large portion of the FY 2012 CIP is dedicated to the construction of Teacher's Way. \$1,670,000 is allocated for this project in the coming fiscal year. Federal funding will help offset the expenses of the roadway, but those funds are received over a period of years, meaning that the City must "up front" the money to expedite construction.

Teacher's Way is an important element of the Olde Towne Master Plan, with the construction closely tied to the Archstone at Olde Towne development project.

In the FY 2012 Technology CIP we have added \$250,000 to advance the construction of a new television studio at the Olde Towne Youth Center. The Center, which opened in the fall of 2009, houses a state-of-the-art audio studio for youth. Since its inception it was designed to also serve as the studio for GTV, Gaithersburg's municipal television station. For several years, we have been setting funds aside for equipment to outfit the studio. The additional allocation in FY 2012 supports set design and construction. The studio will allow us the opportunity for enhanced video programming, providing a vital communication link to Gaithersburg's constituency. When not in use by City staff, the studio will also be available for hands-on learning opportunities for young people.

CONCLUSION

While this budget is optimistic, we are not out of the woods yet. The economic future remains uncertain. And yet despite our challenges, the adopted FY 2012 budget does not erode services, does not decrease staffing, does not foster the deterioration of our infrastructure, and does not borrow from the future to pay for today. Guided by a well thought out five year plan, the adopted FY 2012 budget effectively keeps us on track to meet our long range objectives and allows us to continue to address the needs of a community that is accustomed to and deserving of excellence.



Angel L. Jones
City Manager

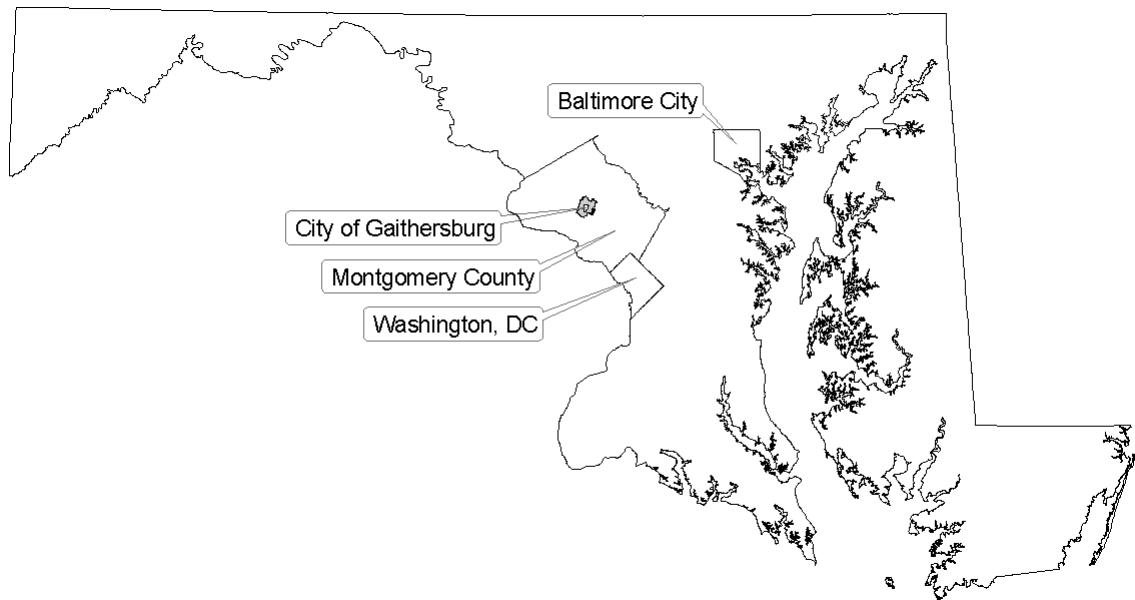
Introduction

Introduction to the City of Gaithersburg, Maryland

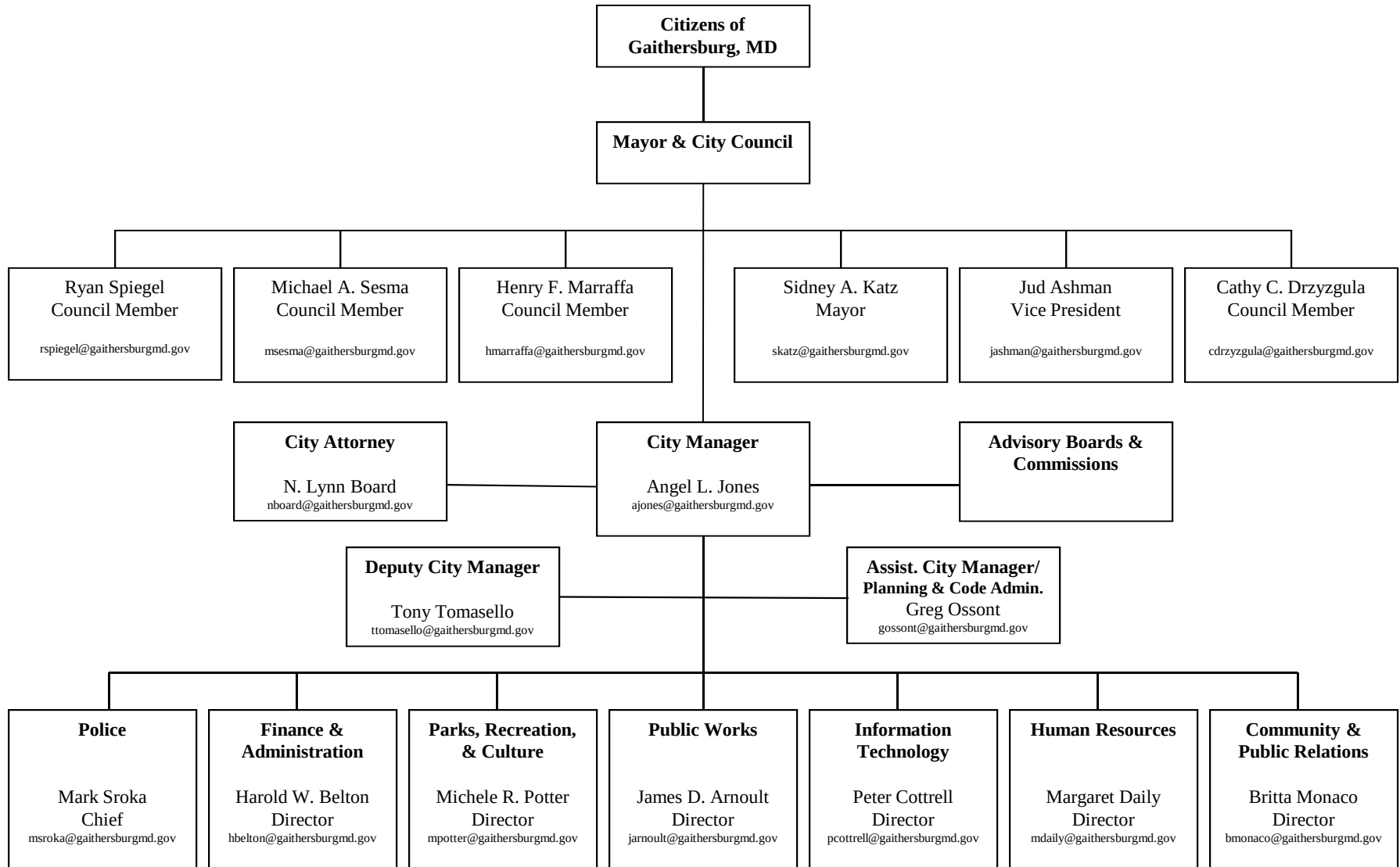
The City of Gaithersburg is a municipality sharing local government taxing authority with Montgomery County, Maryland. Gaithersburg derives its governing authority from a charter granted by the General Assembly of Maryland on April 5, 1878. The City operates under the council-manager form of government. The governing body is the Mayor and City Council, which formulates policies for the administration of the City. A Mayor and five City Council members are elected at-large for staggered four-year terms. The City Manager is appointed by the Mayor and City Council to serve as the City's chief executive officer. The City Manager is responsible for the implementation of policies and directions established by the Mayor and City Council.

Gaithersburg is centrally located in the heart of Montgomery County. The southeastern border lies 12 miles from the northwestern border of Washington, D.C., and 18.5 miles northwest of the U.S. Capitol Building. Gaithersburg is positioned 39.14 degrees north of the equator and 77.21 degrees west of the prime meridian. Gaithersburg occupies approximately 10.33 square miles, with a population of 60,785 as of January 2011. As mandated by state law, Montgomery County provides school, library, social services, and fire protection in Gaithersburg. In addition to the Montgomery County Police, Gaithersburg residents are served by the City's own Police Department.

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



City of Gaithersburg



CITY OF GAITHERSBURG

List of Principal Officials and Finance & Administration Department Staff

Title

Name

Mayor
City Council

Sidney A. Katz
Jud Ashman
Cathy C. Drzyzgula
Henry F. Marraffa, Jr.
Michael A. Sesma
Ryan Spiegel

City Manager

Angel L. Jones

City Attorney

N. Lynn Board

Independent Auditor

McGladrey & Pullen
Frederick, MD

Department Directors

Deputy City Manager
Finance & Administration
Information Technology
Parks, Recreation & Culture
Assist. City Manager/Planning & Code Administration
Police
Public Works

Tony Tomasello
Harold Belton, CGFM
Peter Cottrell
Michele Potter
Greg Ossont
Chief Mark Sroka
Jim Arnoult

Finance & Administration Department Staff

Comptroller
Chief Accountant
Senior Accounting Technician
Accounting Specialist
Procurement Officer
Administrative Assistant
Senior Accounting Technician
Housing & Community Development Director

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Acknowledgments

This document could not have been prepared without the cooperation, support, and leadership of the Mayor and Council and the City of Gaithersburg Senior Leadership Team. In addition, the individuals listed below each played an integral part in the preparation of this document.

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Peter Cottrell, Director of Information Technology
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BOOK FESTIVAL

<http://www.gaithersburgbookfestival.org/>



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.

The City of Gaithersburg's Strategic Directions establish an overall approach to achieving the City's vision.

- Ensure that all planning and development considers and responds to the City's environmental, transportation, economic, social, and civic needs.
- Implement traffic and transportation management strategies to improve the safety, structure and function of streets, transit, bikeways and sidewalks within the City.
- Actively pursue Gaithersburg Olde Towne District Master Plan.
- Maintain and enhance priority City services.
- Implement programs that improve current housing stock and pursue development and redevelopment opportunities that provide an appropriate mix of housing types in inclusive communities.
- Maintain support of neighborhood Community Policing programs.
- Provide quality parks, diverse cultural, artistic, and recreational opportunities for all ages and interests.
- Implement programs and policies to protect, enhance, and monitor our natural and built environment to support a sustainable quality of life.
- Actively pursue economic development programs and strategies.
- Ensure effective and consistent communication activities and implement programs that promote citizen involvement.
- Maintain, enhance and improve the City's buildings and real property assets.

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.



GAITHERSBURG AQUATIC CENTER

About the Budget

ORDINANCE NO. 0-4-11

ORDINANCE ADOPTING THE CITY BUDGET
FOR THE FISCAL YEAR JULY 1, 2011, THROUGH
JUNE 30, 2012, AND LEVYING AN AD VALOREM TAX ON
ALL ASSESSABLE PROPERTY WITHIN THE CITY OF
GAITHERSBURG, MARYLAND

WHEREAS, the adopted budget for the 2011-12 Fiscal Year was submitted by the City Manager to the Mayor and City Council as required by the City Charter, as amended; and

WHEREAS, the 2011-12 budget provides a complete financial plan, including anticipated revenues and proposed expenditures, for the fiscal year:

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Gaithersburg, in public meeting assembled, that the budget for the City of Gaithersburg for the Fiscal Year July 1, 2011, through June 30, 2012, be and it hereby is adopted as follows:

ANTICIPATED REVENUE

Local Taxes	\$26,500,000	
Licenses & Permits	3,008,100	
Intergovernmental Revenue	10,593,002	
Service Charges	5,103,530	
Fines & Forfeitures	1,249,500	
Miscellaneous Revenues	<u>1,769,079</u>	
ANTICIPATED REVENUE	48,223,211	
Reappropriation		<u>(\$243,756)</u>
TOTAL ANTICIPATED REVENUE		<u>\$47,979,455</u>

ADOPTED EXPENDITURES

General Government	\$10,105,004	
Public Safety	10,634,116	
Public Works	8,712,648	
Recreation	6,509,315	
Community Services and Development	2,111,124	
Miscellaneous	<u>3,560,118</u>	
OPERATING TOTAL		\$41,632,325

ADOPTED TRANSFERS

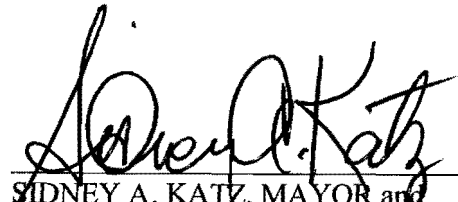
TOTAL OPEB Trust Fund	910,000
<u>CAPITAL IMPROVEMENTS</u>	<u>5,437,130</u>
TOTAL ADOPTED EXPENDITURES	<u>\$47,979,455</u>

AND BE IT FURTHER ORDAINED that all of the sums set forth herein under the heading "ADOPTED EXPENDITURES" be and hereby are appropriated.

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

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

ADOPTED by the City Council this 6th day of June, 2011.



SIDNEY A. KATZ, MAYOR and
President of the Council

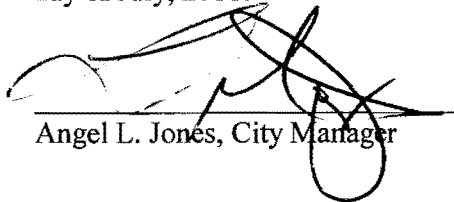
DELIVERED to the Mayor of the City of Gaithersburg this 6th day of June, 2011.
APPROVED by the Mayor of the City of Gaithersburg this 6th day of June, 2011.



SIDNEY A. KATZ, MAYOR

THIS IS TO CERTIFY that the foregoing
Ordinance was adopted by the City Council
of Gaithersburg, in public meeting assembled,
on the 6th day of June, 2011, and the same
was approved by the Mayor of the
City of Gaithersburg on the 6th day of June, 2011.

This Ordinance becomes effective on the 1st
day of July, 2011.

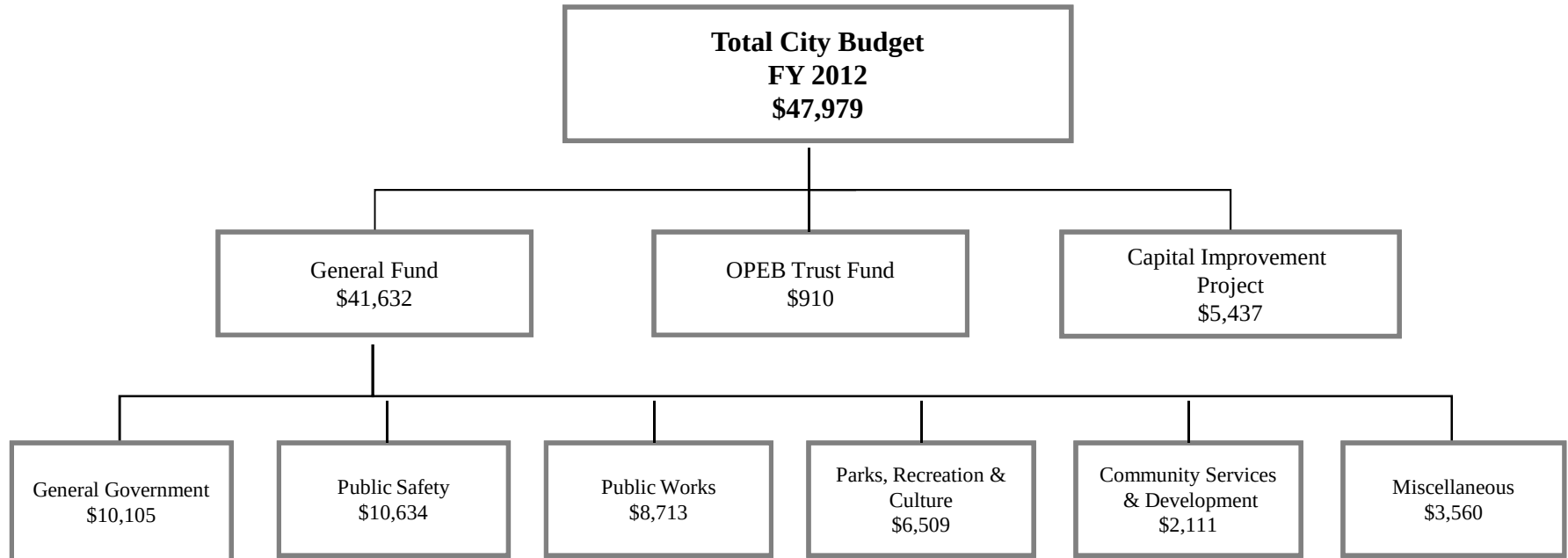


Angel L. Jones, City Manager

City of Gaithersburg, Maryland

Financial Organization Chart

(in thousands)



The policies enumerated herein are for the basis for budgetary decision making for both the operating budget and capital improvement project.

Accounting Policy

For financial reporting purposes, the Governmental Funds reflect the modified accrual basis of accounting. Under this basis, revenues are budgeted for the fiscal year in which they are susceptible to accrual; that is they are both measurable and available. Available means collectible within the budget year or soon enough thereafter to be used to satisfy liabilities of the budget year. Expenditures are recorded in the budget year in which the fund liability is incurred, if measurable.

The City of Gaithersburg does not have any Proprietary Funds.

Balanced Budget Requirements

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

Budget Transfers

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

Capital Projects Fund Policy

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

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

POLICIES

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For financial reporting purposes, the Governmental Funds reflect the modified accrual basis of accounting. Under this basis, revenues are budgeted for the fiscal year in which they are susceptible to accrual; that is they are both measurable and available. Available means collectible within the budget year or soon enough thereafter to be used to satisfy liabilities of the budget year. Expenditures are recorded in the budget year in which the fund liability is incurred, if measurable.

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

Debt Policy

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

Fund Balance

While the City has not adopted an official fund balance percentage, its stated goal is not to allow undesignated fund balance in the current fiscal year to drop below the average of 25% of the last three years expenditure budgets.

Annual Audit

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

FACTS ABOUT THE BUDGET

Development of the Annual Budget

Each year, the City publishes two fiscal plan (budget) documents: The Proposed Fiscal Plan and the Adopted Fiscal Plan. The Proposed Fiscal Plan is the annual budget proposed by the City Manager for City government operations for the upcoming fiscal year, which runs from July 1 through June 30. The proposed budget is based on estimates of projected expenditures for City activities, as well as the means of paying for those expenditures (estimated revenues). Following review and deliberation, the Mayor and City Council formally approve the Adopted (or final) Fiscal Plan for the General Fund and the Capital Projects Fund.

As required by the charter of the City of Gaithersburg, Maryland, Sections 40 and 41, the City Manager must submit to the Council a proposed fiscal plan at least 60 days before the beginning of any fiscal year. The City Council holds a public hearing to receive citizen input and work sessions to review and deliberate the budget prior to making its final decisions to adopt the fiscal plan. A calendar of events for development activities for Fiscal Year 2012 (July 1, 2011 – June 30, 2012) is included on the following pages to describe the budget development process in greater detail.

Amendment of the Annual Budget

The Mayor and City Council has adopted a standing resolution authorizing the City Manager to transfer funds within the City budget after May 31st of each year so long as no activity area budget is increased more than 25 percent. The resolution allows only for transfers between Activities and Departments. There is no authorization to increase the entire appropriation without a public hearing, a work session and vote of the Mayor and City Council.

Basis of Budgeting

The City uses a budget basis for expenditures that differs from the basis used in reporting under Generally Accepted Accounting Principles in the following ways.

In the Governments Funds, the City uses the modified accrual basis of accounting with the following exception:

Budget amounts are encumbered when contracts are signed or orders placed for goods or services. At year-end, amounts which are encumbered but not yet expended are carried over to be paid when the good or services are received. These amounts are included in budget-basis expenditures for the fiscal year in which they are encumbered, rather than the year in which the goods or services are received and a liability incurred. Appropriations that are not spent or encumbered lapse at the end of the fiscal year.

Governmental Fund Types

The General Fund is the general operating fund of the City. It is used to account for all financial transactions and resources except those required to be accounted for in another fund. Revenues are derived primarily from property and income taxes, State and Federal distributions, license and permit fees, charges for services and interest income.

The City's five-year Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of capital facilities. The Capital Projects Fund accounts for all current construction projects including improvements to roads and various other projects, while providing a blueprint for the next five fiscal years. Support for the CIP is made up of an operating transfer from the General Fund. The General Fund funds the entire CIP with an expectation that reimbursable State, County, and Federal grant funds will be received in the fiscal year.

Developer Escrow funds are recorded within the General Fund until such time as an identified project is undertaken causing the funds to then be transferred to the CIP.

The Mayor and City Council adopts an annual operating budget within the General Fund and the Capital Projects Fund for the fiscal year and reviews the subsequent four years of Capital Projects Fund for compliance with Strategic Directions. No other funds are appropriated by the Mayor and City Council.

Fiduciary Fund Types – Trust and Agency Funds

These funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations or other governments. The City maintains a Pension Trust Fund, The Rosen Trust Fund, and the Forest Conservation Agency Fund. Effective June 2007, the City established, in accordance with GASB 45, a Retiree Benefit Trust. Due to the nature of these funds, there is no annual appropriation budgeted. Additional information for the fiduciary funds can be found in the Comprehensive Annual Financial Report (CAFR) and it is available in the Finance Department.

Funds used to account for the City's pension and deferred compensation plans, trust funds, are managed independently and are not budgeted by the City.

BUDGET PROCESS SCHEDULE

DECEMBER 15, 2010

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 12 Budget = CIP Budget)

JANUARY 11, 2011

- Review all CIP worksheets
- Review all Escrow usage requests
- Review and update Performance Measures, Work Plan Goals
- Collect Personnel Request forms
- Personnel request numbers entered into Proposed Budget
- Revenue projections returned from departments
- Fee Schedule returned from departments

JANUARY 24, 2011

- Mayor & City Council Work Session – Pre-retreat

JANUARY 25, 2011

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

FEBRUARY 28, 2011

Mayor & City Council Retreat

- Develop Strategic Directions and prioritize

FEBRUARY 2011 – Post Retreat - City Manager, Deputy City Manager, Director of Finance and Administration begin review and schedule meetings with departments as needed.

FEBRUARY 22, 2011

Departments discuss City Manager's proposed numbers with SLT/Budget Team.

Review proposed FY 2012 Fee Schedule

Review proposed City Rules and Regulations

End of Phase 2 – Work on proposed numbers completed.

- Lock databases from departments

MARCH 15, 2011

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, 2011

Prepare Budget Ordinance for Mayor & City Council package.

MARCH 25, 2011

Email Budget Public Hearing Notice to Gazette (Appear on April 13th).

Email Constant Yield Tax Rate Hearing Notice to Gazette (Appear on April 13th).

MARCH 30, 2011

Send Proposed Budget to Mayor & City Council.

Advertise Budget Public Hearing (min. 15 days /max. 21days prior to hearing).

Advertise Constant Yield Tax Rate.

(Post both on ads on web)

APRIL 11, 2011

Proposed Budget Available to Public.

Introduce Budget 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 2012.

MAY 2, 2011

Conduct Budget Public Hearing.

Conduct Constant Yield Tax Rate Public Hearing.

MAY 3 & 4, 2011 (Tentative)

Conduct Budget Work Sessions.

May 4th Work Session will be held only if necessary.

MAY 11, 2011

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 16, 2011

Close record on Budget Public Hearing.

- Budget Ordinance changed and prepared for adoption

JUNE 3, 2011

Email budget adoption to Gazette.
(Post on web)

JUNE 6, 2011

Adopt budget at Mayor & City Council meeting.

(An Ordinance adopting the City Budget for the Fiscal Year July 1, 2009, through June 30, 2010 and levying an Ad Valorem Tax on all assessable property within the City of Gaithersburg.)

FY 2012 Fee Schedule - Adopt at Mayor & City Council Meeting

FY 2012 Rules & Regulations - Adopt at Mayor & City Council Meeting

JUNE 8, 2011

Budget adoption ad in Gazette.

JULY 1, 2011

Adopted Budget becomes effective.

JULY 15, 2011

Adopted Budget available to the public.

SEPTEMBER 30, 2011

Submission of budget to GFOA for Distinguished Budget Award Program.



**ACTIVITY CENTER AT BOHRER PARK
FITNESS CENTER**

Revenue & Expenditure

Revenue Descriptions

This section provides detailed information on revenue sources of the City of Gaithersburg, Maryland.

TAXES

Real and Personal Property

Section 47 of the City Charter provides that all real property and all tangible personal property within the corporate limits of the City, or personal property which may have a situs there by reason of the residence of the owner therein, shall be subject to taxation for municipal purposes, and the assessment used shall be the same as that for State and County taxes.

Section 48 of the City Charter provides that the ordinance adopting the budget shall contain a specific provision levying such ad valorem tax as shall be required to produce the revenues required by such budget, exclusive of funds available from other sources.

Beginning in FY 2002, the State changed its assessment valuation methodology from 40 percent to 100 percent of the full-value assessment and the City re-stated its tax rate accordingly to \$.262 per \$100 of assessed value. Personal Property has consistently been assessed at 100 percent of full value, therefore; the \$.53 per \$100 of assessed value remained intact.

Each year the State Department of Assessment and Taxation calculates the Constant Yield Tax Rate. This is the rate of tax that will yield the same amount of tax dollars as the previous year, excluding new construction. If the City's tax rate exceeds the calculated Constant Yield Tax Rate, a tax increase advertisement is required. For FY 2012, the State calculated the Constant Yield Tax Rate amount to be \$.260 per \$100 of assessed value. The City advertised a \$.002 increase, maintaining its tax rate at \$.262 per \$100 of assessed value.

FY 2012 revenue assumption for real property taxes is based on the assessed value provided by the State Department of Assessments and Taxation. This assessment includes all real property that will be on the tax rolls within the City limits as of the beginning of FY 2012, based on assessments conducted prior to January 1, 2011. This estimate also incorporates prospective new properties, impact of appeals, and late payments.

Tax calculation:

Real Property: $\$9,122,137,405 / \$100 * \$.262 = \$23,900,000$

Personal Property: $\$188,679,245 / \$100 * \$.53 = \$1,000,000$

Real and Personal Property Taxes, plus penalties and interest (\$24,950,000) make up approximately 51.7 percent of the budgeted FY 2012 City revenue.

Income Tax

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

FY 2012 revenue assumption for income tax is based on a conservative approach due to recent downward economic trends. The capital gain is expected to be substantially lower than recent prior years. However, the completion of new residential development will bring in taxpaying households to lessen the shortfall.

$\$1,860,451,116 \text{ taxable income} * .43 \text{ percent (effective tax rate)} = \$8,000,000.$

Income Taxes make up approximately 16.6 percent of the budgeted FY 2012 City revenue.

Hotel / Motel Tax

Hotel / Motel taxes have been established by the Mayor and City Council on the gross receipts of room rentals. Owners of the businesses are required to file a return and pay the tax on a monthly basis. The tax of 5% is based solely on overnight room rentals.

Hotel / Motel Taxes (\$950,000) make up approximately 1.9 percent of the budgeted FY 2012 City revenue.

Admissions and Amusements Tax

Admissions and amusement taxes are State administered local taxes on the gross receipts of various categories of amusement, recreation and sports activities. Taxpayers are required to file a return and pay the tax monthly, while the City receives quarterly distributions of the receipts from the State. Admissions and Amusement rates on the majority of categories are 10 percent. Those categories subject to State sales and use tax remain at five percent.

Admissions and Amusements Tax (\$600,000) make up approximately 1.2 percent of the budgeted FY 2012 City revenue.

Licenses & Permits

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

Cable TV Franchise revenue is based on a negotiated percentage (five percent) of the cable provider's annual subscription revenue generated by households within the City. The City's share of this revenue is proposed to generate \$585,000; permits issued for building construction is \$1,000,000 and grading is \$100,000; rental housing licenses (fees paid by landlords for each rental housing unit) is \$500,000; revenue from fire protection permits is \$125,000.

Total of Licenses & Permits (\$3,008,100) make up approximately 6.2 percent of the budgeted FY 2012 City revenue.

Intergovernmental Revenue

Intergovernmental revenue consists of receipts from the Federal, State or County governments. The majority of these receipts come from the State based on particular formulas set in law. The total estimate for intergovernmental revenue is \$2.6 million, with the largest sources being the recurring Montgomery County Revenue Sharing (\$992,750), State Police Aid (\$300,000), and Community Development Block Grant (\$407,275). State highway User Tax, derived from the State motor fuels tax and disbursed to the City based on street miles and number of registered vehicles within the City, was cut by 90% in FY2010. In FY2011 that cut remained in effect. Of the 90% cut from prior years, 28% was restored in FY2012. State Police Aid is based on the total number of sworn offices employed by the City. In FY 2012, the City will receive the State Bond Bill for Water Park renovation (\$205,000). Due to the City of Gaithersburg having no projects eligible for reimbursement in FY 2012, the City will receive no Open Space funding.

Intergovernmental Revenue (\$2,593,002) makes up approximately 5.3 percent of the budgeted FY 2012 City revenue.

Service Charges

Service Charges come primarily from fees imposed on the recipients of certain City services, including recycling, water quality protection, and recreation services. In FY 2012, recycling is budgeted for \$848,800; water quality protection is budgeted for \$609,930; aquatic indoor and outdoor pools, \$540,000; summer camps \$525,000; Winter Lights Festival, \$235,000; miniature golf and skate park, \$150,000; recreation programs and classes, \$1,068,500; and fees earned from facility rentals \$529,500. For the first time, the City's Planning & Code Department has established an Automation Fee \$200,000 in conjunction with the implementation of a new software system. The new software will allow information regarding permits, inspections, service requests, and

more, to be easily accessed and ultimately allow the City to provide enhanced customer service. It will also allow staff to move quickly and efficiently.

Service Charges (\$5,103,530) make up approximately 10.6 percent of the budgeted FY 2012 City revenue.

Fines and Forfeitures

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

In FY 2008, the City implemented the state law allowing for speed radar set up within the municipal boundaries. This revenue is budgeted for \$1,000,000.

Fines and Forfeitures (\$1,249,500) make up approximately 2.6 percent of the budgeted FY 2012 City revenue.

Interest on Investments

The City of Gaithersburg participates in the Local Government Investment Pool and the Montgomery County Investment Pool. The City invests all funds not needed to meet immediate liabilities. Funds held for imminent use earn interest on an overnight basis. Based on current and projected economic conditions, FY 2012 estimates assume an average of less than 1.0 percent rate of return from the investment pools.

Interest on Investments (\$175,000) makes up approximately 0.3 percent of the budgeted FY 2012 City revenue.

Other Miscellaneous

The City receives miscellaneous revenue from other non-recurring sources, the single largest of which is the Crown Farm Development Contribution (\$1,200,000), which is slated for a city managed home ownership program.

Other Miscellaneous (\$1,769,079) makes up approximately 3.6 percent of the budgeted FY 2012 City revenue.

Projected Revenues (FY 2013 – FY 2016)

Revenue projections for FY 2013 – 2016 are based on information received from the State of Maryland, Montgomery County, Federal Government, and input from all City departments actual experience over the past 10 fiscal years. Based on current economic conditions, the City is taking a most conservative approach in forecasting future revenues. With the exception of property tax and income tax, which is projected by the

State, all other revenue is projected to experience a loss in the upcoming year, projected to be approximately three percent.

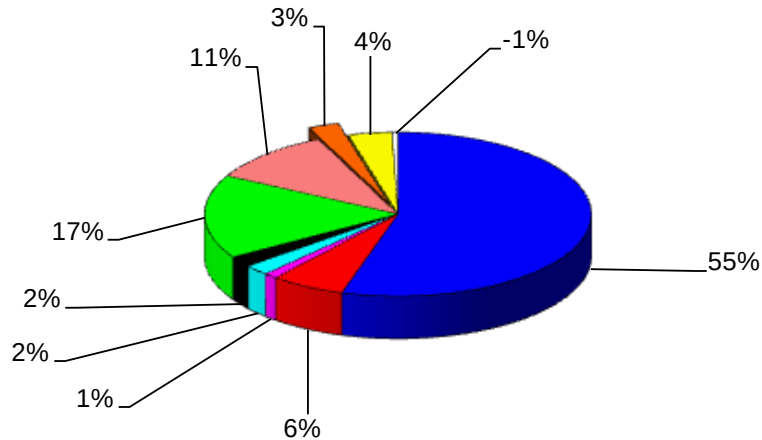
Projected Use of Fund Balance

During the five projection years, general fund balance is projected to decrease by approximately \$1.6 million by FY 2016. This reduction is due primarily to the level of support from the Federal, State and County governments to the General Fund, the current economy fueled by the housing market and our projected contribution to CIP as street maintenance and construction will continue to need funding.

REVENUE & EXPENDITURE CHART

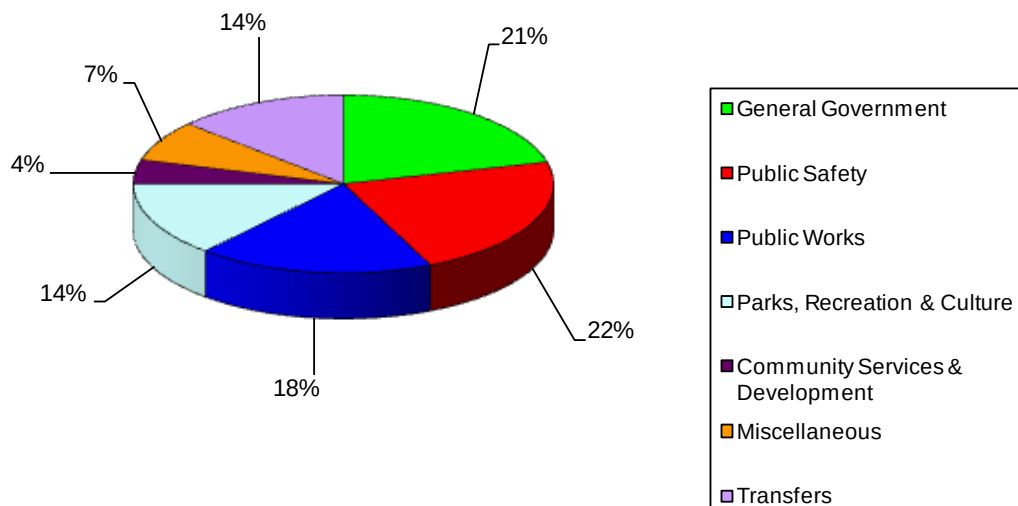
FISCAL YEAR 2012

WHERE THE MONEY COMES FROM
TOTAL ESTIMATED REVENUE - 48.0 (Million)



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

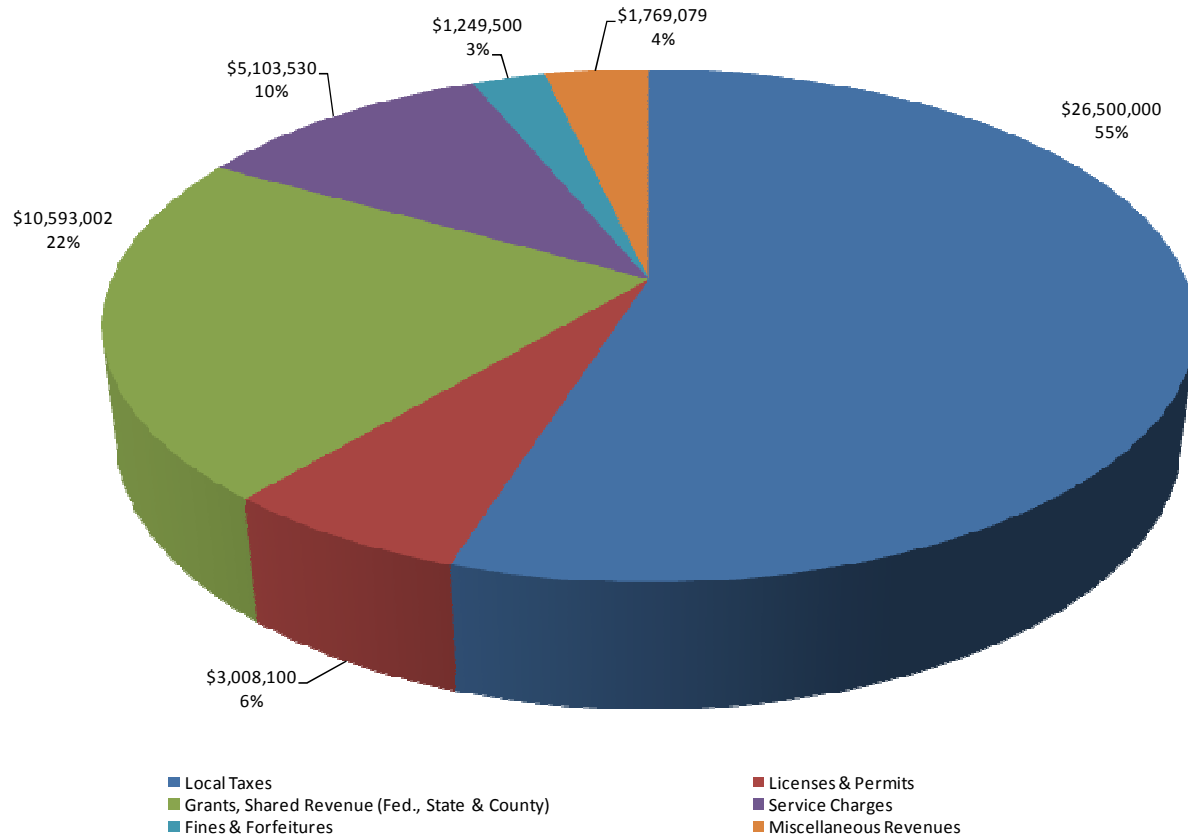
WHERE THE MONEY GOES
TOTAL RECOMMENDED USES OF FUNDS - \$48.0 (Million)



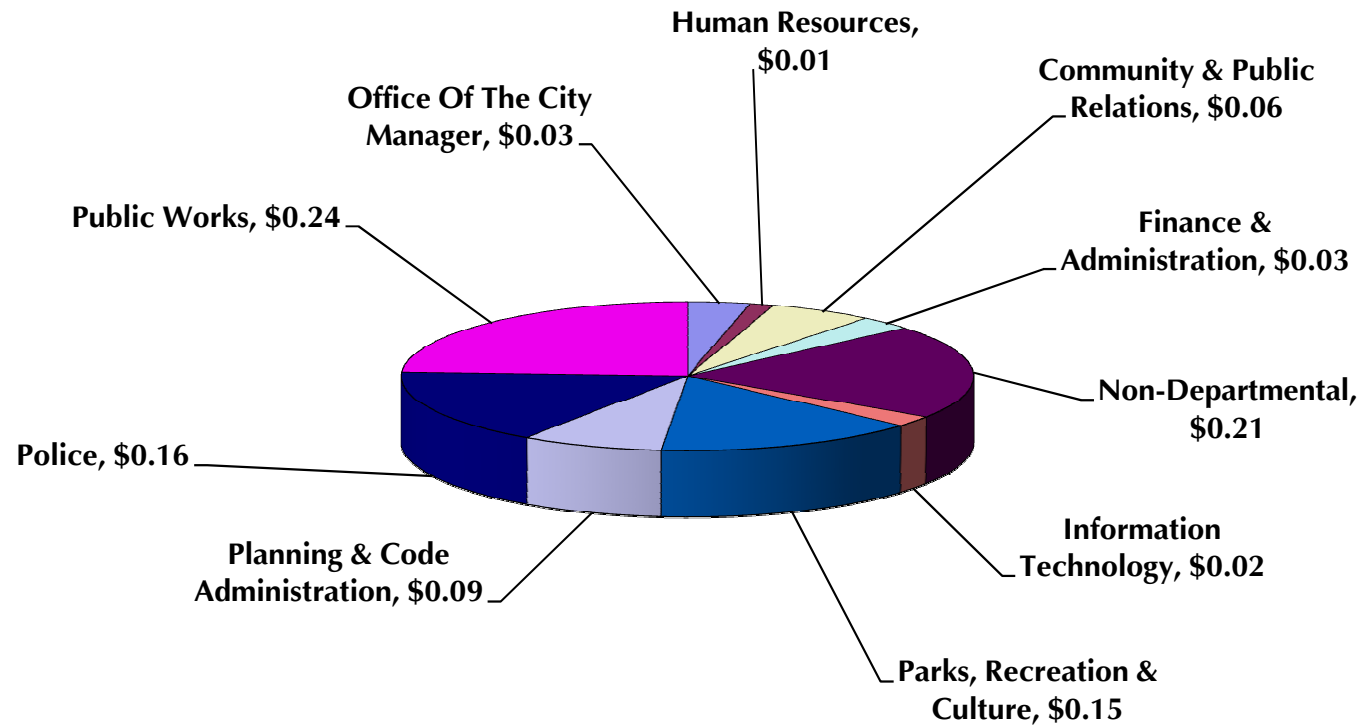
- General Government
- Public Safety
- Public Works
- Parks, Recreation & Culture
- Community Services & Development
- Miscellaneous
- Transfers

REVENUE CHART FISCAL YEAR 2012

FY 12 Adopted Revenue



**Allocation of \$1 of taxpayers' 2012 expenditure budget
\$48.0 (million)**



REVENUE & EXPENDITURE SUMMARY

FISCAL YEAR 2012

	Actual 2009 - 10	Adopted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
<i>Local Taxes</i>	\$ 22,288,431	\$ 27,150,000	\$ 26,500,000	\$ 26,500,000
<i>Licenses & Permits</i>	3,358,433	2,840,530	3,008,100	3,008,100
<i>Grants From Federal Government</i>	1,157,658	764,600	614,600	535,275
<i>Grants From State Government</i>	1,176,047	712,000	435,700	540,700
<i>State Shared Taxes</i>	217,685	164,100	79,170	475,032
<i>County Government Grants & Shared Taxes</i>	10,576,754	9,103,045	9,041,995	9,041,995
<i>Service Charges</i>	4,693,921	4,877,185	5,103,530	5,103,530
<i>Fines & Forfeitures</i>	1,927	881,000	1,249,500	1,249,500
<i>Miscellaneous Revenues</i>	93,637	1,151,990	1,716,429	1,769,079
 <i>REVENUE RECEIVED</i>	 46,268,423			
 <i>ANTICIPATED REVENUE</i>		47,644,450	47,749,024	48,223,211
 <i>Reappropriation</i>		(3,450,530)	138,468	(243,756)
 Total	 \$ 46,268,423	 \$ 44,193,920	 \$ 47,887,492	 \$ 47,979,455

	Actual 2009 - 10	Adopted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
<i>Operating:</i>				
<i>Personnel Services</i>	\$ 27,700,512	\$ 27,028,246	\$ 27,996,328	\$ 27,890,433
<i>Operating Expenses</i>	9,959,822	12,140,256	11,198,503	11,191,361
<i>Capital Outlay</i>	1,140,396	1,023,686	1,850,531	1,850,531
<i>Contingency</i>	497,863	500,000	700,000	700,000
 Actual Expenditures	 \$ 39,298,593			
 Anticipated Expenditures		\$ 40,692,188	\$ 41,745,362	\$ 41,632,325
 Transfer to OPEB Trust Fund	 \$ -	455,000	910,000	910,000
Capital Improvements	5,130,639	3,046,732	5,232,130	5,437,130
 Excess of Revenue Over Expenditures	 \$ 27,688			
 Total Expenditures and Uses	 \$ 44,456,920	 \$ 44,193,920	 \$ 47,887,492	 \$ 47,979,455

REVENUE STATEMENT

FISCAL YEAR 2012

	Actual 2009 - 10	Adopted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
<i>Local Taxes</i>				
Real Estate Taxes	\$ 18,724,891	\$ 23,900,000	\$ 23,900,000	\$ 23,900,000
Personal Property	1,547,353	1,500,000	1,000,000	1,000,000
Hotel Tax	981,879	925,000	950,000	950,000
Admissions and Amusements Tax	970,777	750,000	600,000	600,000
Penalties & Interest	63,531	75,000	50,000	50,000
<i>Total</i>	\$ 22,288,431	\$ 27,150,000	\$ 26,500,000	\$ 26,500,000
<i>Licenses & Permits</i>				
Public Improve. Street Permits	\$ 21,717	\$ 38,000	\$ 150,000	\$ 150,000
Telecommunication/Utility Permits	75,000	50,000	-	-
Amusement Licenses	28,365	27,000	25,000	25,000
Traders' Licenses	121,992	100,000	100,000	100,000
Hawkers'/Peddlers' Licenses	8,500	2,500	2,500	2,500
Electricians' Licenses	64,315	28,000	30,000	30,000
Rental Housing Licenses	529,320	546,830	490,000	490,000
Rental License Renewal Late Fee	-	10,000	1,000	1,000
Bus Shelter Franchise Fee	21,864	21,000	21,000	21,000
CATV Franchise	531,996	525,000	525,000	525,000
CATV PEG	60,126	60,000	60,000	60,000
CATV Access	-	55,000	-	-
Animal Licenses	19,815	19,000	18,000	18,000
Pet Shops/Commercial Kennels	750	750	250	250
Breeders & Litters Permits	-	250	250	250
Building Permits	1,189,649	850,000	1,000,000	1,000,000
Electrical Permits	145,440	110,000	100,000	100,000
Occupancy Permits	123,430	90,000	75,000	75,000
Home Occupation Permits	120	200	100	100
Sign Permits	16,529	10,000	10,000	10,000
Fire Protection Permits	124,895	90,000	100,000	100,000
Fire Protection Systems Permits	18,724	20,000	25,000	25,000
Mechanical Permits	60,859	65,000	60,000	60,000
Special Event Permits	12,966	7,000	15,000	15,000
Grading Permits	36,258	65,000	100,000	100,000
On-Site Improvements	145,803	\$ 50,000	100,000	100,000
<i>Total</i>	\$ 3,358,433	\$ 2,840,530	\$ 3,008,100	\$ 3,008,100
<i>Grants From Federal Government</i>				
Community Development	247,130	\$ 486,600	\$ 486,600	\$ 407,275
Emergency Efficiency & Conservation Block Grant	38,954	-	-	-
Department of Homeland Security	530,237	-	-	-
Transitional Housing	128,246	128,000	128,000	128,000
Retrofit Diesel Vehicles	-	100,000	-	-
FEMA	209,000	-	-	-
Miscellaneous	4,091	50,000	-	-
<i>Total</i>	\$ 1,157,658	\$ 764,600	\$ 614,600	\$ 535,275

REVENUE STATEMENT

FISCAL YEAR 2012

	Actual 2009 - 10	Adopted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
<i>Grants From State Government</i>				
Arts	\$ 27,297	\$ 32,000	\$ 30,000	\$ 30,000
Homeless Program	5,628	5,700	5,700	5,700
Police Grant	377,729	400,300	300,000	300,000
Water Park - Bond Bill	-	-	100,000	205,000
Olde Towne Revitalization	21,998	-	-	-
Capital Grant - Observatory	700,000	-	-	-
Maryland Dept. of Environment	-	60,000	-	-
Maryland Dept. of Natural Resources	-	76,000	-	-
SHA - Green Park	25,000	30,000	-	-
Miscellaneous	18,395	108,000	-	-
<i>Total</i>	\$ 1,176,047	\$ 712,000	\$ 435,700	\$ 540,700
<i>State Shared Taxes</i>				
Highway User	\$ 217,685	\$ 164,100	\$ 79,170	\$ 475,032
<i>Total</i>	\$ 217,685	\$ 164,100	\$ 79,170	\$ 475,032
<i>County Government Grants & Shared Taxes</i>				
Nutrition Programs	\$ 40,836	\$ 38,000	\$ 34,000	\$ 34,000
Homeless Program	9,614	8,900	9,000	9,000
Seniors Program	100,000	-	-	-
Financial Corporations	2,645	2,645	2,645	2,645
Income Tax	9,187,114	8,000,000	8,000,000	8,000,000
County Revenue Sharing	1,230,181	1,045,000	992,750	992,750
County Supportive Housing Asst. Program	5,700	7,200	3,600	3,600
Montgomery County Public Schools	-	1,300	-	-
Miscellaneous	664	-	-	-
<i>Total</i>	\$ 10,576,754	\$ 9,103,045	\$ 9,041,995	\$ 9,041,995

REVENUE STATEMENT

FISCAL YEAR 2012

	Actual 2009 - 10	Adopted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
<i>Service Charges</i>				
Zoning Fees	\$ 92,291	\$ 75,000	\$ 75,000	\$ 75,000
Automation Fee	-	200,000	200,000	200,000
Recreation Programs - Sports	362,025	345,080	347,000	347,000
Recreation Programs - Classes	292,858	290,000	293,000	293,000
Recreation Programs - Youth Services	49,080	40,000	40,000	40,000
Recreation Programs - Summer Camps/YAPS	429,525	525,000	525,000	525,000
Community Center - Rentals	115,451	115,000	115,000	115,000
Community Center - Programs	47,135	50,000	51,000	51,000
Water Park	384,226	303,000	315,000	315,000
Rental - Kentlands	126,730	130,000	140,000	140,000
Cultural Arts Program	19,772	15,000	17,000	17,000
Special Events	54,712	69,000	69,000	69,000
Community Events	-	10,000	10,000	10,000
Gaithersburg Aquatic Center	270,950	215,000	225,000	225,000
Skate Park	40,968	45,000	45,000	45,000
Group Picnic Pavilions	50,638	51,000	52,000	52,000
Winter Lights	169,595	230,000	235,000	235,000
Miniature Golf Course	112,881	100,000	105,000	105,000
Gaithersburg Youth Center in Olde Towne	21,098	18,000	23,000	23,000
Activity Center Rental	187,150	185,000	185,000	185,000
Food Services	3,645	3,300	3,300	3,300
Activity Center Programs	67,981	75,000	70,000	70,000
Gaithersburg Arts Barn - Rental	15,943	15,000	15,000	15,000
Gaithersburg Arts Barn - Programs	44,482	40,000	85,500	85,500
Gaithersburg Arts Barn - Admissions	43,686	42,000	101,000	101,000
Gaithersburg Arts Barn - Sales	2,788	5,000	3,000	3,000
Gaithersburg Youth Center - West	62,337	72,000	75,000	75,000
Community Museum (Railroad)	816	1,550	2,000	2,000
Senior Citizen Programs	81,103	105,125	90,000	90,000
Senior Center - Rental	22,050	22,000	22,500	22,500
Membership - Dog Exercise Area	3,835	5,000	2,500	2,500
SWM Fees	51,080	25,000	75,000	75,000
Environmental Fees	4,570	1,000	1,000	1,000
Stormwater Management Fees (Plan review)	44,750	10,000	20,000	20,000
Recycling Collections	818,408	822,200	848,800	848,800
Water Quality Protection	586,832	609,930	609,930	609,930
PR&C State Sales Tax	12,425	12,000	12,000	12,000
Miscellaneous	105	-	-	-
<i>Total</i>	\$ 4,693,921	\$ 4,877,185	\$ 5,103,530	\$ 5,103,530

REVENUE STATEMENT

FISCAL YEAR 2012

	Actual 2009 - 10	Adopted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
<i>Fines & Forfeitures</i>				
Settlement in Lieu of Forfeiture	\$ 350	\$ -	\$ -	\$ -
Ordinance Fines	22,265	20,000	20,000	20,000
Police Tickets & Fines	152,275	110,000	228,500	228,500
Photo Radar	1,831,491	750,000	1,000,000	1,000,000
Returned Check Fee	\$ 1,927	\$ 1,000	\$ 1,000	\$ 1,000
<i>Total</i>	\$ 2,008,308	\$ 881,000	\$ 1,249,500	\$ 1,249,500
<i>Miscellaneous Revenues</i>				
Interest on Investments	\$ 135,532	\$ 800,000	\$ 175,000	\$ 175,000
Rents	119,639	138,500	137,429	137,429
Bus Shelters	-	20,000	30,000	30,000
Sale of Materials and Equipment	12,970	2,500	10,000	10,000
Sale of Property	33,600	-	-	-
Contributions	97,121	65,490	1,200,000	1,252,650
Vending Machines	8,195	8,500	5,500	5,500
Passports	14,125	10,000	10,000	10,000
Escrow - Developers	260,000	100,000	140,000	140,000
Escrow - Economic Development	-	-	-	-
Community Promotions	1,290	1,000	2,500	2,500
Expenditure Reimbursement	15,077	1,000	1,000	1,000
Miscellaneous	93,637	5,000	5,000	5,000
<i>Total</i>	\$ 791,186	\$ 1,151,990	\$ 1,716,429	\$ 1,769,079
 <i>REVENUE RECEIVED</i>	 \$ 46,268,423			
 <i>ANTICIPATED REVENUE</i>	 	\$ 47,644,450	\$ 47,749,024	\$ 48,223,211
 <i>REAPPROPRIATION</i>	 	\$ (3,450,530)	\$ 138,468	\$ (243,756)
 <i>TOTAL</i>	 	\$ 44,193,920	\$ 47,887,492	\$ 47,979,455

EXPENDITURE STATEMENT BY ACTIVITY

FISCAL YEAR 2012

	Actual 2009 - 10	Adopted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
<i>General Government</i>				
Mayor & City Council	\$ 242,407	\$ 229,702	\$ 237,896	\$ 236,835
Legal Services	383,418	331,862	330,472	329,334
Registrations & Elections	35,760	2,000	42,000	42,000
Office of the City Manager	505,421	455,186	484,572	481,709
Economic & Community Development	506,450	475,885	581,761	580,340
Environmental Affairs	185,253	126,203	128,015	126,954
Human Resources	662,894	571,629	646,902	660,024
Housing and Community Development	279,772	280,302	288,585	283,279
Finance & Administration	907,493	904,910	1,035,603	1,029,756
Information Technology	960,951	1,008,040	1,117,314	1,118,171
Facilities Management	1,030,187	1,251,014	1,370,605	1,368,088
Buildings and Grounds	1,597,205	1,327,091	1,280,213	1,280,213
General Services	54,574	105,515	123,250	123,250
Public Information	523,577	534,697	934,802	930,059
Cable Television Channel 13	649,366	338,824	350,385	348,927
Planning	1,139,299	1,132,330	1,223,492	1,166,065
<i>Total</i>	\$ 9,664,027	\$ 9,075,190	\$ 10,175,867	\$ 10,105,004
<i>Public Safety</i>				
Police Services	\$ 7,267,047	\$ 7,200,337	\$ 7,885,111	\$ 7,849,147
Building and Code Administration	2,115,743	2,059,315	2,073,246	2,076,003
Traffic Engineering	177,128	235,600	232,966	231,803
Animal Control	463,069	463,765	480,051	477,163
<i>Total</i>	\$ 10,022,987	\$ 9,959,017	\$ 10,671,374	\$ 10,634,116
<i>Public Works</i>				
Public Works Administration	\$ 686,067	\$ 676,778	\$ 787,543	\$ 785,639
Municipal Parks Maintenance	1,794,378	1,692,800	1,653,601	1,640,936
Streets & Special Projects	1,578,955	1,270,882	1,236,278	1,229,466
Fleet Maintenance	560,453	619,850	543,685	539,557
Landscaping & Forestry	1,092,050	958,386	999,891	991,917
Mowing & Bulk Pick-Up	1,874,961	1,716,330	1,759,459	1,751,692
Recycling	684,343	682,632	685,768	685,768
Engineering Services	322,233	327,584	380,524	380,127
Street Lighting	629,182	717,546	707,546	707,546
<i>Total</i>	\$ 9,222,622	\$ 8,662,788	\$ 8,754,295	\$ 8,712,648

EXPENDITURE STATEMENT BY ACTIVITY

FISCAL YEAR 2012

	Actual 2009 - 10	Adopted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
<i>Parks, Recreation & Culture</i>				
Parks, Recreation & Culture	\$ 566,238	\$ 581,124	\$ 738,282	\$ 714,030
Recreation Programs & Sports	797,716	760,721	757,970	756,380
Recreation Classes	320,296	330,378	336,016	335,619
Youth Services	427,705	379,772	376,399	374,543
Summer Programs	533,433	512,882	521,500	521,500
Robertson Park Youth Center	234,733	207,674	213,890	200,972
Olde Towne Youth Center	260,561	242,620	255,043	254,646
Casey Community Center	313,660	315,671	313,218	312,423
Water Park	405,576	393,104	371,232	370,171
Gaithersburg Arts Barn	238,725	215,778	307,908	366,452
Kentlands Mansion	379,428	325,866	293,163	295,850
Cultural Arts Programs	299,467	277,056	279,504	279,504
Special Events	766,017	705,392	712,581	708,952
Gaithersburg Aquatic Center	265,469	295,400	299,061	298,664
Picnic Pavilions	17,247	18,840	19,025	19,025
Winter Lights	133,290	142,133	142,186	142,186
Miniature Golf Course	72,768	90,240	97,136	112,411
Activity Center	418,364	404,740	369,862	392,941
Skate Park	42,884	47,491	48,046	48,046
Food Service	234	5,000	5,000	5,000
<i>Total</i>	<i>\$ 6,493,811</i>	<i>\$ 6,251,882</i>	<i>\$ 6,457,022</i>	<i>\$ 6,509,315</i>
<i>Community Services and Development</i>				
Seniors Program	\$ 600,499	\$ 560,951	\$ 578,318	\$ 574,203
Community Services	1,026,021	1,036,280	1,084,276	1,082,818
Homeless Assistance	446,223	442,490	456,822	454,103
<i>Total</i>	<i>2,072,743</i>	<i>2,039,721</i>	<i>2,119,416</i>	<i>2,111,124</i>
<i>Miscellaneous</i>				
Non-Departmental	\$ 1,549,724	\$ 4,203,590	\$ 2,867,388	\$ 2,860,118
Contingency	272,679	500,000	700,000	700,000
<i>Total</i>	<i>\$ 1,822,403</i>	<i>\$ 4,703,590</i>	<i>\$ 3,567,388</i>	<i>\$ 3,560,118</i>
 TOTAL OPERATING	 \$ 39,298,593	 \$ 40,692,188	 \$ 41,745,362	 \$ 41,632,325
Transfer to OPEB Trust Fund	\$ -	\$ 455,000	\$ 910,000	\$ 910,000
Transfer to CIP	5,130,639	3,046,732	5,232,130	5,437,130
 COMBINED TOTAL	 \$ 44,429,232	 \$ 44,193,920	 \$ 47,887,492	 \$ 47,979,455

EXPENDITURE STATEMENT BY OBJECT

FISCAL YEAR 2012

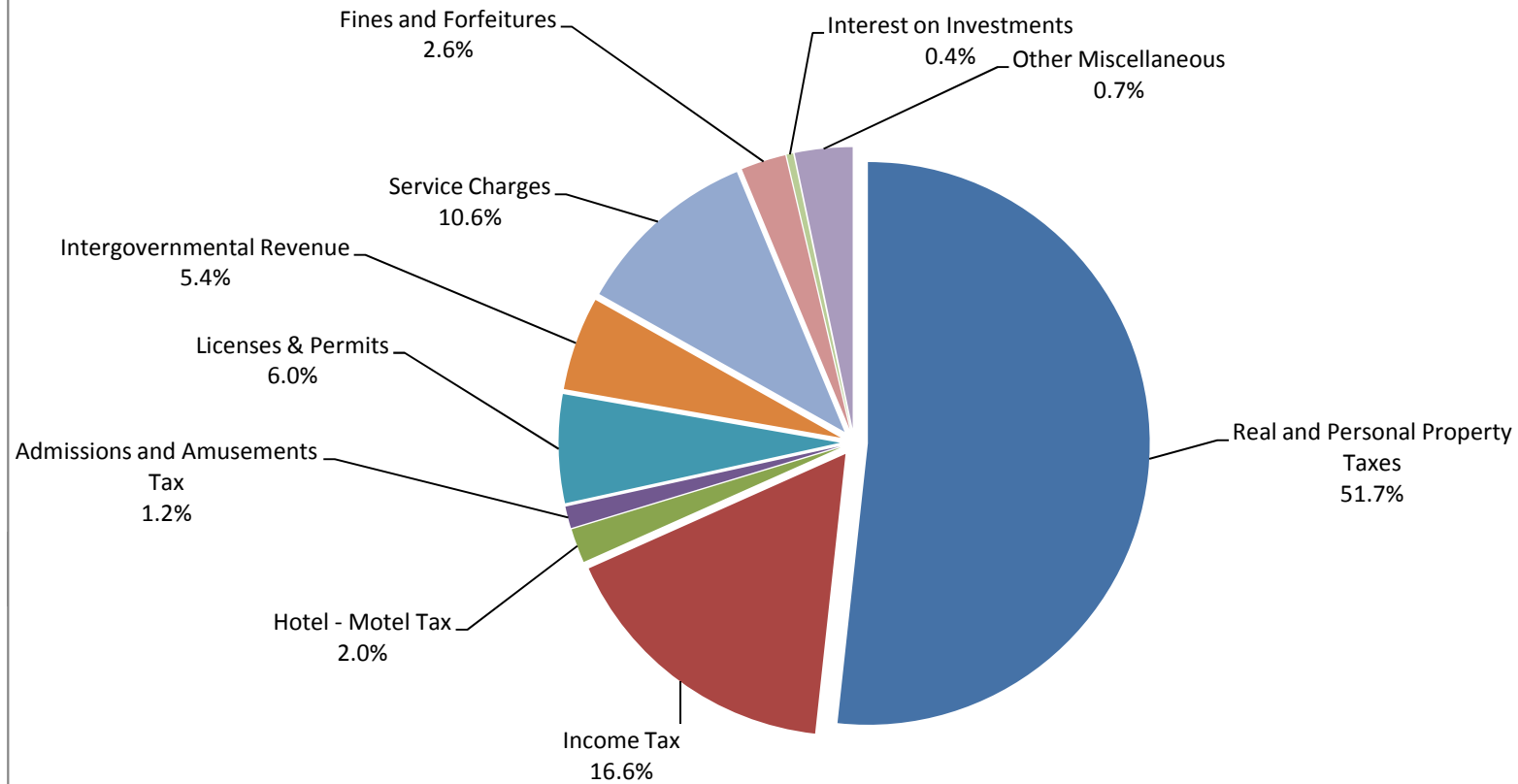
	Actual 2009 - 10	Adopted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
<i>Personnel Services</i>				
Salaries, Full Time	\$ 16,730,060	\$ 16,616,747	\$ 17,266,655	\$ 17,262,914
Other Taxable Compensation	103,556	104,040	86,720	88,800
Vacation & Sick Leave	537,064	225,000	225,000	275,000
Overtime	977,060	673,701	699,720	699,720
Salaries, Employment Agreement	336,548	313,123	245,046	245,046
Salaries, Part-Time	2,906,599	2,745,321	2,726,875	2,730,514
Social Security & Medicare Taxes	1,578,990	1,573,901	1,618,992	1,618,985
State Unemployment Insurance	45,854	30,000	30,000	30,000
Workers' Compensation Insurance	233,354	356,000	318,410	318,410
Group Insurance	2,046,457	2,075,514	2,349,175	2,183,482
Retirement Contribution	1,621,509	1,648,052	1,686,893	1,690,850
Retirement Health Savings (RHS)	124,408	126,443	143,679	143,679
Savings Plan Contribution	457,857	483,504	501,163	502,533
Deferred Compensation	1,196	-	15,500	15,500
Tuition Reimbursement	-	56,900	82,500	85,000
<i>Total Personnel Services</i>	\$ 27,700,512	\$ 27,028,246	\$ 27,996,328	\$ 27,890,433
<i>Operating Expenses</i>				
Office Supplies	\$ 71,627	\$ 103,495	\$ 105,595	\$ 105,595
General Operating Supplies	818,756	721,870	727,804	727,804
Photographic, Audio, Video Supplies	3,878	6,900	9,800	7,970
Program Activities	154,807	139,375	138,675	137,812
Police Outreach Program Supplies	4,383	2,100	6,250	6,250
Police Weapons & Supplies	73,756	31,160	41,662	41,662
Supplies for Resale	30,682	35,850	37,050	37,050
Furniture & Fixtures	21,619	-	8,550	8,550
Machinery & Equipment	97,251	47,200	52,100	52,100
Building & Construction Supplies	110,652	125,500	125,500	125,500
Accounting & Audit	118,380	119,840	137,040	127,500
Information Technology	87,615	78,279	172,800	172,800
Software Licenses	30,423	22,500	32,800	32,800
Software Maintenance Agreements	148,393	264,245	310,290	310,290
Engineering & Architectural	4,320	23,000	23,000	23,000
Legal	65,633	48,490	48,800	48,800
Management Consulting	535	-	-	-
Wellness Program	18,444	27,116	27,116	37,116
Medical/Hospital	20,373	19,500	19,500	19,500
Miscellaneous Professional Services	1,070,675	665,029	967,827	967,827
Americans with Disabilities Act	1,800	1,900	1,900	1,900
Contract Cleaning Services	378,141	383,795	357,076	357,076
Contract Maintenance Services	483,145	304,000	304,000	304,000
Investigations	9,789	17,527	13,510	13,510
Security Services	84,283	5,190	2,790	2,790
Instructor Services	84,883	77,601	76,934	76,934
Performances & Entertainment	100,071	96,395	192,820	192,820
Advertising	171,029	141,041	136,275	136,275
Awards & Presentations	16,702	28,400	25,700	25,700
Contributions	884,809	944,613	967,100	962,191
Professional Dues & Cert. Fees	118,815	137,876	145,399	145,399
Magazines, Books & Resource Material	26,320	26,825	35,250	35,250

EXPENDITURE STATEMENT BY OBJECT

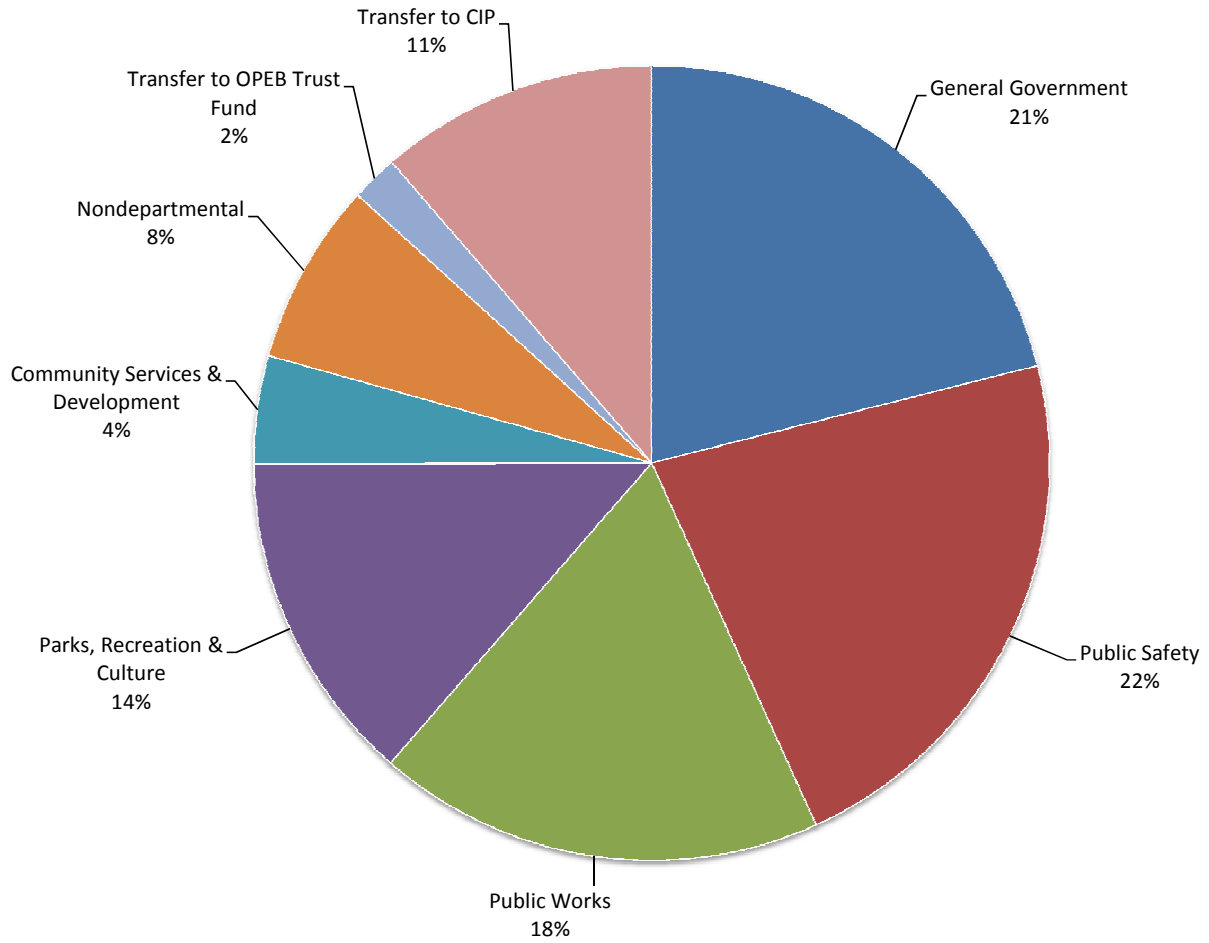
FISCAL YEAR 2012

	Actual 2009 - 10	Adopted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
Conference & Seminar Registration	34,860	42,330	50,375	50,375
In-Service Training	50,444	3,300	9,600	9,600
Travel Expense	49,566	49,675	51,825	51,825
Mileage Reimbursement	4,588	7,200	7,850	7,850
Utilities	1,324,377	1,503,125	1,511,245	1,511,245
Recycling Services/Trash Collection	84,256	90,737	48,350	48,350
Telephone (Landline)	86,536	86,650	88,775	88,775
Cellular Telephone	116,272	107,990	111,215	111,215
Pagers	722	580	580	580
Vehicle & Equipment Gasoline	326,820	454,640	454,740	454,740
Printing & Binding	89,516	91,640	99,770	99,770
Signage	22,968	20,935	24,765	24,765
Postage	58,188	77,425	82,225	82,225
Messenger Services	1,821	3,050	3,050	3,050
Laundry & Uniforms	69,293	101,385	91,430	91,430
Miscellaneous	148,591	2,330,888	833,200	833,200
Home Ownership Assistance Program	53,000	-	-	-
Insurance - Not Payroll	336,713	391,700	391,700	391,700
Rental & Use Charges	833,698	993,914	951,528	951,528
Rental of Facilities	105,977	117,276	120,045	120,045
Repair & Maintenance - Buildings	398,668	459,649	548,242	548,242
Repair & Maintenance - Machinery	152,290	197,705	206,230	206,230
Repair & Maintenance - Vehicles	294,011	359,600	258,600	258,600
Repair & Maintenance - Furn & Equip.	4,658	2,250	2,250	2,250
<i>Total Operating Expenses</i>	\$ 9,959,822	\$ 12,140,256	\$ 11,198,503	\$ 11,191,361
<i>Capital Outlay</i>				
Software	\$ 30,611	\$ 123,500	\$ 223,500	\$ 223,500
Furniture & Equipment	679,561	462,421	982,118	982,118
Vehicles & Equipment	430,224	437,765	644,913	644,913
<i>Total Capital Outlay</i>	\$ 1,140,396	\$ 1,023,686	\$ 1,850,531	\$ 1,850,531
<i>Contingency</i>	\$ 497,863	\$ 500,000	\$ 700,000	\$ 700,000
 TOTAL EXPENDITURES	 \$ 39,298,593	 \$ 40,692,188	 \$ 41,745,362	 \$ 41,632,325
 OPERATING TRANSFER TO				
OPEB TRUST FUND	\$ -	\$ 455,000	\$ 910,000	\$ 910,000
CAPITAL IMPROVEMENTS	5,130,639	3,046,732	5,232,130	5,437,130
<i>Total Operating Transfers</i>	5,130,639	3,501,732	6,142,130	6,347,130
 TOTAL EXPENDITURES AND OTHER USES	 \$ 44,429,232	 \$ 44,193,920	 \$ 47,887,492	 \$ 47,979,455

FY 2012 Budgeted Revenues by Category as a Percent of the Total



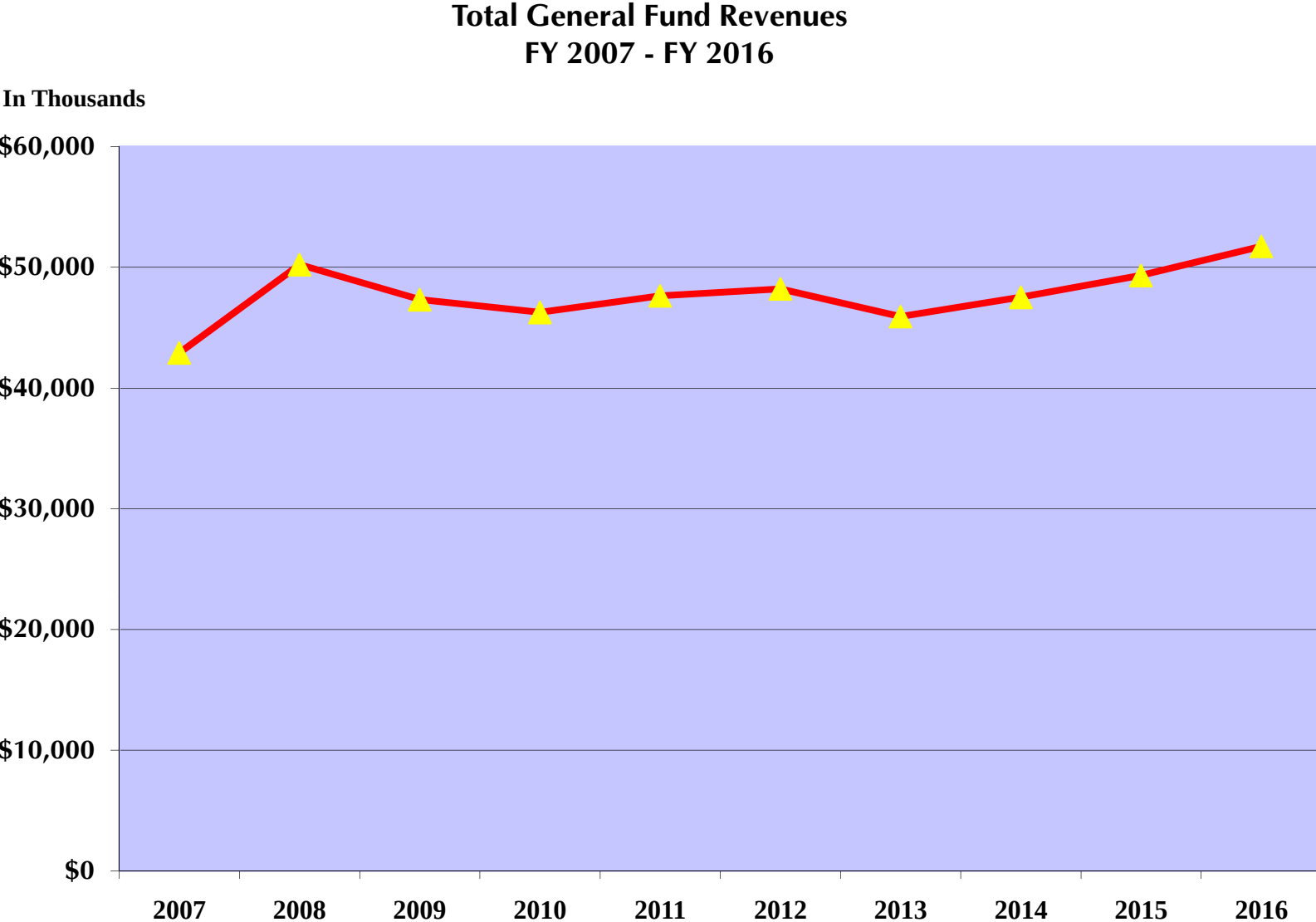
FY 12 Budgeted Expenditures By Function



CITY OF GAITHERSBURG, MARYLAND
ACTUAL AND PROJECTED REVENUE, EXPENDITURES, AND CHANGE IN FUND BALANCE
(000)

05/27/2011

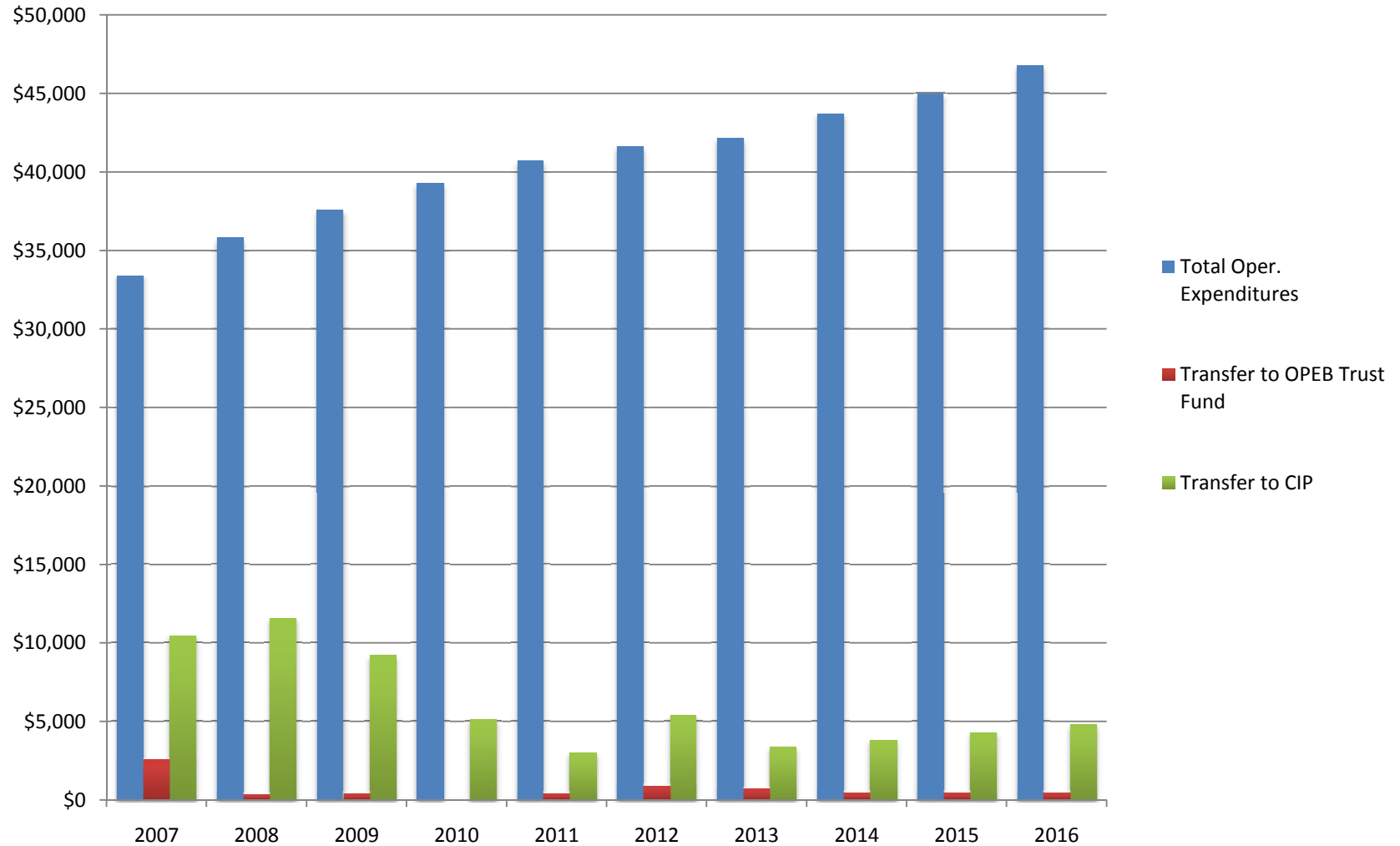
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	actual	actual	actual	actual	budgeted	budgeted	projected	projected	projected	projected
REVENUES	\$42,915	\$50,218	\$47,330	\$46,268	\$47,644	\$48,223	\$45,927	\$47,527	\$49,327	\$51,740
Total Revenues	\$42,915	\$50,218	\$47,330	\$46,268	\$47,644	\$48,223	\$45,927	\$47,527	\$49,327	\$51,740
EXPENDITURES:										
General Government	\$7,356	\$8,678	\$8,784	\$9,400	\$9,075	\$10,105	\$10,128	\$10,416	\$10,714	\$11,143
Public Safety	\$8,434	\$9,519	\$10,465	\$10,039	\$9,959	\$10,634	\$10,453	\$10,957	\$11,215	\$11,664
Public Works	\$6,495	\$6,507	\$8,626	\$9,271	\$8,663	\$8,713	\$9,191	\$9,466	\$9,750	\$10,140
Parks, Recreation & Culture	\$7,691	\$7,803	\$6,517	\$6,491	\$6,252	\$6,509	\$6,632	\$6,831	\$7,036	\$7,317
Community Services and Development	\$2,015	\$1,940	\$2,053	\$2,075	\$2,039	\$2,111	\$2,164	\$2,229	\$2,296	\$2,388
Nondepartmental	\$1,455	\$1,344	\$1,164	\$2,023	\$4,704	\$3,560	\$3,581	\$3,830	\$3,987	\$4,146
Total Oper. Expenditures	\$33,446	\$35,791	\$37,609	\$39,299	\$40,692	\$41,632	\$42,149	\$43,729	\$44,998	\$46,798
Transfer to OPEB Trust Fund	\$2,552	\$401	\$455		\$455	\$910	\$750	\$500	\$500	\$500
Transfer to CIP	10,515	11,584	9,238	5,130	3,047	5,437	3,400	3,840	4,340	4,840
TOTAL	\$46,513	\$47,776	\$47,302	\$44,429	\$44,194	\$47,979	\$46,299	\$48,069	\$49,838	\$52,138
Reappropriation					(\$3,450)	(\$244)	\$372	\$542	\$511	\$398
Excess Operating Revenue (Deficit)	(\$3,598)	\$2,442	\$28	\$1,839						
F/B Reserves - Other	\$6,952	\$7,617	\$8,938	\$14,270						
F/B Reserved for Reappropriation	\$3,678	\$3,608	\$3,493	\$0						
F/B Undesignated	\$18,055	\$19,902	\$18,724	\$18,724						
Total General Fund Balance	\$28,685	\$31,127	\$31,155	\$32,994	\$36,444	\$36,688	\$36,316	\$35,774	\$35,263	\$34,865



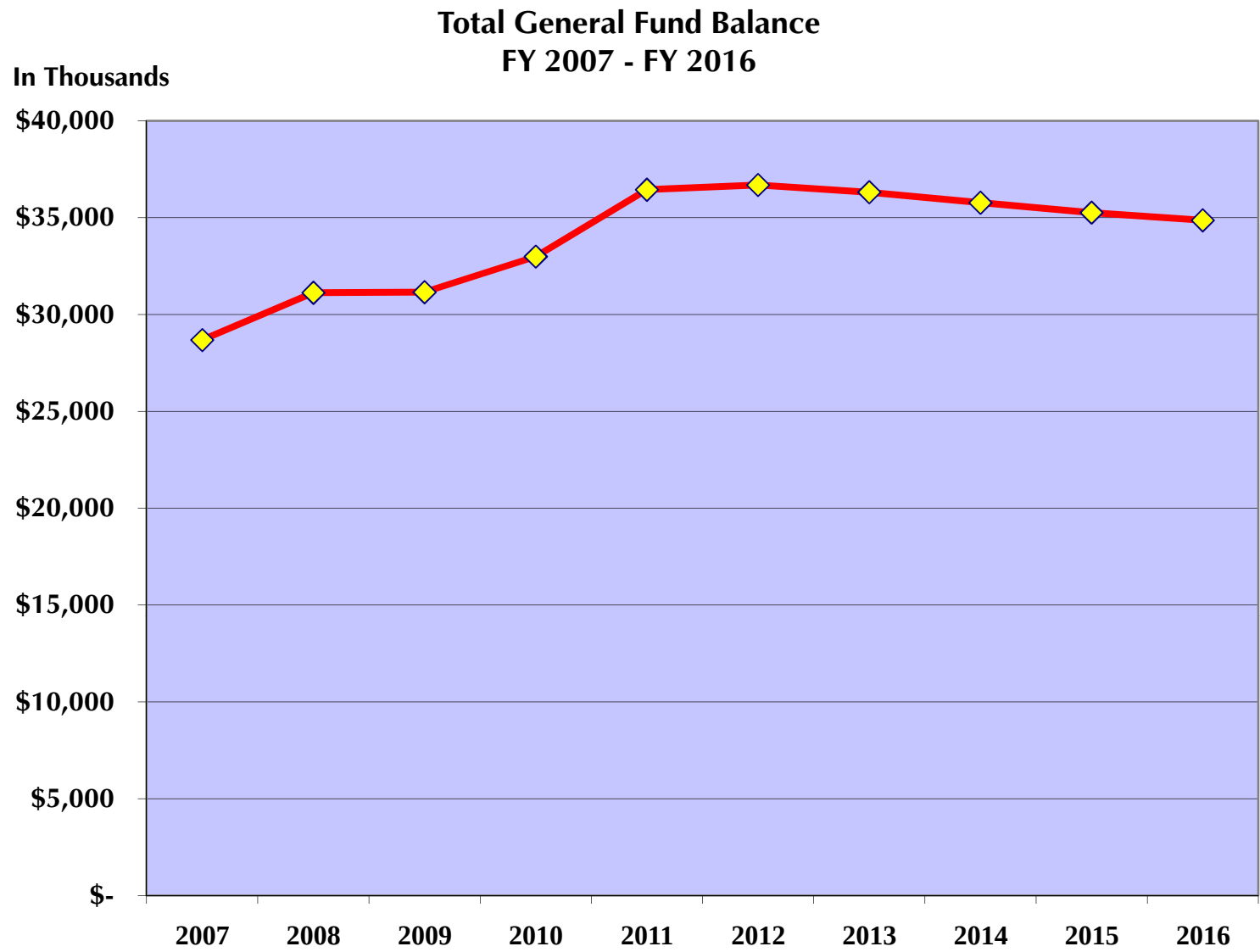
This chart represents revenues for FY 2007 - 2010 (actual), FY 2011 (budget), FY 2012 (budget) and FY 2013 - 2016 (projections)

Total General Fund Expenditures & Transfer to CIP FY 2007 - FY 2016

In Thousands



This chart represents expenditures for FY 2007 - 2010 (actual), FY2011 (budget), 2012 (budget) and FY 2013 - 2016 (projections)

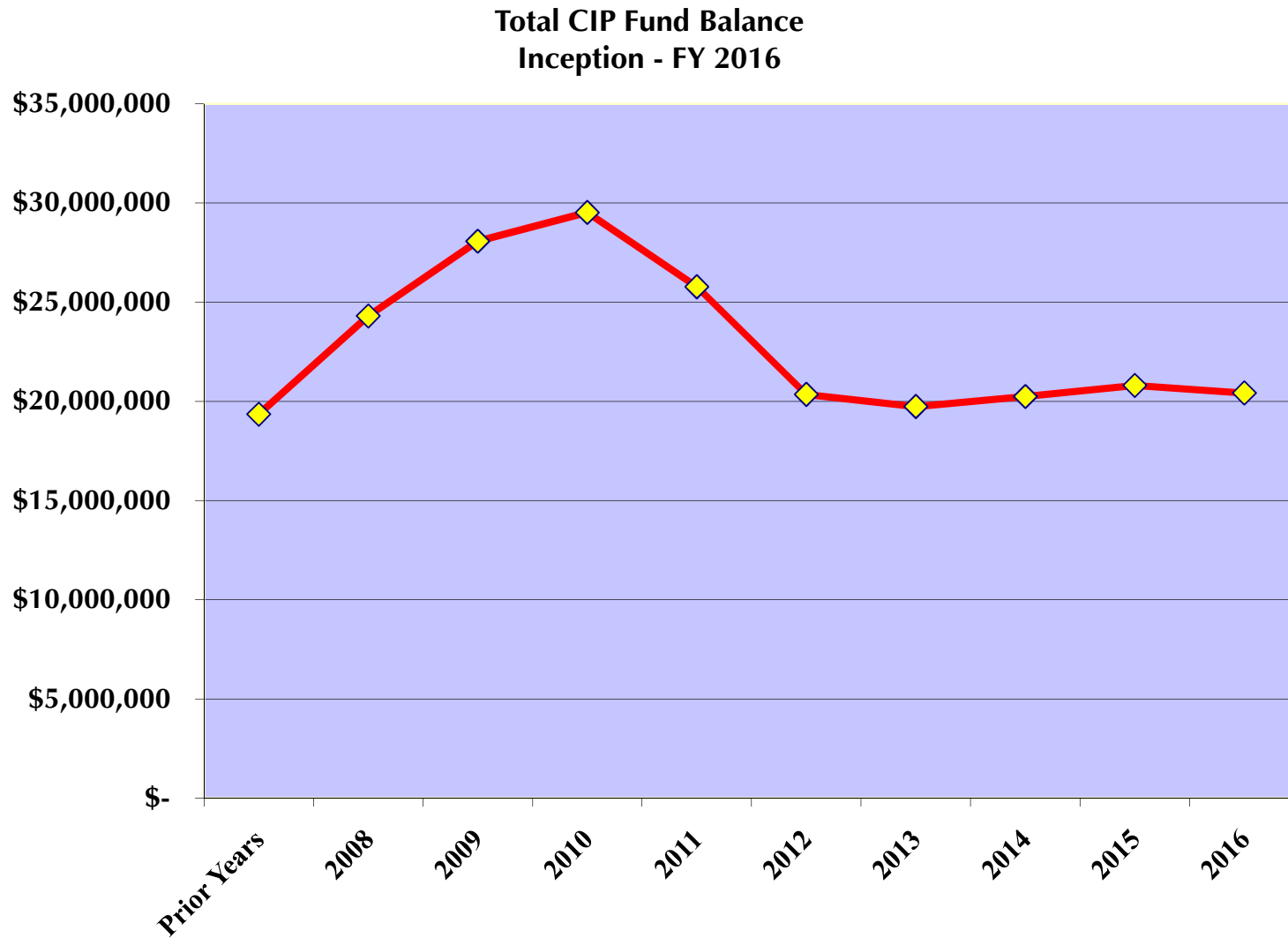


This chart represents General Fund Balance for FY 2007 -2010 (actual), FY2011 (budget), FY2012 (budget), FY 2013 -2016 (projections)

**CITY OF GAITHERSBURG, MARYLAND
CIP CHANGE IN FUND BALANCE**

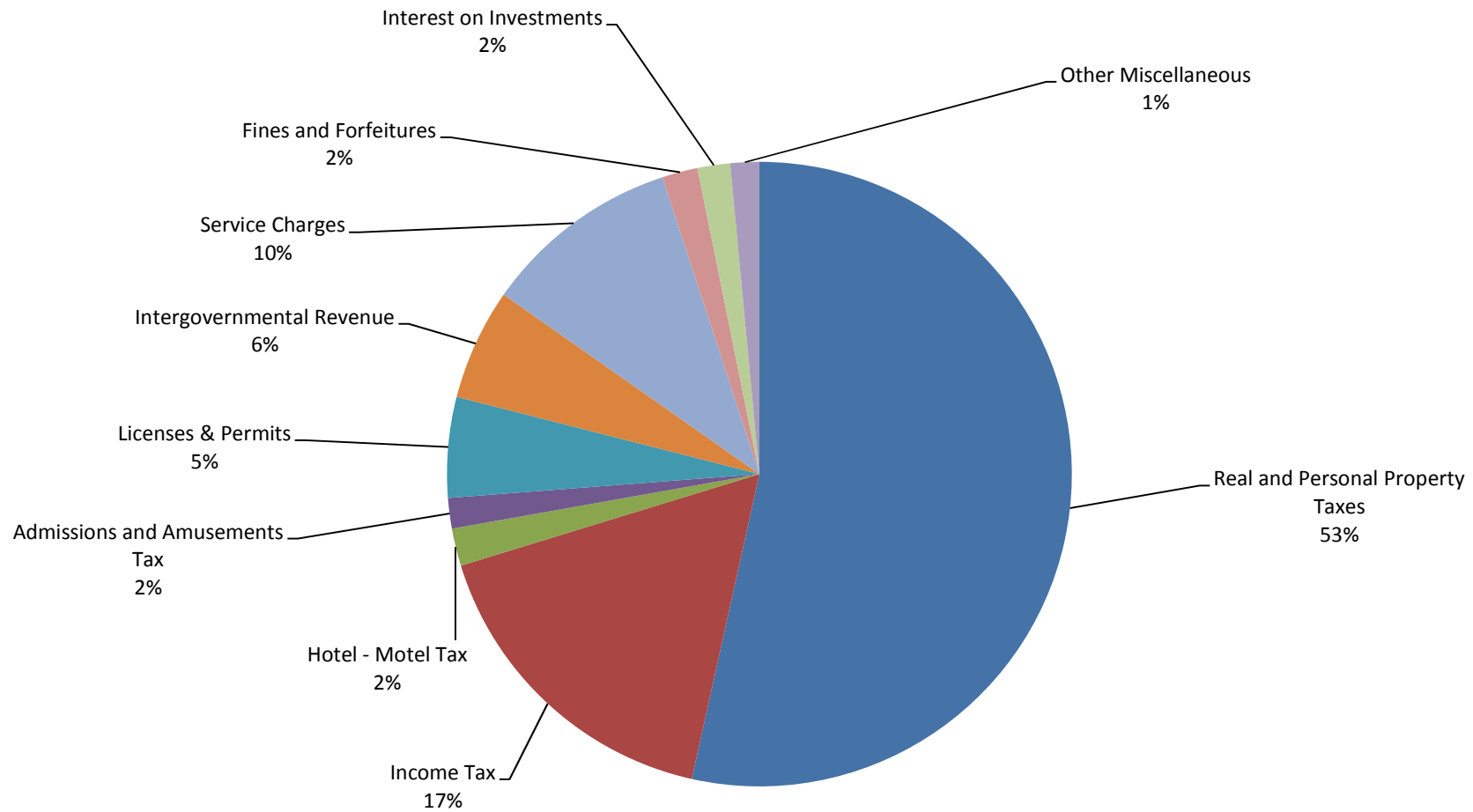
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	Prior Years	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Actual	Actual	Actual	Estimated	Budgeted	Projected	Projected	Projected	Projected
Interfund Transfers	121,622,612	11,584,204	9,327,945	5,130,639	3,046,732	5,437,130	4,144,235	3,969,235	3,869,235	4,054,235
Expenditures	102,275,351	6,629,977	\$5,557,414	3,680,679	6,794,168	10,862,641	4,754,235	3,465,735	3,312,735	4,433,735
Excess Operating Revenue (Deficit)	19,347,261	4,954,227	3,770,531	1,449,960	(3,747,436)	(5,425,511)	(610,000)	503,500	556,500	(379,500)
Total CIP Fund Balance	19,347,261	24,301,488	28,072,019	29,521,979	25,774,543	20,349,032	19,739,032	20,242,532	20,799,032	20,419,532



This chart represents CIP Fund Balance for life-to-date through FY 2010 (actual), FY 2011 (budget), FY 2012 (budget), and FY 2013-2016 (projections)

FY 2011 Budgeted Revenues by Category as a Percent



City of Gaithersburg, Maryland

Revenue & Expenditure Summary

Fiscal Year 2010 Actual

Fiscal Year 2011 - 2012 Budget

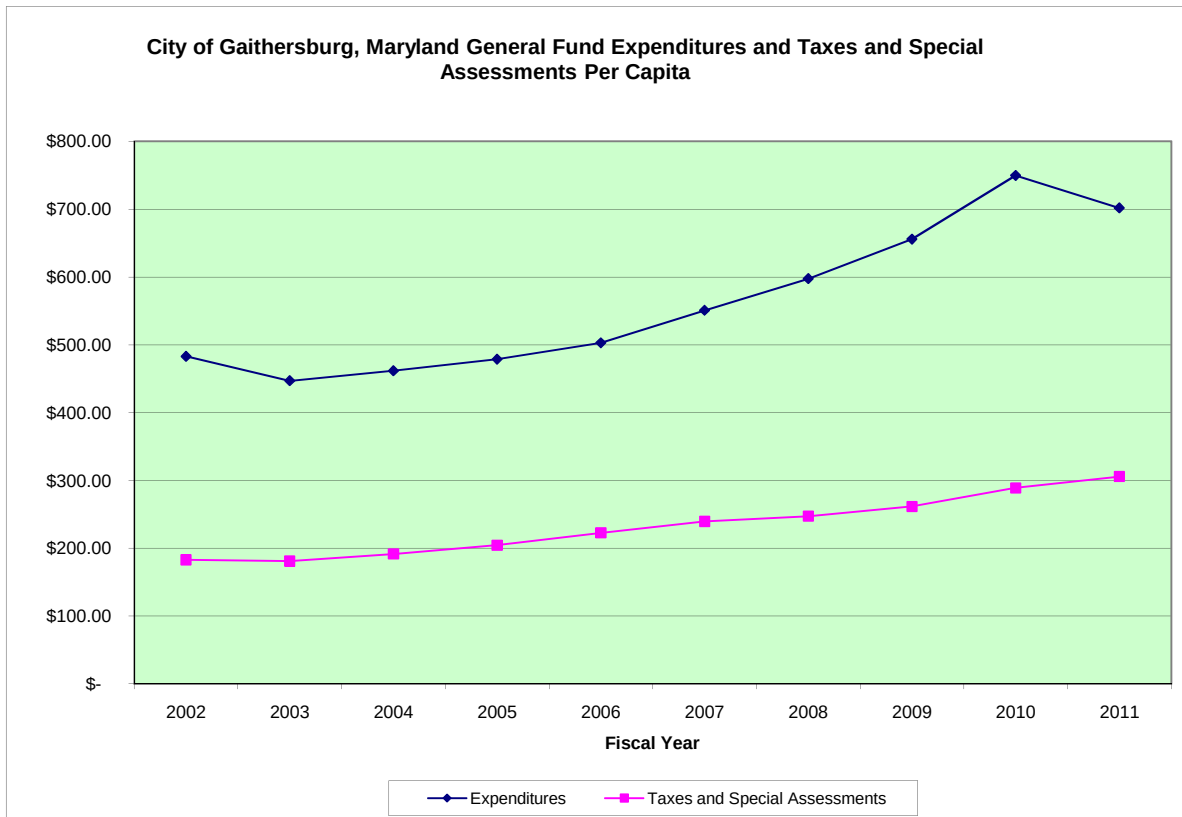
	FY 2012 - Budget		FY 2011	FY 2010
	Capital	Total Budget	Budget	Actual
	Improvement	Governmental Fund	Governmental Fund	Governmental Fund
	Project			
	General Fund			
SOURCE OF THE FUNDS				
Estimated Revenues				
Local Taxes	26,500,000	26,500,000	27,150,000	22,288,431
Licenses & Permits	3,008,100	3,008,100	2,840,530	3,298,308
Intergovernmental	10,593,002	10,593,002	10,743,745	13,128,144
Service Charges	5,103,530	5,103,530	4,877,185	4,693,924
Fines & Forfeitures	1,249,500	1,249,500	881,000	2,008,308
Miscellaneous Revenues	1,769,079	1,769,079	1,151,990	817,711
Reappropriation-Escrow	(243,756)	(243,756)	(3,450,530)	-
Total Revenue	47,979,455	47,979,455	44,193,920	46,234,826
Other Financing Sources	-	5,437,130	3,046,732	5,164,239
TOTAL FINANCING SOURCES	47,979,455	53,416,585	47,240,652	51,399,065
USE OF THE FUNDS				
Expenditures/Expenses				
General Government	10,105,004	10,105,004	9,075,190	9,400,030
Public Safety	10,634,116	10,634,116	9,959,017	10,039,331
Public Works	8,712,648	8,712,648	8,662,788	9,270,532
Parks, Recreation & Culture	6,509,315	6,509,315	6,251,882	6,491,537
Community Services and Development	2,111,124	2,111,124	2,039,721	2,074,583
Miscellaneous	3,560,118	3,560,118	4,703,590	2,022,587
Capital Outlay	-	10,862,641	3,501,732	3,680,679
Total Expenditures	41,632,325	52,494,966	44,193,920	42,979,279
Other Financing Uses	6,347,130	6,347,130	3,046,732	5,130,639
TOTAL FINANCIAL USES	47,979,455	58,842,096	47,240,652	48,109,918
Net Increase (Decrease) in Fund Balance	-	(5,425,511)	-	3,289,147
Beginning Fund Balance	38,178,911	63,712,215	63,712,215	60,423,068
Total Ending Fund Balance	38,178,911	58,286,704	63,712,215	63,712,215

City of Gaithersburg, Maryland

**PER CAPITA INFORMATION
LAST TEN FISCAL YEARS**

June 30, 2011

Fiscal Year Ended June 30	Estimated Population January 01	Expenditures		Revenue	
		General Fund Total	Per Capita	Taxes and Special Assessments	Per Capita
2002	54,018	26,084,324	\$ 482.88	11,044,580	\$ 204.46
2003	55,253	24,691,941	\$ 446.89	12,299,149	\$ 222.60
2004	56,365	26,020,237	\$ 461.64	13,497,432	\$ 239.46
2005	57,812	27,671,317	\$ 478.64	14,288,983	\$ 247.16
2006	58,607	29,468,782	\$ 502.82	15,329,572	\$ 261.57
2007	60,736	33,445,967	\$ 550.68	17,551,966	\$ 288.99
2008	59,912	35,791,274	\$ 597.40	18,317,846	\$ 305.75
2009	58,275	38,218,947	\$ 655.84	22,019,840	\$ 377.86
2010	57,875	43,390,920	\$ 749.74	22,288,431	\$ 385.11
2011	60,783	42,655,362	\$ 701.76	27,150,000	\$ 446.67



BUDGET ANALYSIS

FISCAL YEAR 2012

	Adopted FY '10	Adopted FY '11	% Change FY '10 - FY '11	Adopted FY '12	% Change FY '11 - FY '12
Department					
Office of the City Manager	\$1,899,361	\$1,494,635	-21.31%	\$1,670,218	12.18%
Human Resources	\$673,993	\$571,629	-15.19%	\$660,024	13.17%
Community and Public Relations	\$2,513,894	\$2,352,291	-6.43%	\$2,815,907	20.15%
Finance & Administration	\$9,450,300	\$9,496,049	0.48%	\$11,343,533	17.49%
Information Technology	\$1,074,047	\$1,008,040	-6.15%	\$1,118,171	10.84%
Parks, Recreation & Culture	\$7,591,457	\$6,812,833	-10.26%	\$7,083,518	3.27%
Planning & Code	\$4,144,574	\$3,781,613	-8.76%	\$3,846,185	3.26%
Police	\$7,686,319	\$7,200,337	-6.32%	\$7,849,147	9.51%
Public Works	\$12,979,097	\$11,476,493	-11.58%	\$11,592,752	1.41%
Personnel	\$27,784,922	\$27,028,246	-2.72%	\$27,890,433	3.19%
Operating Expenses	\$11,736,886	\$12,140,256	3.44%	\$11,191,361	-7.82%
Contingency Funds	\$698,000	\$500,000	-28.37%	\$700,000	40.00%
Transfer Funds	\$6,040,639	\$3,501,732	-42.03%	\$6,347,130	81.26%
Capital Outlay	\$1,752,595	\$1,023,686	-41.59%	\$1,850,531	80.77%
Total	\$48,013,042	\$44,193,920	-7.95%	\$47,979,455	8.57%

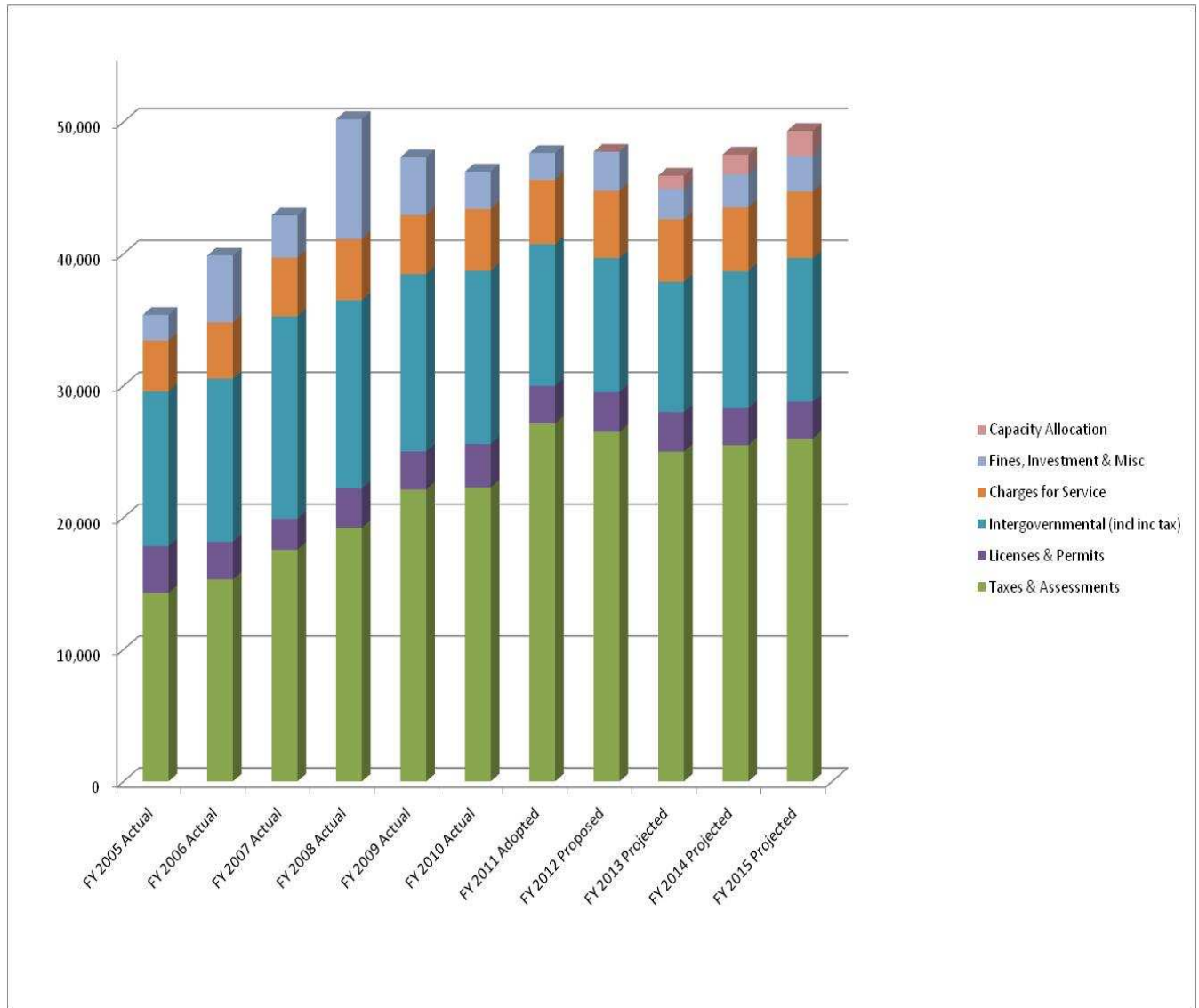
FIVE YEAR FISCAL PLAN

FISCAL YEAR 2012

FIVE YEAR FISCAL PLAN (in thousands)

	<i>Projections</i>					
	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	adopted	adopted	projected	projected	projected	projected
Taxes & Assessments	27,150	26,500	25,600	26,100	27,077	27,600
Licenses & Permits	2,841	3,008	3,000	3,000	3,000	3,000
Intergovernmental (incl inc tax)	10,744	10,593	9,550	9,575	9,600	11,000
Charges for Service	4,877	5,103	4,750	4,850	5,050	5,100
Fines, Investment & Misc	2,032	3,019	2,027	2,502	2,700	3,140
Capacity Allocation	-	-	1,000	1,500	1,900	1,900
Total Revenues	\$47,644	\$48,223	\$45,927	\$47,527	\$49,327	\$51,740
EXPENDITURES:						
General Government	9,075	10,105	9,628	9,916	10,214	10,643
Public Safety	9,959	10,634	10,453	10,707	10,965	11,414
Public Works	8,663	8,713	9,191	9,466	9,750	10,140
Parks, Recreation & Culture	6,251	6,509	6,632	6,831	7,036	7,317
Community Services and Dev.	2,040	2,111	2,164	2,229	2,296	2,388
Nondepartmental	2,704	3,560	2,981	3,130	3,287	3,446
Reinstated Positions	0	0	600	700	700	700
New Positions & Initiatives	0	0	0	250	250	250
Economic Development Fund	2,000	0	500	500	500	500
Total Oper. Expenditures	\$40,692	\$41,632	\$42,149	\$43,729	\$44,998	46,798
Transfer to OPEB	455	910	750	500	500	500
Transfer to CIP	3,047	5,437	5,000	5,000	5,500	6,000
Less:CIP Re-Allocation	0	0	-1,600	-1,160	-1,160	-1,160
Adjustments for GAAP	0	0	0	0	0	0
Total Expenditures	\$44,194	\$47,979	\$46,299	\$48,069	\$49,838	\$52,138
Revenue (Deficit)	\$3,450	\$244	(\$372)	(\$542)	(\$511)	(\$398)
Three Year Average BUDGET	\$48,782	\$46,728	\$46,157	\$47,449	\$48,069	\$50,015
Required 25% UFB	\$12,195	\$11,682	\$12,057	\$11,818	\$11,820	\$11,974
Proj/Actual Year-End UFB	\$27,490	\$27,352	\$26,981	\$26,438	\$25,927	\$25,400
Variance	\$15,295	\$15,670	\$14,924	\$14,620	\$14,107	\$13,426

TEN YEAR REVENUE TRENDS BY MAJOR SOURCES



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

PG 1
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FOR 2011 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
100 GENERAL FUND						
100 GENERAL FUND						
41 TAXES						
100 410000 RE TAX-CYR	23,300,000	0	23,300,000	23,614,119.95	-314,119.95	101.3%*
100 410100 RE TAX-PYR	600,000	0	600,000	-281,912.01	881,912.01	47.0%*
100 411000 CPPTAX-CYR	1,400,000	0	1,400,000	987,299.29	412,700.71	70.5%*
100 411100 CPPTAX-PYR	100,000	0	100,000	185,847.55	-85,847.55	185.8%*
100 412000 PPTAX-CYR	0	0	0	9,091.44	-9,091.44	100.0%*
100 412100 PPTAX-PYR	0	0	0	-75,396.46	75,396.46	100.0%
100 413000 PUPPT-CYR	0	0	0	453,152.70	-453,152.70	100.0%*
100 413100 PUPPT-PYR	0	0	0	15,982.31	-15,982.31	100.0%*
100 414000 HOTEL TAX	925,000	0	925,000	943,374.83	-18,374.83	102.0%*
100 418300 ADMIN/AMUS	750,000	0	750,000	559,003.39	190,996.61	74.5%*
100 419000 TX PEN/INT	75,000	0	75,000	44,596.60	30,403.40	59.5%*
100 419100 PEN/INT PY	0	0	0	27,857.59	-27,857.59	100.0%*
TOTAL TAXES	27,150,000	0	27,150,000	26,483,017.18	666,982.82	97.5%
42 LICENSE/PERMITS						
100 420070 PIS PERMIT	38,000	0	38,000	170,676.00	-132,676.00	449.1%*
100 420075 T/U PERMIT	50,000	0	50,000	50,000.00	.00	100.0%*
100 420090 AMUSEMNT L	27,000	0	27,000	26,700.00	300.00	98.9%*
100 420100 TRADERS L	100,000	0	100,000	79,848.36	20,151.64	79.8%*
100 420130 PEDDLERS L	2,500	0	2,500	8,500.00	-6,000.00	340.0%*
100 420150 ELECTRIC L	28,000	0	28,000	18,100.00	9,900.00	64.6%*
100 420170 RENTAL LIC	556,830	0	556,830	583,745.00	-26,915.00	104.8%*
100 420185 BUS SHELTR	21,000	0	21,000	7,746.11	13,253.89	36.9%*
100 420190 CATV FEES	525,000	0	525,000	433,270.40	91,729.60	82.5%*
100 420200 CATV ACCES	55,000	0	55,000	.00	55,000.00	.0%*
100 420210 ANIMAL LIC	19,000	0	19,000	19,971.00	-971.00	105.1%*
100 420215 BREEDERS P	250	0	250	25.00	225.00	10.0%*
100 420220 PET SHOP	750	0	750	750.00	.00	100.0%*
100 420230 BLDG PERMS	850,000	0	850,000	1,491,660.82	-641,660.82	175.5%*
100 420250 ELECT PERM	110,000	0	110,000	197,228.08	-87,228.08	179.3%*





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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

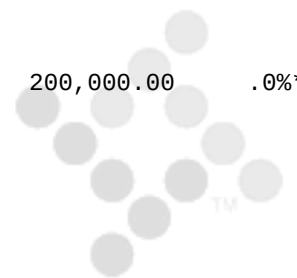
	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
100 420290 OCCUP PERM	90,000	0	90,000	115,310.00	-25,310.00	128.1%*
100 420300 HOME PERMS	200	0	200	200.00	.00	100.0%*
100 420310 SIGN PERMS	10,000	0	10,000	17,569.00	-7,569.00	175.7%*
100 420320 FIRE PERMS	90,000	0	90,000	183,921.13	-93,921.13	204.4%*
100 420330 MECH PERMS	65,000	0	65,000	153,498.80	-88,498.80	236.2%*
100 420340 EVENT PERM	7,000	0	7,000	19,650.00	-12,650.00	280.7%*
100 420350 GRDNG PERM	65,000	0	65,000	226,915.05	-161,915.05	349.1%*
100 420360 FIRE SYS	20,000	0	20,000	38,262.50	-18,262.50	191.3%*
100 420370 ON-SITE IM	50,000	0	50,000	206,937.20	-156,937.20	413.9%*
TOTAL LICENSE/PERMITS	2,780,530	0	2,780,530	4,050,484.45	-1,269,954.45	145.7%

43 GRANTS-FED,ST,COUNTY

100 431100 FED-MISC	50,000	0	50,000	93,889.15	-43,889.15	187.8%*
100 431200 FED-TR HSE	128,000	0	128,000	85,499.00	42,501.00	66.8%*
100 432300 EFFICIENCY	0	0	0	481,462.00	-481,462.00	100.0%*
100 433100 FED-CDBG	486,600	0	486,600	929,312.07	-442,712.07	191.0%*
100 434050 ST-OLDETOW	0	0	0	27,985.50	-27,985.50	100.0%*
100 434100 ST-MISC	108,000	0	108,000	26,968.00	81,032.00	25.0%*
100 434110 ST-HOMELES	5,700	0	5,700	5,684.28	15.72	99.7%*
100 434200 ST-POLICE	400,300	0	400,300	283,296.75	117,003.25	70.8%*
100 434300 ST-ARTS	32,000	0	32,000	28,577.00	3,423.00	89.3%*
100 434500 ST-ENVIRON	160,000	0	160,000	.00	160,000.00	.0%*
100 434510 ST-GR PARK	30,000	0	30,000	.00	30,000.00	.0%*
100 434600 ST-NATR R	76,000	0	76,000	1,442.31	74,557.69	1.9%*
100 435900 ST-HWAY US	164,100	0	164,100	129,452.85	34,647.15	78.9%*
100 437110 CTY-HOMELS	8,900	0	8,900	9,039.80	-139.80	101.6%*
100 437130 CTY-NUTRIT	38,000	0	38,000	35,412.00	2,588.00	93.2%*
100 437150 CTY-MISC	0	0	0	1,062.36	-1,062.36	100.0%*
100 437160 CTY-MCPS	1,300	0	1,300	.00	1,300.00	.0%*
100 437165 HOUSING	7,200	0	7,200	2,700.00	4,500.00	37.5%*
100 437970 CTY-FIN CP	2,645	0	2,645	2,645.36	-.36	100.0%*
100 438100 CTY-INCOME	8,000,000	0	8,000,000	6,852,826.59	1,147,173.41	85.7%*
100 438700 CTY-DUP SV	1,045,000	0	1,045,000	1,045,654.00	-654.00	100.1%*
TOTAL GRANTS-FED,ST,COUNTY	10,743,745	0	10,743,745	10,042,909.02	700,835.98	93.5%

44 CHARGES AND FEES

100 441100 AUTO FEE	200,000	0	200,000	.00	200,000.00	.0%*



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

PG 3
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FOR 2011 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
100 441300 ZONING FEE	75,000	0	75,000	149,390.30	-74,390.30	199.2%*
100 447150 REC/SPORTS	345,080	0	345,080	352,402.00	-7,322.00	102.1%*
100 447160 REC/CLASS	290,000	0	290,000	259,017.72	30,982.28	89.3%*
100 447170 REC/YOUTH	40,000	0	40,000	47,323.50	-7,323.50	118.3%*
100 447180 REC/CAMPS	525,000	0	525,000	378,068.69	146,931.31	72.0%*
100 447200 CASEY RENT	115,000	0	115,000	87,629.00	27,371.00	76.2%*
100 447210 CASEY/PROG	50,000	0	50,000	62,329.03	-12,329.03	124.7%*
100 447220 WATER PARK	303,000	0	303,000	262,934.93	40,065.07	86.8%*
100 447240 KENTLANDS	130,000	0	130,000	123,886.25	6,113.75	95.3%*
100 447250 ARTS REVNU	15,000	0	15,000	21,284.50	-6,284.50	141.9%*
100 447260 SPEC EVENT	69,000	0	69,000	65,074.25	3,925.75	94.3%*
100 447265 COMM EVENT	10,000	0	10,000	.00	10,000.00	.0%*
100 447270 GAAC	215,000	0	215,000	263,410.97	-48,410.97	122.5%*
100 447280 SKATE PARK	45,000	0	45,000	23,597.17	21,402.83	52.4%*
100 447290 PICNICS	51,000	0	51,000	38,737.50	12,262.50	76.0%*
100 447300 WINTER LGT	230,000	0	230,000	230,449.32	-449.32	100.2%*
100 447320 MINI GOLF	100,000	0	100,000	90,965.66	9,034.34	91.0%*
100 447330 OLDE TOWNE	18,000	0	18,000	19,117.25	-1,117.25	106.2%*
100 447340 ACTIVITY C	185,000	0	185,000	176,931.60	8,068.40	95.6%*
100 447350 FOOD SRVCS	3,300	0	3,300	.00	3,300.00	.0%*
100 447360 ACTVITY PRG	75,000	0	75,000	58,478.10	16,521.90	78.0%*
100 447370 AB RENTAL	15,000	0	15,000	12,298.00	2,702.00	82.0%*
100 447380 AB PROGRAM	40,000	0	40,000	59,058.93	-19,058.93	147.6%*
100 447390 AB ADM	42,000	0	42,000	34,262.35	7,737.65	81.6%*
100 447400 AB ART SAL	5,000	0	5,000	2,916.29	2,083.71	58.3%*
100 447410 ROBERTSON	72,000	0	72,000	45,437.70	26,562.30	63.1%*
100 447417 YOUTH S TX	3,000	0	3,000	2,258.32	741.68	75.3%*
100 447422 AQUATIC TX	2,000	0	2,000	1,756.02	243.98	87.8%*
100 447423 ARTS BA-TX	2,000	0	2,000	2,958.75	-958.75	147.9%*
100 447428 SKATE P TX	0	0	0	.94	-.94	100.0%*
100 447432 MINI GF TX	5,000	0	5,000	3,939.32	1,060.68	78.8%*
100 447470 GAAC TX	0	0	0	211.52	-211.52	100.0%*
100 447550 COMM MESEU	1,550	0	1,550	830.54	719.46	53.6%*
100 447800 DEA MEMBER	5,000	0	5,000	2,885.00	2,115.00	57.7%*
100 447920 COMM PROMT	0	0	0	20.00	-20.00	100.0%*
100 448250 SNR PROGM	105,125	0	105,125	70,685.68	34,439.32	67.2%*
100 448300 SNR RENTAL	22,000	0	22,000	27,407.00	-5,407.00	124.6%*
100 449000 SWM PERMIT	0	0	0	28,700.00	-28,700.00	100.0%*
100 449100 STORM MGT	25,000	0	25,000	96,950.00	-71,950.00	387.8%*
100 449150 ENVIRONWAI	1,000	0	1,000	18,169.93	-17,169.93	1817.0%*
100 449200 PLAN REV	10,000	0	10,000	30,583.00	-20,583.00	305.8%*
100 449240 RECYCLING	822,200	0	822,200	825,673.16	-3,473.16	100.4%*
100 449300 WATER QUAL	609,930	0	609,930	591,403.00	18,527.00	97.0%*
100 449600 BIKE RENTA	0	0	0	315.00	-315.00	100.0%*





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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
100 449800 PARKING GR	0	0	0	35.00	-35.00	100.0%*
TOTAL CHARGES AND FEES	4,877,185	0	4,877,185	4,569,783.19	307,401.81	93.7%

45 FINES & FORFEITURES

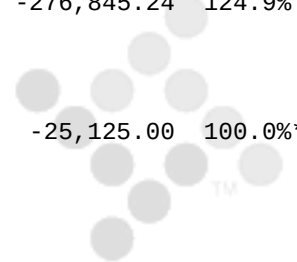
100 451300 ORD FINES	20,000	0	20,000	33,160.00	-13,160.00	165.8%*
100 451310 POL FINES	110,000	0	110,000	171,965.00	-61,965.00	156.3%*
100 451320 RET CK FEE	1,000	0	1,000	1,530.00	-530.00	153.0%*
100 451350 RADAR	750,000	0	750,000	2,307,610.15	-1,557,610.15	307.7%*
100 451420 POL SEIZUR	0	0	0	2,197.13	-2,197.13	100.0%*
TOTAL FINES & FORFEITURES	881,000	0	881,000	2,516,462.28	-1,635,462.28	285.6%

46 MISCELLANEOUS

100 460110 SALE RECYC	2,500	0	2,500	15,128.29	-12,628.29	605.1%*
100 460120 REPO INTER	0	0	0	282.85	-282.85	100.0%*
100 460210 SALES PUBL	0	0	0	8,308.00	-8,308.00	100.0%*
100 461100 INTEREST	800,000	0	800,000	85,849.20	714,150.80	10.7%*
100 462010 RENT-RESID	35,000	0	35,000	24,781.86	10,218.14	70.8%*
100 462030 RENT-SPRIN	50,000	0	50,000	55,228.06	-5,228.06	110.5%*
100 462040 RENT-COMME	14,500	0	14,500	14,356.20	143.80	99.0%*
100 462110 RENT-WELLS	26,400	0	26,400	18,927.00	7,473.00	71.7%*
100 462120 RENT-50 DE	12,600	0	12,600	12,200.00	400.00	96.8%*
100 463000 BUS SHETR	20,000	0	20,000	.00	20,000.00	.0%*
100 464100 CONTRIBUTI	65,490	0	65,490	1,046,713.12	-981,223.12	1598.3%*
100 464250 CONT-PEG	60,000	0	60,000	42,118.75	17,881.25	70.2%*
100 465100 EXP REIMB	0	0	0	13,259.00	-13,259.00	100.0%*
100 465200 PYR REIMB	1,000	0	1,000	12,540.78	-11,540.78	1254.1%*
100 467200 MISC	5,000	0	5,000	12,886.78	-7,886.78	257.7%*
100 467210 OVER/SHORT	0	0	0	832.63	-832.63	100.0%*
100 467230 MISC-VENDG	8,500	0	8,500	3,315.22	5,184.78	39.0%*
100 467250 PASSPORTS	10,000	0	10,000	16,075.00	-6,075.00	160.8%*
100 467300 COMM PROM0	1,000	0	1,000	532.50	467.50	53.3%*
100 470940 PLANNG TAX	0	0	0	5,500.00	-5,500.00	100.0%*
TOTAL MISCELLANEOUS	1,111,990	0	1,111,990	1,388,835.24	-276,845.24	124.9%

48 SALES ASSET/REAPPROP

100 481100 SALE ASSET	0	0	0	25,125.00	-25,125.00	100.0%*



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
100 481200 REAPPROP	-3,450,530	0	-3,450,530	.00	-3,450,530.00	.0%
100 481300 REAPP-ESCR	100,000	0	100,000	100,000.16	-.16	100.0%*
TOTAL SALES ASSET/REAPPROP	-3,350,530	0	-3,350,530	125,125.16	-3,475,655.16	-3.7%
TOTAL GENERAL FUND	44,193,920	0	44,193,920	49,176,616.52	-4,982,696.52	111.3%
TOTAL GENERAL FUND	44,193,920	0	44,193,920	49,176,616.52	-4,982,696.52	111.3%
TOTAL REVENUES	44,193,920	0	44,193,920	49,176,616.52	-4,982,696.52	
GRAND TOTAL	44,193,920	0	44,193,920	49,176,616.52	-4,982,696.52	111.3%

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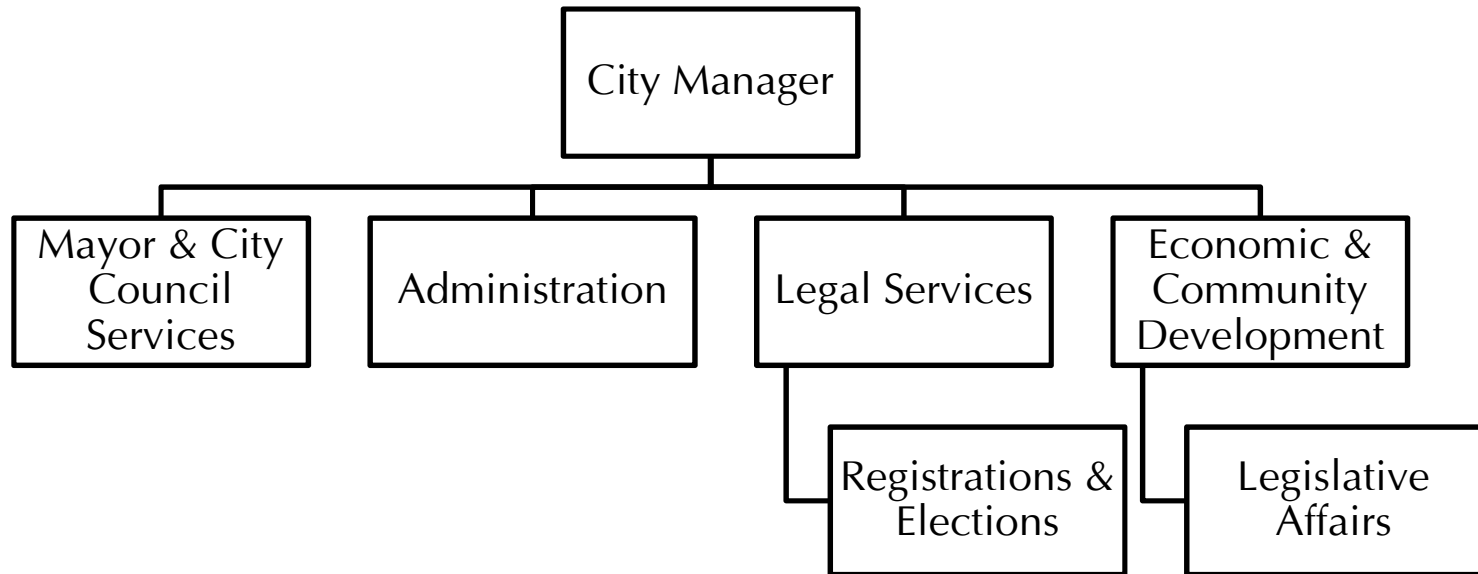




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Office of the City Manager

OFFICE OF THE CITY MANAGER



Department Analysis Report - Adopted

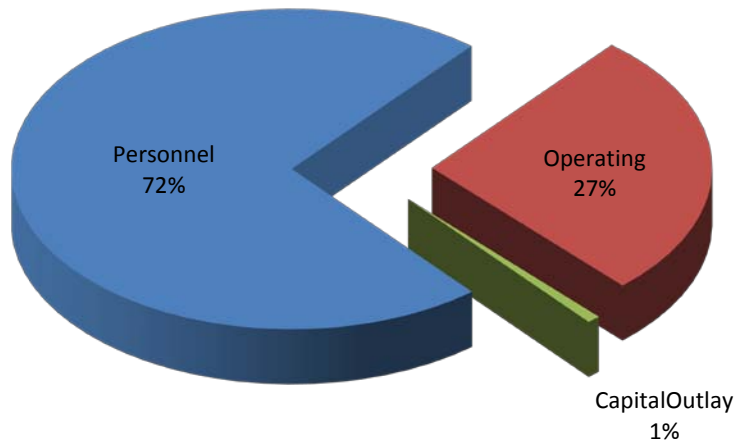
Office of the City Manager

Activity	FY '10	FY '11	% Change		% Change
			FY '10 - FY '11	FY '12	FY '11 - FY '12
1101 - Mayor & City Council	\$235,540	\$229,702	-2.48%	\$236,835	11.75%
1111 - Legal Services	\$368,698	\$331,862	-9.99%	\$329,334	11.75%
1122 - Registration & Elections	\$36,000	\$2,000	-94.44%	\$42,000	11.75%
1131 - Office of the City Manager	\$700,121	\$455,186	-34.98%	\$481,709	11.75%
1133 - Economic & Business Development	\$559,002	\$475,885	-14.87%	\$580,340	11.75%
Personnel	\$1,305,732	\$1,054,265	-19.26%	\$1,205,670	14.36%
Operating Expenses	\$583,454	\$433,165	-25.76%	\$451,645	4.27%
Contingency Funds					
Transfer Funds					
Capital Outlay	\$10,175	\$7,205	-29.19%	\$12,903	79.08%
Total	\$1,899,361	\$1,494,635	-21.31%	\$1,670,218	11.75%

OFFICE OF THE CITY MANAGER DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2009 - 10	Budgeted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
Mayor & City Council	235,540	229,702	237,896	236,835
Legal Services	368,698	331,862	330,472	329,334
Registration & Elections	36,000	2,000	42,000	42,000
Office of the City Manager	700,121	455,186	484,572	481,709
Economic & Business Development	559,002	475,885	581,761	580,340
TOTAL	\$ 1,899,361	\$ 1,494,635	\$ 1,676,701	\$ 1,670,218

**Office of the City Manager
FY 2012 Budget of \$1,670,218**



OFFICE OF THE CITY MANAGER

STAFFING SUMMARY BY POSITION

1101 - Mayor & Council	FY 10	FY 11	FY 12
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 10	FY 11	FY 12
City Attorney	1	1	1
Administrative Assistant III	1	1	1
Subtotal	2	2	2

1131 - Office of the City Manager	FY 10	FY 11	FY 12
City Manager	1	1	1
Assistant City Manager	1	1	0
Executive Assistant	1	1	1
Intergovernmental Affairs Coordinator	0	0	1
Administrative Assistant III	1	1	0
Administrative Assistant II	1	0	0
Part-Time Personnel	1.5	1.5	1.5
Subtotal	6.5	5.5	4.5

1133 - Economic & Business Development	FY 10	FY 11	FY 12
Deputy City Manager	0	1	1
Assistant City Manager	1	0	0
Economic Development Director	0	0	1
Olde Towne Revitalization Coordinator	1	0	0
Part-Time Personnel	0	0.75	0.75
Subtotal	2	1.75	2.75

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	10	8	8
Employment Agreement Personnel	0	0	0
Part-Time Personnel	1.7	2.45	2.45
	11.7	10.45	10.45

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 non-voting 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.

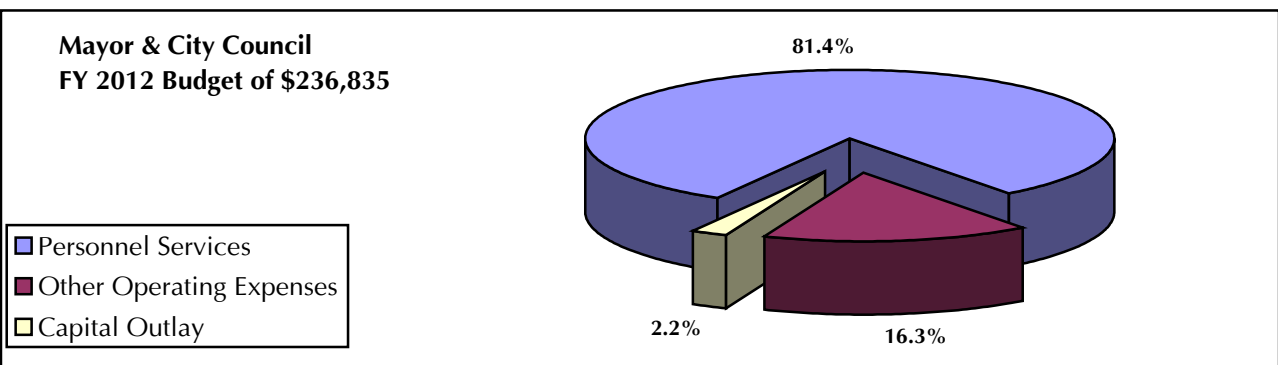
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$180,500	\$189,992	\$193,906	\$192,845
Other Operating Expenses	54,300	37,305	38,690	38,690
Capital Outlay	740	2,405	5,300	5,300
TOTAL	\$235,540	\$229,702	\$237,896	\$236,835



Activity Analysis Report - Adopted

1101 - Mayor & City Council

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$83,872	\$61,930	-26.16%	\$62,921	1.60%
505200 - Other taxable comp-Gfit	\$0	\$208	100.00%		-100.00%
509000 - Salaries, Part-Time Employee	\$64,894	\$95,461	47.10%	\$97,423	2.06%
510000 - Social Security & Medicare T	\$11,381	\$12,040	5.79%	\$12,266	1.88%
514000 - Group Insurance	\$13,541	\$13,541	0.00%	\$13,313	6.15%
515000 - Retirement Contribution (401	\$4,954	\$4,954	0.00%	\$5,034	1.61%
516000 - Savings Plan Contribution (4	\$1,858	\$1,858	0.00%	\$1,888	1.61%
521000 - Office Supplies	\$500	\$700	40.00%	\$400	-42.86%
522000 - General Operating Supplies	\$500	\$0	-100.00%	\$0	100.00%
525000 - Furniture & Fixtures	\$0	\$0	100.00%	\$0	100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%	\$0	100.00%
531500 - Software Licenses	\$0	\$0	100.00%	\$0	100.00%
531600 - Software Maintenance Agree	\$150	\$2,435	1523.33%	\$2,595	6.57%
533000 - Legal	\$0	\$0	100.00%	\$0	100.00%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%	\$0	100.00%
542000 - Awards & Presentations	\$0	\$500	100.00%	\$500	0.00%
544000 - Professional Dues & Certifica	\$500	\$260	-48.00%	\$435	67.31%
545000 - Magazines, Books & Resourc	\$300	\$300	0.00%	\$200	-33.33%
546000 - Conference & Seminar Regis	\$8,500	\$4,250	-50.00%	\$4,500	5.88%
546300 - In-Service Training	\$200	\$0	-100.00%	\$800	100.00%
547000 - Travel Expense	\$25,000	\$12,500	-50.00%	\$13,000	4.00%
547100 - Travel Mileage Reimburseme	\$400	\$600	50.00%	\$1,000	66.67%
551100 - Cellular Telephone	\$5,000	\$4,960	-0.80%	\$4,960	0.00%
553000 - Printing & Binding	\$0	\$50	100.00%	\$0	-100.00%
556000 - Postage	\$1,250	\$1,250	0.00%	\$500	-60.00%
556500 - Messenger Services	\$0	\$50	100.00%	\$50	0.00%
560000 - Miscellaneous	\$12,000	\$8,700	-27.50%	\$9,500	9.20%
567000 - Rental & Use Charges	\$0	\$0	100.00%	\$0	100.00%
567100 - Rental of Facilities	\$0	\$500	100.00%	\$0	-100.00%
573000 - Repair & Maintenance - Mac	\$0	\$250	100.00%	\$250	0.00%
575000 - Repair & Maintenance - Furni	\$0	\$0	100.00%	\$0	100.00%
592000 - Software	\$0	\$0	100.00%	\$0	100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%	\$0	100.00%
595100 - Furniture & Equipment (Repl	\$740	\$2,405	225.00%	\$5,300	120.37%
Personnel	\$180,500	\$189,992	5.26%	\$192,845	2.06%
Operating Expenses	\$54,300	\$37,305	-31.30%	\$38,690	3.71%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$740	\$2,405	225.00%	\$5,300	120.37%
Total	\$235,540	\$229,702	-2.48%	\$236,835	3.57%

1101 Mayor & City Council

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$ 62,921	\$ 62,921
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	97,423	97,423
510000 Social Security & Medicare Taxes	12,266	12,266
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	14,374	13,313
514100 Group Insurance - Retirees		
515000 Retirement Contribution	5,034	5,034
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	1,888	1,888
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 193,906	\$ 192,845

Operating Expenses

521000 Office Supplies		
	400	400
<i>Subtotal</i>	400	400
522000 General Operating Supplies		
	0	0
<i>Subtotal</i>	0	0
525000 Furniture & Fixtures		
	0	0
<i>Subtotal</i>	0	0
526000 Machinery & Equipment		
	0	0
<i>Subtotal</i>	0	0
531500 Software Licenses		
	0	0
<i>Subtotal</i>	0	0
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat) (1)	45	45
Maintenance - Software (Microsoft CALs) (15)	2,250	2,250
Maintenance - Software (Network/Anti-Virus) (15)	300	300
<i>Subtotal</i>	2,595	2,595

1101 Mayor & City Council

533000 Legal			
	0	0	
<i>Subtotal</i>		0	0
536000 Miscellaneous Professional Services			
	0	0	
<i>Subtotal</i>		0	0
542000 Awards & Presentations			
	500	500	
<i>Subtotal</i>		500	500
544000 Professional Dues & Certification Fees			
Institute of Municipal Clerks	175	175	
Maryland Mayor's Association	60	60	
Maryland Municipal League Montgomery County Chapter Dues	200	200	
<i>Subtotal</i>		435	435
545000 Magazines, Books & Resource Material			
	200	200	
<i>Subtotal</i>		200	200
546000 Conference & Seminar Registration			
Maryland Municipal League	1,000	1,000	
National League of Cities	2,000	2,000	
National League of Cities Steering Committee Meetings	1,500	1,500	
<i>Subtotal</i>		4,500	4,500
546300 In-Service Training			
Municipal Clerk Certification (CMC)	600	600	
Other	200	200	
<i>Subtotal</i>		800	800
547000 Travel Expense			
Maryland Municipal League	2,500	2,500	
Municipal Clerk Institute	1,000	1,000	
National League of Cities	5,000	5,000	
National League of Cities Steering Committee Meetings	4,500	4,500	
<i>Subtotal</i>		13,000	13,000
547100 Travel Mileage Reimbursement			
	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
551100 Cellular Telephone			
M&CC (4)	3,400	3,400	
M&CC Personal Phones	1,560	1,560	
<i>Subtotal</i>		4,960	4,960
553000 Printing & Binding			
Name plates/business cards, etc.	0	0	
<i>Subtotal</i>		0	0

1101 Mayor & City Council

556000 Postage			
	500	500	
<i>Subtotal</i>		500	500
556500 Messenger Services			
	50	50	
<i>Subtotal</i>		50	50
560000 Miscellaneous			
Intergovernmental Relations	3,200	3,200	
Legislative Dinners	1,000	1,000	
M&CC Reimbursements	3,000	3,000	
Maryland Municipal League Chapter Functions	500	500	
Miscellaneous	800	800	
Strategic Planning Retreat	1,000	1,000	
<i>Subtotal</i>		9,500	9,500
567000 Rental & Use Charges			
	0	0	
<i>Subtotal</i>		0	0
567100 Rental of Facilities			
Council in the Communities Meetings	0	0	
<i>Subtotal</i>		0	0
573000 Repair & Maintenance - Machinery & Equipment			
	250	250	
<i>Subtotal</i>		250	250
575000 Repair & Maintenance - Furniture & Equipment			
	0	0	
<i>Subtotal</i>		0	0
Subtotal Operating Expenses		38,690	38,690

Capital Outlay

592000 Software			
	0	0	
<i>Subtotal</i>		0	0
595000 Furniture & Equipment			
	0	0	
<i>Subtotal</i>		0	0
595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (15)	4,950	4,950	
Replacement - Computer Hardware (PC only) (1)	300	300	
Replacement - Scanner (CanoScan LIDE 100)	50	50	
<i>Subtotal</i>		5,300	5,300
Subtotal Capital Outlay		5,300	5,300

Total	237,896	236,835

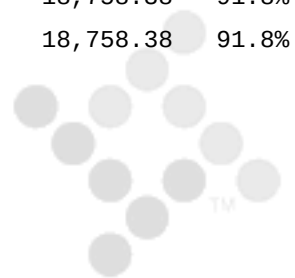
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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 GENERAL FUND							
1101 MAYOR & CITY COUNCIL							
101 MAYOR & CITY COUNCIL							
1101 501000 FULL TIME	61,930	0	61,930	58,467.53	.00	3,462.47	94.4%
1101 505000 OTHER COMP	208	0	208	.00	.00	208.00	.0%
1101 505200 OTHER-GFIT	0	0	0	282.50	.00	-282.50	100.0%*
1101 507000 VAC/SICK	0	0	0	1,339.83	.00	-1,339.83	100.0%*
1101 508000 OVERTIME	0	0	0	1,089.75	.00	-1,089.75	100.0%*
1101 509000 PART-TIME	95,461	0	95,461	86,995.18	.00	8,465.82	91.1%
1101 510000 FICA TAXES	12,040	0	12,040	10,662.71	.00	1,377.29	88.6%
1101 514000 GROUP HEAL	13,541	0	13,541	9,817.56	.00	3,723.44	72.5%
1101 515000 RETIRE401A	4,954	0	4,954	4,424.68	.00	529.32	89.3%
1101 516000 SAVING401K	1,858	0	1,858	1,659.29	.00	198.71	89.3%
1101 521000 OFFICE SUP	700	0	700	.00	.00	700.00	.0%
1101 526000 MACH/EQUIP	0	0	0	92.56	.00	-92.56	100.0%*
1101 531600 SOFT MAINT	2,435	0	2,435	36.00	.00	2,399.00	1.5%
1101 536000 MISC PROF	0	0	0	340.47	.00	-340.47	100.0%*
1101 542000 AWARDS PRE	500	0	500	543.00	.00	-43.00	108.6%*
1101 544000 DUES/MEMBE	260	0	260	165.00	.00	95.00	63.5%
1101 545000 PUBLICATIO	300	0	300	.00	.00	300.00	.0%
1101 546000 CONF/SEMIN	4,250	0	4,250	8,168.00	.00	-3,918.00	192.2%*
1101 547000 TRAVEL EXP	12,500	0	12,500	10,328.76	.00	2,171.24	82.6%
1101 547100 LOC TRAVEL	600	0	600	1,037.93	.00	-437.93	173.0%*
1101 551000 TELEPHONE	0	0	0	222.68	.00	-222.68	100.0%*
1101 551100 CELLPHONE	4,960	0	4,960	4,318.78	.00	641.22	87.1%
1101 553000 PRINT/BIND	50	0	50	25.00	.00	25.00	50.0%
1101 556000 POSTAGE	1,250	0	1,250	.00	.00	1,250.00	.0%
1101 556500 MESSENGER	50	0	50	.00	.00	50.00	.0%
1101 560000 MISCELLANE	8,700	0	8,700	8,243.41	.00	456.59	94.8%
1101 567100 RENTAL FAC	500	0	500	.00	.00	500.00	.0%
1101 573000 R&M-MACH/E	250	0	250	278.00	.00	-28.00	111.2%*
1101 595100 FURN/EQ RE	2,405	0	2,405	2,405.00	.00	.00	100.0%
TOTAL MAYOR & CITY COUNCIL	229,702	0	229,702	210,943.62	.00	18,758.38	91.8%
TOTAL MAYOR & CITY COUNCIL	229,702	0	229,702	210,943.62	.00	18,758.38	91.8%



Office of the City Manager

1111 - Legal Services

SERVICES PROVIDED:

Funding in this activity is for the services of the City Attorney 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, City Manager, the City Planning Commission, 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 attends City Council meetings, other meetings as needed, and provides counsel and assistance relative to legal issues which may arise. The Attorney is also responsible for representing the City in litigation and other legal disputes; reviews or prepares proposed Charter amendments, ordinances, resolutions and other legal documents; and gives legal advice.

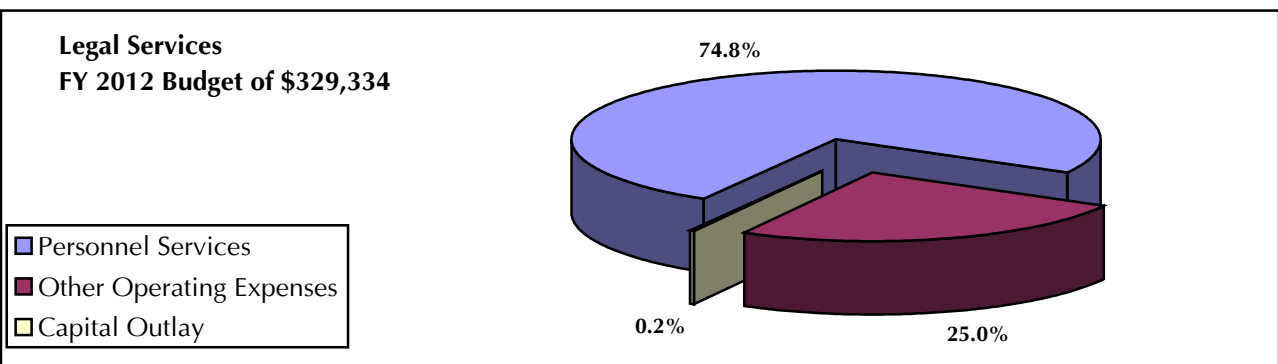
WORK PLAN GOALS:

- Provide legal representation for the City in any legal action.
- Provide timely legal advice to the Mayor, City Council, City Manager, boards, commissions, and City staff as requested.

SIGNIFICANT CHANGES:

- Advertising decreased \$20,000 to reflect Charter and Code amendments eliminating the requirement to advertise in newspapers.
- Deferred Compensation (457) increased \$7,250 to reflect additional employer contribution.
- Magazines, Books & Resource Material increased \$8,300 to reflect the cost of online municipal code updates.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$241,108	\$236,802	\$247,422	\$246,284
Other Operating Expenses	126,900	94,570	82,390	82,390
Capital Outlay	690	490	660	660
TOTAL	\$368,698	\$331,862	\$330,472	\$329,334



Activity Analysis Report - Adopted

1111 - Legal Services

Object	FY '10	FY '11	% Change		% Change
			FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$190,005	\$186,005	-2.11%	\$188,981	1.60%
510000 - Social Security & Medicare T	\$14,535	\$14,229	-2.11%	\$14,457	1.60%
514000 - Group Insurance	\$16,108	\$16,108	0.00%	\$14,809	-1.00%
515000 - Retirement Contribution (401	\$14,880	\$14,880	0.00%	\$15,118	1.60%
516000 - Savings Plan Contribution (4	\$5,580	\$5,580	0.00%	\$5,669	1.59%
516500 - Deferred Compensation	\$0	\$0	100.00%	\$7,250	100.00%
521000 - Office Supplies	\$300	\$300	0.00%	\$200	-33.33%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%	\$0	100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%	\$0	100.00%
531500 - Software Licenses	\$0	\$0	100.00%	\$0	100.00%
531600 - Software Maintenance Agree	\$120	\$320	166.67%	\$340	6.25%
533000 - Legal	\$85,000	\$42,500	-50.00%	\$42,500	0.00%
541000 - Advertising	\$20,000	\$30,000	50.00%	\$10,000	-66.67%
544000 - Professional Dues & Certifica	\$1,650	\$1,650	0.00%	\$1,300	-21.21%
545000 - Magazines, Books & Resourc	\$12,380	\$15,000	21.16%	\$23,300	55.33%
546000 - Conference & Seminar Regis	\$3,000	\$1,000	-66.67%	\$1,000	0.00%
547000 - Travel Expense	\$0	\$750	100.00%	\$1,500	100.00%
547100 - Travel Mileage Reimburseme	\$350	\$500	42.86%	\$500	0.00%
551100 - Cellular Telephone	\$600	\$750	25.00%	\$750	0.00%
553000 - Printing & Binding	\$2,000	\$500	-75.00%	\$200	-60.00%
556000 - Postage	\$200	\$200	0.00%	\$200	0.00%
556500 - Messenger Services	\$300	\$100	-66.67%	\$100	0.00%
560000 - Miscellaneous	\$1,000	\$1,000	0.00%	\$500	-50.00%
592000 - Software	\$0	\$0	100.00%		100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%	\$0	100.00%
595100 - Furniture & Equipment (Repl	\$690	\$490	-28.99%	\$660	34.69%
Personnel	\$241,108	\$236,802	-1.79%	\$246,284	4.48%
Operating Expenses	\$126,900	\$94,570	-25.48%	\$82,390	-12.88%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$690	\$490	-28.99%	\$660	34.69%
Total	\$368,698	\$331,862	-9.99%	\$329,334	-0.42%

1111 Legal Services

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 188,981	\$ 188,981
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes	14,457	14,457
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	15,947	14,809
514100 Group Insurance - Retirees		
515000 Retirement Contribution	15,118	15,118
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	5,669	5,669
516500 Deferred Compensation	7,250	7,250
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 247,422	\$ 246,284

Operating Expenses

521000 Office Supplies		
Office Supplies	200	200
<i>Subtotal</i>	200	200
522200 Photographic, Audio, Video Supplies		
	0	0
<i>Subtotal</i>	0	0
526000 Machinery & Equipment		
	0	0
<i>Subtotal</i>	0	0
531500 Software Licenses		
	0	0
<i>Subtotal</i>	0	0
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (2)	300	300
Maintenance - Software (Network/Anti-Virus) (2)	40	40
<i>Subtotal</i>	340	340
533000 Legal		
	0	0
Board of Appeals Attorney	12,500	12,500
Property	0	0
Retainer (Zoning)	18,000	18,000
Telecommunications, Landlord Tenant, and Personnel	12,000	12,000
<i>Subtotal</i>	42,500	42,500

1111 Legal Services

541000 Advertising			
Meeting Notices and Legal Ads	10,000	10,000	
<i>Subtotal</i>		10,000	10,000
544000 Professional Dues & Certification Fees			
Bar Associations	250	250	
Client Protection Fund Assessment	150	150	
IMLA	900	900	
<i>Subtotal</i>		1,300	1,300
545000 Magazines, Books & Resource Material			
Municipal Code Updates	8,300	8,300	
On-line Research (out of contract)	2,000	2,000	
Publications and Resource Materials	0	0	
Westlaw Code Updates (in contract)	3,000	3,000	
Westlaw On-Line Research (in contract)	10,000	10,000	
<i>Subtotal</i>		23,300	23,300
546000 Conference & Seminar Registration			
IMLA Annual Conference	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
547000 Travel Expense			
Travel Expenses	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
547100 Travel Mileage Reimbursement			
Mileage Reimbursement	500	500	
<i>Subtotal</i>		500	500
551100 Cellular Telephone			
City Attorney (1)	750	750	
<i>Subtotal</i>		750	750
553000 Printing & Binding			
Printing and Binding of Briefs	200	200	
<i>Subtotal</i>		200	200
556000 Postage			
Postage and Overnight Delivery	200	200	
<i>Subtotal</i>		200	200
556500 Messenger Services			
Courier Services	100	100	
<i>Subtotal</i>		100	100
560000 Miscellaneous			
Miscellaneous Expenses	500	500	
<i>Subtotal</i>		500	500
Subtotal Operating Expenses		82,390	82,390

Capital Outlay

1111 Legal Services

595000 Furniture & Equipment		
	0	0
Subtotal	0	0
595100 Furniture & Equipment (Replacement)		
Replacement - Computer Hardware (PC + Monitors) (2)	660	660
Replacement - Printer (Desktop Laser)	0	0
Subtotal	660	660
Subtotal Capital Outlay	660	660
Total	330,472	329,334

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1111 LEGAL SERVICES							
111 LEGAL SERVICES							
1111 501000 FULL TIME	186,005	0	186,005	173,621.75	.00	12,383.25	93.3%
1111 505200 OTHER-GFIT	0	0	0	30.00	.00	-30.00	100.0%*
1111 507000 VAC/SICK	0	0	0	5,576.92	.00	-5,576.92	100.0%*
1111 508000 OVERTIME	0	0	0	29.57	.00	-29.57	100.0%*
1111 510000 FICA TAXES	14,229	0	14,229	10,831.50	.00	3,397.50	76.1%
1111 514000 GROUP HEAL	16,108	0	16,108	15,130.63	.00	977.37	93.9%
1111 515000 RETIRE401A	14,880	0	14,880	13,283.55	.00	1,596.45	89.3%
1111 516000 SAVING401K	5,580	0	5,580	4,981.33	.00	598.67	89.3%
1111 516500 DEFCOMP	0	0	0	6,611.53	.00	-6,611.53	100.0%*
1111 521000 OFFICE SUP	300	0	300	.00	.00	300.00	.0%
1111 531600 SOFT MAINT	320	0	320	.00	.00	320.00	.0%
1111 533000 LEGAL	42,500	0	42,500	25,680.13	4,021.04	12,798.83	69.9%
1111 541000 ADVERTISIN	30,000	0	30,000	26,024.56	.00	3,975.44	86.7%
1111 544000 DUES/MEMBE	1,650	0	1,650	1,380.00	.00	270.00	83.6%
1111 545000 PUBLICATIO	15,000	0	15,000	13,802.97	6,119.03	-4,922.00	132.8%*
1111 546000 CONF/SEMIN	1,000	0	1,000	1,489.16	.00	-489.16	148.9%*
1111 547000 TRAVEL EXP	750	0	750	1,486.57	.00	-736.57	198.2%*
1111 547100 LOC TRAVEL	500	0	500	394.79	.00	105.21	79.0%
1111 551000 TELEPHONE	0	0	0	53.49	.00	-53.49	100.0%*
1111 551100 CELLPHONE	750	0	750	425.11	.00	324.89	56.7%
1111 553000 PRINT/BIND	500	0	500	.00	.00	500.00	.0%
1111 556000 POSTAGE	200	0	200	41.43	.00	158.57	20.7%
1111 556500 MESSENGER	100	0	100	104.22	.00	-4.22	104.2%*
1111 560000 MISCELLANE	1,000	0	1,000	425.41	.00	574.59	42.5%
1111 595100 FURN/EQ RE	490	0	490	490.00	.00	.00	100.0%
TOTAL LEGAL SERVICES	331,862	0	331,862	301,894.62	10,140.07	19,827.31	94.0%
TOTAL LEGAL SERVICES	331,862	0	331,862	301,894.62	10,140.07	19,827.31	94.0%



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 30,000 City residents are registered voters. The next regularly scheduled City election will be in November of 2011 for the offices of three members of the City Council.

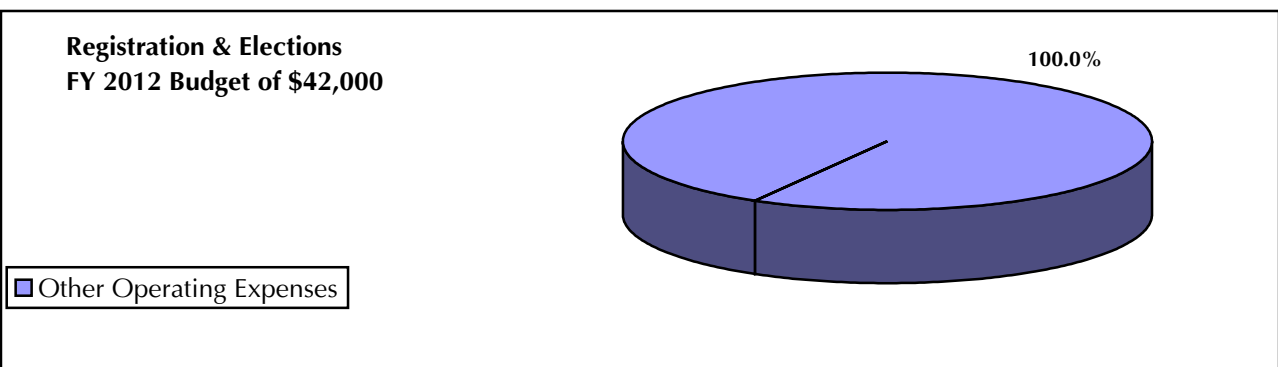
WORK PLAN GOALS:

- Hold a City election on November 8, 2011 for the offices of three Council Members.

SIGNIFICANT CHANGES:

- Miscellaneous increased \$8,000 to reflect cost of Election Judge Stipend and meals for Election Judges on Election Day for the November 2011 election.
- Postage increased \$8,000 for mailing costs of Absentee Ballots and Notice of Election Pamphlets to reflect election in November of 2011.
- Rental & Use Charges increased \$16,300 for cost of rental of voting equipment and polling places for the November 2011 election.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	36,000	2,000	42,000	42,000
Capital Outlay	0	0	0	0
TOTAL	\$36,000	\$2,000	\$42,000	\$42,000



Activity Analysis Report - Adopted

1122 - Registration & Elections

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
521000 - Office Supplies	\$1,000	\$0	-100.00%	\$300	100.00%
522000 - General Operating Supplies	\$1,000	\$0	-100.00%	\$200	100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%	\$0	100.00%
536000 - Miscellaneous Professional S	\$500	\$0	-100.00%	\$200	100.00%
541000 - Advertising	\$0	\$0	100.00%	\$2,000	100.00%
546300 - In-Service Training	\$1,000	\$0	-100.00%	\$0	100.00%
553000 - Printing & Binding	\$8,000	\$0	-100.00%	\$4,000	100.00%
554000 - Signage	\$1,000	\$0	-100.00%	\$1,000	100.00%
556000 - Postage	\$9,000	\$1,000	-88.89%	\$9,000	800.00%
560000 - Miscellaneous	\$14,000	\$1,000	-92.86%	\$9,000	800.00%
567000 - Rental & Use Charges	\$500	\$0	-100.00%	\$16,300	100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$36,000	\$2,000	-94.44%	\$42,000	2000.00%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$36,000	\$2,000	-94.44%	\$42,000	2000.00%

1122 Registration & Elections

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

521000 Office Supplies		
	300	300
<i>Subtotal</i>	300	300
522000 General Operating Supplies		
	200	200
<i>Subtotal</i>	200	200
526000 Machinery & Equipment		
	0	0
<i>Subtotal</i>	0	0
536000 Miscellaneous Professional Services		
	200	200
<i>Subtotal</i>	200	200
541000 Advertising		
November 2011 Election Advertising	2,000	2,000
<i>Subtotal</i>	2,000	2,000
546300 In-Service Training		
	0	0
<i>Subtotal</i>	0	0
553000 Printing & Binding		
Election Notices and Ballots	4,000	4,000
<i>Subtotal</i>	4,000	4,000

1122 Registration & Elections

554000 Signage			
	1,000	1,000	
<i>Subtotal</i>	1,000		1,000
556000 Postage			
Absentee Ballots	1,000	1,000	
Notice of Election Mailings	8,000	8,000	
<i>Subtotal</i>	9,000		9,000
560000 Miscellaneous			
Election Judge Stipend (Training and Election Day)	8,000	8,000	
Meals for Election Judges	1,000	1,000	
<i>Subtotal</i>	9,000		9,000
567000 Rental & Use Charges			
Rent for Public Facilities	300	300	
Rent of Voting Equipment	16,000	16,000	
<i>Subtotal</i>	16,300		16,300
Subtotal Operating Expenses	42,000		42,000
Total	42,000		42,000



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1122 REGISTRATION & ELECTIONS							
122 REGISTRATION & ELECTIONS							
1122 556000 POSTAGE	1,000	0	1,000	.00	.00	1,000.00	.0%
1122 560000 MISCELLANE	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL REGISTRATION & ELECTIONS	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL REGISTRATION & ELECTIONS	2,000	0	2,000	.00	.00	2,000.00	.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 Deputy 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:

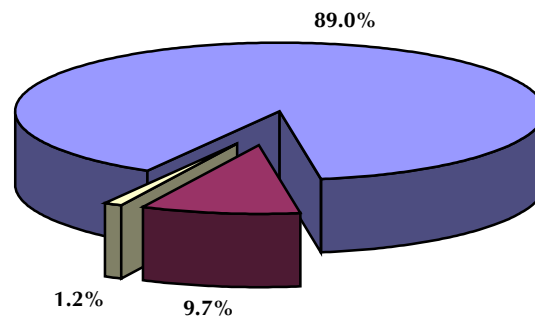
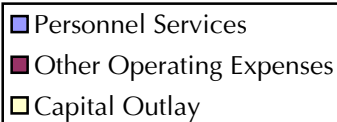
- Coordinate with state and county governments on issues of mutual concern.
- Receive resident feedback from a variety of sources to ensure the City is providing the services our residents need.
- Review overall organization of City government to ensure structure is optimal for delivery of services.

SIGNIFICANT CHANGES:

- Deferred Compensation (457) increased \$8,250 to reflect additional employer contribution.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$638,131	\$404,751	\$431,824	\$428,961
Other Operating Expenses	53,885	46,440	46,795	46,795
Capital Outlay	8,105	3,995	5,953	5,953
TOTAL	\$700,121	\$455,186	\$484,572	\$481,709

Office of the City Manager
FY 2012 Budget of \$481,709



Activity Analysis Report - Adopted

1131 - Office of the City Manager

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$464,068	\$272,157	-41.35%	\$282,857	3.93%
505000 - Other Taxable Compensation	\$6,000	\$7,200	20.00%	\$7,200	0.00%
505100 - Other taxable comp-multiling	\$0	\$80	100.00%		-100.00%
505200 - Other taxable comp-Gfit	\$0	\$420	100.00%		-100.00%
505300 - Other taxable comp-housing	\$0	\$3,600	100.00%		-100.00%
508000 - Salaries, Overtime	\$1,531	\$1,531	0.00%	\$1,555	1.57%
509000 - Salaries, Part-Time Employee	\$37,346	\$37,346	0.00%	\$37,346	0.00%
510000 - Social Security & Medicare T	\$38,475	\$23,794	-38.16%	\$24,614	3.45%
514000 - Group Insurance	\$38,649	\$26,570	-31.25%	\$36,024	46.36%
515000 - Retirement Contribution (401	\$36,325	\$21,773	-40.06%	\$22,629	3.93%
515100 - Retirement Health Savings (	\$2,115	\$2,115	0.00%		-100.00%
516000 - Savings Plan Contribution (4	\$13,622	\$8,165	-40.06%	\$8,486	3.93%
516500 - Deferred Compensation	\$0	\$0	100.00%	\$8,250	100.00%
519000 - Tuition Reimbursement	\$0	\$0	100.00%		100.00%
521000 - Office Supplies	\$1,000	\$1,300	30.00%	\$1,350	3.85%
522000 - General Operating Supplies	\$750	\$0	-100.00%	\$0	100.00%
525000 - Furniture & Fixtures	\$0	\$0	100.00%	\$0	100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%	\$0	100.00%
531500 - Software Licenses	\$0	\$0	100.00%	\$0	100.00%
531600 - Software Maintenance Agree	\$435	\$790	81.61%	\$695	-12.03%
536000 - Miscellaneous Professional S	\$1,000	\$1,000	0.00%	\$1,000	0.00%
541000 - Advertising	\$0	\$0	100.00%	\$0	100.00%
542000 - Awards & Presentations	\$0	\$0	100.00%	\$0	100.00%
543000 - Contributions	\$20,000	\$20,000	0.00%	\$21,500	7.50%
544000 - Professional Dues & Certifica	\$2,500	\$2,500	0.00%	\$2,500	0.00%
545000 - Magazines, Books & Resourc	\$300	\$300	0.00%	\$300	0.00%
546000 - Conference & Seminar Regis	\$5,700	\$2,850	-50.00%	\$2,850	0.00%
547000 - Travel Expense	\$8,000	\$4,000	-50.00%	\$4,000	0.00%
547100 - Travel Mileage Reimburseme	\$1,000	\$1,000	0.00%	\$750	-25.00%
550700 - Recycling Services/Trash Col	\$0	\$0	100.00%	\$0	100.00%
550900 - Utilities, Other	\$0	\$0	100.00%	\$0	100.00%
551100 - Cellular Telephone	\$3,000	\$3,000	0.00%	\$3,000	0.00%
552500 - Vehicle & Equipment Gasolin	\$1,600	\$1,600	0.00%	\$1,600	0.00%
553000 - Printing & Binding	\$0	\$100	100.00%	\$250	150.00%
556000 - Postage	\$3,000	\$2,800	-6.67%	\$1,800	-35.71%
556500 - Messenger Services	\$0	\$100	100.00%	\$100	0.00%
560000 - Miscellaneous	\$5,000	\$4,500	-10.00%	\$4,500	0.00%
573000 - Repair & Maintenance - Mac	\$0	\$0	100.00%	\$0	100.00%
574000 - Repair & Maintenance - Vehi	\$600	\$600	0.00%	\$600	0.00%
592000 - Software	\$0	\$0	100.00%	\$0	100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%	\$0	100.00%
595100 - Furniture & Equipment (Repl	\$2,175	\$1,030	-52.64%	\$1,505	46.12%
596000 - Vehicles & Equipment	\$0	\$0	100.00%	\$0	100.00%

Activity Analysis Report - Adopted

1131 - Office of the City Manager

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
596100 - Vehicles & Equipment (Repla	\$5,930	\$2,965	-50.00%	\$4,448	50.02%
Personnel	\$638,131	\$404,751	-36.57%	\$428,961	6.69%
Operating Expenses	\$53,885	\$46,440	-13.82%	\$46,795	0.76%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$8,105	\$3,995	-50.71%	\$5,953	49.01%
Total	\$700,121	\$455,186	-34.98%	\$481,709	6.46%

1131 Office of the City Manager

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	282,857	\$	282,857
505000 Other Taxable Compensation		7,200		7,200
507000 Vacation Sick Pay				
508000 Salaries, Overtime		1,555		1,555
508500 Salaries, Employee Agreement				
509000 Salaries, Part-Time		37,346		37,346
510000 Social Security & Medicare Taxes		24,614		24,614
512000 State Unemployment				
513000 Workers' Compensation Insurance				
514000 Group Insurance		38,887		36,024
514100 Group Insurance - Retirees				
515000 Retirement Contribution		22,629		22,629
515050 Supplemental Retirement Contribution				
515100 Retirement Health Savings (RHS)				
516000 Savings Plan Contribution		8,486		8,486
516500 Deferred Compensation		8,250		8,250
517000 Dependent Care Expense				
518000 Retirement Plan Withdrawals				
519000 Tuition Reimbursement				
Subtotal Personnel Services	\$	431,824	\$	428,961

Operating Expenses

521000 Office Supplies				
		1,350		1,350
<i>Subtotal</i>		1,350		1,350
522000 General Operating Supplies				
		0		0
<i>Subtotal</i>		0		0
525000 Furniture & Fixtures				
		0		0
<i>Subtotal</i>		0		0
526000 Machinery & Equipment				
		0		0
<i>Subtotal</i>		0		0
531500 Software Licenses				
		0		0
<i>Subtotal</i>		0		0
531600 Software Maintenance Agreements				
Maintenance - Software (Adobe Acrobat) (2)		90		90
Maintenance - Software (Adobe InDesign) (1)		95		95
Maintenance - Software (Microsoft CALs) (3)		450		450
Maintenance - Software (Network/Anti-Virus) (3)		60		60
<i>Subtotal</i>		695		695

1131 Office of the City Manager

536000 Miscellaneous Professional Services			
	1,000	1,000	
<i>Subtotal</i>	1,000		1,000
541000 Advertising			
	0	0	
<i>Subtotal</i>	0		0
542000 Awards & Presentations			
	0	0	
<i>Subtotal</i>	0		0
543000 Contributions			
Charitable Events	20,000	20,000	
NAACP Youth Council	1,500	1,500	
<i>Subtotal</i>	21,500		21,500
544000 Professional Dues & Certification Fees			
ICMA	2,000	2,000	
MCCMA	100	100	
MML Montgomery County Chapter	200	200	
Other	200	200	
<i>Subtotal</i>	2,500		2,500
545000 Magazines, Books & Resource Material			
	300	300	
<i>Subtotal</i>	300		300
546000 Conference & Seminar Registration			
ICMA	750	750	
Maryland Municipal League Convention	250	250	
Maryland Municipal League Legislative Conference	100	100	
National Forum for Black Public Administrators	750	750	
National League of Cities & Other Conferences	1,000	1,000	
<i>Subtotal</i>	2,850		2,850
547000 Travel Expense			
ICMA	1,500	1,500	
Maryland Municipal League Convention	500	500	
National Forum for Black Public Administrators	500	500	
National League of Cities	1,500	1,500	
<i>Subtotal</i>	4,000		4,000
547100 Travel Mileage Reimbursement			
	750	750	
<i>Subtotal</i>	750		750
550700 Recycling Services/Trash Collection			
	0	0	
<i>Subtotal</i>	0		0
550900 Utilities, Other			
	0	0	
<i>Subtotal</i>	0		0

1131 Office of the City Manager

551100 Cellular Telephone			
City Manager & Intergovernmental Affairs Coord.	3,000	3,000	
<i>Subtotal</i>		3,000	3,000
552500 Vehicle & Equipment Gasoline Expense			
	1,600	1,600	
<i>Subtotal</i>		1,600	1,600
553000 Printing & Binding			
	250	250	
<i>Subtotal</i>		250	250
556000 Postage			
	1,800	1,800	
<i>Subtotal</i>		1,800	1,800
556500 Messenger Services			
	100	100	
<i>Subtotal</i>		100	100
560000 Miscellaneous			
Intergovernmental Relations	4,500	4,500	
<i>Subtotal</i>		4,500	4,500
573000 Repair & Maintenance - Machinery & Equipment			
	0	0	
<i>Subtotal</i>		0	0
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (2 Units)	600	600	
<i>Subtotal</i>		600	600
Subtotal Operating Expenses		46,795	46,795

Capital Outlay

592000 Software			
	0	0	
<i>Subtotal</i>		0	0
595000 Furniture & Equipment			
	0	0	
<i>Subtotal</i>		0	0
595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (3)	990	990	
Replacement - Printer (HP LaserJet P2015d)	70	70	
Replacement - Printer (HP LaserJet P30005X)	230	230	
Replacement - Scanner (fi-4120C) (1)	215	215	
<i>Subtotal</i>		1,505	1,505

1131 Office of the City Manager

596000 Vehicles & Equipment		
	0	0
Subtotal	0	0
596100 Vehicles & Equipment (Replacement)		
Vehicle Replacement (2 Units)	4,448	4,448
Subtotal	4,448	4,448
Subtotal Capital Outlay	5,953	5,953
Total	484,572	481,709



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1131 OFFICE OF THE CITY MANAGER							
131 OFFICE OF THE CITY MANAGER							
1131 501000 FULL TIME	272,157	0	272,157	207,908.56	.00	64,248.44	76.4%
1131 505000 OTHER COMP	7,200	0	7,200	6,600.00	.00	600.00	91.7%
1131 505100 OTHER-MULT	80	0	80	227.00	.00	-147.00	283.8%*
1131 505200 OTHER-GFIT	420	0	420	345.00	.00	75.00	82.1%
1131 505300 OTHER-STIP	3,600	0	3,600	1,800.00	.00	1,800.00	50.0%
1131 507000 VAC/SICK	0	0	0	6,866.08	.00	-6,866.08	100.0%*
1131 508000 OVERTIME	1,531	0	1,531	33.72	.00	1,497.28	2.2%
1131 509000 PART-TIME	37,346	0	37,346	9,551.85	.00	27,794.15	25.6%
1131 510000 FICA TAXES	23,794	0	23,794	12,392.33	.00	11,401.67	52.1%
1131 514000 GROUP HEAL	26,570	0	26,570	23,102.62	.00	3,467.38	87.0%
1131 515000 RETIRE401A	21,773	0	21,773	15,515.34	.00	6,257.66	71.3%
1131 515100 RETIRE-RHS	2,115	0	2,115	189.81	.00	1,925.19	9.0%
1131 516000 SAVING401K	8,165	0	8,165	5,705.81	.00	2,459.19	69.9%
1131 516500 DEFCOMP457	0	0	0	5,711.58	.00	-5,711.58	100.0%*
1131 521000 OFFICE SUP	1,300	0	1,300	1,128.12	.00	171.88	86.8%
1131 522000 GEN OPERAT	0	0	0	21.19	.00	-21.19	100.0%*
1131 525000 FURN/FIX	0	0	0	399.00	.00	-399.00	100.0%*
1131 531600 SOFT MAINT	790	0	790	72.00	.00	718.00	9.1%
1131 536000 MISC PROF	1,000	0	1,000	19,807.80	.00	-18,807.80	1980.8%*
1131 543000 CONTRIBUTI	20,000	0	20,000	2,300.00	.00	17,700.00	11.5%
1131 544000 DUES/MEMBE	2,500	0	2,500	3,150.00	.00	-650.00	126.0%*
1131 545000 PUBLICATIO	300	0	300	.00	.00	300.00	.0%
1131 546000 CONF/SEMIN	2,850	0	2,850	1,027.00	.00	1,823.00	36.0%
1131 547000 TRAVEL EXP	4,000	0	4,000	4,782.63	.00	-782.63	119.6%*
1131 547100 LOC TRAVEL	1,000	0	1,000	52.02	.00	947.98	5.2%
1131 551000 TELEPHONE	0	0	0	80.77	.00	-80.77	100.0%*
1131 551100 CELLPHONE	3,000	0	3,000	1,843.99	.00	1,156.01	61.5%
1131 552500 GAS EXP	1,600	0	1,600	650.59	.00	949.41	40.7%
1131 553000 PRINT/BIND	100	0	100	455.00	.00	-355.00	455.0%*
1131 556000 POSTAGE	2,800	0	2,800	615.01	.00	2,184.99	22.0%
1131 556500 MESSENGER	100	0	100	.00	.00	100.00	.0%
1131 560000 MISCELLANE	4,500	0	4,500	3,392.60	.00	1,107.40	75.4%
1131 574000 R&M-VEHICL	600	0	600	30.23	.00	569.77	5.0%
1131 595100 FURN/EQ RE	1,030	0	1,030	1,030.00	.00	.00	100.0%
1131 596100 VEH/EQ REP	2,965	0	2,965	2,965.00	.00	.00	100.0%
TOTAL OFFICE OF THE CITY MANAGER	455,186	0	455,186	339,752.65	.00	115,433.35	74.6%
TOTAL OFFICE OF THE CITY MANAGER	455,186	0	455,186	339,752.65	.00	115,433.35	74.6%

Office of the City Manager

1133 - Economic & Business Development

SERVICES PROVIDED:

This activity area 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 administering 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.

WORK PLAN GOALS (CONT.):

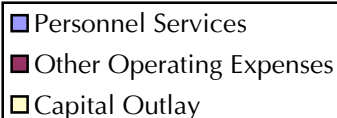
- Facilitate real estate transaction work including development of RFP's for City-owned properties, coordination of appraisals, legal opinions, etc. relating to possible Olde Towne redevelopment opportunities.
- Work with Planning & Code Administration staff to facilitate implementation of Olde Towne District Master Plan.

SIGNIFICANT CHANGES:

- Miscellaneous decreased \$10,000 to reflect a reduction to the "Economic Development Toolbox" program based on anticipated need.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$245,993	\$222,720	\$339,001	\$337,580
Other Operating Expenses	312,369	252,850	241,770	241,770
Capital Outlay	640	315	990	990
TOTAL	\$559,002	\$475,885	\$581,761	\$580,340

Economic & Business Development
FY 2012 Budget of \$580,340



Activity Analysis Report - Adopted

1133 - Economic & Business Development

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$192,527	\$141,113	-26.70%	\$234,810	66.40%
505200 - Other taxable comp-Gfit	\$0	\$240	100.00%		-100.00%
509000 - Salaries, Part-Time Employee	\$0	\$37,500	100.00%	\$37,500	0.00%
510000 - Social Security & Medicare T	\$14,728	\$13,664	-7.22%	\$20,832	52.46%
514000 - Group Insurance	\$15,463	\$14,681	-5.06%	\$18,609	36.43%
515000 - Retirement Contribution (401	\$15,082	\$11,289	-25.15%	\$18,785	66.40%
515100 - Retirement Health Savings (	\$2,537	\$0	-100.00%		100.00%
516000 - Savings Plan Contribution (4	\$5,656	\$4,233	-25.16%	\$7,044	66.41%
521000 - Office Supplies	\$0	\$0	100.00%	\$0	100.00%
522000 - General Operating Supplies	\$100	\$0	-100.00%	\$0	100.00%
525000 - Furniture & Fixtures	\$250	\$0	-100.00%	\$0	100.00%
531500 - Software Licenses	\$0	\$0	100.00%	\$0	100.00%
531600 - Software Maintenance Agree	\$8,699	\$10,000	14.96%	\$13,700	37.00%
536000 - Miscellaneous Professional S	\$2,000	\$1,000	-50.00%	\$1,000	0.00%
541000 - Advertising	\$5,000	\$5,000	0.00%	\$5,000	0.00%
543000 - Contributions	\$22,000	\$15,000	-31.82%	\$12,000	-20.00%
544000 - Professional Dues & Certifica	\$3,320	\$2,800	-15.66%	\$2,970	6.07%
545000 - Magazines, Books & Resourc	\$100	\$100	0.00%	\$100	0.00%
546000 - Conference & Seminar Regis	\$1,500	\$750	-50.00%	\$750	0.00%
547000 - Travel Expense	\$1,000	\$500	-50.00%	\$750	50.00%
547100 - Travel Mileage Reimburseme	\$900	\$700	-22.22%	\$700	0.00%
551100 - Cellular Telephone	\$1,200	\$1,200	0.00%	\$1,200	0.00%
553000 - Printing & Binding	\$7,000	\$5,000	-28.57%	\$3,000	-40.00%
556000 - Postage	\$1,200	\$700	-41.67%	\$500	-28.57%
556500 - Messenger Services	\$100	\$100	0.00%	\$100	0.00%
560000 - Miscellaneous	\$258,000	\$210,000	-18.60%	\$200,000	-4.76%
562000 - Homeownership Assistance	\$0	\$0	100.00%	\$0	100.00%
592000 - Software	\$0	\$0	100.00%	\$0	100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%	\$0	100.00%
595100 - Furniture & Equipment (Repl	\$640	\$315	-50.78%	\$990	214.29%
Personnel	\$245,993	\$222,720	-9.46%	\$337,580	52.21%
Operating Expenses	\$312,369	\$252,850	-19.05%	\$241,770	-4.38%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$640	\$315	-50.78%	\$990	214.29%
Total	\$559,002	\$475,885	-14.87%	\$580,340	22.25%

1133 Economic & Business Development

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 234,810	\$ 234,810
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	37,500	37,500
510000 Social Security & Medicare Taxes	20,832	20,832
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	20,030	18,609
514100 Group Insurance - Retirees		
515000 Retirement Contribution	18,785	18,785
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	7,044	7,044
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 339,001	\$ 337,580

Operating Expenses

521000 Office Supplies		
	0	0
<i>Subtotal</i>	0	0
522000 General Operating Supplies		
	0	0
<i>Subtotal</i>	0	0
525000 Furniture & Fixtures		
	0	0
<i>Subtotal</i>	0	0
531500 Software Licenses		
	0	0
<i>Subtotal</i>	0	0
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Creative Suite Design Standard) (	190	190
Maintenance - Software (CoStar)	13,000	13,000
Maintenance - Software (Microsoft CALs) (3)	450	450
Maintenance - Software (Network/Anti-Virus) (3)	60	60
<i>Subtotal</i>	13,700	13,700
536000 Miscellaneous Professional Services		
	1,000	1,000
<i>Subtotal</i>	1,000	1,000

1133 Economic & Business Development

541000 Advertising			
Economic Development Advertising	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
543000 Contributions			
Education and Community Partnerships	8,000	8,000	
Regional Economic Development Organizations	4,000	4,000	
<i>Subtotal</i>		12,000	12,000
544000 Professional Dues & Certification Fees			
Chamber of Commerce	400	400	
International Council of Shopping Centers	300	300	
International Economic Development Corporation (IEDC)	350	350	
International Parking Institute	520	520	
Maryland Downtown Development Association (MDDA)	300	300	
Maryland Economic Development Association (MEDA)	300	300	
Maryland Historic Trust (Main Street Program)	250	250	
NATOA	550	550	
<i>Subtotal</i>		2,970	2,970
545000 Magazines, Books & Resource Material			
	100	100	
<i>Subtotal</i>		100	100
546000 Conference & Seminar Registration			
	750	750	
<i>Subtotal</i>		750	750
547000 Travel Expense			
	750	750	
<i>Subtotal</i>		750	750
547100 Travel Mileage Reimbursement			
	700	700	
<i>Subtotal</i>		700	700
551100 Cellular Telephone			
Deputy City Manager	1,200	1,200	
<i>Subtotal</i>		1,200	1,200
553000 Printing & Binding			
Promotional Materials	3,000	3,000	
<i>Subtotal</i>		3,000	3,000
556000 Postage			
	500	500	
<i>Subtotal</i>		500	500
556500 Messenger Services			
Courier Services	100	100	
<i>Subtotal</i>		100	100

1133 Economic & Business Development

560000 Miscellaneous			
Economic & Community Development Activities and Events	10,000	10,000	
Economic Development Opportunities	190,000	190,000	
<i>Subtotal</i>	200,000	200,000	
562000 Homeownership Assistance Program			
	0	0	
<i>Subtotal</i>	0	0	
Subtotal Operating Expenses	241,770	241,770	

Capital Outlay

592000 Software			
	0	0	
<i>Subtotal</i>	0	0	
595000 Furniture & Equipment			
	0	0	
<i>Subtotal</i>	0	0	
595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (3)	990	990	
<i>Subtotal</i>	990	990	
Subtotal Capital Outlay	990	990	
Total	581,761	580,340	



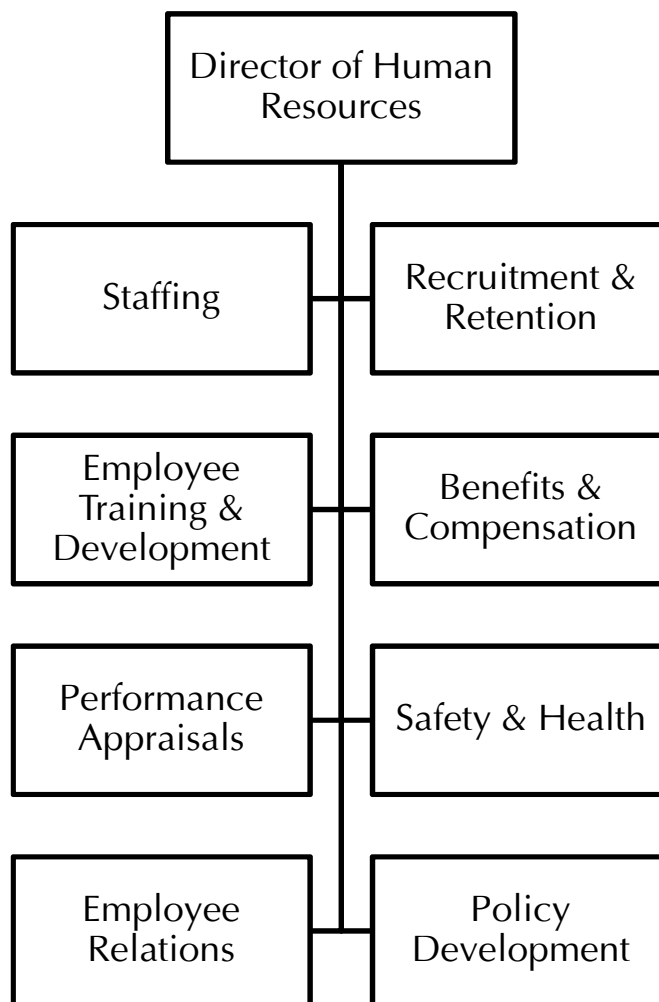
FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1133 ECONOMIC & BUSINESS DEVELOPMT							
133 ECONOMIC & BUSINESS DEVELOPMT							
1133 501000 FULL TIME	141,113	0	141,113	130,683.65	.00	10,429.35	92.6%
1133 505200 OTHER-GFIT	240	0	240	204.00	.00	36.00	85.0%
1133 507000 VAC/SICK	0	0	0	2,713.70	.00	-2,713.70	100.0%*
1133 509000 PART-TIME	37,500	0	37,500	32,514.50	.00	4,985.50	86.7%
1133 510000 FICA TAXES	13,664	0	13,664	10,295.53	.00	3,368.47	75.3%
1133 514000 GROUP HEAL	14,681	0	14,681	13,750.07	.00	930.93	93.7%
1133 515000 RETIRE401A	11,289	0	11,289	10,077.55	.00	1,211.45	89.3%
1133 516000 SAVING401K	4,233	0	4,233	3,779.05	.00	453.95	89.3%
1133 531500 SOFTWARE L	0	0	0	664.52	.00	-664.52	100.0%*
1133 531600 SOFT MAINT	10,000	0	10,000	12,226.30	.00	-2,226.30	122.3%*
1133 536000 MISC PROF	1,000	0	1,000	.00	.00	1,000.00	.0%
1133 541000 ADVERTISIN	5,000	0	5,000	-1,325.00	1,325.00	5,000.00	.0%
1133 543000 CONTRIBUTI	15,000	0	15,000	4,000.00	.00	11,000.00	26.7%
1133 544000 DUES/MEMBE	2,800	0	2,800	3,100.00	.00	-300.00	110.7%*
1133 545000 PUBLICATIO	100	0	100	.00	.00	100.00	.0%
1133 546000 CONF/SEMIN	750	0	750	25.00	.00	725.00	3.3%
1133 547000 TRAVEL EXP	500	0	500	236.75	.00	263.25	47.4%
1133 547100 LOC TRAVEL	700	0	700	279.93	.00	420.07	40.0%
1133 551000 TELEPHONE	0	0	0	53.49	.00	-53.49	100.0%*
1133 551100 CELLPHONE	1,200	0	1,200	393.61	.00	806.39	32.8%
1133 553000 PRINT/BIND	5,000	0	5,000	1,250.00	.00	3,750.00	25.0%
1133 556000 POSTAGE	700	0	700	215.23	.00	484.77	30.7%
1133 556500 MESSENGER	100	0	100	29.98	.00	70.02	30.0%
1133 560000 MISCELLANE	210,000	0	210,000	-4,410.37	10,061.25	204,349.12	2.7%
1133 595100 FURN/EQ RE	315	0	315	315.00	.00	.00	100.0%
TOTAL ECONOMIC & BUSINESS DEVELOPMT	475,885	0	475,885	221,072.49	11,386.25	243,426.26	48.8%
TOTAL ECONOMIC & BUSINESS DEVELOPMT	475,885	0	475,885	221,072.49	11,386.25	243,426.26	48.8%



Human Resources

DEPARTMENT OF HUMAN RESOURCES



Department Analysis Report - Adopted

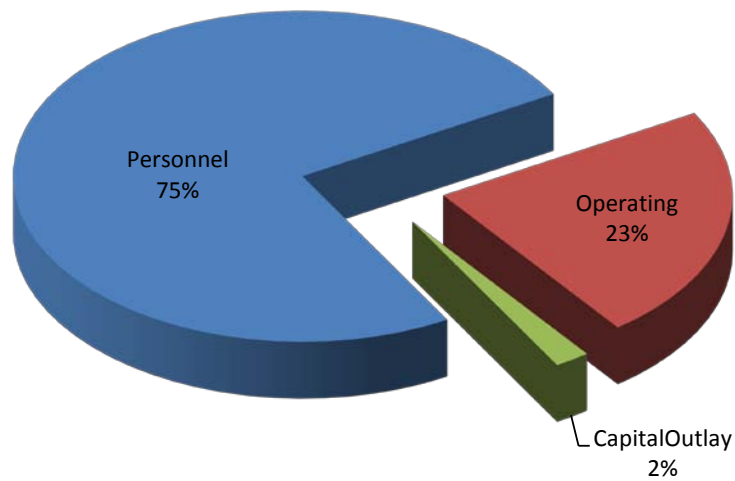
Human Resources

Activity	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
1135 - Human Resources	\$673,993	\$571,629	-15.19%	\$660,024	15.46%
Personnel	\$480,262	\$475,633	-0.96%	\$495,388	4.15%
Operating Expenses	\$180,651	\$84,491	-53.23%	\$151,656	79.49%
Contingency Funds					
Transfer Funds					
Capital Outlay	\$13,080	\$11,505	-12.04%	\$12,980	12.82%
Total	\$673,993	\$571,629	-15.19%	\$660,024	15.46%

HUMAN RESOURCES DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2009 - 10	Budgeted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
Human Resources	673,993	571,629	646,902	660,024
TOTAL	\$ 673,993	\$ 571,629	\$ 646,902	\$ 660,024

**Human Resources
FY 2012 Budget of \$660,024**



HUMAN RESOURCES

STAFFING SUMMARY BY POSITION

1135 - Human Resources	FY 10	FY 11	FY 12
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	1	2	2
Human Resources Generalist I	1	0	0
Subtotal	5	5	5

TOTAL	FY 10	FY 11	FY 12
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.

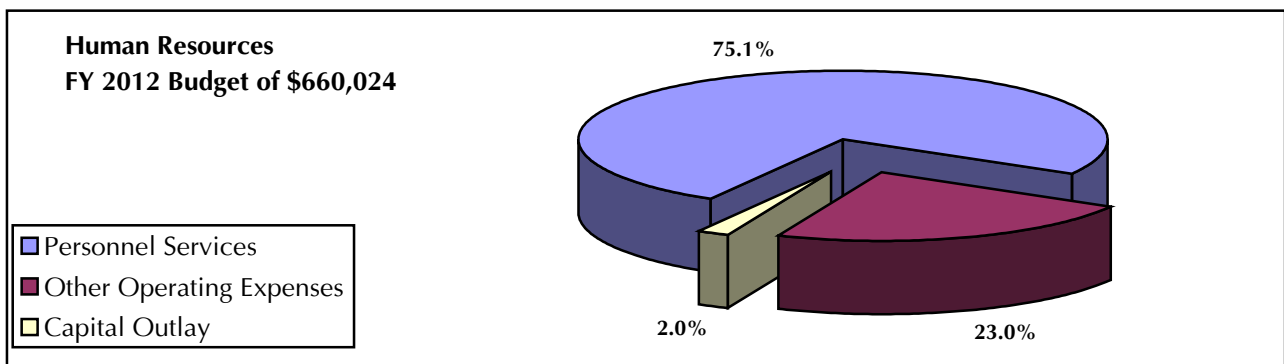
WORK PLAN GOALS:

- Develop and conduct employee survey.
- Develop new employee handbook.
- Revise Personnel Ordinance.

SIGNIFICANT CHANGES:

- Advertising increased \$5,000 to reflect accurate recruiting costs.
- Information Technology (IT) Services increased \$51,975 to reflect new HR/Benefits services.
- Wellness Programs increased \$10,000 to reflect the restoration of flu shots and Wellness Day for city employees.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$480,262	\$475,633	\$492,266	\$495,388
Other Operating Expenses	180,651	84,491	141,656	151,656
Capital Outlay	13,080	11,505	12,980	12,980
TOTAL	\$673,993	\$571,629	\$646,902	\$660,024



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of Worker's Comp Claims processed	55	50	40
Number of terminations/retired	26	22	25
Number of new hires	27	22	25
Number of Applications for Employment	1,138	1,959	2,100

Activity Analysis Report - Adopted

1135 - Human Resources

Object	FY '10	FY '11	% Change		% Change
			FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$373,839	\$363,839	-2.67%	\$388,145	6.68%
505100 - Other taxable comp-multiling	\$0	\$2,080	100.00%	\$2,080	-100.00%
505200 - Other taxable comp-Gfit	\$0	\$556	100.00%		-100.00%
510000 - Social Security & Medicare T	\$28,599	\$27,834	-2.67%	\$29,693	6.68%
514000 - Group Insurance	\$33,150	\$33,150	0.00%	\$22,038	-29.12%
515000 - Retirement Contribution (401	\$29,107	\$29,107	0.00%	\$31,052	6.68%
515100 - Retirement Health Savings (	\$4,652	\$4,652	0.00%	\$8,236	77.04%
516000 - Savings Plan Contribution (4	\$10,915	\$10,915	0.00%	\$11,644	6.68%
519000 - Tuition Reimbursement	\$0	\$3,500	100.00%	\$2,500	-100.00%
521000 - Office Supplies	\$1,000	\$500	-50.00%	\$500	0.00%
522000 - General Operating Supplies	\$0	\$4,000	100.00%	\$4,000	0.00%
525000 - Furniture & Fixtures	\$0	\$0	100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
531000 - Information Technology (IT)	\$16,625	\$8,025	-51.73%	\$60,000	647.66%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$800	\$1,355	69.38%	\$1,625	19.93%
534500 - Wellness Programs	\$46,116	\$27,116	-41.20%	\$37,116	0.00%
535000 - Medical/Hospital (Screenings	\$19,500	\$19,500	0.00%	\$19,500	0.00%
536000 - Miscellaneous Professional S	\$25,000	\$0	-100.00%	\$1,300	100.00%
536500 - Investigations	\$2,800	\$2,800	0.00%	\$1,500	-46.43%
541000 - Advertising	\$20,000	\$0	-100.00%	\$5,000	100.00%
542000 - Awards & Presentations	\$23,500	\$11,750	-50.00%	\$11,750	0.00%
544000 - Professional Dues & Certifica	\$1,610	\$1,610	0.00%	\$1,610	0.00%
545000 - Magazines, Books & Resourc	\$1,000	\$1,000	0.00%	\$1,000	0.00%
546000 - Conference & Seminar Regis	\$1,250	\$625	-50.00%	\$625	0.00%
546300 - In-Service Training	\$13,000	\$0	-100.00%		100.00%
547000 - Travel Expense	\$1,500	\$750	-50.00%	\$750	0.00%
547100 - Travel Mileage Reimburseme	\$300	\$300	0.00%	\$300	0.00%
551100 - Cellular Telephone	\$1,000	\$1,000	0.00%	\$1,000	0.00%
553000 - Printing & Binding	\$0	\$0	100.00%		100.00%
556000 - Postage	\$1,000	\$1,000	0.00%	\$1,000	0.00%
556500 - Messenger Services	\$0	\$0	100.00%		100.00%
560000 - Miscellaneous	\$4,000	\$2,000	-50.00%	\$2,000	0.00%
573000 - Repair & Maintenance - Mac	\$650	\$1,160	78.46%	\$1,080	-6.90%
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	\$3,080	\$1,505	-51.14%	\$2,980	98.01%

Activity Analysis Report - Adopted

1135 - Human Resources

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
Personnel	\$480,262	\$475,633	-0.96%	\$495,388	3.50%
Operating Expenses	\$180,651	\$84,491	-53.23%	\$151,656	67.66%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$13,080	\$11,505	-12.04%	\$12,980	12.82%
Total	\$673,993	\$571,629	-15.19%	\$660,024	13.17%

1135 Human Resources

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 388,145	\$ 388,145
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes	29,693	29,693
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	23,496	22,038
514100 Group Insurance - Retirees		
515000 Retirement Contribution	31,052	31,052
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	8,236	8,236
516000 Savings Plan Contribution	11,644	11,644
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		2,500
Subtotal Personnel Services	\$ 492,266	\$ 495,388

Operating Expenses

521000 Office Supplies		
Employee Benefit Summary	500	500
<i>Subtotal</i>	500	500
522000 General Operating Supplies		
City ID cards and supplies	4,000	4,000
<i>Subtotal</i>	4,000	4,000
531000 Information Technology (IT) Services		
Service - Human Resources Software (ADP HRB)	60,000	60,000
<i>Subtotal</i>	60,000	60,000
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat) (1)	45	45
Maintenance - Software (Adobe InDesign) (2)	190	190
Maintenance - Software (ID Flow)	300	300
Maintenance - Software (Microsoft CALs) (6)	900	900
Maintenance - Software (Network/Anti-Virus) (6)	120	120
Maintenance - Software (OrgPlus)	70	70
<i>Subtotal</i>	1,625	1,625

1135 Human Resources

534500 Wellness Programs			
AED Batteries & Pads	1,116	1,116	
American Red Cross First Aid & CPR Training	5,000	5,000	
Employee Assistance Program	8,000	8,000	
Exercise Programs	10,000	10,000	
First Aid Supplies	1,500	1,500	
Flu Shots	0	5,000	
Wellness Programs	1,500	1,500	
Wellness Day	0	5,000	
<i>Subtotal</i>		27,116	37,116
535000 Medical/Hospital (Screenings)			
	0	0	
Commercial Drivers License	3,000	3,000	
Employee Physicals	3,500	3,500	
HBV Employee Vaccinations	3,000	3,000	
Police Fitness for Duty Physicals	10,000	10,000	
<i>Subtotal</i>		19,500	19,500
536000 Miscellaneous Professional Services			
Reclassifications	1,300	1,300	
<i>Subtotal</i>		1,300	1,300
536500 Investigations			
Background Checks	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
541000 Advertising			
Recruitment Advertising	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
542000 Awards & Presentations			
Employee Recognition Awards	3,000	3,000	
Employee Service Awards	4,500	4,500	
Recognition & Awards Breakfast	4,250	4,250	
<i>Subtotal</i>		11,750	11,750
544000 Professional Dues & Certification Fees			
International Personnel Management Association	500	500	
Local Government Personnel Association	450	450	
MML Benefit Comparison	400	400	
Society For Human Resource Managers	260	260	
<i>Subtotal</i>		1,610	1,610
545000 Magazines, Books & Resource Material			
Resource Materials	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
546000 Conference & Seminar Registration			
Society For Human Resource Managers	625	625	
<i>Subtotal</i>		625	625
547000 Travel Expense			
Society For Human Resource Managers	750	750	
<i>Subtotal</i>		750	750

1135 Human Resources

547100 Travel Mileage Reimbursement			
Miscellaneous Mileage Reimbursement	300	300	
<i>Subtotal</i>		300	300
551100 Cellular Telephone			
HR Director (1)	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
556000 Postage			
Applicant Acknowledgement Letters	500	500	
Employment Opportunity Bulletins	500	500	
<i>Subtotal</i>		1,000	1,000
560000 Miscellaneous			
Remembrances	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	1,080	1,080	
<i>Subtotal</i>		1,080	1,080
Subtotal Operating Expenses		141,656	151,656

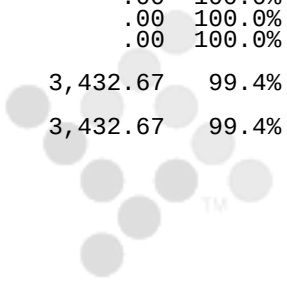
Capital Outlay

592100 Software (Replacement)			
Replacement - Software (ADP - Human Resources)	10,000	10,000	
<i>Subtotal</i>		10,000	10,000
595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (6)	1,980	1,980	
Replacement - Copier (Ricoh MP 2550SP)	650	650	
Replacement - Fax Machines	80	80	
Replacement - Printer (HP LaserJet P1505n)	55	55	
Replacement - Scanner (Fujitsu FI-6130)	215	215	
<i>Subtotal</i>		2,980	2,980
Subtotal Capital Outlay		12,980	12,980
Total		646,902	660,024



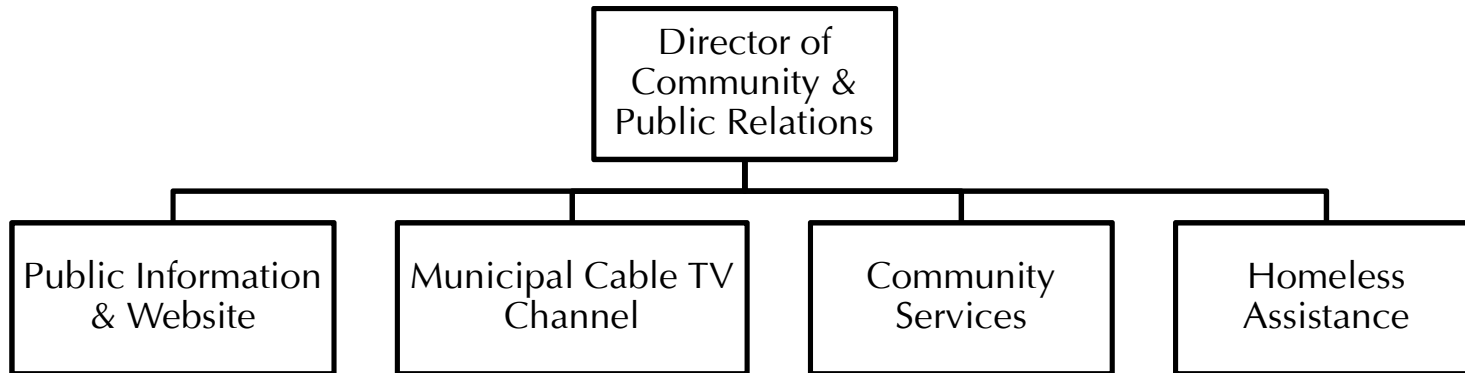
FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1135 HUMAN RESOURCES							
135 HUMAN RESOURCES							
1135 501000 FULL TIME	363,839	0	363,839	352,362.92	.00	11,476.08	96.8%
1135 505100 OTHER-MULT	2,080	0	2,080	1,706.75	.00	373.25	82.1%
1135 505200 OTHER-GFIT	556	0	556	880.00	.00	-324.00	158.3%*
1135 507000 VAC/SICK	0	0	0	1,614.44	.00	-1,614.44	100.0%*
1135 510000 FICA TAXES	27,834	0	27,834	26,154.67	.00	1,679.33	94.0%
1135 514000 GROUP HEAL	33,150	0	33,150	22,278.93	.00	10,871.07	67.2%
1135 515000 RETIRE401A	29,107	0	29,107	26,979.53	.00	2,127.47	92.7%
1135 515100 RETIRE-RHS	4,652	0	4,652	7,321.04	.00	-2,669.04	157.4%*
1135 516000 SAVING401K	10,915	0	10,915	10,117.21	.00	797.79	92.7%
1135 519000 TUITION RE	3,500	0	3,500	3,590.00	.00	-90.00	102.6%*
1135 521000 OFFICE SUP	500	0	500	417.84	.00	82.16	83.6%
1135 522000 GEN OPERAT	4,000	0	4,000	1,176.62	.00	2,823.38	29.4%
1135 526000 MACH/EQUIP	0	0	0	510.00	.00	-510.00	100.0%*
1135 531000 IT SERVICE	8,025	0	8,025	56,111.22	.00	-48,086.22	699.2%*
1135 531500 SOFTWARE_L	0	0	0	421.36	.00	-421.36	100.0%*
1135 531600 SOFT MAINT	1,355	0	1,355	630.95	.00	724.05	46.6%
1135 534000 MGMT CONSU	0	0	0	210.80	.00	-210.80	100.0%*
1135 534500 WELLNESS	27,116	0	27,116	6,514.80	.00	20,601.20	24.0%
1135 535000 MED/HOSPIT	19,500	0	19,500	17,505.99	.00	1,994.01	89.8%
1135 536000 MISC PROF	0	0	0	3,199.50	.00	-3,199.50	100.0%*
1135 536500 INVESTIGTE	2,800	0	2,800	2,472.96	.00	327.04	88.3%
1135 541000 ADVERTISIN	0	0	0	7,115.33	.00	-7,115.33	100.0%*
1135 542000 AWARDS PRE	11,750	0	11,750	2,992.06	.00	8,757.94	25.5%
1135 544000 DUES/MEMBE	1,610	0	1,610	959.03	.00	650.97	59.6%
1135 545000 PUBLICATIO	1,000	0	1,000	.00	.00	1,000.00	.0%
1135 546000 CONF/SEMIN	625	0	625	.00	.00	625.00	.0%
1135 546300 IN-SERVICE	0	0	0	199.00	.00	-199.00	100.0%*
1135 547000 TRAVEL EXP	750	0	750	25.50	.00	724.50	3.4%
1135 547100 LOC TRAVEL	300	0	300	.00	.00	300.00	.0%
1135 551000 TELEPHONE	0	0	0	78.77	.00	-78.77	100.0%*
1135 551100 CELLPHONE	1,000	0	1,000	686.90	.00	313.10	68.7%
1135 556000 POSTAGE	1,000	0	1,000	329.05	.00	670.95	32.9%
1135 560000 MISCELLANE	2,000	0	2,000	968.16	.00	1,031.84	48.4%
1135 573000 R&M-MACH/E	1,160	0	1,160	1,160.00	.00	.00	100.0%
1135 592100 SOFTW REPL	10,000	0	10,000	10,000.00	.00	.00	100.0%
1135 595100 FURN/EQ RE	1,505	0	1,505	1,505.00	.00	.00	100.0%
TOTAL HUMAN RESOURCES	571,629	0	571,629	568,196.33	.00	3,432.67	99.4%
TOTAL HUMAN RESOURCES	571,629	0	571,629	568,196.33	.00	3,432.67	99.4%



Community & Public Relations

DEPARTMENT OF COMMUNITY & PUBLIC RELATIONS



Department Analysis Report - Adopted

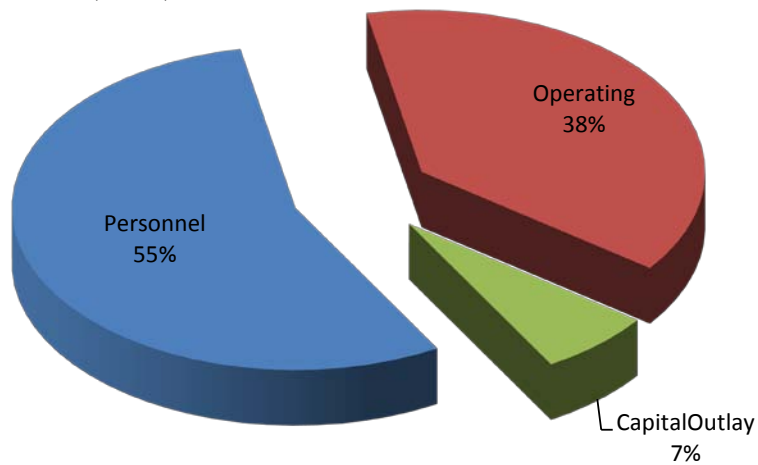
Community and Public Relations

Activity	FY '10	FY '11	% Change		% Change
			FY '10 - FY '11	FY '12	FY '11 - FY '12
1212 - Public Information	\$628,523	\$534,697	-14.93%	\$930,059	19.71%
1213 - Gaithersburg Television	\$406,014	\$338,824	-16.55%	\$348,927	19.71%
1215 - Community Services	\$1,027,402	\$1,036,280	0.86%	\$1,082,818	19.71%
1216 - Homeless Assistance	\$451,955	\$442,490	-2.09%	\$454,103	19.71%
Personnel	\$1,261,362	\$1,265,099	0.30%	\$1,554,834	22.90%
Operating Expenses	\$1,096,542	\$1,008,587	-8.02%	\$1,076,532	6.74%
Contingency Funds					
Transfer Funds					
Capital Outlay	\$155,990	\$78,605	-49.61%	\$184,541	134.77%
Total	\$2,513,894	\$2,352,291	-6.43%	\$2,815,907	19.71%

COMMUNITY AND PUBLIC RELATIONS DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2009 - 10	Budgeted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
Public Information	628,523	534,697	934,802	930,059
Gaithersburg Television	406,014	338,824	350,385	348,927
Community Services	1,027,402	1,036,280	1,084,276	1,082,818
Homeless Assistance	451,955	442,490	456,822	454,103
TOTAL	\$ 2,513,894	\$ 2,352,291	\$ 2,826,285	\$ 2,815,907

**Community and Public Relations
FY 2012 Budget of \$2,815,907**



COMMUNITY AND PUBLIC RELATIONS STAFFING SUMMARY BY POSITION

1212 - Public Information	FY 10	FY 11	FY 12
Director of Community and Public Relations	1	1	1
Web Administrator	1	1	1
Communication Specialist	0	0	1
Graphics Specialist	1	1	1
Web Assistant	0	0	1
Graphics Artist	1	1	1
Part-Time Personnel	1.1	1.1	1.1
Subtotal	5.1	5.1	7.1

1213 - Gaithersburg Television	FY 10	FY 11	FY 12
Television Productions Manager	1	1	1
Television Production Specialist	1	1	1
Part-Time Personnel	0.4	0.4	0.4
Subtotal	2.4	2.4	2.4

1215 - Community Services	FY 10	FY 11	FY 12
Community Services Director	1	1	1
Community Services Program Manager	1	1	1
Administrative Assistant II	1	1	1
Part-Time Personnel	0.75	0.75	0.75
Subtotal	3.75	3.75	3.75

1216 - Homeless Assistance	FY 10	FY 11	FY 12
Homeless Advocate/Clinical Supervisor	1	1	1
Primary Counselor	1	1	1
Counselor II	1	1	1
Employment Agreement Personnel	1	1	1
Part-Time Personnel	2	2	2.2
Subtotal	6	6	6.2

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	12	12	14
Employment Agreement Personnel	1	1	1
Part-Time Personnel	4.25	4.25	4.45
	17.25	17.25	19.45

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 news releases, the City website and cable television channel, 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 and recognize citizen participation are also conducted by this division.

WORK PLAN GOALS:

- Collaborate with Economic Development Director on positioning and branding campaign for the City using a variety of media channels.
- Conduct outreach programs and use media channels to stimulate two-way communication with citizens. Focus on increasing participation and diversity of City Boards, Committees and Commissions.
- 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.
- With new content management system in place, ensure that website is fully functional and responsive to the needs of its users. Conduct campaign to educate the public about new and enhanced features.

SIGNIFICANT CHANGES:

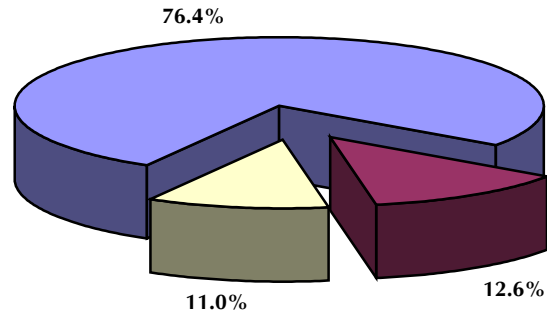
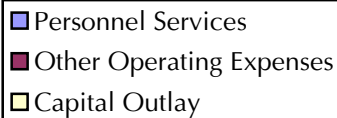
- Advertising increased \$10,000 to reflect an increase based on actual YTD experience \$2,000, and proposed advertising campaigns \$8,000 for elections and for new website functionalities.
- Miscellaneous Professional Services decreased \$7,000 net, to reflect the elimination of temporary contract help for website \$20,000, a decrease in general miscellaneous \$2,000, and the addition of the Bi-annual Citizen Survey \$15,000.
- Printing & Binding increased \$5,000 to reflect printing of the Voter Guide.
- Software (Replacement) increased \$100,000 to reflect the start of an annual contribution to a Software Replacement account for the new Content Management System.
- Software Maintenance Agreement increased \$10,550 to reflect the anticipated maintenance cost for a new Content Management System and web site.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$429,085	\$436,247	\$714,922	\$710,179
Other Operating Expenses	197,028	97,110	117,285	117,285
Capital Outlay	2,410	1,340	102,595	102,595
TOTAL	\$628,523	\$534,697	\$934,802	\$930,059

Community and Public Relations

1212 - Public Information

Public Information
FY 2012 Budget of \$930,059



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Website hits per month*	407,404	400,000	400,000
Voter turnout	12.9%	N/A	12%
Number of press releases issued	296	250	300
Number of myGaithersburg subscribers	1,679	1,600	2,500
Number of Facebook Fans	999	600	2,500
Number of citizens on boards, committees	159	250	170
Number of attendees at volunteer recognition events	321	350	500
Number of Alert Gaithersburg subscribers	5,730	4,500	6,500
*metrics will change with new content management system			

Activity Analysis Report - Adopted

1212 - Public Information

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$301,897	\$303,808	0.63%	\$501,710	65.14%
505200 - Other taxable comp-Gfit	\$0	\$415	100.00%		-100.00%
505300 - Other taxable comp-housing	\$0	\$3,600	100.00%	\$3,600	0.00%
509000 - Salaries, Part-Time Employee	\$44,992	\$44,992	0.00%	\$44,992	0.00%
510000 - Social Security & Medicare T	\$26,537	\$26,683	0.55%	\$41,823	56.74%
514000 - Group Insurance	\$23,330	\$23,330	0.00%	\$60,402	179.23%
515000 - Retirement Contribution (401	\$23,512	\$24,305	3.37%	\$40,137	65.14%
515100 - Retirement Health Savings (	\$0	\$0	100.00%	\$2,464	100.00%
516000 - Savings Plan Contribution (4	\$8,817	\$9,114	3.37%	\$15,051	65.14%
521000 - Office Supplies	\$0	\$0	100.00%	\$500	100.00%
522000 - General Operating Supplies	\$1,500	\$0	-100.00%		100.00%
522200 - Photographic, Audio, Video S	\$1,000	\$0	-100.00%	\$400	100.00%
524000 - Supplies for Resale	\$2,500	\$2,000	-20.00%	\$2,000	0.00%
525000 - Furniture & Fixtures	\$2,500	\$0	-100.00%	\$750	100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%	\$1,200	100.00%
531500 - Software Licenses	\$0	\$0	100.00%	\$700	100.00%
531600 - Software Maintenance Agree	\$2,173	\$12,830	490.43%	\$23,380	82.23%
536000 - Miscellaneous Professional S	\$68,000	\$35,000	-48.53%	\$28,000	-20.00%
541000 - Advertising	\$17,000	\$5,000	-70.59%	\$15,000	200.00%
543000 - Contributions	\$500	\$500	0.00%	\$500	0.00%
544000 - Professional Dues & Certifica	\$955	\$605	-36.65%	\$605	0.00%
545000 - Magazines, Books & Resourc	\$500	\$500	0.00%	\$750	50.00%
546000 - Conference & Seminar Regis	\$300	\$0	-100.00%		100.00%
547000 - Travel Expense	\$0	\$0	100.00%		100.00%
547100 - Travel Mileage Reimburseme	\$200	\$100	-50.00%	\$200	100.00%
551100 - Cellular Telephone	\$1,200	\$1,400	16.67%	\$2,000	42.86%
553000 - Printing & Binding	\$26,000	\$11,000	-57.69%	\$16,000	45.45%
554000 - Signage	\$1,500	\$1,000	-33.33%	\$500	-50.00%
556000 - Postage	\$30,500	\$8,300	-72.79%	\$8,300	0.00%
556500 - Messenger Services	\$200	\$0	-100.00%		100.00%
560000 - Miscellaneous	\$40,500	\$18,875	-53.40%	\$16,500	-12.58%
573000 - Repair & Maintenance - Mac	\$0	\$0	100.00%		100.00%
592000 - Software	\$0	\$0	100.00%		100.00%
592100 - Software (Replacement)	\$0	\$0	100.00%	\$100,000	100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$2,410	\$1,340	-44.40%	\$2,595	93.66%
Personnel	\$429,085	\$436,247	1.67%	\$710,179	63.88%
Operating Expenses	\$197,028	\$97,110	-50.71%	\$117,285	20.78%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$2,410	\$1,340	-44.40%	\$102,595	7556.34%
Total	\$628,523	\$534,697	-14.93%	\$930,059	74.83%

1212 Public Information

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 501,710	\$ 501,710
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	44,992	44,992
510000 Social Security & Medicare Taxes	41,823	41,823
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	65,145	60,402
514100 Group Insurance - Retirees		
515000 Retirement Contribution	40,137	40,137
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	2,464	2,464
516000 Savings Plan Contribution	15,051	15,051
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 714,922	\$ 710,179

Operating Expenses

521000 Office Supplies		
	500	500
<i>Subtotal</i>	500	500
522200 Photographic, Audio, Video Supplies		
	400	400
<i>Subtotal</i>	400	400
524000 Supplies for Resale		
Promotional Materials - Gaithersburg Souvenirs Sold at Arts Barn,	2,000	2,000
<i>Subtotal</i>	2,000	2,000
525000 Furniture & Fixtures		
Office Chairs	750	750
<i>Subtotal</i>	750	750
526000 Machinery & Equipment		
TR - New PC + Monitor (1)	1,200	1,200
<i>Subtotal</i>	1,200	1,200
531500 Software Licenses		
TR - Microsoft licenses for new PC (1)	700	700
<i>Subtotal</i>	700	700

1212 Public Information

531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Creative Suite CS3) (8)	1,520	1,520	
Maintenance - Software (Adobe Dreamweaver) (2)	170	170	
Maintenance - Software (Cityweb - Weather)	500	500	
Maintenance - Software (Microsoft CALs) (7)	1,050	1,050	
Maintenance - Software (Network/Anti-Virus) (7)	140	140	
Maintenance - Software (Web Content Management System)	20,000	20,000	
<i>Subtotal</i>		23,380	23,380
536000 Miscellaneous Professional Services			
Bi-Annual Citizen Survey	15,000	15,000	
Freelance Writing	6,000	6,000	
Miscellaneous	2,500	2,500	
Photography	3,000	3,000	
Translation Services	1,500	1,500	
<i>Subtotal</i>		28,000	28,000
541000 Advertising			
Election Advertising	5,000	5,000	
Newspaper, Magazine, Bus Shelter, Misc. Ads	7,000	7,000	
Targeted Campaign to Promote New Website	3,000	3,000	
<i>Subtotal</i>		15,000	15,000
543000 Contributions			
Gift baskets for school fairs, silent auctions, etc.	500	500	
<i>Subtotal</i>		500	500
544000 Professional Dues & Certification Fees			
3CMA	350	350	
Conference and Visitor's Bureau	180	180	
Leadership Montgomery	75	75	
<i>Subtotal</i>		605	605
545000 Magazines, Books & Resource Material			
Media Directories, Resource Books, Electronic Clip Art, Stock Ph	750	750	
<i>Subtotal</i>		750	750
547100 Travel Mileage Reimbursement			
	200	200	
<i>Subtotal</i>		200	200
551100 Cellular Telephone			
PIO Director and Webmaster's Devices	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
553000 Printing & Binding			
Brochures, Fliers, Posters	11,000	11,000	
Voter Guide	5,000	5,000	
<i>Subtotal</i>		16,000	16,000
554000 Signage			
Posters, Banners, Miscellaneous Signage	500	500	
<i>Subtotal</i>		500	500

1212 Public Information

556000 Postage			
HOA Mailings, Volunteer Recruitment & Recognition, Misc.	3,600	3,600	
Voter Guide	4,700	4,700	
<i>Subtotal</i>	8,300	8,300	
560000 Miscellaneous			
Miscellaneous	3,000	3,000	
Promotional Materials (Items Not Intended For Re-sale)	2,500	2,500	
State of the City Event	6,000	6,000	
Volunteer Recognition	5,000	5,000	
<i>Subtotal</i>	16,500	16,500	
Subtotal Operating Expenses	117,285	117,285	

Capital Outlay

592100 Software (Replacement)			
Replacement - Software (Web Site & Content Management System	100,000	100,000	
<i>Subtotal</i>	100,000	100,000	
595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (7)	2,310	2,310	
Replacement - Computer Hardware (PC Monitors) (1)	30	30	
Replacement - Printer (HP 2800)	255	255	
<i>Subtotal</i>	2,595	2,595	
Subtotal Capital Outlay	102,595	102,595	
Total	934,802	930,059	



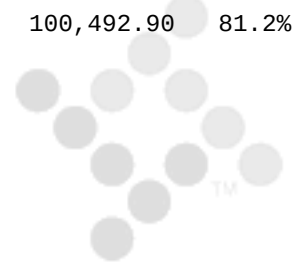
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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1212 PUBLIC INFORMATION							
212 PUBLIC INFORMATION							
1212 501000 FULL TIME	303,808	0	303,808	284,818.01	.00	18,989.99	93.7%
1212 505200 OTHER-GFIT	415	0	415	347.50	.00	67.50	83.7%
1212 505300 OTHER-STIP	3,600	0	3,600	3,600.00	.00	.00	100.0%
1212 507000 VAC/SICK	0	0	0	2,983.98	.00	-2,983.98	100.0%*
1212 508000 OVERTIME	0	0	0	33.28	.00	-33.28	100.0%*
1212 509000 PART-TIME	44,992	0	44,992	41,982.21	.00	3,009.79	93.3%
1212 510000 FICA TAXES	26,683	0	26,683	24,927.88	.00	1,755.12	93.4%
1212 514000 GROUP HEAL	23,330	0	23,330	22,197.60	.00	1,132.40	95.1%
1212 515000 RETIRE401A	24,305	0	24,305	21,694.91	.00	2,610.09	89.3%
1212 515100 RETIRE-RHS	0	0	0	2,247.23	.00	-2,247.23	100.0%*
1212 516000 SAVING401K	9,114	0	9,114	8,135.59	.00	978.41	89.3%
1212 521000 OFFICE SUP	0	0	0	13.98	.00	-13.98	100.0%*
1212 522000 GEN OPERAT	0	0	0	19.95	.00	-19.95	100.0%*
1212 522200 PHOTO SUPP	0	0	0	11.67	.00	-11.67	100.0%*
1212 524000 SUPPLES/RE	2,000	0	2,000	422.49	.00	1,577.51	21.1%
1212 526000 MACH/EQUIP	0	0	0	277.04	.00	-277.04	100.0%*
1212 531600 SOFT MAINT	12,830	0	12,830	110.00	.00	12,720.00	.9%
1212 536000 MISC PROF	35,000	0	35,000	1,741.79	.00	33,258.21	5.0%
1212 541000 ADVERTISIN	5,000	0	5,000	5,579.93	.00	-579.93	111.6%*
1212 542000 AWARDS PRE	0	0	0	-267.00	.00	267.00	100.0%
1212 543000 CONTRIBUTI	500	0	500	47.83	.00	452.17	9.6%
1212 544000 DUES/MEMBE	605	0	605	630.00	.00	-25.00	104.1%*
1212 545000 PUBLICATION	500	0	500	612.46	.00	-112.46	122.5%*
1212 546000 CONF/SEMIN	0	0	0	55.00	.00	-55.00	100.0%*
1212 547100 LOC TRAVEL	100	0	100	19.00	.00	81.00	19.0%
1212 551100 CELLPHONE	1,400	0	1,400	1,408.46	.00	-8.46	100.6%*
1212 551200 PAGER	0	0	0	288.21	.00	-288.21	100.0%*
1212 553000 PRINT/BIND	11,000	0	11,000	1,413.09	.00	9,586.91	12.8%
1212 554000 SIGNAGE	1,000	0	1,000	50.00	.00	950.00	5.0%
1212 556000 POSTAGE	8,300	0	8,300	912.46	.00	7,387.54	11.0%
1212 560000 MISCELLANE	18,875	0	18,875	6,549.55	.00	12,325.45	34.7%
1212 595100 FURN/EQ RE	1,340	0	1,340	1,340.00	.00	.00	100.0%
TOTAL PUBLIC INFORMATION	534,697	0	534,697	434,204.10	.00	100,492.90	81.2%
TOTAL PUBLIC INFORMATION	534,697	0	534,697	434,204.10	.00	100,492.90	81.2%



Community and Public Relations

1213 - Gaithersburg Television

SERVICES PROVIDED:

Gaithersburg Cable Television (GTV) provides information about City services, programs and special events to City residents 24-hours a day, seven days a week. Programs promote involvement in City government by airing live Mayor and Council meetings and work sessions, as well as live Planning Commission meetings. GTV can be viewed within City limits on Comcast and RCN Channels 13, and on Verizon FiOS Channel 25. Broadcasts can also be viewed live online via streaming video at www.gaithersburgmd.gov/tv. Cable television expenses are covered by a franchise fee paid by the subscribers.

WORK PLAN GOALS:

- Complete Olde Towne Youth Center television studio and have fully operational. This facility will house a television control room, robotic cameras, and a high quality television set/lighting where news, talk and interview programs will be recorded.

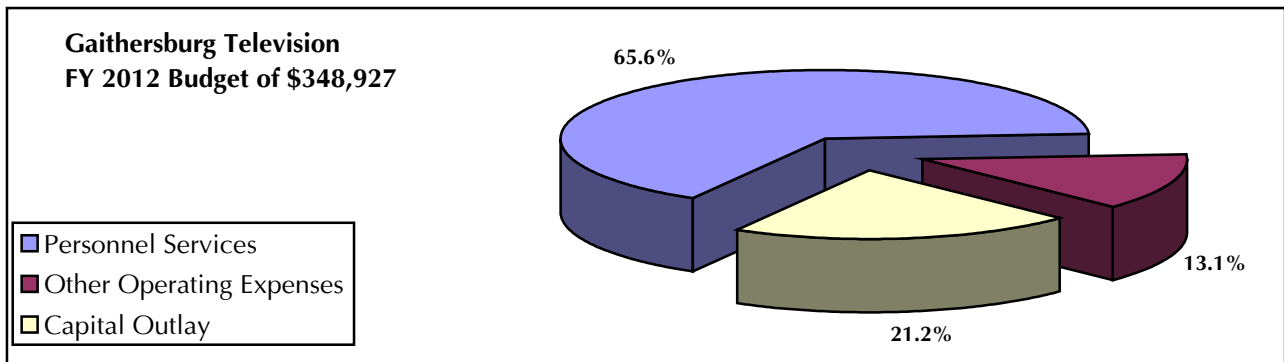
WORK PLAN GOALS (CONT.):

- Create formats and produce news, talk and interview programs that will benefit the City both strategically and economically.
- Create individual facility spots and develop virtual tours, linking to appropriate website pages especially to encourage rentals.
- Create promotional spots for City events and activities.

SIGNIFICANT CHANGES:

- Conference & Seminar Registration decreased \$5,000 to reflect move of anticipated trainings to In-Service Training category.
- In-Service Training increased \$5,000 to reflect anticipated training for new graphics software, workflow system software and Youth Studio equipment.
- Miscellaneous Professional Services increased \$6,000 to reflect proposed contract fees for on-air talent for new studio programming.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$224,485	\$227,389	\$230,509	\$229,051
Other Operating Expenses	36,709	38,660	45,830	45,830
Capital Outlay	144,820	72,775	74,046	74,046
TOTAL	\$406,014	\$338,824	\$350,385	\$348,927



Community and Public Relations

1213 - Gaithersburg Television

Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Studio on-set programs (2 per month beginning in Summer 2011)	N/A	24	12
Studio on-set informational update programs (2 per month starting Summer 2011)	N/A	24	12
Special programs produced	9	23	20
Meetings aired	67	67	67
Marketing spots	17	12	11
Facility spots	0	6	5

Activity Analysis Report - Adopted

1213 - Gaithersburg Television

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$155,551	\$157,453	1.22%	\$159,972	1.60%
505200 - Other taxable comp-Gfit	\$0	\$208	100.00%		-100.00%
509000 - Salaries, Part-Time Employee	\$19,358	\$19,358	0.00%	\$19,358	0.00%
510000 - Social Security & Medicare T	\$13,381	\$13,526	1.08%	\$13,719	1.43%
514000 - Group Insurance	\$19,524	\$19,524	0.00%	\$18,405	1.74%
515000 - Retirement Contribution (401	\$12,124	\$12,596	3.89%	\$12,798	1.60%
516000 - Savings Plan Contribution (4	\$4,547	\$4,724	3.89%	\$4,799	1.59%
522000 - General Operating Supplies	\$0	\$0	100.00%		100.00%
522200 - Photographic, Audio, Video S	\$6,500	\$6,500	0.00%	\$6,500	0.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$3,209	\$5,360	67.03%	\$4,480	-16.42%
536000 - Miscellaneous Professional S	\$3,750	\$3,750	0.00%	\$9,750	160.00%
544000 - Professional Dues & Certifica	\$0	\$0	100.00%		100.00%
545000 - Magazines, Books & Resourc	\$400	\$400	0.00%	\$400	0.00%
546000 - Conference & Seminar Regis	\$5,000	\$5,000	0.00%	\$0	-100.00%
546300 - In-Service Training	\$0	\$0	100.00%	\$5,000	100.00%
547000 - Travel Expense	\$0	\$0	100.00%		100.00%
547100 - Travel Mileage Reimburseme	\$250	\$250	0.00%	\$250	0.00%
556000 - Postage	\$100	\$0	-100.00%	\$350	100.00%
556500 - Messenger Services	\$0	\$0	100.00%		100.00%
560000 - Miscellaneous	\$500	\$500	0.00%	\$500	0.00%
567000 - Rental & Use Charges	\$1,000	\$1,000	0.00%	\$1,000	0.00%
573000 - Repair & Maintenance - Mac	\$16,000	\$15,900	-0.62%	\$17,600	10.69%
592000 - Software	\$0	\$0	100.00%		100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$144,820	\$72,775	-49.75%	\$74,046	1.75%
Personnel	\$224,485	\$227,389	1.29%	\$229,051	1.37%
Operating Expenses	\$36,709	\$38,660	5.31%	\$45,830	18.55%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$144,820	\$72,775	-49.75%	\$74,046	1.75%
Total	\$406,014	\$338,824	-16.55%	\$348,927	3.41%

1213 Gaithersburg Television

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 159,972	\$ 159,972
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	19,358	19,358
510000 Social Security & Medicare Taxes	13,719	13,719
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	19,863	18,405
514100 Group Insurance - Retirees		
515000 Retirement Contribution	12,798	12,798
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	4,799	4,799
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 230,509	\$ 229,051

Operating Expenses

522200 Photographic, Audio, Video Supplies		
Video Tapes, DVD's, Standing Light Bulbs, Batteries	6,500	6,500
<i>Subtotal</i>	6,500	6,500
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Creative Suite CS3) (1)	180	180
Maintenance - Software (Adobe Production Premium CS3) (2)	2,000	2,000
Maintenance - Software (Avid Media Composer Adrenaline Priorit		
Maintenance - Software (Avid Media Composer Software Standard	1,000	1,000
Maintenance - Software (Leightronix Total Info)	900	900
Maintenance - Software (Microsoft CALs) (2)	300	300
Maintenance - Software (Network/Anti-Virus) (2)	40	40
Maintenance - Software (Security Camera Software License) (1)	60	60
<i>Subtotal</i>	4,480	4,480
536000 Miscellaneous Professional Services		
Music Library Fees	1,400	1,400
On-air Music Services (DMX)	750	750
Voice Over Fees, Contract Services, On Air-Talent	7,600	7,600
<i>Subtotal</i>	9,750	9,750
545000 Magazines, Books & Resource Material		
Trade Magazines & Newsletters, Educational Software Manuals	400	400
<i>Subtotal</i>	400	400
546000 Conference & Seminar Registration		
Avid & Adobe software training classes, training for new control r	0	0
<i>Subtotal</i>	0	0

1213 Gaithersburg Television

546300 In-Service Training			
Training for new graphics software, workflow system software and	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
547100 Travel Mileage Reimbursement			
	250	250	
<i>Subtotal</i>		250	250
556000 Postage			
	350	350	
<i>Subtotal</i>		350	350
560000 Miscellaneous			
USB storage, videotape copying, jewel cases	500	500	
<i>Subtotal</i>		500	500
567000 Rental & Use Charges			
Rental Equipment (Jib, outdoor lighting, extra cameras)	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Avid Adrenaline (Hardware)	4,100	4,100	
Maintenance - Broadcast Pix Switcher	2,000	2,000	
Maintenance - Harris Channel One	3,500	3,500	
Maintenance - Misc. Television Equipment	8,000	8,000	
<i>Subtotal</i>		17,600	17,600
Subtotal Operating Expenses		45,830	45,830

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Cable Television Control Room City Hall Equipme	48,046	48,046	
Replacement - Computer Hardware (PC + Monitors) (2)	660	660	
Replacement - Computer Hardware (PC Monitors) (8)	240	240	
Replacement - Field ENG Camera	25,000	25,000	
Replacement - Security Camera (1)	100	100	
<i>Subtotal</i>		74,046	74,046
Subtotal Capital Outlay		74,046	74,046
Total		350,385	348,927



FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1213 GAITHERSBURG TELEVISION							
213 GAITHERSBURG TELEVISION							
1213 501000 FULL TIME	157,453	0	157,453	147,731.65	.00	9,721.35	93.8%
1213 505200 OTHER-GFIT	208	0	208	132.50	.00	75.50	63.7%
1213 509000 PART-TIME	19,358	0	19,358	9,184.00	.00	10,174.00	47.4%
1213 510000 FICA TAXES	13,526	0	13,526	11,615.18	.00	1,910.82	85.9%
1213 514000 GROUP HEAL	19,524	0	19,524	18,741.64	.00	782.36	96.0%
1213 515000 RETIRE401A	12,596	0	12,596	11,244.55	.00	1,351.45	89.3%
1213 516000 SAVING401K	4,724	0	4,724	4,216.78	.00	507.22	89.3%
1213 522000 GEN OPERAT	0	0	0	578.24	.00	-578.24	100.0%*
1213 522200 PHOTO SUPP	6,500	0	6,500	431.48	.00	6,068.52	6.6%
1213 526000 MACH/EQUIP	0	0	0	1,048.00	.00	-1,048.00	100.0%*
1213 531500 SOFTWARE L	0	0	0	513.00	.00	-513.00	100.0%*
1213 531600 SOFT MAINT	5,360	0	5,360	4,921.95	.00	438.05	91.8%
1213 536000 MISC PROF	3,750	0	3,750	3,409.82	.00	340.18	90.9%
1213 542000 AWARDS PRE	0	0	0	150.00	.00	-150.00	100.0%*
1213 545000 PUBLICATIO	400	0	400	.00	.00	400.00	.0%
1213 546000 CONF/SEMIN	5,000	0	5,000	.00	3,490.00	1,510.00	69.8%
1213 547100 LOC TRAVEL	250	0	250	24.00	.00	226.00	9.6%
1213 556000 POSTAGE	0	0	0	28.14	.00	-28.14	100.0%*
1213 560000 MISCELLANE	500	0	500	136.72	.00	363.28	27.3%
1213 567000 RENTAL USE	1,000	0	1,000	.00	.00	1,000.00	.0%
1213 573000 R&M-MACH/E	15,900	0	15,900	3,572.50	.00	12,327.50	22.5%
1213 595100 FURN/EQ RE	72,775	0	72,775	72,775.00	.00	.00	100.0%
TOTAL GAITHERSBURG TELEVISION	338,824	0	338,824	290,455.15	3,490.00	44,878.85	86.8%
TOTAL GAITHERSBURG TELEVISION	338,824	0	338,824	290,455.15	3,490.00	44,878.85	86.8%



Community and Public Relations

1215 - Community Services

SERVICES PROVIDED:

This activity provides support to City residents including emergency referral and resources and other support services for vulnerable individuals and families. It funds and administers the City's CHARACTER COUNTS! and Junior Mayor Programs, School Lunch Program, Holiday Giving Program, Housing Counseling Program, School Grants, Cultural Diversity Events, Nonprofit Allocations, National League of Cities Prescription Discount Program, Volunteer Income Tax Assistance Program, Forest Oak Service Coordination, DeSellum Permanent Housing Program, Domestic Violence Empowerment Conference, Housing Fair, School Community United in Partnership Conference, Gaithersburg Coalition of Providers, UpCounty Latino Network, Landlord Breakfast, Principal's Breakfast, and Nonprofit Consultation.

WORK PLAN GOALS:

- Assist in the coordination and evaluation of the City's Prescription Discount Program, Bank On Gaithersburg Initiative, Community Development Block Grants - Housing Counseling, and Foreclosure Counseling programs.

WORK PLAN GOALS (CONT.):

- Promote sustainable community development through nonprofit and school contracts, business development training, civic education, school lunch and holiday giving programs, volunteer and community-based organization coordination, and referral services.
- Provide permanent supportive housing in a structured environment to male residents in recovery, who are working to become independent and self-sufficient.

SIGNIFICANT CHANGES:

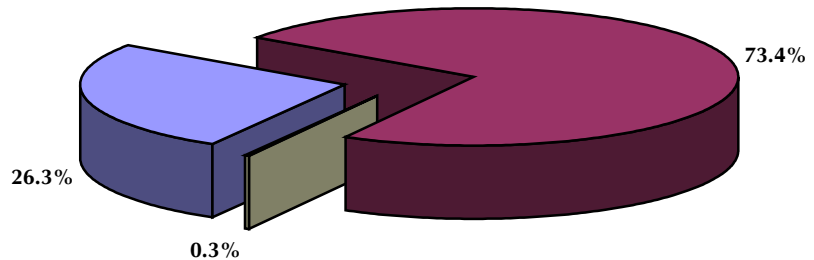
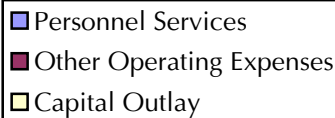
- Contributions increased \$34,991 to reflect a transfer of one program previously funded through HUD \$15,000, \$5,000 increase to the Family Services Inc. Parent Resource Center Contract, \$6,500 increase to the school grant fund, establishment of a \$10,000 nonprofit contingency fund, and approx. \$1,500 decrease in the subsidized school lunch program.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$278,007	\$274,048	\$286,041	\$284,583
Other Operating Expenses	746,795	760,807	795,185	795,185
Capital Outlay	2,600	1,425	3,050	3,050
TOTAL	\$1,027,402	\$1,036,280	\$1,084,276	\$1,082,818

Community and Public Relations

1215 - Community Services

Community Services
FY 2012 Budget of \$1,082,818



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Emerging entrepreneurs participate in Business Launch training and City World Market	0	20	20
City students served through the subsidized school reduced lunch program	45	40	26
City students served through school grants, CCI, MLK, and Junior Mayor contests	2,417	2,000	2,000
City residents served through the Ed Bohrer Parent Resource Center (i.e. computer & ESOL classes, parent homework club, resources & referrals, etc.)	4,000	3,000	3,000
City residents provided with workforce development services	1,321	1,200	1,000
City residents provided with positive youth development service	332	249	250
City residents provided with health services	3,703	700	700
City residents provided mental health services	97	140	140
City residents provided homelessness assistance (i.e. emergency, transitional, and permanent shelter)	153	280	280
City residents provided food assistance	10,159	6,400	6,400
City residents provided emergency assistance services (Foreclosure, Rental, Utility, Assistance)	125	416	410
City residents participating in cultural heritage celebrations and events	300	300	300
City residents interim case management and referral service hours	735	700	735
City residents attending City co-sponsored conferences (i.e. Housing Fair, Domestic Violence, & School Community United Partnership)	1,525	2,000	1700
City households served through the Holiday Giving program	1,175	1,446	1,500

Activity Analysis Report - Adopted

1215 - Community Services

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$196,050	\$190,050	-3.06%	\$193,091	1.60%
505100 - Other taxable comp-multiling	\$0	\$2,080	100.00%		-100.00%
505200 - Other taxable comp-Gfit	\$0	\$420	100.00%		-100.00%
508000 - Salaries, Overtime	\$247	\$247	0.00%	\$251	1.62%
509000 - Salaries, Part-Time Employee	\$20,975	\$20,975	0.00%	\$20,975	0.00%
510000 - Social Security & Medicare T	\$16,621	\$16,162	-2.76%	\$16,395	1.44%
514000 - Group Insurance	\$21,093	\$21,093	0.00%	\$19,667	0.15%
515000 - Retirement Contribution (401	\$15,204	\$15,204	0.00%	\$15,447	1.60%
515100 - Retirement Health Savings (	\$2,115	\$2,115	0.00%	\$2,464	16.50%
516000 - Savings Plan Contribution (4	\$5,702	\$5,702	0.00%	\$5,793	1.60%
519000 - Tuition Reimbursement	\$0	\$0	100.00%	\$10,500	100.00%
521000 - Office Supplies	\$1,250	\$2,250	80.00%	\$2,250	0.00%
522000 - General Operating Supplies	\$1,080	\$0	-100.00%		100.00%
522500 - Program Activities	\$4,600	\$5,650	22.83%	\$5,650	0.00%
525000 - Furniture & Fixtures	\$500	\$0	-100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
530000 - Accounting & Audit	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$240	\$960	300.00%	\$1,020	6.25%
536000 - Miscellaneous Professional S	\$3,000	\$3,500	16.67%	\$3,500	0.00%
536300 - Contract Cleaning Services	\$3,200	\$3,250	1.56%	\$3,250	0.00%
536800 - Security Services	\$0	\$0	100.00%		100.00%
538000 - Performances & Entertainme	\$800	\$800	0.00%	\$500	-37.50%
541000 - Advertising	\$200	\$1,000	400.00%	\$1,200	20.00%
542000 - Awards & Presentations	\$5,600	\$10,300	83.93%	\$10,300	0.00%
543000 - Contributions	\$706,500	\$718,609	1.71%	\$753,600	4.87%
544000 - Professional Dues & Certifica	\$760	\$718	-5.53%	\$600	-16.43%
545000 - Magazines, Books & Resourc	\$0	\$0	100.00%		100.00%
546000 - Conference & Seminar Regis	\$350	\$225	-35.71%	\$225	0.00%
546300 - In-Service Training	\$700	\$0	-100.00%		100.00%
547000 - Travel Expense	\$500	\$225	-55.00%	\$225	0.00%
547100 - Travel Mileage Reimburseme	\$900	\$900	0.00%	\$750	-16.67%
550000 - Electric	\$3,500	\$4,050	15.71%	\$4,050	0.00%
550200 - Water	\$1,000	\$800	-20.00%	\$1,100	37.50%
550700 - Recycling Services/Trash Col	\$200	\$200	0.00%	\$200	0.00%
551000 - Telephone (Landline)	\$1,200	\$1,200	0.00%	\$1,625	35.42%
551100 - Cellular Telephone	\$1,200	\$1,200	0.00%	\$1,200	0.00%
553000 - Printing & Binding	\$2,200	\$1,800	-18.18%	\$600	-66.67%
556000 - Postage	\$2,250	\$2,250	0.00%	\$2,250	0.00%
556500 - Messenger Services	\$50	\$0	-100.00%		100.00%
560000 - Miscellaneous	\$1,215	\$0	-100.00%	\$100	100.00%
567000 - Rental & Use Charges	\$0	\$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	\$3,200	\$0	-100.00%		100.00%

Activity Analysis Report - Adopted

1215 - Community Services

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
573000 - Repair & Maintenance - Mac	\$600	\$920	53.33%	\$990	7.61%
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	\$2,600	\$1,425	-45.19%	\$3,050	114.04%
Personnel	\$278,007	\$274,048	-1.42%	\$284,583	4.38%
Operating Expenses	\$746,795	\$760,807	1.88%	\$795,185	4.52%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$2,600	\$1,425	-45.19%	\$3,050	114.04%
Total	\$1,027,402	\$1,036,280	0.86%	\$1,082,818	4.63%

1215 Community Services

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$ 193,091	\$ 193,091
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	251	251
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	20,975	20,975
510000 Social Security & Medicare Taxes	16,395	16,395
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	21,125	19,667
514100 Group Insurance - Retirees		
515000 Retirement Contribution	15,447	15,447
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	2,464	2,464
516000 Savings Plan Contribution	5,793	5,793
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement	10,500	10,500
Subtotal Personnel Services	\$ 286,041	\$ 284,583

Operating Expenses

521000 Office Supplies		
Miscellaneous	1,000	1,000
Program/Event Supplies	1,000	1,000
Toner & Ink Cartridges	250	250
<i>Subtotal</i>	2,250	2,250
522500 Program Activities		
Domestic Violence Empowerment Luncheon	500	500
Gaithersburg Interfaith Alliance Annual Lunch Meeting	150	150
Housing Fair Registration/Sponsorship	100	100
Landlord Annual Breakfast Event	800	800
MCA Committee Cultural Events	1,800	1,800
National Character Counts! Week Awards Reception	800	800
New Business Development Graduation Reception	600	600
Principal and Counselor Annual Breakfast Event	900	900
<i>Subtotal</i>	5,650	5,650
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (6)	900	900
Maintenance - Software (Network/Anti-Virus) (6)	120	120
<i>Subtotal</i>	1,020	1,020
536000 Miscellaneous Professional Services		
City World Market Business Development Training	3,500	3,500
<i>Subtotal</i>	3,500	3,500

1215 Community Services

536300 Contract Cleaning Services			
Contract Cleaning	3,250	3,250	
<i>Subtotal</i>		3,250	3,250
538000 Performances & Entertainment			
Martin Luther King, Jr. Day	500	500	
<i>Subtotal</i>		500	500
541000 Advertising			
Position Advertisement	200	200	
Program & Event Advertisement (Holiday Giving, CC!, DV Empo	1,000	1,000	
<i>Subtotal</i>		1,200	1,200
542000 Awards & Presentations			
CC! Ed Bohrer Memorial Scholarship - (\$1,500 offset by contribut	5,000	5,000	
CC! Essay Contests (Foundations for Life and Adult Heroes) - (\$1,	5,000	5,000	
If I We're Mayor for the Day - Essay Contest	50	50	
Volunteer Recognition (Holiday Giving, Fam. Vol. Weekend, Yout	250	250	
<i>Subtotal</i>		10,300	10,300
543000 Contributions			
Grant Fund - Emergency, Emerging and Innovative Needs	10,000	10,000	
NP Contract - Food Assistance for Residents	50,000	50,000	
NP Contract - Health Assistance for Underinsured and Noninsured	109,000	109,000	
NP Contract - Homeless Assistance for Families	40,000	40,000	
NP Contract - Homeless Assistance for Singles	85,000	85,000	
NP Contract - Housing and Emergency Assistance for Residents	130,000	130,000	
NP Contract - Mental Health Assistance for Underinsured and Non	83,000	83,000	
NP Contract - Workforce Development for Residents	20,000	20,000	
NP Grant - Family Services, Inc. - B.R.O.T.H.E.R.S. Mentoring Pr	48,070	48,070	
NP Grant - Family Services, Inc. - Early Head Start Teen Parent Pr	13,600	13,600	
NP Grant - Family Services, Inc. - Ed Bohrer Parent Resource Cent	70,000	70,000	
NP Grant - G-SHARP- Youth Suspension Opportunities	11,670	11,670	
NP Grant - Identity, Inc. - METS Case Management Program	12,660	12,660	
NP Grant - Liberty's Promise - Immigrant Youth Internship Progra	14,000	14,000	
School Community United in Partnership (SCUP) Conference	1,000	1,000	
School Grant Fund	53,600	53,600	
School Lunch Subsidy - 10%	2,000	2,000	
<i>Subtotal</i>		753,600	753,600
544000 Professional Dues & Certification Fees			
Maryland Non-Profit Recertification Fee	200	200	
Montgomery County Coalition for the Homeless	200	200	
National Character Counts! Coalition	200	200	
<i>Subtotal</i>		600	600
546000 Conference & Seminar Registration			
Training & Conference Registration (1)	225	225	
<i>Subtotal</i>		225	225
547000 Travel Expense			
Conference Travel (1)	225	225	
<i>Subtotal</i>		225	225

1215 Community Services

547100 Travel Mileage Reimbursement			
Meeting Travel	750	750	
<i>Subtotal</i>		750	750
550000 Electric			
DeSillum House	4,050	4,050	
<i>Subtotal</i>		4,050	4,050
550200 Water			
DeSillum House - Water and Sewer	1,100	1,100	
<i>Subtotal</i>		1,100	1,100
550700 Recycling Services/Trash Collection			
Desillum Trash and Recycling	200	200	
<i>Subtotal</i>		200	200
551000 Telephone (Landline)			
Community Services Telephones	1,200	1,200	
Desillum House Facility Telephone	425	425	
<i>Subtotal</i>		1,625	1,625
551100 Cellular Telephone			
Staff Cell Phones (2)	1,200	1,200	
<i>Subtotal</i>		1,200	1,200
553000 Printing & Binding			
Community Outreach Supplies, Various Brochures, Event Invitatio	600	600	
<i>Subtotal</i>		600	600
556000 Postage			
Materials To Schools, Non-Profits, Committees and Other Stakeho	2,250	2,250	
<i>Subtotal</i>		2,250	2,250
560000 Miscellaneous			
Supplies	100	100	
<i>Subtotal</i>		100	100
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MP 5000SP)	990	990	
<i>Subtotal</i>		990	990
Subtotal Operating Expenses		795,185	795,185

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC - Laptop) (1)	300	300	
Replacement - Computer Hardware (PC + Monitors) (5)	1,650	1,650	
Replacement - Copier (Ricoh MP 5000SP)	500	500	
Replacement - Kronos Time Clock (1)	600	600	
<i>Subtotal</i>		3,050	3,050
Subtotal Capital Outlay		3,050	3,050

1215 Community Services

Total	1,084,276	1,082,818

Program Type	Served in FY'10	Funded FY '10	Projected to be served in FY '11	Served at 6mos in FY '11	Funded FY '11	Projected to be served in FY '12	CAC FY'12 Funding Recommendations
NP RFP: Homeless Assistance for Singles							
Permanent							
HA-S Seneca Heights (Serves Homeless Single Adults)	0	\$0	0		\$ -	40	\$0
HA-S:Interfaith Works (Horizon House Program Serves Developmentally Disabled Adults)	13	\$10,000	15	13	\$ 4,000	15	\$4,000
Subtotal	13	\$10,000	15	13	\$ 4,000	55	\$4,000
Transitional							
HA-S: Interfaith Works Watkins Mill Transitional Shelter for Homeless Women	0	\$0	5	2	\$ 2,000	5	\$2,000
HA-S: Interfaith Works Carrol House Transitional Shetler for Homeless Men	0	\$0	5	3	\$ 2,000	5	\$2,000
Subtotal	0	\$0	10	5	\$ 4,000	10	\$4,000
Emergency							
HA-S:Interfaith Works - Wilkins Avenue Assessment Center and Shelter for Women (formerly Sophia House) and Community Vision Seasonal Shelter for Men and Women	16	\$15,000	70	18	\$ 25,000	25	\$25,000
HA-S Interfaith Works Community Vision Shelther for Men and Women						30	
HA-S:MC Coalition for the Homeless Homebuilders Care Assessment Center (Formerly Men's Emergency Shelter)	33	\$25,000	50	19	\$ 38,000	35	\$38,000
HA-S: Rainbow Women's Shelter (Serves Homeless Women)	4	\$3,000	5	3	\$ 4,000	5	\$4,000
HA-S Interfaith Works -General Administration (11.8%)	0	\$0	0		\$ 10,000	0	\$10,000
Subtotal	53	\$43,000	125	40	\$ 77,000	95	\$77,000
Homeless Assistance for SinglesTotal	66	\$53,000	150	58	\$85,000	160	\$85,000
NP RFP: Homeless Assistance for Families							
HA-F: Coalition for the Homeless Partnership for Permanent Housing	0	\$0	36	56	\$9,000	36	\$9,000
HA-F:Stepping Stones Shelter (Serves Homeless Families)	23	\$11,000	27	9	\$ 14,000	20	\$14,000
HA-F:Dwelling Place (Serves Families)	19	\$11,000	70	52	\$ 15,000	70	\$15,000
HA-F:Dwelling Place General Administration (5%)	0	\$0	0		\$ 2,000	0	\$2,000

Program Type	Served in FY'10	Funded FY '10	Projected to be served in FY '11	Served at 6mos in FY '11	Funded FY '11	Projected to be served in FY '12	CAC FY'12 Funding Recommendations
Subtotal	42	\$22,000	133	117	\$ 40,000	126	\$40,000
NP RFP: Housing and Emergency Assistance							
H-EA: HomeFree USA (Foreclosure Counseling)	76	\$21,000	120	169	\$ 20,000	100	\$20,000
H-EA:Upper Montgomery County Assistance Network (Emergency Assistance for Eviction and Utility Disconnections)	137	\$40,000	200	206	\$ 37,000	200	\$37,000
H-EA:Homecare Partners (Home Care Services for Elderly and Persons w/Disabilities)	20	\$30,000	16	22	\$ 22,400	16	\$20,794
H-EA: Homecare Partners: General Administration							\$1,606
H-EA: Family Services, Inc. - Neighborhood Safety Net Program - Upcountry Site Provides Emergency Assistance to 20877 Residents)	73	\$41,000	80	108	\$ 34,000	100	\$34,000
H-EA: Family Services, Inc.: General Administration (12.7)	0	\$0 0	0	0	\$ 16,600	0	16,600
Subtotal	306	\$132,000	416	505	\$ 130,000	416	\$130,000
NP RFP: Food							
F:Gaithersburg HELP (Food Program)	6,140	\$24,000	2,917	2,906	\$ 20,000	2,911	\$18,500
F:MANNA Foods (Food Distribution Program)	4,019	\$25,000	3,497	6,885	\$ 25,000	3,489	\$28,500
F: Manna Foods: General Administration (6%)	0	\$0 0	0	0	\$ 5,000		\$3,000
Subtotal	10159	\$49,000	6,414	9,791	\$ 50,000	6,400	\$50,000
NP RFP: Health							
H:Gaithersburg HELP (Prescription Assiatance Program)	199	\$14,000		97	\$ 15,000	250	\$15,000
H: Mobile Med. (Vans & Community Clinic Sites Program Provides Health Services to the Underinsured and Uninsured)	660	\$40,000	700	519	\$ 56,100	400	\$56,600
H: Holy Cross Clinic-Gaithersburg	0	\$0		474	\$ 10,000	300	\$9,500
H: Episcopal Church of Ascension	0	\$0		0	\$ 1,000	0	\$1,000
H: Chinese American Senior Services Association	0	\$0		53	\$ 6,000	75	\$6,000
H: Child Center and Adult Services	0	\$0		15	\$ 1,000	20	\$4,000
H: L'Accueil-Marie-De-L' Incanation (L'A.M.I.)	0	\$0		0	\$ 1,000	20	\$1,000

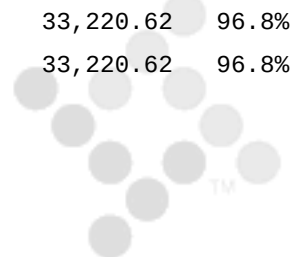
Program Type	Served in FY'10	Funded FY '10	Projected to be served in FY '11	Served at 6mos in FY '11	Funded FY '11	Projected to be served in FY '12	CAC FY'12 Funding Recommendations
H: Maryland Vietnamese Mutual Association	0	\$0		0	\$ 1,000	20	\$1,000
H: Korean Community Services (Provides Culturally Competent Health, Mental Health, and Social Case Management Services)	200	\$8,000		49	\$ 8,000	100	\$8,000
H: Mobile Med. General Administration (6.4%)	0	\$0		0	\$6,900		\$6,900
Subtotal	1,059	\$62,000	700	\$1,207	\$ 106,000	1185	\$109,000
NP RFP: Mental Health							
MH: GUIDE Youth Services (Provides Bilingual Counseling Services at Gaithersburg School)	37	\$45,000	30		\$ 37,500	30	\$33,186
MH: GUIDE Youth Services - General Administration							\$4,314
MH:Identity, Inc .(Latino Youth & Family Counseling)	49	\$30,000	33	72	\$ 22,500	33	\$22,500
MH:Mental Health Asso. (Mental Health Outreach at Neighborhood Opporutnity Center, Lords' Table & Community Clinic)	11	\$10,000	60	2	\$ 7,500	30	\$7,500
MH:Child Center and Adult Services - Mental Health Care for the Uninsured	0	\$0	8	37	\$ 2,000	0	\$0
MH: Family Services, Inc.- Outpatient Mental Health Clinic	0	\$0	8	8	\$ 4,671	12	\$4,667
MH: Family Services, Inc.- General Administration (12.7%)	0	\$0	0	0	10,829	0	\$10,833
Subtotal	97	\$85,000	139	119	\$ 85,000	105	\$83,000
NP RFP: Workforce Development							
WFD: Spanish Cath. Cntr. (Bilingual Employment Program)	1,321	\$20,000	1,200	196	\$ 19,000	500	\$20,000
Subtotal	1,321	\$20,000	1,200	196	\$ 19,000	500	\$20,000
Grand Total		\$581,000	\$9,152	11,993	\$ 515,000	8,892	\$ 517,000
Positive Youth Opportunities NP Grants							
NP Grant-Youth Suspension Opportunities, Inc. - G- SHARP (Provides Supervised Out-of-School Suspension for Gaithersburg Cluster Schools)		\$ 11,670					
NP Grant: Liberty's Promise (Acculturating Gaithersburg's Immigrant Youth- Internship Program)		\$ 14,000					

Program Type	Served in FY'10	Funded FY '10	Projected to be served in FY '11	Served at 6mos in FY '11	Funded FY '11	Projected to be served in FY '12	CAC FY'12 Funding Recommendations
NP Grant: Identity, Inc. (METS Case Management Program at Gaithersburg High & Forest Oak Middle Schools)		\$ 12,660			Key		
NP Grant: Family Services, Inc. - (Early Head Start Teen Parent Program for Students Attending Gaithersburg & Watkins Mill High Schools)		\$ 13,600			Subcontractor GA		
NP Grant: Family Services, Inc. B.R.O.T.H.E.R.S. (Mentoring Program for African American Youth at Gaithersburg Middle & High Schools)		\$ 48,070			Contractor GA		
Subtotal of Positive Youth Development Grants		\$ 100,000			Lead contrator		
NP Grant- Family Services, Inc.- Ed Bohrer Parent Resource Center		\$ 70,000					
NP Contingency Fund: (Innovative Approaches for Addressing Emergency & Emerging Needs in the Gaithersburg Community)		\$ 10,000					
School Grant Fund		\$53,600					
SCUP Conference		\$1,000					
10% School Lunch Subsidy		\$2,000					
NP RFP Contracts		\$ 517,000					
Total Requested Under Contributions		\$ 753,600					

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YTD BUDGET REPORT - 06/16/2011 (96%)PG 41
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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1215 COMMUNITY SERVICES							
215 COMMUNITY SERVICES							
1215 501000 FULL TIME	190,050	0	190,050	179,306.54	.00	10,743.46	94.3%
1215 505000 OTHER COMP	2,080	0	2,080	.00	.00	2,080.00	.0%
1215 505200 OTHER-GFIT	420	0	420	420.00	.00	.00	100.0%
1215 507000 VAC/SICK	0	0	0	1,613.11	.00	-1,613.11	100.0%*
1215 508000 OVERTIME	247	0	247	73.36	.00	173.64	29.7%
1215 509000 PART-TIME	20,975	0	20,975	22,329.95	.00	-1,354.95	106.5%*
1215 510000 FICA TAXES	16,162	0	16,162	15,386.99	.00	775.01	95.2%
1215 514000 GROUP HEAL	21,093	0	21,093	19,907.88	.00	1,185.12	94.4%
1215 515000 RETIRE401A	15,204	0	15,204	13,547.49	.00	1,656.51	89.1%
1215 515100 RETIRE-RHS	2,115	0	2,115	2,247.23	.00	-132.23	106.3%*
1215 516000 SAVING401K	5,702	0	5,702	5,080.46	.00	621.54	89.1%
1215 521000 OFFICE SUP	2,250	0	2,250	1,122.17	.00	1,127.83	49.9%
1215 522500 PROG ACT	5,650	0	5,650	5,600.02	.00	49.98	99.1%
1215 530000 ACCTG/AUDI	0	0	0	55.00	.00	-55.00	100.0%*
1215 531600 SOFT MAINT	960	0	960	.00	.00	960.00	.0%
1215 536000 MISC PROF	3,500	0	3,500	825.88	124.00	2,550.12	27.1%
1215 536300 CONTRACT C	3,250	0	3,250	3,228.98	.00	21.02	99.4%
1215 538000 PERF & ENT	800	0	800	750.00	.00	50.00	93.8%
1215 541000 ADVERTISIN	1,000	0	1,000	1,577.61	.00	-577.61	157.8%*
1215 542000 AWARDS PRE	10,300	0	10,300	3,454.72	.00	6,845.28	33.5%
1215 543000 CONTRIBUTI	718,609	0	718,609	698,029.11	16,550.00	4,029.89	99.4%
1215 544000 DUES/MEMBE	718	0	718	200.00	.00	518.00	27.9%
1215 546000 CONF/SEMIN	225	0	225	15.00	.00	210.00	6.7%
1215 547000 TRAVEL EXP	225	0	225	3.50	.00	221.50	1.6%
1215 547100 LOC TRAVEL	900	0	900	131.88	.00	768.12	14.7%
1215 550000 ELECTRIC	4,050	0	4,050	3,682.21	.00	367.79	90.9%
1215 550200 WATER	800	0	800	877.56	.00	-77.56	109.7%*
1215 550700 SOLID WAST	200	0	200	205.20	.00	-5.20	102.6%*
1215 551000 TELEPHONE	1,200	0	1,200	1,100.25	.00	99.75	91.7%
1215 551100 CELLPHONE	1,200	0	1,200	1,090.58	.00	109.42	90.9%
1215 553000 PRINT/BIND	1,800	0	1,800	741.24	.00	1,058.76	41.2%
1215 556000 POSTAGE	2,250	0	2,250	1,416.47	.00	833.53	63.0%
1215 573000 R&M-MACH/E	920	0	920	939.99	.00	-19.99	102.2%*
1215 595100 FURN/EQ RE	1,425	0	1,425	1,425.00	.00	.00	100.0%
TOTAL COMMUNITY SERVICES	1,036,280	0	1,036,280	986,385.38	16,674.00	33,220.62	96.8%
TOTAL COMMUNITY SERVICES	1,036,280	0	1,036,280	986,385.38	16,674.00	33,220.62	96.8%



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 who have undergone addiction treatment and want to break the cycle of homelessness. It also funds the Homeless Advocate, who gives referrals and assistance to people living on the streets, as well as connects individuals to drug and alcohol addiction treatment programs. Federal, state, and county grants as well as contributions from the community fund a portion of this activity so that residents can be offered the amenities of a home while preparing themselves for clean and sober independent living in the community.

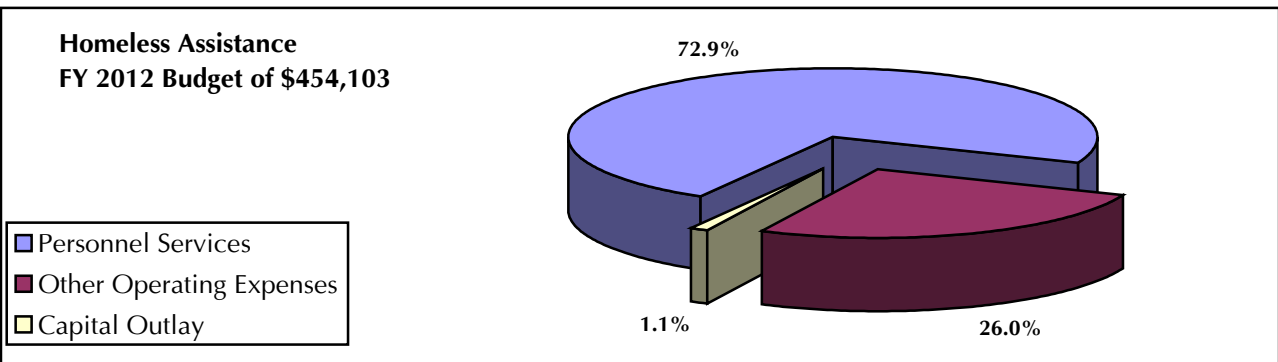
WORK PLAN GOALS:

- Develop and implement risk assessment strategies to help prioritize and enhance service delivery to the homeless population.
- Enhance collaborations with other agencies to more fully integrate and ensure the comprehensive delivery of services to residents.
- Help residents break the cycle of addiction and homelessness and attain permanent supportive housing.
- Implement safety protocols and technical supports for staff and residents.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$329,785	\$327,415	\$332,877	\$331,021
Other Operating Expenses	116,010	112,010	119,095	118,232
Capital Outlay	6,160	3,065	4,850	4,850
TOTAL	\$451,955	\$442,490	\$456,822	\$454,103



Community and Public Relations

1216 - Homeless Assistance

Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Wells/Robertson House staff contacts with community partners to offer mental health, health, job training, and on-going addiction after-care services for program residents	475	450	450
Wells/Robertson House residents who attain vocational training and/or career job development	7	7	7
Wells/Robertson House program security and safety incidents		3	3
Wells/Robertson House non-fixed income residents increase their income to \$500/month upon completion of the program	25/83%	15/50%	24/80%
Wells/Robertson House graduates one year after program completion maintain stable housing and remain in recovery	14/88%	7/85%	7/85%
Homeless residents placed in addiction treatment by the Homeless Advocate	6	6	6
City residents served through the Homeless Advocate's street outreach	80	75	75

Activity Analysis Report - Adopted

1216 - Homeless Assistance

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$158,058	\$153,038	-3.18%	\$155,487	1.60%
505100 - Other taxable comp-multiling	\$0	\$2,080	100.00%		-100.00%
508000 - Salaries, Overtime	\$166	\$166	0.00%	\$169	1.81%
508500 - Salaries, Employment Agree	\$38,986	\$36,986	-5.13%	\$37,595	1.65%
509000 - Salaries, Part-Time Employee	\$70,905	\$70,905	0.00%	\$72,105	1.69%
510000 - Social Security & Medicare T	\$20,511	\$19,974	-2.62%	\$20,300	1.63%
514000 - Group Insurance	\$24,432	\$24,432	0.00%	\$23,261	2.80%
515000 - Retirement Contribution (401	\$12,165	\$12,243	0.64%	\$12,439	1.60%
516000 - Savings Plan Contribution (4	\$4,562	\$4,591	0.64%	\$4,665	1.61%
519000 - Tuition Reimbursement	\$0	\$3,000	100.00%	\$5,000	66.67%
521000 - Office Supplies	\$550	\$550	0.00%	\$500	-9.09%
522000 - General Operating Supplies	\$1,900	\$0	-100.00%		100.00%
522500 - Program Activities	\$37,000	\$37,000	0.00%	\$40,137	10.81%
525000 - Furniture & Fixtures	\$400	\$0	-100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%	\$500	100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$360	\$960	166.67%	\$1,020	6.25%
536000 - Miscellaneous Professional S	\$25,576	\$24,600	-3.82%	\$25,200	2.44%
536300 - Contract Cleaning Services	\$0	\$0	100.00%		100.00%
536800 - Security Services	\$0	\$0	100.00%		100.00%
544000 - Professional Dues & Certifica	\$200	\$200	0.00%	\$150	-25.00%
545000 - Magazines, Books & Resourc	\$0	\$0	100.00%	\$50	100.00%
546000 - Conference & Seminar Regis	\$400	\$200	-50.00%	\$0	-100.00%
546300 - In-Service Training	\$0	\$0	100.00%	\$500	100.00%
547000 - Travel Expense	\$100	\$50	-50.00%		-100.00%
547100 - Travel Mileage Reimburseme	\$500	\$250	-50.00%	\$300	20.00%
550000 - Electric	\$13,000	\$13,845	6.50%	\$14,500	4.73%
550100 - Gas (Natural)	\$5,000	\$5,325	6.50%	\$5,325	0.00%
550200 - Water	\$3,000	\$2,900	-3.33%	\$2,900	0.00%
551000 - Telephone (Landline)	\$3,000	\$2,900	-3.33%	\$3,200	10.34%
551100 - Cellular Telephone	\$500	\$500	0.00%	\$500	0.00%
552500 - Vehicle & Equipment Gasolin	\$1,000	\$1,000	0.00%	\$1,000	0.00%
553000 - Printing & Binding	\$500	\$0	-100.00%		100.00%
556000 - Postage	\$0	\$100	100.00%	\$100	0.00%
556500 - Messenger Services	\$0	\$0	100.00%		100.00%
560000 - Miscellaneous	\$14,000	\$14,000	0.00%	\$14,650	4.64%
572000 - Repair & Maintenance - Build	\$6,714	\$5,000	-25.53%	\$5,000	0.00%
573000 - Repair & Maintenance - Mac	\$1,810	\$2,130	17.68%	\$2,200	3.29%
574000 - Repair & Maintenance - Vehi	\$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	\$3,100	\$1,535	-50.48%	\$2,555	66.45%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%

Activity Analysis Report - Adopted

1216 - Homeless Assistance

Object			% Change		
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
596100 - Vehicles & Equipment (Repla	\$3,060	\$1,530	-50.00%	\$2,295	50.00%
Personnel	\$329,785	\$327,415	-0.72%	\$331,021	1.67%
Operating Expenses	\$116,010	\$112,010	-3.45%	\$118,232	6.33%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$6,160	\$3,065	-50.24%	\$4,850	58.24%
Total	\$451,955	\$442,490	-2.09%	\$454,103	3.24%

1216 Homeless Assistance

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 155,487	\$ 155,487
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	169	169
508500 Salaries, Employee Agreement	37,595	37,595
509000 Salaries, Part-Time	72,105	72,105
510000 Social Security & Medicare Taxes	20,300	20,300
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	25,117	23,261
514100 Group Insurance - Retirees		
515000 Retirement Contribution	12,439	12,439
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	4,665	4,665
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement	5,000	5,000
Subtotal Personnel Services	\$ 332,877	\$ 331,021

Operating Expenses

521000 Office Supplies		
Miscellaneous Office Supplies (HUD Grant Offsets \$300)	300	300
Printer Cartridge	200	200
Subtotal	500	500
522500 Program Activities		
Aftercare Workshops (Friends of Wells Robertson Grant offsets \$	2,000	5,000
Community Building Activities & Recovery Month (Friends of W	3,000	9,000
Emergency Gap Healthcare (Friends of Wells Robertson Grant offs	1,000	1,500
Long-Term Treatment, Enhancements & Workshop Expenses:(Frie	25,000	18,640
Program Supplies & Expenses: (Co. Grant offsets \$5,687 & HUD	10,000	5,997
Subtotal	41,000	40,137
526000 Machinery & Equipment		
Kitchen Appliance Replacement-i.e. Dishwasher, Refrigerator, etc.	500	500
Subtotal	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (6)	900	900
Maintenance - Software (Network/Anti-Virus) (6)	120	120
Subtotal	1,020	1,020
536000 Miscellaneous Professional Services		
Addiction Treatment: (HUD Grant Offsets \$21,866)	24,000	24,000
Pest Control: (HUD Grant Offsets \$1,200)	1,200	1,200
Subtotal	25,200	25,200

1216 Homeless Assistance

544000 Professional Dues & Certification Fees			
State DHMH Professional Counselor's Certification	150	150	
<i>Subtotal</i>		150	150
545000 Magazines, Books & Resource Material			
Grapevine Magazine (Alcohol Anonymous Publication)	50	50	
<i>Subtotal</i>		50	50
546000 Conference & Seminar Registration			
Conference Registration	0	0	
<i>Subtotal</i>		0	0
546300 In-Service Training			
Staff Development Workshops	500	500	
<i>Subtotal</i>		500	500
547100 Travel Mileage Reimbursement			
Coordination Meetings & Street Outreach:(HUD Grant Offsets \$25	300	300	
<i>Subtotal</i>		300	300
550000 Electric			
Electric: (HUD Grant Offsets \$11,000)	14,500	14,500	
<i>Subtotal</i>		14,500	14,500
550100 Gas (Natural)			
Natural Gas: (HUD Grant Offsets \$4,500)	5,325	5,325	
<i>Subtotal</i>		5,325	5,325
550200 Water			
WSSC: (HUD Grant Offsets \$2,250)	2,900	2,900	
<i>Subtotal</i>		2,900	2,900
551000 Telephone (Landline)			
Fax Machine Service Cost	300	300	
Telephones: (HUD Grant Offsets \$2,250)	2,900	2,900	
<i>Subtotal</i>		3,200	3,200
551100 Cellular Telephone			
Cell Phone for Street Outreach: (HUD Grant Offsets \$500)	500	500	
<i>Subtotal</i>		500	500
552500 Vehicle & Equipment Gasoline Expense			
Gas for Program Van: (HUD Grant Offsets \$1,000)	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
556000 Postage			
	100	100	
<i>Subtotal</i>		100	100
560000 Miscellaneous			
Food: (HUD Grant Offsets \$11,500)	14,650	14,650	
<i>Subtotal</i>		14,650	14,650

1216 Homeless Assistance

572000 Repair & Maintenance - Buildings & Facilities			
Maintenance & Supplies for Facility and Program Appliances: (H	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh 5000SP) (HUD Grant Of	990	990	
Maintenance & Supplies - Program Appliances	1,210	1,210	
<i>Subtotal</i>		2,200	2,200
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (1 Unit) (HUD Grant offsets \$500)	500	500	
<i>Subtotal</i>		500	500
Subtotal Operating Expenses		119,095	118,232

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (6)	1,980	1,980	
Replacement - Copier (Ricoh 5000SP)	500	500	
Replacement - Fax Machines (Intellifax 4100E)	75	75	
Replacement - Printer (HP 1320n)	0	0	
<i>Subtotal</i>		2,555	2,555
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (1 Unit)	2,295	2,295	
<i>Subtotal</i>		2,295	2,295
Subtotal Capital Outlay		4,850	4,850
Total		456,822	454,103

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

PG 42
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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1216 HOMELESS ASSISTANCE							
216 HOMELESS ASSISTANCE							
1216 501000 FULL TIME	153,038	0	153,038	145,576.73	.00	7,461.27	95.1%
1216 505100 OTHER-MULT	2,080	0	2,080	1,572.00	.00	508.00	75.6%
1216 505200 OTHER-GFIT	0	0	0	216.80	.00	-216.80	100.0%*
1216 507000 VAC/SICK	0	0	0	2,543.28	.00	-2,543.28	100.0%*
1216 508000 OVERTIME	166	0	166	418.46	.00	-252.46	252.1%*
1216 508500 CONTRACT	36,986	0	36,986	36,284.27	.00	701.73	98.1%
1216 509000 PART-TIME	70,905	0	70,905	62,059.78	.00	8,845.22	87.5%
1216 510000 FICA TAXES	19,974	0	19,974	18,856.07	.00	1,117.93	94.4%
1216 514000 GROUP HEAL	24,432	0	24,432	23,478.52	.00	953.48	96.1%
1216 515000 RETIRE401A	12,243	0	12,243	10,931.70	.00	1,311.30	89.3%
1216 516000 SAVING401K	4,591	0	4,591	4,099.37	.00	491.63	89.3%
1216 519000 TUITION RE	3,000	0	3,000	3,000.00	.00	.00	100.0%
1216 521000 OFFICE SUP	550	0	550	590.97	.00	-40.97	107.4%*
1216 522000 GEN OPERAT	0	0	0	.00	.00	.00	.0%
1216 522500 PROG ACT	37,000	0	37,000	11,699.24	15,000.00	10,300.76	72.2%
1216 531600 SOFT MAINT	960	0	960	.00	.00	960.00	.0%
1216 536000 MISC PROF	24,600	0	24,600	22,216.05	2,351.95	32.00	99.9%
1216 541000 ADVERTISIN	0	0	0	183.32	.00	-183.32	100.0%*
1216 544000 DUES/MEMBE	200	0	200	150.00	.00	50.00	75.0%
1216 545000 PUBLICATIO	0	0	0	24.00	.00	-24.00	100.0%*
1216 546000 CONF/SEMIN	200	0	200	90.00	.00	110.00	45.0%
1216 547000 TRAVEL EXP	50	0	50	.00	.00	50.00	.0%
1216 547100 LOC TRAVEL	250	0	250	.00	.00	250.00	.0%
1216 550000 ELECTRIC	13,845	0	13,845	14,813.18	.00	-968.18	107.0%*
1216 550100 GAS	5,325	0	5,325	2,716.05	.00	2,608.95	51.0%
1216 550200 WATER	2,900	0	2,900	6,125.20	.00	-3,225.20	211.2%*
1216 551000 TELEPHONE	2,900	0	2,900	2,386.65	.00	513.35	82.3%
1216 551100 CELLPHONE	500	0	500	257.64	.00	242.36	51.5%
1216 552500 GAS EXP	1,000	0	1,000	917.47	.00	82.53	91.7%
1216 553000 PRINT/BIND	0	0	0	25.00	.00	-25.00	100.0%*
1216 556000 POSTAGE	100	0	100	4.47	.00	95.53	4.5%
1216 560000 MISCELLANE	14,000	0	14,000	14,450.38	.00	-450.38	103.2%*
1216 572000 R&M-BLDG F	5,000	0	5,000	6,749.78	.00	-1,749.78	135.0%*
1216 573000 R&M-MACH/E	2,130	0	2,130	1,514.16	.00	615.84	71.1%
1216 574000 R&M-VEHICL	500	0	500	-63.50	.00	563.50	12.7%
1216 595100 FURN/EQ RE	1,535	0	1,535	1,535.00	.00	.00	100.0%
1216 596100 VEH/EQ REP	1,530	0	1,530	1,530.00	.00	.00	100.0%





ARTS BARN GIFT SHOP

Finance & Administration

DEPARTMENT OF FINANCE & ADMINISTRATION



Department Analysis Report - Adopted

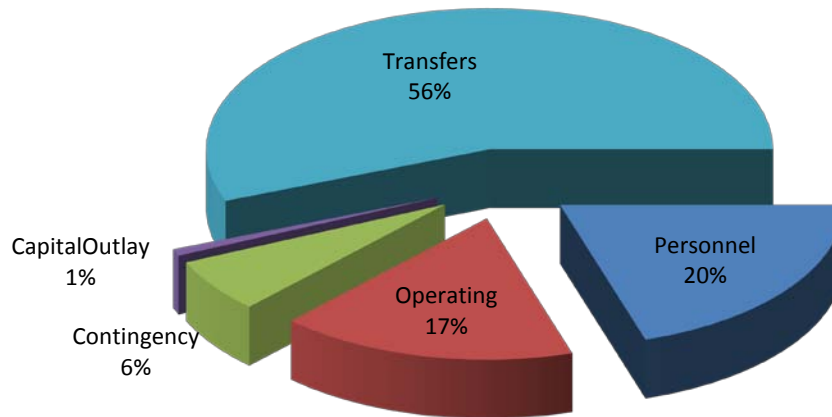
Finance & Administration

Activity	FY '10	FY '11	% Change		% Change
			FY '10 - FY '11	FY '12	FY '11 - FY '12
1141 - Finance & Administration	\$924,466	\$904,910	-2.12%	\$1,029,756	19.46%
1142 - Housing and Community Development	\$382,003	\$280,302	-26.62%	\$283,279	19.46%
1149 - General Services	\$130,015	\$105,515	-18.84%	\$123,250	19.46%
1911 - Non-Departmental	\$8,013,816	\$8,205,322	2.39%	\$9,907,248	19.46%
Personnel	\$1,437,417	\$2,067,264	43.82%	\$2,283,845	10.48%
Operating Expenses	\$1,195,794	\$3,355,278	180.59%	\$1,925,013	-42.63%
Contingency Funds	\$698,000	\$500,000	-28.37%	\$700,000	40.00%
Transfer Funds	\$6,040,639	\$3,501,732	-42.03%	\$6,347,130	81.26%
Capital Outlay	\$78,450	\$71,775	-8.51%	\$87,545	21.97%
Total	\$9,450,300	\$9,496,049	0.48%	\$11,343,533	19.46%

FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2009 - 10	Budgeted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
Finance & Administration	924,466	904,910	1,035,603	1,029,756
Housing and Community Development	382,003	280,302	288,585	283,279
General Services	130,015	105,515	123,250	123,250
Non-Departmental	8,013,816	8,205,322	9,709,518	9,907,248
TOTAL	\$ 9,450,300	\$ 9,496,049	\$ 11,156,956	\$ 11,343,533

Finance & Administration FY 2012 Budget of \$11,343,533



FINANCE AND ADMINISTRATION STAFFING SUMMARY BY POSITION

1141 - Finance & Administration	FY 10	FY 11	FY 12
Director of Finance & Administration	1	1	1
Comptroller	1	1	1
Chief Accountant	1	1	1
Procurement Officer	0	0	1
Accounting Specialist	1	1	1
Senior Accounting Technician	1	1	2
Accounting Technician	1	1	0
Administrative Assistant III	1	1	1
Part-Time Personnel	0.3	0.5	0.5
Subtotal	7.3	7.5	8.5

1142 - Housing & Community Development	FY 10	FY 11	FY 12
Housing & Community Development Director	0	1	1
Community Development Director	1	0	0
Employment Agreement Personnel	0.5	0	0
Subtotal	1.5	1	1

1149 - General Services	FY 10	FY 11	FY 12
None	0	0	0

1911 - Non-Departmental	FY 10	FY 11	FY 12
None	0	0	0

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	8	8	9
Employment Agreement Personnel	0.5	0	0
Part-Time Personnel	0.3	0.5	0.5
	8.8	8.5	9.5

Finance & Administration

1141 - Finance & Administration

SERVICES PROVIDED:

The Finance & Administration Department is responsible for overseeing and preserving the fiscal stability of the City and the safeguarding of 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 (CONT.):

- Provide user departments easy access to MUNIS reports/information using GRADE Explorer.
- Provide user departments with online 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.

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 as a policy document, financial plan, operation guide, and communication de-vice.

SIGNIFICANT CHANGES:

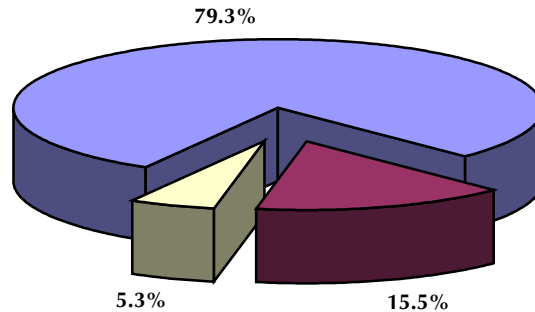
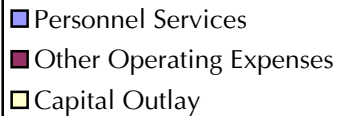
- Accounting & Audit decreased \$9,540 to reflect the contracting with a new audit firm beginning June 30, 2011.
- Information Technology (IT) Services increased \$39,546 to reflect a new Payroll Processing service going from internal server to the current hosted service with a recurring monthly charge.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$730,816	\$727,441	\$812,528	\$816,221
Other Operating Expenses	154,190	124,924	168,860	159,320
Capital Outlay	39,460	52,545	54,215	54,215
TOTAL	\$924,466	\$904,910	\$1,035,603	\$1,029,756

Finance & Administration

1141 - Finance & Administration

Finance & Administration FY 2012 Budget of \$1,029,756



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Schedule financial overview and MUNIS training within two weeks from each request	100%	100%	100%
Respond to 90% of MUNIS calls for assistance within two days	100%	100%	100%
Number of payroll checks issued	13,685	13,500	14,800
Number of new internal control implementations	2	2	2
Number of consecutive years receiving GFOA Distinguished Budget Award	5	6	7
Number of consecutive years receiving GFOA Certificate of Achievement for Excellence in Financial Reporting	31	32	33
Number of cash audits completed	2	2	1
Number of accounts payable invoices paid	11,500	18,500	11,500
Number of accounting procedure audits completed	2	2	2

Activity Analysis Report - Adopted

1141 - Finance & Administration

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$560,162	\$548,162	-2.14%	\$615,711	11.08%
505200 - Other taxable comp-Gfit	\$0	\$775	100.00%		-100.00%
505300 - Other taxable comp-housing	\$0	\$0	100.00%	\$3,600	100.00%
508000 - Salaries, Overtime	\$4,020	\$4,020	0.00%	\$4,084	1.59%
509000 - Salaries, Part-Time Employee	\$7,346	\$12,240	66.62%	\$12,240	0.00%
510000 - Social Security & Medicare T	\$43,722	\$43,178	-1.24%	\$48,351	10.77%
514000 - Group Insurance	\$51,038	\$51,038	0.00%	\$59,578	25.38%
515000 - Retirement Contribution (401	\$43,853	\$43,853	0.00%	\$49,257	11.08%
515100 - Retirement Health Savings (	\$4,230	\$4,230	0.00%	\$4,929	16.52%
516000 - Savings Plan Contribution (4	\$16,445	\$16,445	0.00%	\$18,471	11.07%
519000 - Tuition Reimbursement	\$0	\$3,500	100.00%		-100.00%
521000 - Office Supplies	\$2,100	\$2,850	35.71%	\$2,850	0.00%
522000 - General Operating Supplies	\$1,200	\$0	-100.00%	\$1,000	100.00%
525000 - Furniture & Fixtures	\$300	\$0	-100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
530000 - Accounting & Audit	\$57,500	\$58,540	1.81%	\$49,000	0.00%
531000 - Information Technology (IT)	\$46,090	\$3,454	-92.51%	\$43,000	1144.93%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$25,950	\$43,350	67.05%	\$45,830	5.72%
536000 - Miscellaneous Professional S	\$1,200	\$1,200	0.00%	\$120	-90.00%
541000 - Advertising	\$800	\$500	-37.50%	\$500	0.00%
542000 - Awards & Presentations	\$1,200	\$1,200	0.00%	\$1,000	-16.67%
544000 - Professional Dues & Certifica	\$1,600	\$1,600	0.00%	\$1,990	24.38%
545000 - Magazines, Books & Resourc	\$500	\$500	0.00%	\$1,000	100.00%
546000 - Conference & Seminar Regis	\$4,000	\$2,000	-50.00%	\$3,250	62.50%
547000 - Travel Expense	\$4,500	\$2,250	-50.00%	\$2,400	6.67%
547100 - Travel Mileage Reimburseme	\$250	\$250	0.00%	\$250	0.00%
551000 - Telephone (Landline)	\$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	\$1,000	\$500	-50.00%	\$500	0.00%
556000 - Postage	\$3,000	\$2,850	-5.00%	\$2,850	0.00%
556500 - Messenger Services	\$500	\$500	0.00%	\$500	0.00%
557000 - Laundry & Uniforms	\$0	\$0	100.00%		100.00%
560000 - Miscellaneous	\$300	\$300	0.00%	\$300	0.00%
567000 - Rental & Use Charges	\$0	\$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$2,200	\$3,080	40.00%	\$2,980	-3.25%
574000 - Repair & Maintenance - Vehi	\$0	\$0	100.00%		100.00%
592000 - Software	\$0	\$0	100.00%		100.00%
592100 - Software (Replacement)	\$35,000	\$50,000	42.86%	\$50,000	0.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$4,460	\$2,545	-42.94%	\$4,215	65.62%

Activity Analysis Report - Adopted

1141 - Finance & Administration

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
Personnel	\$730,816	\$727,441	-0.46%	\$816,221	11.70%
Operating Expenses	\$154,190	\$124,924	-18.98%	\$159,320	35.17%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$39,460	\$52,545	33.16%	\$54,215	3.18%
Total	\$924,466	\$904,910	-2.12%	\$1,029,756	14.44%

1141 Finance & Administration

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 608,879	\$ 615,711
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	4,084	4,084
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	12,240	12,240
510000 Social Security & Medicare Taxes	47,828	48,351
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	63,992	59,578
514100 Group Insurance - Retirees		
515000 Retirement Contribution	48,710	49,257
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	4,929	4,929
516000 Savings Plan Contribution	18,266	18,471
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 812,528	\$ 816,221

Operating Expenses

521000 Office Supplies		
	2,850	2,850
<i>Subtotal</i>	2,850	2,850
522000 General Operating Supplies		
Payroll and Accounts payable supplies	1,000	1,000
<i>Subtotal</i>	1,000	1,000
530000 Accounting & Audit		
Annual City Audit	58,540	49,000
<i>Subtotal</i>	58,540	49,000
531000 Information Technology (IT) Services		
Service - Payroll Software and Processing (ADP PayXpert)	43,000	43,000
<i>Subtotal</i>	43,000	43,000
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat) (2)	70	70
Maintenance - Software (Kronos)	15,000	15,000
Maintenance - Software (Microsoft CALs) (8)	1,200	1,200
Maintenance - Software (MUNIS OSDBA)	5,400	5,400
Maintenance - Software (MUNIS)	24,000	24,000
Maintenance - Software (Network/Anti-Virus) (8)	160	160
<i>Subtotal</i>	45,830	45,830

1141 Finance & Administration

536000 Miscellaneous Professional Services			
Public Advocate - Shared with Rockville	0	0	
Secure Shedding Svc.	120	120	
<i>Subtotal</i>		120	120
541000 Advertising			
Budget and CAFR	500	500	
<i>Subtotal</i>		500	500
542000 Awards & Presentations			
GFOA Application for Budget Award	500	500	
GFOA Application for CAFR Award	500	500	
<i>Subtotal</i>		1,000	1,000
544000 Professional Dues & Certification Fees			
CPA Certifications (2)	500	500	
GFOA & MDGFOA Memberships (3)	1,100	1,100	
Maryland Public Purchasing Assoc. Membership (1)	40	40	
National Inst. Of Government Purchasing Membership (1)	350	350	
<i>Subtotal</i>		1,990	1,990
545000 Magazines, Books & Resource Material			
Accounting, Auditing and Purchasing related material	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
546000 Conference & Seminar Registration			
GFOA, MDGFOA, and CPA Requirements	1,000	1,000	
Maryland Public Purchasing Conference	250	250	
MUNIS Training and Annual Conference	1,000	1,000	
National Inst of Gov Purchasing Annual Conference	1,000	1,000	
<i>Subtotal</i>		3,250	3,250
547000 Travel Expense			
GFOA & MDGFOA, CPA Requirements	1,375	1,375	
MUNIS Training and Annual Conference	875	875	
Purchasing Conference	150	150	
<i>Subtotal</i>		2,400	2,400
547100 Travel Mileage Reimbursement			
	250	250	
<i>Subtotal</i>		250	250
553000 Printing & Binding			
	500	500	
<i>Subtotal</i>		500	500
556000 Postage			
Vendor Checks, W-2's, 1099's & CAFR's	2,850	2,850	
<i>Subtotal</i>		2,850	2,850
556500 Messenger Services			
Courier Services	500	500	
<i>Subtotal</i>		500	500

1141 Finance & Administration

560000 Miscellaneous			
	300	300	
<i>Subtotal</i>		300	300
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Check Signing Machine	1,000	1,000	
Maintenance & Supplies - Copier (Ricoh MP 5000SP)	1,980	1,980	
<i>Subtotal</i>		2,980	2,980
Subtotal Operating Expenses		168,860	159,320

Capital Outlay

592100 Software (Replacement)			
Replacement - Software (ADP - Payroll)	10,000	10,000	
Replacement - Software (Kronos)	15,000	15,000	
Replacement - Software (MUNIS)	25,000	25,000	
<i>Subtotal</i>		50,000	50,000
595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (8)	2,640	2,640	
Replacement - Copier (Ricoh MP 5000SP)	1,000	1,000	
Replacement - Printer (HP Laser Jet 3005x Check)	325	325	
Replacement - Printer (HP Laser Jet P1505)	40	40	
Replacement - Scanners (1)	210	210	
<i>Subtotal</i>		4,215	4,215
Subtotal Capital Outlay		54,215	54,215
Total		1,035,603	1,029,756

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1141 FINANCE & ADMINISTRATION							
141 FINANCE & ADMINISTRATION							
1141 501000 FULL TIME	548,162	0	548,162	539,173.98	.00	8,988.02	98.4%
1141 505200 OTHER-GFIT	775	0	775	264.50	.00	510.50	34.1%
1141 505300 OTHER-STIP	0	0	0	300.00	.00	-300.00	100.0%*
1141 507000 VAC/SICK	0	0	0	5,588.82	.00	-5,588.82	100.0%*
1141 508000 OVERTIME	4,020	0	4,020	136.72	.00	3,883.28	3.4%
1141 509000 PART-TIME	12,240	0	12,240	6,776.18	.00	5,463.82	55.4%
1141 510000 FICA TAXES	43,178	0	43,178	38,426.96	.00	4,751.04	89.0%
1141 514000 GROUP HEAL	51,038	0	51,038	48,946.36	.00	2,091.64	95.9%
1141 515000 RETIRE401A	43,853	0	43,853	41,120.75	.00	2,732.25	93.8%
1141 515100 RETIRE-RHS	4,230	0	4,230	4,494.47	.00	-264.47	106.3%*
1141 516000 SAVING401K	16,445	0	16,445	13,976.07	.00	2,468.93	85.0%
1141 519000 TUITION RE	3,500	0	3,500	3,500.00	.00	.00	100.0%
1141 521000 OFFICE SUP	2,850	0	2,850	4,732.36	.00	-1,882.36	166.0%*
1141 522000 GEN OPERAT	0	0	0	2,036.94	.00	-2,036.94	100.0%*
1141 525000 FURN/FIX	0	0	0	907.33	.00	-907.33	100.0%*
1141 526000 MACH/EQUIP	0	0	0	1,790.98	.00	-1,790.98	100.0%*
1141 530000 ACCTG/AUDI	58,540	0	58,540	52,000.00	.00	6,540.00	88.8%
1141 531000 IT SERVICE	3,454	0	3,454	34,081.23	.00	-30,627.23	986.7%*
1141 531600 SOFT MAINT	43,350	0	43,350	35,716.06	1,530.00	6,103.94	85.9%
1141 534000 MGMT CONSU	0	0	0	1,700.00	.00	-1,700.00	100.0%*
1141 536000 MISC PROF	1,200	0	1,200	-2,330.00	2,450.00	1,080.00	10.0%
1141 541000 ADVERTISIN	500	0	500	2,211.50	.00	-1,711.50	442.3%*
1141 542000 AWARDS PRE	1,200	0	1,200	770.39	.00	429.61	64.2%
1141 544000 DUES/MEMBE	1,600	0	1,600	2,220.00	.00	-620.00	138.8%*
1141 545000 PUBLICATIO	500	0	500	486.96	.00	13.04	97.4%
1141 546000 CONF/SEMIN	2,000	0	2,000	2,544.00	.00	-544.00	127.2%*
1141 547000 TRAVEL EXP	2,250	0	2,250	1,861.81	.00	388.19	82.7%
1141 547100 LOC TRAVEL	250	0	250	70.74	.00	179.26	28.3%
1141 551100 CELLPHONE	0	0	0	180.11	.00	-180.11	100.0%*
1141 553000 PRINT/BIND	500	0	500	50.00	.00	450.00	10.0%
1141 556000 POSTAGE	2,850	0	2,850	4,192.17	.00	-1,342.17	147.1%*
1141 556500 MESSENGER	500	0	500	39.33	.00	460.67	7.9%
1141 560000 MISCELLANE	300	0	300	91.50	.00	208.50	30.5%
1141 561000 LOCAL MEAL	0	0	0	19.91	.00	-19.91	100.0%*
1141 573000 R&M-MACH/E	3,080	0	3,080	2,080.00	.00	1,000.00	67.5%
1141 592100 SOFTW REPL	50,000	0	50,000	50,000.00	.00	.00	100.0%
1141 595100 FURN/EQ RE	2,545	0	2,545	2,545.00	.00	.00	100.0%





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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL FINANCE & ADMINISTRATION	904,910	0	904,910	902,703.13	3,980.00	-1,773.13	100.2%
TOTAL FINANCE & ADMINISTRATION	904,910	0	904,910	902,703.13	3,980.00	-1,773.13	100.2%



Finance & Administration

1142 - Housing and Community Development

SERVICES PROVIDED:

The Division of Housing and Community Development is responsible for implementing the City's new Affordable Housing Program for both homeownership and rental units in new construction. Additionally, this division assists in all aspects of tenant relocation projects City-wide. Staff oversees the administration of the tenant displacement homeownership assistance program, currently available to hundreds of displaced City residents. 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.

WORK PLAN GOALS:

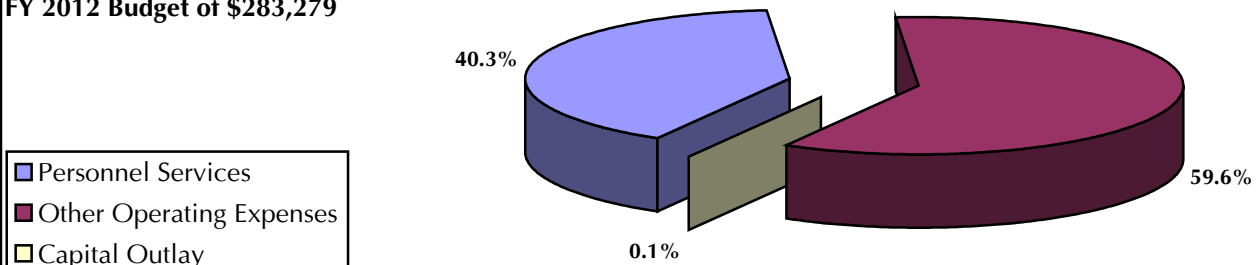
- Act as point of contact with county, state and federal agencies on funding initiatives.
- Assist Public Works Department in monitoring grant-funded construction and rehabilitation projects.
- Seek increased grant funding in support of City objectives.
- Support Planning & Code Administration staff and development community to ensure that affordable housing requirements are fully met.
- Work with nonprofit community to successfully implement annual CDBG public service grants.

SIGNIFICANT CHANGES:

- Contributions decreased \$11,913 to reflect the removal of outside consultation of Fair Housing Plan \$10,000; this will be done by internal staff and public service funding decrease of \$1,913.
- Miscellaneous Professional Services increased \$13,100 to reflect the contracting with a consultant to assist with required reporting to HUD. The contract is fully reimbursable from HUD.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$154,543	\$113,043	\$114,485	\$114,088
Other Operating Expenses	226,820	167,099	173,770	168,861
Capital Outlay	640	160	330	330
TOTAL	\$382,003	\$280,302	\$288,585	\$283,279

Housing and Community Development
FY 2012 Budget of \$283,279



Finance & Administration

1142 - Housing and Community Development

Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of rental MPDU's tracked			57
Number of displaced tenants assisted in purchasing homes			15
Number of CDBG projects managed	5	7	6
Number of CDBG projects completed	5	2	6
Number of CDBG Grants awarded	5	7	4

Activity Analysis Report - Adopted

1142 - Housing and Community Development

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$92,171	\$90,171	-2.17%	\$91,614	1.60%
508500 - Salaries, Employment Agree	\$36,551	\$0	-100.00%		100.00%
510000 - Social Security & Medicare T	\$9,847	\$6,898	-29.95%	\$7,008	1.59%
514000 - Group Insurance	\$6,055	\$6,055	0.00%	\$5,389	-4.44%
515000 - Retirement Contribution (401	\$7,214	\$7,214	0.00%	\$7,329	1.59%
516000 - Savings Plan Contribution (4	\$2,705	\$2,705	0.00%	\$2,748	1.59%
521000 - Office Supplies	\$0	\$0	100.00%	\$150	100.00%
522000 - General Operating Supplies	\$100	\$0	-100.00%	\$250	100.00%
525000 - Furniture & Fixtures	\$300	\$0	-100.00%	\$500	100.00%
531600 - Software Maintenance Agree	\$120	\$320	166.67%	\$170	-46.88%
536000 - Miscellaneous Professional S	\$28,250	\$30,600	8.32%	\$43,700	42.81%
541000 - Advertising	\$1,000	\$1,250	25.00%	\$700	-44.00%
543000 - Contributions	\$194,725	\$133,004	-31.70%	\$121,091	-5.27%
545000 - Magazines, Books & Resourc	\$125	\$125	0.00%	\$200	60.00%
546000 - Conference & Seminar Regis	\$500	\$250	-50.00%	\$500	100.00%
547000 - Travel Expense	\$500	\$250	-50.00%	\$500	100.00%
547100 - Travel Mileage Reimburseme	\$400	\$600	50.00%	\$600	0.00%
553000 - Printing & Binding	\$300	\$200	-33.33%		-100.00%
556000 - Postage	\$250	\$250	0.00%	\$250	0.00%
556500 - Messenger Services	\$250	\$250	0.00%	\$250	0.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$640	\$160	-75.00%	\$330	106.25%
Personnel	\$154,543	\$113,043	-26.85%	\$114,088	1.28%
Operating Expenses	\$226,820	\$167,099	-26.33%	\$168,861	3.99%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$640	\$160	-75.00%	\$330	106.25%
Total	\$382,003	\$280,302	-26.62%	\$283,279	2.96%

1142 Housing and Community Development

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$ 91,614	\$ 91,614
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes	7,008	7,008
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	5,786	5,389
514100 Group Insurance - Retirees		
515000 Retirement Contribution	7,329	7,329
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	2,748	2,748
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 114,485	\$ 114,088

Operating Expenses

521000 Office Supplies		
	150	150
<i>Subtotal</i>	150	150
522000 General Operating Supplies		
	250	250
<i>Subtotal</i>	250	250
525000 Furniture & Fixtures		
	500	500
<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (1)	150	150
Maintenance - Software (Network/Anti-virus) (1)	20	20
<i>Subtotal</i>	170	170
536000 Miscellaneous Professional Services		
Housing Counseling	31,000	31,000
IDIS Support	12,000	12,000
Translation Services for meetings and documents	700	700
<i>Subtotal</i>	43,700	43,700
541000 Advertising		
Advertising MPDU and down payment assistance program	200	200
CDBG Legal Requirements	500	500
<i>Subtotal</i>	700	700

1142 Housing and Community Development

543000 Contributions			
CDBG - Emergency Rental Assistance	10,000	10,000	
CDBG- Funded Public Service Grants	56,000	51,091	
Neighborhood Amenities Program	60,000	60,000	
<i>Subtotal</i>		126,000	121,091
545000 Magazines, Books & Resource Material			
CDBG - Related Items	200	200	
<i>Subtotal</i>		200	200
546000 Conference & Seminar Registration			
HUD Conference	0	0	
Other Conferences	500	500	
<i>Subtotal</i>		500	500
547000 Travel Expense			
HUD Conference	500	500	
<i>Subtotal</i>		500	500
547100 Travel Mileage Reimbursement			
	600	600	
<i>Subtotal</i>		600	600
556000 Postage			
	250	250	
<i>Subtotal</i>		250	250
556500 Messenger Services			
Courier Services	250	250	
<i>Subtotal</i>		250	250
Subtotal Operating Expenses		173,770	168,861

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (1)	330	330	
<i>Subtotal</i>		330	330
Subtotal Capital Outlay		330	330
Total		288,585	283,279



FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1142 HOUSING & COMMUNITY DEVE							
142 HOUSING & COMMUNITY DEVE							
1142 501000 FULL TIME	90,171	0	90,171	84,229.36	.00	5,941.64	93.4%
1142 507000 VAC/SICK	0	0	0	1,040.44	.00	-1,040.44	100.0%*
1142 508000 OVERTIME	0	0	0	66.20	.00	-66.20	100.0%*
1142 510000 FICA TAXES	6,898	0	6,898	6,510.50	.00	387.50	94.4%
1142 514000 GROUP HEAL	6,055	0	6,055	5,664.27	.00	390.73	93.5%
1142 515000 RETIRE401A	7,214	0	7,214	6,162.17	.00	1,051.83	85.4%
1142 516000 SAVING401K	2,705	0	2,705	2,414.79	.00	290.21	89.3%
1142 521000 OFFICE SUP	0	0	0	74.95	.00	-74.95	100.0%*
1142 525000 FURN/FIX	0	0	0	665.63	.00	-665.63	100.0%*
1142 526000 MACH/EQUIP	0	0	0	137.91	.00	-137.91	100.0%*
1142 531600 SOFT MAINT	320	0	320	.00	.00	320.00	.0%
1142 536000 MISC PROF	30,600	0	30,600	20,328.00	8,672.00	1,600.00	94.8%
1142 541000 ADVERTISIN	1,250	0	1,250	378.00	.00	872.00	30.2%
1142 542000 AWARDS PRE	0	0	0	100.00	.00	-100.00	100.0%*
1142 543000 CONTRIBUTI	133,004	0	133,004	83,840.67	86,181.99	-37,018.66	127.8%*
1142 545000 PUBLICATIO	125	0	125	.00	.00	125.00	.0%
1142 546000 CONF/SEMIN	250	0	250	70.00	.00	180.00	28.0%
1142 547000 TRAVEL EXP	250	0	250	257.12	.00	-7.12	102.8%*
1142 547100 LOC TRAVEL	600	0	600	161.99	.00	438.01	27.0%
1142 553000 PRINT/BIND	200	0	200	25.00	.00	175.00	12.5%
1142 556000 POSTAGE	250	0	250	29.97	.00	220.03	12.0%
1142 556500 MESSENGER	250	0	250	79.44	.00	170.56	31.8%
1142 562000 HOMEOWNERS	0	0	0	-199,616.42	199,616.42	.00	.0%
1142 595100 FURN/EQ RE	160	0	160	160.00	.00	.00	100.0%
TOTAL HOUSING & COMMUNITY DEVE	280,302	0	280,302	12,779.99	294,470.41	-26,948.40	109.6%
TOTAL HOUSING & COMMUNITY DEVE	280,302	0	280,302	12,779.99	294,470.41	-26,948.40	109.6%



Finance & 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.

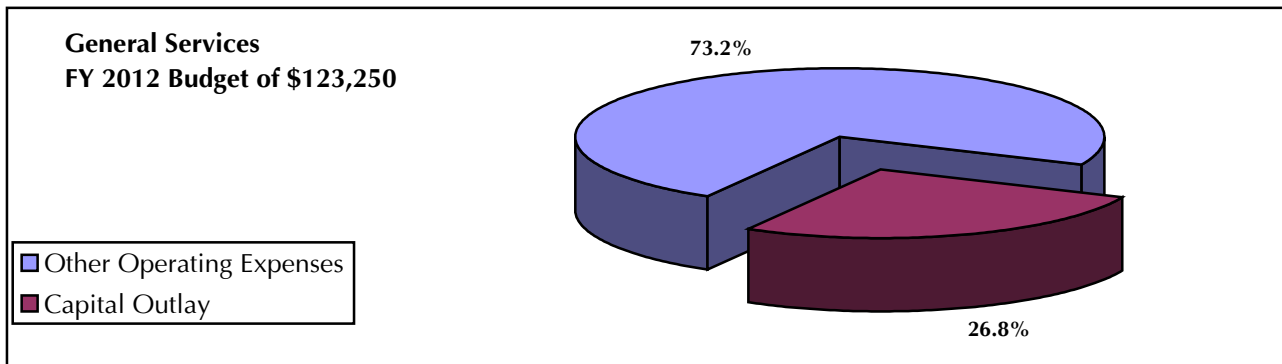
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- Furniture & Equipment (Replacement) increased \$13,540 to reflect the catch up of an additional 25% of annual appropriation, which was reduced in the FY 11 budget.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	91,665	86,445	90,250	90,250
Capital Outlay	38,350	19,070	33,000	33,000
TOTAL	\$130,015	\$105,515	\$123,250	\$123,250



Activity Analysis Report - Adopted

1149 - General Services

Object	FY '10	FY '11	% Change	
			FY '10 - FY '11	FY '11 - FY '12
521000 - Office Supplies	\$48,425	\$42,000	-13.27%	0.00%
522000 - General Operating Supplies	\$2,000	\$0	-100.00%	100.00%
522200 - Photographic, Audio, Video S	\$500	\$0	-100.00%	100.00%
526000 - Machinery & Equipment	\$0	\$2,000	100.00%	0.00%
531600 - Software Maintenance Agree	\$8,350	\$9,005	7.84%	42.70%
552500 - Vehicle & Equipment Gasolin	\$540	\$540	0.00%	0.00%
553000 - Printing & Binding	\$15,000	\$9,000	-40.00%	0.00%
554000 - Signage	\$0	\$0	100.00%	100.00%
556000 - Postage	\$5,000	\$5,000	0.00%	0.00%
560000 - Miscellaneous	\$1,000	\$1,000	0.00%	0.00%
567000 - Rental & Use Charges	\$1,200	\$1,110	-7.50%	0.00%
573000 - Repair & Maintenance - Mac	\$9,150	\$16,290	78.03%	-0.25%
574000 - Repair & Maintenance - Vehi	\$500	\$500	0.00%	0.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%	100.00%
595100 - Furniture & Equipment (Repl	\$36,780	\$18,290	-50.27%	74.03%
596000 - Vehicles & Equipment	\$0	\$0	100.00%	100.00%
596100 - Vehicles & Equipment (Repla	\$1,570	\$780	-50.32%	50.00%
Personnel			0.00%	0.00%
Operating Expenses	\$91,665	\$86,445	-5.69%	4.40%
Contingency Funds			0.00%	0.00%
Transfer Funds			0.00%	0.00%
Capital Outlay	\$38,350	\$19,070	-50.27%	73.05%
Total	\$130,015	\$105,515	-18.84%	16.81%

1149 General Services

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

521000 Office Supplies		
City Wide Office Supplies	29,000	29,000
Color Laser Supplies	8,000	8,000
Plotter Supplies	2,000	2,000
Printer and Fax Supplies	3,000	3,000
<i>Subtotal</i>	42,000	42,000
526000 Machinery & Equipment		
	2,000	2,000
<i>Subtotal</i>	2,000	2,000
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Illustrator) (1)	100	100
Maintenance - Software (Blackberry Enterprise Server)	1,300	1,300
Maintenance - Software (Haines Criss Cross)	1,550	1,550
Maintenance - Software (LaserFiche)	5,500	5,500
Maintenance - Software (Security Camera Software Base)	400	400
Maintenance - Software (Security Camera Software License) (50)	4,000	4,000
<i>Subtotal</i>	12,850	12,850
552500 Vehicle & Equipment Gasoline Expense		
	540	540
<i>Subtotal</i>	540	540

1149 General Services

553000 Printing & Binding			
Annual City Budget for Public Distribution	3,000	3,000	
Annual City CAFR for Public Distribution	3,000	3,000	
City Letter Head and Envelopes	3,000	3,000	
<i>Subtotal</i>		9,000	9,000
556000 Postage			
	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
560000 Miscellaneous			
	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
567000 Rental & Use Charges			
Postage Meter Rental	1,110	1,110	
<i>Subtotal</i>		1,110	1,110
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Folding Machine	300	300	
Maintenance - Postage Meter	1,500	1,500	
Maintenance - Printers (HP DesignJet 4000)	1,750	1,750	
Maintenance - Typewriter (City-wide)	1,000	1,000	
Maintenance & Supplies - Copier (Ricoh MPC 7500 - Color Printi	9,000	9,000	
Maintenance & Supplies - Copier (Ricoh MPC 7500)	2,700	2,700	
<i>Subtotal</i>		16,250	16,250
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (1 Unit)	500	500	
<i>Subtotal</i>		500	500
Subtotal Operating Expenses		90,250	90,250

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Copier (Ricoh MPC 7500)	2,900	2,900	
Replacement - Gallery Projector (1)	1,000	1,000	
Replacement - Kronos Time Clock (1)	600	600	
Replacement - Postage Machine	750	750	
Replacement - Printer (HP DesignJet 4000 Plotter)	0	0	
Replacement - Printer (Zebra P120i Card Printer)	460	460	
Replacement - Security Camera (1)	120	120	
Replacement - Telephone System	26,000	26,000	
<i>Subtotal</i>		31,830	31,830
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (1 Unit)	1,170	1,170	
<i>Subtotal</i>		1,170	1,170
Subtotal Capital Outlay		33,000	33,000
Total		123,250	123,250

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1149 GENERAL SERVICES							
149 GENERAL SERVICES							
1149 521000 OFFICE SUP	42,000	0	42,000	14,387.84	.00	27,612.16	34.3%
1149 522000 GEN OPERAT	0	0	0	259.14	.00	-259.14	100.0%*
1149 526000 MACH/EQUIP	2,000	0	2,000	.00	.00	2,000.00	.0%
1149 531000 IT SERVICE	0	0	0	774.63	.00	-774.63	100.0%*
1149 531600 SOFT MAINT	9,005	0	9,005	1,598.00	.00	7,407.00	17.7%
1149 546000 CONF/SEMIN	0	0	0	1,798.00	.00	-1,798.00	100.0%*
1149 547000 TRAVEL EXP	0	0	0	988.31	.00	-988.31	100.0%*
1149 552500 GAS EXP	540	0	540	453.69	.00	86.31	84.0%
1149 553000 PRINT/BIND	9,000	0	9,000	258.63	.00	8,741.37	2.9%
1149 556000 POSTAGE	5,000	0	5,000	7,015.57	17,200.00	-19,215.57	484.3%*
1149 560000 MISCELLANE	1,000	0	1,000	.00	.00	1,000.00	.0%
1149 567000 RENTAL USE	1,110	0	1,110	.00	.00	1,110.00	.0%
1149 573000 R&M-MACH/E	16,290	0	16,290	16,797.54	.00	-507.54	103.1%*
1149 574000 R&M-VEHICL	500	0	500	601.77	.00	-101.77	120.4%*
1149 595100 FURN/EQ_RE	18,290	0	18,290	18,290.00	.00	.00	100.0%
1149 596100 VEH/EQ_REP	780	0	780	780.00	.00	.00	100.0%
TOTAL GENERAL SERVICES	105,515	0	105,515	64,003.12	17,200.00	24,311.88	77.0%
TOTAL GENERAL SERVICES	105,515	0	105,515	64,003.12	17,200.00	24,311.88	77.0%



Finance & 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 Capital Projects Fund.

WORK PLAN GOALS:

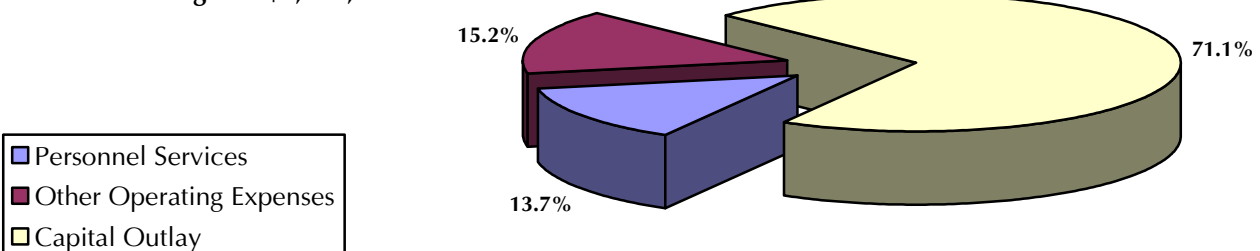
- Provide appropriate and necessary funding for non-departmental expenditures.

SIGNIFICANT CHANGES:

- Contingency increased \$200,000 to reflect the unpredictability of gasoline and energy costs.
- Group Insurance increased \$105,331 to reflect the Health Reimbursement Account (HRA) and dental claims.
- Miscellaneous decreased \$1,492,000 to reflect the payments to Montgomery County for billing and collecting property taxes, the share of Hotel Tax to the Conference Center \$5,000 and strategic directions for economic development \$1,487,000.
- Miscellaneous Professional Services increased \$75,000 to reflect additional speed camera service fee.
- Rental & Use Charges decreased \$53,132 to reflect the elimination of CATV Access fees for which the City was not charged.
- Transfer to Other Funds increased \$2,845,398 to reflect the funding requested for CIP efforts in FY 2012. The majority of the increase is due to the required \$850,000 support to Teacher's Way construction.
- Workers' Compensation Insurance decreased \$37,590 to reflect the decreases in required reserves and the City's claim experience.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$552,058	\$1,226,780	\$1,360,806	\$1,353,536
Other Operating Expenses	723,119	2,976,810	1,506,582	1,506,582
Capital Outlay	6,738,639	4,001,732	6,842,130	7,047,130
TOTAL	\$8,013,816	\$8,205,322	\$9,709,518	\$9,907,248

**Non-Departmental
FY 2012 Budget of \$9,907,248**



Activity Analysis Report - Adopted

1911 - Non-Departmental

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$0	\$500,000	100.00%	\$508,000	12.24%
507000 - Vacation & Sick Pay	\$195,000	\$225,000	15.38%	\$275,000	0.00%
510000 - Social Security & Medicare T	\$14,918	\$55,463	271.79%	\$56,075	8.44%
512000 - State Unemployment	\$30,000	\$30,000	0.00%	\$30,000	0.00%
513000 - Workers' Compensation Insu	\$233,300	\$356,000	52.59%	\$318,410	-10.56%
514000 - Group Insurance	\$65,307	\$44,669	-31.60%	\$150,000	235.80%
514100 - Group Insurance - Retirees	\$0	\$0	100.00%	\$0	100.00%
515000 - Retirement Contribution (401	\$0	\$0	100.00%	\$0	100.00%
515100 - Retirement Health Savings (	\$13,533	\$15,648	15.63%	\$16,051	2.58%
516000 - Savings Plan Contribution (4	\$0	\$0	100.00%	\$0	100.00%
521000 - Office Supplies	\$0	\$0	100.00%		100.00%
522000 - General Operating Supplies	\$3,000	\$0	-100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$0	\$0	100.00%		100.00%
536000 - Miscellaneous Professional S	\$153,500	\$369,300	140.59%	\$444,300	20.31%
539000 - HOPWA Pass THRU EXP	\$0	\$0	100.00%		100.00%
543000 - Contributions	\$6,500	\$6,500	0.00%	\$6,500	0.00%
544000 - Professional Dues & Certifica	\$96,400	\$99,178	2.88%	\$99,082	-0.10%
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	\$52,000	\$2,057,000	3855.77%	\$565,000	-72.53%
563000 - Insurance - Not Payroll	\$356,587	\$391,700	9.85%	\$391,700	0.00%
567000 - Rental & Use Charges	\$55,132	\$53,132	-3.63%		-100.00%
573000 - Repair & Maintenance - Mac	\$0	\$0	100.00%		100.00%
580000 - Contingency	\$698,000	\$500,000	-28.37%	\$700,000	40.00%
589000 - Transfers To Other Funds	\$6,040,639	\$3,501,732	-42.03%	\$6,347,130	75.40%
Personnel	\$552,058	\$1,226,780	122.22%	\$1,353,536	10.93%
Operating Expenses	\$723,119	\$2,976,810	311.66%	\$1,506,582	-49.39%
Contingency Funds	\$698,000	\$500,000	-28.37%	\$700,000	40.00%
Transfer Funds	\$6,040,639	\$3,501,732	-42.03%	\$6,347,130	75.40%
Capital Outlay			0.00%		0.00%
Total	\$8,013,816	\$8,205,322	2.39%	\$9,907,248	18.33%

1911 Non-Departmental**Expenditure Statement by Object****Proposed
2011 - 2012****Adopted
2011 - 2012****Personnel Services**

501000 Salaries, Full-Time Employees	\$ 561,200	\$ 508,000
505000 Other Taxable Compensation		
507000 Vacation Sick Pay	225,000	275,000
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes	60,145	56,075
512000 State Unemployment	30,000	30,000
513000 Workers' Compensation Insurance	318,410	318,410
514000 Group Insurance	150,000	150,000
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	16,051	16,051
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 1,360,806	\$ 1,353,536

Operating Expenses

536000 Miscellaneous Professional Services		
ACS (Photo Radar Revenue Supported)	385,000	385,000
Complus - Parking Ticket Collections (Revenue Supported)	20,800	20,800
OPEB Trust Consultation	3,500	3,500
State Aid Consultation	35,000	35,000
<i>Subtotal</i>	444,300	444,300
543000 Contributions		
Fireman's Fund - GWGVFD	5,000	5,000
Gaithersburg High School	1,500	1,500
<i>Subtotal</i>	6,500	6,500
544000 Professional Dues & Certification Fees		
Maryland Municipal League	34,000	34,000
Metropolitan Washington Council of Governments	41,988	41,988
MWCOG - Regional Environmental	7,488	7,488
MWCOG - Water Resources	11,106	11,106
National League of Cities	4,500	4,500
<i>Subtotal</i>	99,082	99,082
560000 Miscellaneous		
Conference and Visitor's Bureau of Montgomery County (4% Hote	40,000	40,000
Economic Development Program	500,000	500,000
Montgomery County Tax Billing Charge	25,000	25,000
<i>Subtotal</i>	565,000	565,000

1911 Non-Departmental

563000 Insurance - Not Payroll		
Labor Management Trust Fiduciary Liability	5,000	5,000
Property & Liability Insurance (LGIT)	385,000	385,000
Public Officials - Public Employees Bond (Mont. County)	1,700	1,700
<i>Subtotal</i>	391,700	391,700
Subtotal Operating Expenses	1,506,582	1,506,582

Contingency

580000 Contingency		
Contingency	500,000	500,000
Emergency Fuel & Energy Cost	200,000	200,000
<i>Subtotal</i>	700,000	700,000
589000 Transfers To Other Funds		
FY 2011 Escrow Transfer to CIP	140,000	140,000
FY 2011 Operating Transfer to CIP	5,092,130	5,297,130
FY 2011 Transfer to OPEB Trust	910,000	910,000
<i>Subtotal</i>	6,142,130	6,347,130
Subtotal Capital Outlay	6,842,130	7,047,130

Total	9,709,518	9,907,248



FOR 2011 12

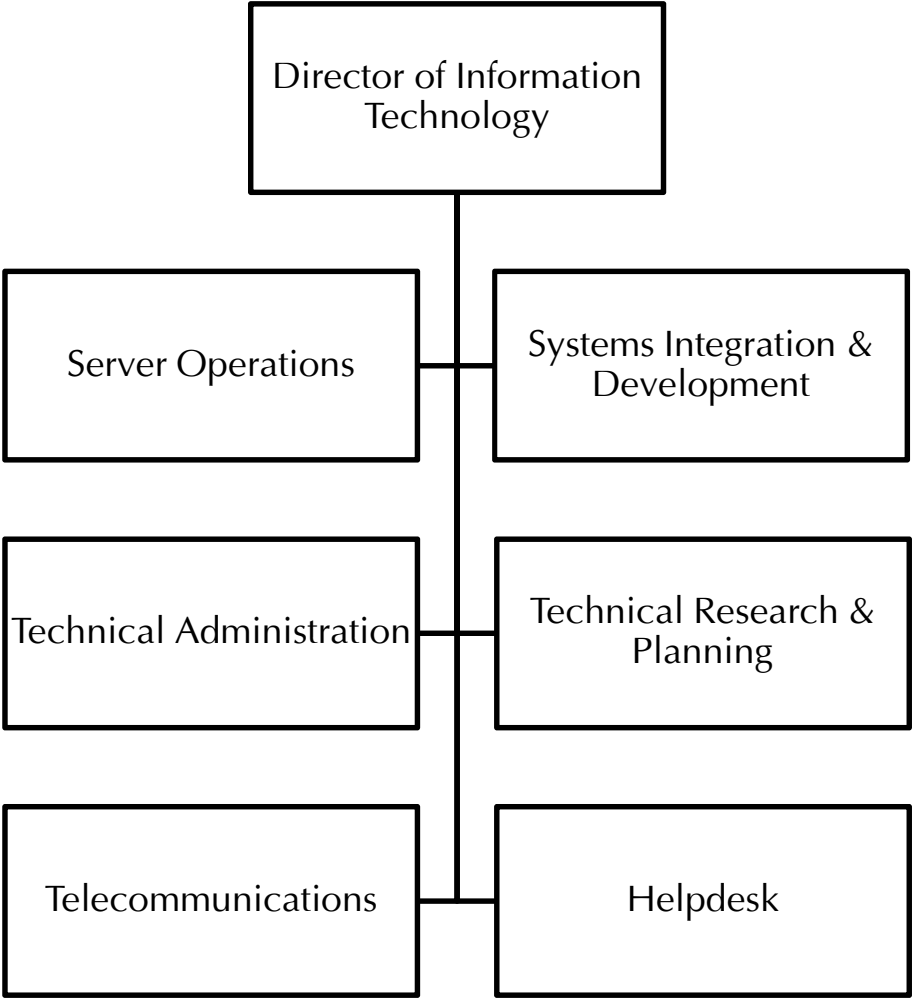
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1911 NON-DEPARTMENT							
911 NON-DEPARTMENT							
1911 501000 FULL TIME	500,000	0	500,000	.00	.00	500,000.00	.0%
1911 507000 VAC/SICK	225,000	0	225,000	.00	.00	225,000.00	.0%
1911 510000 FICA TAXES	55,463	0	55,463	.00	.00	55,463.00	.0%
1911 512000 STATE UNEM	30,000	0	30,000	31,452.03	.00	-1,452.03	104.8%*
1911 513000 WORKERS CO	356,000	0	356,000	369,230.00	.00	-13,230.00	103.7%*
1911 513100 EMP ADV/WC	0	0	0	1,853.85	.00	-1,853.85	100.0%*
1911 514000 GROUP HEAL	44,669	0	44,669	101,410.93	.00	-56,741.93	227.0%*
1911 514100 GROUP RETI	0	0	0	50,252.04	.00	-50,252.04	100.0%*
1911 514300 RET SHARE	0	0	0	2,076.75	.00	-2,076.75	100.0%*
1911 515100 RETIRE-RHS	15,648	0	15,648	14,252.56	.00	1,395.44	91.1%
1911 536000 MISC PROF	369,300	0	369,300	841,629.10	67,791.63	-540,120.73	246.3%*
1911 543000 CONTRIBUTI	6,500	0	6,500	19,391.88	.00	-12,891.88	298.3%*
1911 544000 DUES/MEMBE	99,178	0	99,178	87,328.07	.00	11,849.93	88.1%
1911 551000 TELEPHONE	0	0	0	30.90	.00	-30.90	100.0%*
1911 551100 CELLPHONE	0	0	0	357.01	.00	-357.01	100.0%*
1911 551200 PAGER	0	0	0	-9.82	.00	9.82	100.0%
1911 560000 MISCELLANE	2,057,000	0	2,057,000	143,564.69	14,320.96	1,899,114.35	7.7%
1911 563000 INSURANCE	391,700	0	391,700	263,580.14	.00	128,119.86	67.3%
1911 567000 RENTAL USE	53,132	0	53,132	.00	.00	53,132.00	.0%
1911 580000 CONTINGENC	500,000	0	500,000	-31,489.54	68,874.46	462,615.08	7.5%
1911 589000 TRANSFER F	3,501,732	0	3,501,732	3,046,732.00	.00	455,000.00	87.0%
TOTAL NON-DEPARTMENT	8,205,322	0	8,205,322	4,941,642.59	150,987.05	3,112,692.36	62.1%
TOTAL NON-DEPARTMENT	8,205,322	0	8,205,322	4,941,642.59	150,987.05	3,112,692.36	62.1%
TOTAL GENERAL FUND	44,193,920	0	44,193,920	36,526,293.44	991,548.75	6,676,077.81	84.9%
TOTAL EXPENSES	44,193,920	0	44,193,920	36,526,293.44	991,548.75	6,676,077.81	
GRAND TOTAL	44,193,920	0	44,193,920	36,526,293.44	991,548.75	6,676,077.81	84.9%

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Information Technology

DEPARTMENT OF INFORMATION TECHNOLOGY



Department Analysis Report - Adopted

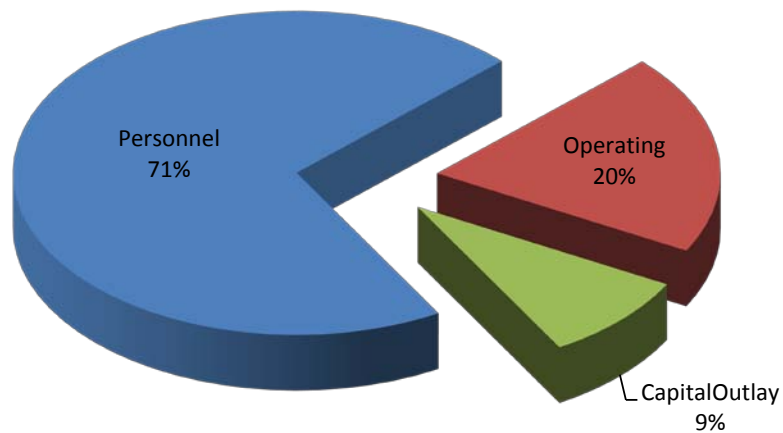
Information Technology

Activity			% Change		
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
1145 - Information Technology	\$1,074,047	\$1,008,040	-6.15%	\$1,118,171	10.93%
Personnel	\$777,472	\$767,585	-1.27%	\$796,226	3.73%
Operating Expenses	\$203,450	\$198,650	-2.36%	\$224,185	12.85%
Contingency Funds					
Transfer Funds					
Capital Outlay	\$93,125	\$41,805	-55.11%	\$97,760	133.85%
Total	\$1,074,047	\$1,008,040	-6.15%	\$1,118,171	10.93%

INFORMATION TECHNOLOGY DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2009 - 10	Budgeted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
Information Technology	1,074,047	1,008,040	1,117,314	1,118,171
TOTAL	\$ 1,074,047	\$ 1,008,040	\$ 1,117,314	\$ 1,118,171

**Information Technology
FY 2012 Budget of \$1,118,171**



INFORMATION TECHNOLOGY STAFFING SUMMARY BY POSITION

1145 - Information Technology	FY 10	FY 11	FY 12
Director of Information Technology	1	1	1
Network Manager/Operations	1	1	1
Systems Support Manager	1	1	1
GIS System Program Manager	0	0	1
Programmer/Analyst II	1	1	2
Network Operations Specialist	1	1	1
Helpdesk Manager	0	0	1
Programmer/Analyst I	1	1	0
Helpdesk Technician II	1	1	0
Helpdesk Technician I	1	1	1
Part-Time Personnel	0.5	0.5	0.5
Subtotal	8.5	8.5	9.5

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	8	8	9
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0.5	0.5	0.5
	8.5	8.5	9.5

Information Technology

1145 - Information Technology

SERVICES PROVIDED:

This activity provides for personnel and operating costs associated with the City's computer equipment, telephone systems, geographic information systems, and related information systems which generally benefit all departments.

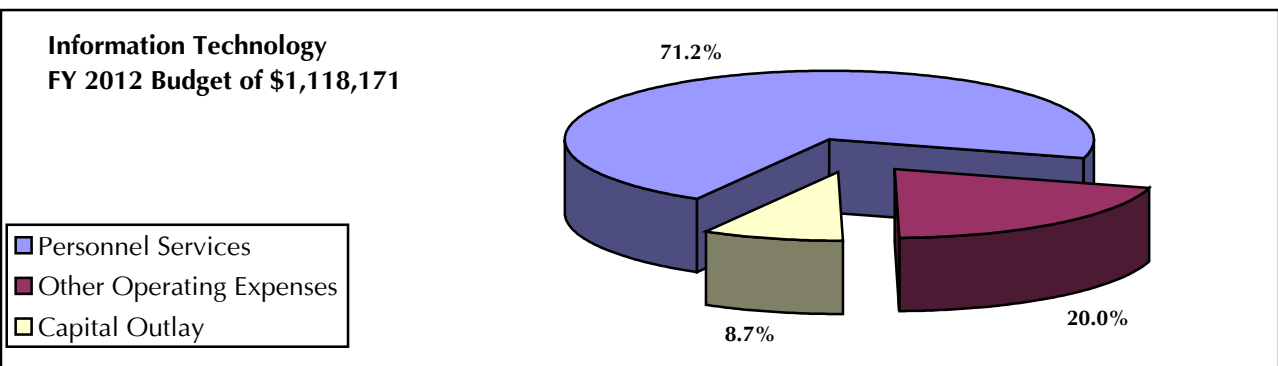
WORK PLAN GOALS:

- Begin development of a Disaster Recovery and Coordination plan for City computer systems.
- Increase redundancy and resiliency of key City systems, facilities and networks.
- Replace aging, unsupported phone systems at key facilities.
- Upgrade or replace key City servers and major enterprise applications.

SIGNIFICANT CHANGES:

- Furniture & Equipment (Replacement) increased \$55,955 to reflect new data backup and server virtualization systems, and to reflect the catch up of an additional 25% of annual appropriation, which was reduced in the FY 2011 budget.
- Repair & Maintenance - Machinery & Equipment increased \$5,000 to cover hardware maintenance on a growing network infrastructure.
- Software Licenses increased \$8,200 to reflect increased software requirements in a growing computer infrastructure.
- Software Maintenance Agreements increased \$7,135 to include a new data backup system and a growing GIS infrastructure.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$777,472	\$767,585	\$795,369	\$796,226
Other Operating Expenses	203,450	198,650	224,185	224,185
Capital Outlay	93,125	41,805	97,760	97,760
TOTAL	\$1,074,047	\$1,008,040	\$1,117,314	\$1,118,171



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of workstations supported	250	260	260
Number of users supported	240	250	255
Number of in-house applications supported	85	95	95
Number of commercial off-the shelf applications supported	57	62	63

Activity Analysis Report - Adopted

1145 - Information Technology

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$564,701	\$548,701	-2.83%	\$570,242	3.00%
505200 - Other taxable comp-Gfit	\$0	\$337	100.00%		-100.00%
505300 - Other taxable comp-housing	\$0	\$0	100.00%	\$3,600	100.00%
508000 - Salaries, Overtime	\$5,875	\$5,875	0.00%	\$5,969	1.60%
509000 - Salaries, Part-Time Employee	\$31,495	\$31,495	0.00%	\$31,495	0.00%
510000 - Social Security & Medicare T	\$46,058	\$44,834	-2.66%	\$46,490	2.83%
514000 - Group Insurance	\$68,986	\$68,986	0.00%	\$65,204	2.01%
515000 - Retirement Contribution (401	\$43,896	\$43,896	0.00%	\$45,619	3.00%
516000 - Savings Plan Contribution (4	\$16,461	\$16,461	0.00%	\$17,107	3.00%
519000 - Tuition Reimbursement	\$0	\$7,000	100.00%	\$10,500	50.00%
521000 - Office Supplies	\$1,000	\$1,000	0.00%	\$1,000	0.00%
522000 - General Operating Supplies	\$0	\$0	100.00%		100.00%
525000 - Furniture & Fixtures	\$2,000	\$0	-100.00%		100.00%
526000 - Machinery & Equipment	\$14,000	\$18,000	28.57%	\$19,200	6.67%
531000 - Information Technology (IT)	\$74,800	\$66,800	-10.70%	\$69,800	4.49%
531500 - Software Licenses	\$18,000	\$22,500	25.00%	\$30,700	36.44%
531600 - Software Maintenance Agree	\$34,880	\$35,880	2.87%	\$43,015	19.89%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%		100.00%
541000 - Advertising	\$500	\$500	0.00%	\$500	0.00%
544000 - Professional Dues & Certifica	\$750	\$750	0.00%	\$750	0.00%
545000 - Magazines, Books & Resourc	\$2,000	\$2,000	0.00%	\$2,000	0.00%
546000 - Conference & Seminar Regis	\$5,000	\$4,000	-20.00%	\$4,000	0.00%
546300 - In-Service Training	\$0	\$0	100.00%		100.00%
547000 - Travel Expense	\$7,000	\$4,000	-42.86%	\$4,000	0.00%
547100 - Travel Mileage Reimburseme	\$250	\$250	0.00%	\$250	0.00%
551000 - Telephone (Landline)	\$2,500	\$2,500	0.00%	\$2,500	0.00%
551100 - Cellular Telephone	\$8,620	\$8,620	0.00%	\$9,620	11.60%
556000 - Postage	\$100	\$100	0.00%	\$100	0.00%
556500 - Messenger Services	\$750	\$750	0.00%	\$750	0.00%
560000 - Miscellaneous	\$1,000	\$1,000	0.00%	\$1,000	0.00%
567000 - Rental & Use Charges	\$0	\$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	\$500	\$0	-100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$29,800	\$30,000	0.67%	\$35,000	16.67%
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	\$93,125	\$41,805	-55.11%	\$97,760	133.85%
Personnel	\$777,472	\$767,585	-1.27%	\$796,226	3.62%
Operating Expenses	\$203,450	\$198,650	-2.36%	\$224,185	12.85%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$93,125	\$41,805	-55.11%	\$97,760	133.85%
Total	\$1,074,047	\$1,008,040	-6.15%	\$1,118,171	10.84%

1145 Information Technology

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 565,162	\$ 570,242
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	5,969	5,969
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	31,495	31,495
510000 Social Security & Medicare Taxes	46,101	46,490
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	70,374	65,204
514100 Group Insurance - Retirees		
515000 Retirement Contribution	45,213	45,619
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	16,955	17,107
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement	10,500	10,500
Subtotal Personnel Services	\$ 795,369	\$ 796,226

Operating Expenses

521000 Office Supplies		
Miscellaneous Office Supplies	1,000	1,000
<i>Subtotal</i>	1,000	1,000
526000 Machinery & Equipment		
Backup Tapes	4,000	4,000
Miscellaneous (Memory, Hard Drives, etc.)	14,000	14,000
TR - New PC + Monitor (1)	1,200	1,200
<i>Subtotal</i>	19,200	19,200
531000 Information Technology (IT) Services		
Consulting - Disaster Recovery	5,000	5,000
Consulting - Emergency / Strategic Network Support (40 hours @	5,000	5,000
Consulting - Geographic Information Systems (GIS)	10,000	10,000
Consulting - Software Development / Database Training	5,000	5,000
Service - Data / Phone Wiring	12,000	12,000
Service - Dialup Internet Access	800	800
Service - Disaster Recovery (SunGard)	6,000	6,000
Service - Internet Connectivity	15,000	15,000
Service - Secure Offsite Backup Storage	6,000	6,000
Support - Development Support Calls	1,000	1,000
Support - Microsoft Support Calls	4,000	4,000
<i>Subtotal</i>	69,800	69,800

1145 Information Technology

531500 Software Licenses			
Software (Development Tools and Components)	5,000	5,000	
Software (Miscellaneous Utilities and City-wide Licenses and Upg	25,000	25,000	
TR - Microsoft licenses for new PC (1)	700	700	
<i>Subtotal</i>		30,700	30,700
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Acrobat) (3)	135	135	
Maintenance - Software (Adobe Photoshop) (1)	105	105	
Maintenance - Software (CommVault)	5,000	5,000	
Maintenance - Software (GIS - ArcEditor) (3)	4,000	4,000	
Maintenance - Software (GIS - ArcGIS Server)	10,000	10,000	
Maintenance - Software (GIS - Trimble GPS Analyst)	325	325	
Maintenance - Software (GIS - Trimble GPS Correct)	300	300	
Maintenance - Software (Microsoft CALs) (10)	1,500	1,500	
Maintenance - Software (Microsoft EA Server Licenses)	9,000	9,000	
Maintenance - Software (Microsoft EA SQL Server Licenses) (3)	3,000	3,000	
Maintenance - Software (Network/Anti-Virus) (10)	200	200	
Maintenance - Software (Symantec BackupExec)	3,000	3,000	
Maintenance - Software (Track-IT!)	3,000	3,000	
Maintenance - Software (VM Workstation) (10)	450	450	
Maintenance - SSL Digital Certificates (3)	3,000	3,000	
<i>Subtotal</i>		43,015	43,015
541000 Advertising			
Advertising for Bids	500	500	
<i>Subtotal</i>		500	500
544000 Professional Dues & Certification Fees			
Certification Fees (\$100 per exam)	500	500	
Miscellaneous Users Group Fees	250	250	
<i>Subtotal</i>		750	750
545000 Magazines, Books & Resource Material			
Miscellaneous Magazines	500	500	
Miscellaneous Training and Reference Books	1,500	1,500	
<i>Subtotal</i>		2,000	2,000
546000 Conference & Seminar Registration			
Development Training	1,000	1,000	
GIS Development and Management	1,000	1,000	
Network & Helpdesk Training	2,000	2,000	
<i>Subtotal</i>		4,000	4,000
547000 Travel Expense			
Airfare	3,000	3,000	
Hotel and Food	1,000	1,000	
<i>Subtotal</i>		4,000	4,000
547100 Travel Mileage Reimbursement			
Local Travel	250	250	
<i>Subtotal</i>		250	250

1145 Information Technology

551000 Telephone (Landline)			
Miscellaneous Telephone Services	2,500	2,500	
<i>Subtotal</i>		2,500	2,500
551100 Cellular Telephone			
Service - EVDO for Mobile Data (3)	1,620	1,620	
Staff (8)	8,000	8,000	
<i>Subtotal</i>		9,620	9,620
556000 Postage			
Postage	100	100	
<i>Subtotal</i>		100	100
556500 Messenger Services			
Courier Services	750	750	
<i>Subtotal</i>		750	750
560000 Miscellaneous			
Miscellaneous	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Cisco Network Equipment	6,000	6,000	
Maintenance - Dell Servers (6)	6,000	6,000	
Maintenance - Foundry Core Switches (5)	7,000	7,000	
Maintenance - Misc. Computer Hardware	1,000	1,000	
Maintenance - Phone System	15,000	15,000	
<i>Subtotal</i>		35,000	35,000
Subtotal Operating Expenses		224,185	224,185

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (Mass Storage)	13,400	13,400	
Replacement - Computer Hardware (Network routers, switches, fir	22,200	22,200	
Replacement - Computer Hardware (PC Monitors (17))	510	510	
Replacement - Computer Hardware (PC Only) (10 IT PCs)	3,000	3,000	
Replacement - Computer Hardware (PC Only) (5 City Laptop Pool	1,500	1,500	
Replacement - Computer Hardware (Server Peripherals/Appliances	5,800	5,800	
Replacement - Computer Hardware (Servers) (25)	36,300	36,300	
Replacement - Computer Hardware (Uninterruptible Power Suppli	5,750	5,750	
Replacement - GIS (Aerials)	1,000	1,000	
Replacement - GIS (Pictometry)	1,500	1,500	
Replacement - GIS (Planimetrics)	1,000	1,000	
Replacement - GIS Laser Imagery (LiDAR)	1,000	1,000	
Replacement - Global Position Unit (1 data collection unit)	700	700	
Replacement - Projectors (3)	600	600	
Replacement - Video Conferencing System	3,500	3,500	
<i>Subtotal</i>		97,760	97,760
Subtotal Capital Outlay		97,760	97,760

1145 Information Technology

Total	1,117,314	1,118,171



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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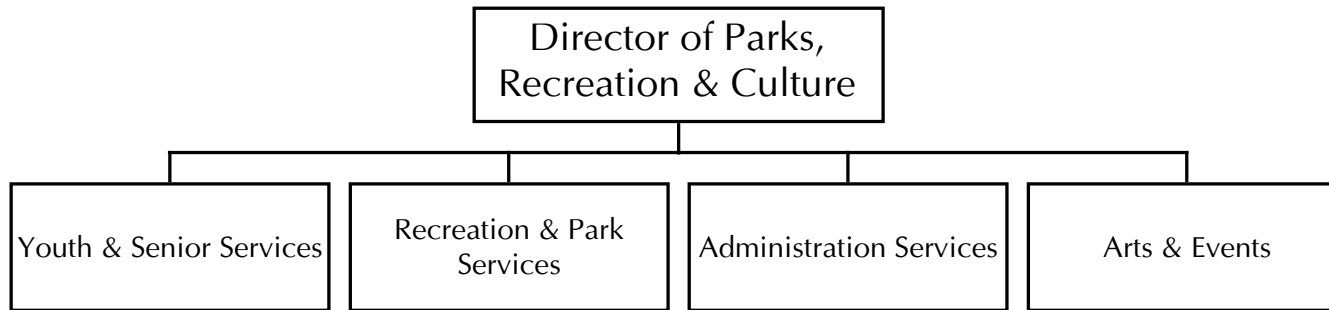
FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1145 INFORMATION TECHNOLOGY							
145 INFORMATION TECHNOLOGY							
1145 501000 FULL TIME	548,701	0	548,701	518,961.98	.00	29,739.02	94.6%
1145 505200 OTHER-GFIT	337	0	337	947.58	.00	-610.58	281.2%*
1145 505300 OTHER-STIP	0	0	0	2,100.00	.00	-2,100.00	100.0%*
1145 507000 VAC/SICK	0	0	0	4,482.95	.00	-4,482.95	100.0%*
1145 508000 OVERTIME	5,875	0	5,875	3,712.01	.00	2,162.99	63.2%
1145 509000 PART-TIME	31,495	0	31,495	26,974.16	.00	4,520.84	85.6%
1145 510000 FICA TAXES	44,834	0	44,834	41,447.81	.00	3,386.19	92.4%
1145 514000 GROUP HEAL	68,986	0	68,986	66,297.18	.00	2,688.82	96.1%
1145 515000 RETIRE401A	43,896	0	43,896	39,815.78	.00	4,080.22	90.7%
1145 516000 SAVING401K	16,461	0	16,461	14,130.07	.00	2,330.93	85.8%
1145 519000 TUITION RE	7,000	0	7,000	7,000.00	.00	.00	100.0%
1145 521000 OFFICE SUP	1,000	0	1,000	175.97	.00	824.03	17.6%
1145 522000 GEN OPERAT	0	0	0	15.97	.00	-15.97	100.0%*
1145 526000 MACH/EQUIP	18,000	0	18,000	13,405.48	.00	4,594.52	74.5%
1145 531000 IT SERVICE	66,800	0	66,800	29,019.67	6,977.47	30,802.86	53.9%
1145 531500 SOFTWARE L	22,500	0	22,500	17,848.38	3,733.77	917.85	95.9%
1145 531600 SOFT MAINT	35,880	0	35,880	24,118.50	.00	11,761.50	67.2%
1145 541000 ADVERTISIN	500	0	500	.00	.00	500.00	.0%
1145 542000 AWARDS PRE	0	0	0	50.00	.00	-50.00	100.0%*
1145 544000 DUES/MEMBE	750	0	750	.00	.00	750.00	.0%
1145 545000 PUBLICATIO	2,000	0	2,000	331.76	.00	1,668.24	16.6%
1145 546000 CONF/SEMIN	4,000	0	4,000	.00	.00	4,000.00	.0%
1145 547000 TRAVEL EXP	4,000	0	4,000	386.41	.00	3,613.59	9.7%
1145 547100 LOC TRAVEL	250	0	250	.00	.00	250.00	.0%
1145 551000 TELEPHONE	2,500	0	2,500	429.49	.00	2,070.51	17.2%
1145 551100 CELLPHONE	8,620	0	8,620	12,079.18	.00	-3,459.18	140.1%*
1145 556000 POSTAGE	100	0	100	12.71	.00	87.29	12.7%
1145 556500 MESSENGER	750	0	750	193.16	.00	556.84	25.8%
1145 560000 MISCELLANE	1,000	0	1,000	898.10	.00	101.90	89.8%
1145 573000 R&M-MACH/E	30,000	0	30,000	27,573.34	.00	2,426.66	91.9%
1145 574000 R&M-VEHICL	0	0	0	13.45	.00	-13.45	100.0%*
1145 595100 FURN/EQ RE	41,805	0	41,805	41,805.00	.00	.00	100.0%
TOTAL INFORMATION TECHNOLOGY	1,008,040	0	1,008,040	894,226.09	10,711.24	103,102.67	89.8%
TOTAL INFORMATION TECHNOLOGY	1,008,040	0	1,008,040	894,226.09	10,711.24	103,102.67	89.8%



Parks, Recreation & Culture

DEPARTMENT OF PARKS, RECREATION & CULTURE



Department Analysis Report - Adopted

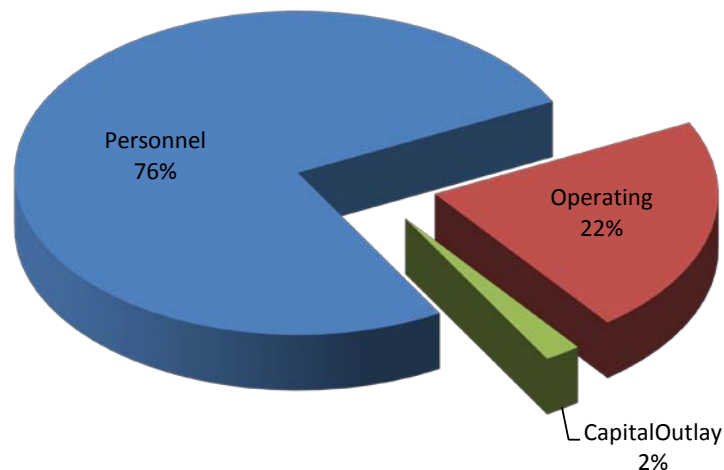
Parks, Recreation & Culture

Activity	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
1411 - Parks, Recreation & Culture Administration	\$610,566	\$581,124	-4.82%	\$714,030	3.97%
1415 - Recreation Programs & Sports	\$863,713	\$760,721	-11.92%	\$756,380	3.97%
1416 - Recreation Classes	\$339,104	\$330,378	-2.57%	\$335,619	3.97%
1417 - Youth Services	\$427,351	\$379,772	-11.13%	\$374,543	3.97%
1418 - Summer Programs	\$564,594	\$512,882	-9.16%	\$521,500	3.97%
1419 - Gaithersburg Youth Center at Robertson Park	\$228,894	\$207,674	-9.27%	\$200,972	3.97%
1420 - Skate Park	\$56,152	\$47,491	-15.42%	\$48,046	3.97%
1421 - Casey Community Center	\$380,305	\$315,671	-17.00%	\$312,423	3.97%
1422 - Water Park	\$459,507	\$393,104	-14.45%	\$370,171	3.97%
1423 - Gaithersburg Arts Barn	\$230,766	\$215,778	-6.49%	\$366,452	3.97%
1424 - Gaithersburg Youth Center at Olde Towne	\$259,849	\$242,620	-6.63%	\$254,646	3.97%
1425 - Seniors Program	\$688,893	\$560,951	-18.57%	\$574,203	3.97%
1426 - Activity Center	\$448,184	\$404,740	-9.69%	\$392,941	3.97%
1427 - Gaithersburg Aquatic Center	\$308,672	\$295,400	-4.30%	\$298,664	3.97%
1428 - Miniature Golf Course	\$96,297	\$90,240	-6.29%	\$112,411	3.97%
1429 - Picnic Pavilions	\$24,081	\$18,840	-21.76%	\$19,025	3.97%
1430 - Winter Lights	\$149,890	\$142,133	-5.18%	\$142,186	3.97%
1435 - Food Service	\$5,000	\$5,000	0.00%	\$5,000	3.97%
1436 - Special Events	\$791,048	\$705,392	-10.83%	\$708,952	3.97%
1437 - Cultural Arts Programs	\$275,052	\$277,056	0.73%	\$279,504	3.97%
1438 - Kentlands Mansion	\$383,539	\$325,866	-15.04%	\$295,850	3.97%
1447 - West Side Aquatic Center			0.00%		3.97%
1499 - Art in Public Places			0.00%		3.97%
Personnel	\$5,717,621	\$5,304,621	-7.22%	\$5,389,356	1.60%
Operating Expenses	\$1,720,809	\$1,417,204	-17.64%	\$1,546,752	9.14%
Contingency Funds					
Transfer Funds					
Capital Outlay	\$153,027	\$91,008	-40.53%	\$147,410	61.97%
Total	\$7,591,457	\$6,812,833	-10.26%	\$7,083,518	3.97%

PARKS, RECREATION AND CULTURE DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2009 - 10	Budgeted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
Parks, Recreation & Culture Administration	610,566	581,124	738,282	714,030
Recreation Programs & Sports	863,713	760,721	757,970	756,380
Recreation Classes	339,104	330,378	336,016	335,619
Youth Services	427,351	379,772	376,399	374,543
Summer Programs	564,594	512,882	521,500	521,500
Gaithersburg Youth Center at Robertson Park	228,894	207,674	213,890	200,972
Skate Park	56,152	47,491	48,046	48,046
Casey Community Center	380,305	315,671	313,218	312,423
Water Park	459,507	393,104	371,232	370,171
Gaithersburg Arts Barn	230,766	215,778	307,908	366,452
Gaithersburg Youth Center at Olde Towne	259,849	242,620	255,043	254,646
Seniors Program	688,893	560,951	578,318	574,203
Activity Center	448,184	404,740	369,862	392,941
Gaithersburg Aquatic Center	308,672	295,400	299,061	298,664
Miniature Golf Course	96,297	90,240	97,136	112,411
Picnic Pavilions	24,081	18,840	19,025	19,025
Winter Lights	149,890	142,133	142,186	142,186
Food Service	5,000	5,000	5,000	5,000
Special Events	791,048	705,392	712,581	708,952
Cultural Arts Programs	275,052	277,056	279,504	279,504
Kentlands Mansion	383,539	325,866	293,163	295,850
TOTAL	\$ 7,591,457	\$ 6,812,833	\$ 7,035,340	\$ 7,083,518

Parks, Recreation & Culture FY 2012 Budget of \$7,083,518



PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

1411 - Parks & Recreation Administration	FY 10	FY 11	FY 12
Director of Parks, Recreation and Culture	1	1	1
Administrative Services Division Chief	0	0	1
Facilities Administration Director	1	1	0
Development Specialist	0	0	1
Recreation Systems Support Specialist	0	0	1
Administrative Support Supervisor	1	1	0
Administrative Assistant II	1	1	1
Subtotal	4	4	5

1415 - Recreation Programs and Sports	FY 10	FY 11	FY 12
Recreation & Parks Division Chief	0	0	1
Recreation Program Director	1	1	0
Senior Recreation Supervisor	0	0	1
Recreation Program Specialist	1	1	0
Recreation Program Supervisor	0	0	3
Recreation Program Coordinator III	3	3	0
Part-Time Personnel	4.3	3.3	3.3
Subtotal	9.3	8.3	8.3

1416 - Recreation Classes	FY 10	FY 11	FY 12
Recreation Program Supervisor	0	0	1
Recreation Program Coordinator III	1	1	0
Part-Time Personnel	4.1	4	4
Subtotal	5.1	5	5

1417 - Youth Services	FY 10	FY 11	FY 12
Youth & Senior Services Division Chief	0	0	1
Youth Services Director	1	1	0
Recreation Program Supervisor	0	0	1
Recreation Program Coordinator III	1	1	0
Recreation Program Coordinator II	1	1	1
Part-Time Personnel	4.4	3.56	3.56
Subtotal	7.4	6.56	6.56

1418 - Summer Programs	FY 10	FY 11	FY 12
Part-Time Personnel	21.56	16.37	16.99
Subtotal	21.56	16.37	16.99

PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

1419 – Gaithersburg Youth Center at Robertson Park	FY 10	FY 11	FY 12
Community Facility Director	1	1	1
Part-Time Personnel	4.87	4.49	4.49
Subtotal	5.87	5.49	5.49

1420 - Skate Park	FY 10	FY 11	FY 12
Part-Time Personnel	1.64	1.89	1.89
Subtotal	1.64	1.89	1.89

1421 - Casey Community Center	FY 10	FY 11	FY 12
Community Facility Director	1	1	1
Administrative Support Supervisor	1	1	1
Part-Time Personnel	6.3	3.9	3.9
Subtotal	8.3	5.9	5.9

1422 - Water Park	FY 10	FY 11	FY 12
Aquatic Facility Director	1	1	0
Community Facility Director	0	0	1
Employment Agreement	1	0	0
Part-Time Personnel	10.7	10.6	10.6
Subtotal	12.7	11.6	11.6

1423 - Gaithersburg Arts Barn	FY 10	FY 11	FY 12
Community Facility Director	1	1	1
Part-Time Personnel	2.8	2.6	2.6
Subtotal	3.8	3.6	3.6

1424 - Gaithersburg Olde Towne Youth Center	FY 10	FY 11	FY 12
Community Facility Director	0	1	1
Recreation Program Coordinator III	1	0	0
Part-Time Personnel	4.8	4.12	4.12
Subtotal	5.8	5.12	5.12

PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

1425 - Seniors Program	FY 10	FY 11	FY 12
Community Facility Director	1	1	1
Recreation Program Supervisor	0	0	1
Recreation Program Coordinator III	1	1	0
Recreation Program Coordinator I	1	1	1
Administrative Assistant III	1	1	1
Custodian/Maintenance Worker	1	1	1
Employment Agreement Personnel	0.8	0.8	0.8
Part-Time Personnel	2	1.3	1.3
Subtotal	7.8	7.1	7.1

1426 - Activity Center at Bohrer Park	FY 10	FY 11	FY 12
Community Facility Director	1	1	1
Recreation Support Assistant	3	3	2
Part-Time Personnel	5	4.3	4.3
Subtotal	9	8.3	7.3

1427 - Gaithersburg Aquatic Center	FY 10	FY 11	FY 12
Community Facility Director	0	0	1
Aquatic Manager	1	1	0
Part-Time Personnel	7.7	7.7	7.7
Subtotal	8.7	8.7	8.7

1428 - Miniature Golf Course at Bohrer Park	FY 10	FY 11	FY 12
Recreation Facility Coordinator	0	0	1
Employment Agreement Personnel	1	1	0
Part-Time Personnel	1.6	1.5	1.5
Subtotal	2.6	2.5	2.5

1429 - Picnic Pavilions at Bohrer Park	FY 10	FY 11	FY 12
Part-Time Personnel	0.6	0.5	0.5
Subtotal	0.6	0.5	0.5

1430 - Winter Lights	FY 10	FY 11	FY 12
Part-Time Personnel	1.2	1.2	1.2
Subtotal	1.2	1.2	1.2

PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

1436 - Special Events	FY 10	FY 11	FY 12
Arts & Events Division Chief	0	0	1
Arts/Special Events Director	1	1	0
Senior Recreation Supervisor	0	0	1
Recreation Program Specialist	1	1	0
Recreation Program Supervisor	0	0	2
Recreation Program Coordinator III	2	2	0
Recreation Program Coordinator II	1	1	1
Part-Time Personnel	2.2	1.6	1.6
Subtotal	7.2	6.6	6.6

1437 - Cultural Arts Programs	FY 10	FY 11	FY 12
Cultural Arts Director	1	1	1
Part-Time Personnel	2.4	2	2
Subtotal	3.4	3	3

1438 - Kentlands Mansion	FY 10	FY 11	FY 12
Community Facility Director	1	1	1
Administrative Assistant III	1	1	1
Custodian/Maintenance Worker	0	0	1
Employment Agreement Personnel	1	1	0
Part-Time Personnel	3.1	2	2
Subtotal	6.1	5	5

Total	FY 10	FY 11	FY 12
Full-Time Personnel	37	37	39
Employment Agreement Personnel	3.8	2.8	0.8
Part-Time Personnel	91.27	76.93	77.55
	132.07	116.73	117.35

Parks, Recreation & 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 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.

WORK PLAN GOALS (CONT.):

- Enhance customer service by continuously developing on-line registration services and utilizing software email 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 premiere 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:

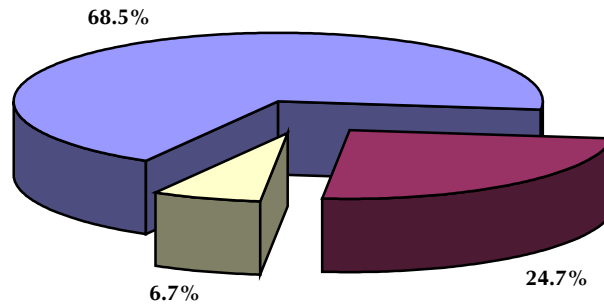
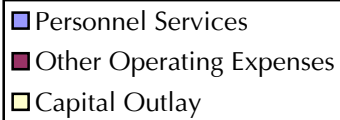
- Accounting & Audit increased \$14,000 to reflect costs associated with credit card processing fees.
- Vehicles & Equipment (Replacement) increased \$7,163 to reflect the catch up of an additional 25% of annual appropriation which was reduced in the FY 2011 budget.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$392,706	\$382,569	\$513,709	\$489,457
Other Operating Expenses	158,200	159,165	176,430	176,430
Capital Outlay	59,660	39,390	48,143	48,143
TOTAL	\$610,566	\$581,124	\$738,282	\$714,030

Parks, Recreation & Culture

1411 - Parks, Recreation & Culture Administration

Parks, Recreation & Culture Administration
FY 2012 Budget of \$714,030



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of on-line registrations	8,844	8,000	8,900
Acres of parkland accessible to citizens	871.0	871.0	871.0

Activity Analysis Report - Adopted

1411 - Parks, Recreation & Culture Administration

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$316,346	\$306,346	-3.16%	\$374,856	28.13%
505200 - Other taxable comp-Gfit	\$0	\$628	100.00%		-100.00%
510000 - Social Security & Medicare T	\$24,200	\$23,435	-3.16%	\$28,676	28.13%
514000 - Group Insurance	\$11,695	\$11,695	0.00%	\$41,805	285.55%
515000 - Retirement Contribution (401	\$24,508	\$24,508	0.00%	\$29,988	28.13%
515100 - Retirement Health Savings (	\$6,767	\$6,767	0.00%	\$2,886	-57.35%
516000 - Savings Plan Contribution (4	\$9,190	\$9,190	0.00%	\$11,246	28.14%
521000 - Office Supplies	\$7,200	\$7,200	0.00%	\$7,200	0.00%
522000 - General Operating Supplies	\$1,500	\$1,500	0.00%	\$1,500	0.00%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%		100.00%
525000 - Furniture & Fixtures	\$0	\$0	100.00%		100.00%
530000 - Accounting & Audit	\$57,000	\$57,000	0.00%	\$71,000	24.56%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$18,535	\$20,985	13.22%	\$21,080	0.45%
533000 - Legal	\$2,890	\$2,890	0.00%	\$3,200	10.73%
536000 - Miscellaneous Professional S	\$510	\$510	0.00%	\$510	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 & Certifica	\$715	\$505	-29.37%	\$550	8.91%
546000 - Conference & Seminar Regis	\$875	\$775	-11.43%	\$950	22.58%
546300 - In-Service Training	\$700	\$0	-100.00%		100.00%
547000 - Travel Expense	\$1,345	\$1,500	11.52%	\$1,500	0.00%
547100 - Travel Mileage Reimburseme	\$0	\$0	100.00%		100.00%
551100 - Cellular Telephone	\$2,360	\$2,360	0.00%	\$2,360	0.00%
551200 - Pagers	\$0	\$0	100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	\$16,000	\$16,000	0.00%	\$16,000	0.00%
553000 - Printing & Binding	\$32,000	\$14,200	-55.63%	\$16,200	14.08%
556000 - Postage	\$2,000	\$16,400	720.00%	\$16,400	0.00%
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	\$600	0.00%	\$600	0.00%
567000 - Rental & Use Charges	\$2,220	\$2,220	0.00%	\$2,200	-0.90%
573000 - Repair & Maintenance - Mac	\$5,600	\$8,370	49.46%	\$9,030	7.89%
574000 - Repair & Maintenance - Vehi	\$6,000	\$6,000	0.00%	\$6,000	0.00%
592000 - Software	\$0	\$0	100.00%		100.00%
592100 - Software (Replacement)	\$20,000	\$20,000	0.00%	\$20,000	0.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$10,710	\$5,065	-52.71%	\$6,655	31.39%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repla	\$28,950	\$14,325	-50.52%	\$21,488	50.00%

Activity Analysis Report - Adopted

1411 - Parks, Recreation & Culture Administration

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
Personnel	\$392,706	\$382,569	-2.58%	\$489,457	34.28%
Operating Expenses	\$158,200	\$159,165	0.61%	\$176,430	10.85%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$59,660	\$39,390	-33.98%	\$48,143	22.22%
Total	\$610,566	\$581,124	-4.82%	\$714,030	27.04%

1411 Parks, Recreation & Culture Administration
Expenditure Statement by Object
**Proposed
2011 - 2012**
**Adopted
2011 - 2012**
Personnel Services

501000 Salaries, Full-Time Employees	\$ 392,527	\$ 374,856
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes	30,028	28,676
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	45,090	41,805
514100 Group Insurance - Retirees		
515000 Retirement Contribution	31,402	29,988
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	2,886	2,886
516000 Savings Plan Contribution	11,776	11,246
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 513,709	\$ 489,457

Operating Expenses

521000 Office Supplies		
Cartridges - Printers (6)	4,400	4,400
Fingerprint Cards, Ink and Materials	300	300
Membership Card Printer Supplies	1,000	1,000
Postage Meter - Ink, Sealer and Tape	300	300
Receipt Printer Supplies	400	400
Stamps, Cash Bags and Office Supplies	800	800
<i>Subtotal</i>	7,200	7,200
522000 General Operating Supplies		
Facility and Event Materials	1,500	1,500
<i>Subtotal</i>	1,500	1,500
530000 Accounting & Audit		
Credit Card Processing Fees	71,000	71,000
<i>Subtotal</i>	71,000	71,000
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat) (3)	135	135
Maintenance - Software (Adobe InDesign) (1)	95	95
Maintenance - Software (Class)	20,000	20,000
Maintenance - Software (Microsoft CALs) (5)	750	750
Maintenance - Software (Network/Anti-Virus) (5)	100	100
<i>Subtotal</i>	21,080	21,080

1411 Parks, Recreation & Culture Administration

533000 Legal			
American Society of Composers, Authors and Publishers	615	615	
Broadcast Music, Inc., License Agreement	550	550	
Motion Picture License Agreement	1,070	1,070	
Society of European Songwriters, Artists and Composers	965	965	
<i>Subtotal</i>		3,200	3,200
536000 Miscellaneous Professional Services			
Shredder Services	510	510	
<i>Subtotal</i>		510	510
544000 Professional Dues & Certification Fees			
Leadership Montgomery	75	75	
Maryland Municipal League	35	35	
Maryland Recreation and Parks Association	75	75	
NAACP	30	30	
National Recreation and Parks Association	335	335	
<i>Subtotal</i>		550	550
546000 Conference & Seminar Registration			
Maryland Recreation and Parks Association Quarterly Meetings &	375	375	
National Recreation and Parks Association Conference	575	575	
<i>Subtotal</i>		950	950
547000 Travel Expense			
National Recreation and Parks Association Conference	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
551100 Cellular Telephone			
Director (1)	2,210	2,210	
Facilities Administration Director (1)	150	150	
<i>Subtotal</i>		2,360	2,360
552500 Vehicle & Equipment Gasoline Expense			
Gasoline and Diesel for car (1), vans (4), buses (3)	16,000	16,000	
<i>Subtotal</i>		16,000	16,000
553000 Printing & Binding			
Leisure Times Postcards	2,000	2,000	
Leisure Times Publication	14,200	14,200	
<i>Subtotal</i>		16,200	16,200
556000 Postage			
Letters, Membership Renewals and Promotional Materials	16,400	16,400	
<i>Subtotal</i>		16,400	16,400
557000 Laundry & Uniforms			
Staff Shirts	150	150	
<i>Subtotal</i>		150	150
561000 Local, In-Services Meals			
All Hands Meetings	600	600	
<i>Subtotal</i>		600	600

1411 Parks, Recreation & Culture Administration

567000 Rental & Use Charges			
Postage Meter - Monthly Fee	2,200	2,200	
<i>Subtotal</i>		2,200	2,200
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Printers (DataCard ImageCard Select)	750	750	
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	1,260	1,260	
Maintenance & Supplies - Copier (Ricoh MPC 7500 - Color Printi	1,400	1,400	
Maintenance & Supplies - Copier (Ricoh MPC 7500)	5,620	5,620	
<i>Subtotal</i>		9,030	9,030
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (9 Units)	6,000	6,000	
<i>Subtotal</i>		6,000	6,000
Subtotal Operating Expenses		176,430	176,430

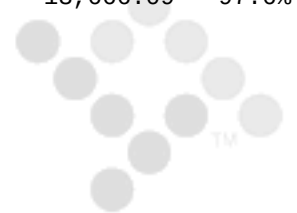
Capital Outlay

592100 Software (Replacement)			
Replacement - Software (Class)	20,000	20,000	
<i>Subtotal</i>		20,000	20,000
595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (5)	1,650	1,650	
Replacement - Copier (Ricoh MP 2550SP)	650	650	
Replacement - Copier (Ricoh MPC 7500)	3,050	3,050	
Replacement - Fax Machines	80	80	
Replacement - Printer (Canon MP 480)	15	15	
Replacement - Printer (Fargo DTC400E Card printer)	375	375	
Replacement - Printer (HP Color Inkjet 2800)	255	255	
Replacement - Printer (HP LaserJet P3005x)	265	265	
Replacement - Security Cameras (4)	315	315	
<i>Subtotal</i>		6,655	6,655
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (8 Units)	21,488	21,488	
<i>Subtotal</i>		21,488	21,488
Subtotal Capital Outlay		48,143	48,143
Total		738,282	714,030



FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1411 PARKS & RECREATION ADMINISTRAT							
411 PARKS & RECREATION ADMINISTRAT							
1411 501000 FULL TIME	306,346	0	306,346	286,362.77	.00	19,983.23	93.5%
1411 505200 OTHER-GFIT	628	0	628	560.00	.00	68.00	89.2%
1411 510000 FICA TAXES	23,435	0	23,435	20,150.91	.00	3,284.09	86.0%
1411 514000 GROUP HEAL	11,695	0	11,695	29,018.22	.00	-17,323.22	248.1%*
1411 515000 RETIRE401A	24,508	0	24,508	21,978.52	.00	2,529.48	89.7%
1411 515100 RETIRE-RHS	6,767	0	6,767	2,631.81	.00	4,135.19	38.9%
1411 516000 SAVING401K	9,190	0	9,190	7,274.21	.00	1,915.79	79.2%
1411 521000 OFFICE SUP	7,200	0	7,200	6,711.05	.00	488.95	93.2%
1411 522000 GEN OPERAT	1,500	0	1,500	1,309.93	.00	190.07	87.3%
1411 522500 PROG ACT	0	0	0	85.46	.00	-85.46	100.0%*
1411 525000 FURN/FIX	0	0	0	169.99	.00	-169.99	100.0%*
1411 526000 MACH/EQUIP	0	0	0	250.00	.00	-250.00	100.0%*
1411 530000 ACCTG/AUDI	57,000	0	57,000	71,755.78	.00	-14,755.78	125.9%*
1411 531000 IT SERVICE	0	0	0	800.00	.00	-800.00	100.0%*
1411 531600 SOFT MAINT	20,985	0	20,985	18,814.50	.00	2,170.50	89.7%
1411 533000 LEGAL	2,890	0	2,890	2,131.50	.00	758.50	73.8%
1411 536000 MISC PROF	510	0	510	488.90	.00	21.10	95.9%
1411 544000 DUES/MEMBE	505	0	505	290.00	.00	215.00	57.4%
1411 546000 CONF/SEMIN	775	0	775	1,235.29	.00	-460.29	159.4%*
1411 547000 TRAVEL EXP	1,500	0	1,500	389.40	.00	1,110.60	26.0%
1411 551000 TELEPHONE	0	0	0	16.23	.00	-16.23	100.0%*
1411 551100 CELLPHONE	2,360	0	2,360	1,209.92	.00	1,150.08	51.3%
1411 552500 GAS EXP	16,000	0	16,000	8,278.56	.00	7,721.44	51.7%
1411 553000 PRINT/BIND	14,200	0	14,200	15,461.09	.00	-1,261.09	108.9%*
1411 556000 POSTAGE	16,400	0	16,400	15,918.70	.00	481.30	97.1%
1411 557000 UNIFORM/LA	150	0	150	.00	.00	150.00	.0%
1411 561000 LOCAL MEAL	600	0	600	763.05	.00	-163.05	127.2%*
1411 567000 RENTAL USE	2,220	0	2,220	1,665.00	.00	555.00	75.0%
1411 573000 R&M-MACH/E	8,370	0	8,370	8,709.06	.00	-339.06	104.1%*
1411 574000 R&M-VEHICL	6,000	0	6,000	3,638.06	.00	2,361.94	60.6%
1411 592100 SOFTW REPL	20,000	0	20,000	20,000.00	.00	.00	100.0%
1411 595100 FURN/EQ RE	5,065	0	5,065	5,065.00	.00	.00	100.0%
1411 596100 VEH/EQ REP	14,325	0	14,325	14,325.00	.00	.00	100.0%
TOTAL PARKS & RECREATION ADMINISTRAT	581,124	0	581,124	567,457.91	.00	13,666.09	97.6%
TOTAL PARKS & RECREATION ADMINISTRAT	581,124	0	581,124	567,457.91	.00	13,666.09	97.6%



Parks, Recreation & Culture

1415 - Recreation Programs & Sports

SERVICES PROVIDED:

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

WORK PLAN GOALS:

- Develop and promote recreation programs that are affordable and inclusive of all segments of our community.
- Educate and encourage volunteer coaches through workshops, clinics and support from the recreation staff.
- Evaluate the partnership between the City and Montgomery County Public Schools regarding the use and programming of Lakelands Park.
- 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.

WORK PLAN GOALS (CONT.):

- Integrate the principles of CHARACTER COUNTS! in all levels of our programs through initiatives that promote and encourage fair play, team work, skill development and the value of leisure activities.
- Locate and cultivate additional partnerships with the local business community.
- Market the benefits of youth and teen sports as a venue for combating childhood obesity and creating a healthier society now and for the future.
- Utilize customer survey information as an instrument to measure the pulse of the community and meet recreational trends.
- Work with local agencies as to develop inroads into segments of the community that will foster greater awareness and participation in City programs.

SIGNIFICANT CHANGES:

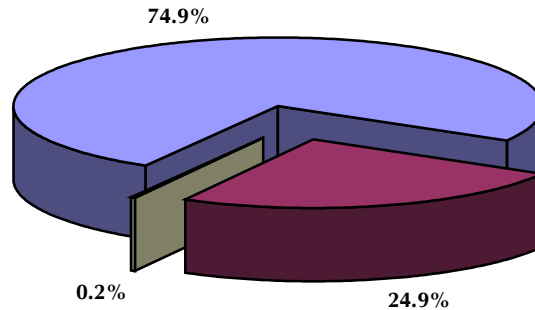
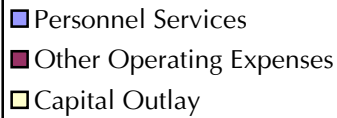
- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$606,507	\$561,832	\$568,038	\$566,448
Other Operating Expenses	255,606	198,104	188,282	188,282
Capital Outlay	1,600	785	1,650	1,650
TOTAL	\$863,713	\$760,721	\$757,970	\$756,380

Parks, Recreation & Culture

1415 - Recreation Programs & Sports

Recreation Programs & Sports FY 2012 Budget of \$756,380



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Resident participation in youth and teen sports	1,470	1,369	1,345
Nonresident participation in youth and teen sports	2,499	2,397	2,329
Coaching hours volunteered	9,970	9,970	10,000
Adult team and individual sports programs offered	49	52	51

Activity Analysis Report - Adopted

1415 - Recreation Programs & Sports

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$378,171	\$368,171	-2.64%	\$374,061	1.60%
509000 - Salaries, Part-Time Employee	\$121,877	\$90,377	-25.85%	\$90,377	0.00%
510000 - Social Security & Medicare T	\$38,254	\$35,079	-8.30%	\$35,530	1.29%
514000 - Group Insurance	\$25,591	\$25,591	0.00%	\$22,869	-4.42%
515000 - Retirement Contribution (401	\$29,454	\$29,454	0.00%	\$29,925	1.60%
515100 - Retirement Health Savings (	\$2,115	\$2,115	0.00%	\$2,464	16.50%
516000 - Savings Plan Contribution (4	\$11,045	\$11,045	0.00%	\$11,222	1.60%
521000 - Office Supplies	\$0	\$0	100.00%		100.00%
522000 - General Operating Supplies	\$97,699	\$87,440	-10.50%	\$82,534	-5.61%
522500 - Program Activities	\$0	\$0	100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$375	\$880	134.67%	\$930	5.68%
536000 - Miscellaneous Professional S	\$15,464	\$18,000	16.40%	\$16,500	-8.33%
536200 - Americans with Disabilities A	\$500	\$250	-50.00%	\$250	0.00%
536500 - Investigations	\$4,552	\$4,552	0.00%	\$4,140	-9.05%
537000 - Instructor Services	\$50,350	\$3,026	-93.99%	\$2,859	-5.52%
541000 - Advertising	\$3,688	\$1,716	-53.47%		-100.00%
542000 - Awards & Presentations	\$0	\$0	100.00%		100.00%
544000 - Professional Dues & Certifica	\$240	\$1,825	660.42%	\$3,600	97.26%
546000 - Conference & Seminar Regis	\$200	\$0	-100.00%		100.00%
547000 - Travel Expense	\$0	\$0	100.00%		100.00%
547100 - Travel Mileage Reimburseme	\$0	\$0	100.00%		100.00%
550000 - Electric	\$31,670	\$25,204	-20.42%	\$25,179	-0.10%
550200 - Water	\$0	\$0	100.00%		100.00%
551100 - Cellular Telephone	\$425	\$350	-17.65%	\$350	0.00%
551200 - Pagers	\$0	\$0	100.00%		100.00%
553000 - Printing & Binding	\$5,704	\$5,750	0.81%	\$5,460	-5.04%
554000 - Signage	\$0	\$0	100.00%	\$1,600	100.00%
556000 - Postage	\$2,000	\$2,000	0.00%	\$2,000	0.00%
561000 - Local, In-Services Meals	\$0	\$0	100.00%		100.00%
567100 - Rental of Facilities	\$42,739	\$47,111	10.23%	\$42,880	-8.98%
592000 - Software	\$0	\$0	100.00%		100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$1,600	\$785	-50.94%	\$1,650	110.19%
Personnel	\$606,507	\$561,832	-7.37%	\$566,448	1.10%
Operating Expenses	\$255,606	\$198,104	-22.50%	\$188,282	-4.96%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$1,600	\$785	-50.94%	\$1,650	110.19%
Total	\$863,713	\$760,721	-11.92%	\$756,380	-0.36%

1415 Recreation Programs & Sports

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 374,061	\$ 374,061
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	90,377	90,377
510000 Social Security & Medicare Taxes	35,530	35,530
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	24,459	22,869
514100 Group Insurance - Retirees		
515000 Retirement Contribution	29,925	29,925
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	2,464	2,464
516000 Savings Plan Contribution	11,222	11,222
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 568,038	\$ 566,448

Operating Expenses

522000 General Operating Supplies		
Adult Sports Awards (Revenue Supported)	12,977	12,977
Coaches Shirts	2,646	2,646
First Aid Supplies	835	835
Golf Tournament Spring and Fall (Revenue Supported)	15,912	15,912
Officials Shirts	295	295
Rule Books for Softball and Volleyball (Revenue Supported)	1,212	1,212
Softballs, Volleyball Nets and Balls, Tennis Equipment	7,453	7,453
Staff Shirts (Program Staff)	1,388	1,388
Start Smart Equipment	715	715
Supplies - Bags, Bats, Helmets, Mouth Guards	3,748	3,748
Whistles, Lanyards, Teaching Boards, Cones, and Scrimmage Vest	3,051	3,051
Youth and Teen Shirts, Soccer Socks, Hats and Visors	23,308	23,308
Youth Sports Awards	8,994	8,994
<i>Subtotal</i>	82,534	82,534
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe InDesign) (1)	80	80
Maintenance - Software (Microsoft CALs) (5)	750	750
Maintenance - Software (Network/Anti-Virus) (5)	100	100
<i>Subtotal</i>	930	930
536000 Miscellaneous Professional Services		
Sports Officials Contract -Adult Softball	16,500	16,500
<i>Subtotal</i>	16,500	16,500

1415 Recreation Programs & Sports

536200 Americans with Disabilities Act			
Interpreter Services	250	250	
<i>Subtotal</i>		250	250
536500 Investigations			
Background Checks	4,140	4,140	
<i>Subtotal</i>		4,140	4,140
537000 Instructor Services			
Sports Clinics - Tennis and Volleyball	2,859	2,859	
<i>Subtotal</i>		2,859	2,859
544000 Professional Dues & Certification Fees			
National Youth Sports Coaches Certifications	3,600	3,600	
<i>Subtotal</i>		3,600	3,600
550000 Electric			
Athletic Field Rental	6,513	6,513	
Sports Programs (Field Lights for Youth, Teen and Adult)	18,666	18,666	
<i>Subtotal</i>		25,179	25,179
551100 Cellular Telephone			
Field Rental and GSA	200	200	
Sports Team (Share 1)	150	150	
<i>Subtotal</i>		350	350
553000 Printing & Binding			
Brochures and Program Registration Materials (3 Times a Year)	5,460	5,460	
<i>Subtotal</i>		5,460	5,460
554000 Signage			
Banners for Youth and Teen Sports	1,600	1,600	
<i>Subtotal</i>		1,600	1,600
556000 Postage			
Bulk Mailing for Sports (3 times a year)	1,155	1,155	
General Correspondence Mailing	845	845	
<i>Subtotal</i>		2,000	2,000
567100 Rental of Facilities			
City Programs and Sports (Practices and Games)	38,880	38,880	
Outdoor Field Use	4,000	4,000	
<i>Subtotal</i>		42,880	42,880
Subtotal Operating Expenses		188,282	188,282

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (5)	1,650	1,650	
<i>Subtotal</i>		1,650	1,650
Subtotal Capital Outlay		1,650	1,650

1415 Recreation Programs & Sports

Total	757,970	756,380

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1415 RECREATION PROGRAMS & SPORTS							
415 RECREATION PROGRAMS & SPORTS							
1415 501000 FULL TIME	368,171	0	368,171	345,728.98	.00	22,442.02	93.9%
1415 505200 OTHER-GFIT	0	0	0	240.50	.00	-240.50	100.0%*
1415 509000 PART-TIME	90,377	0	90,377	76,946.38	.00	13,430.62	85.1%
1415 510000 FICA TAXES	35,079	0	35,079	32,312.98	.00	2,766.02	92.1%
1415 514000 GROUP HEAL	25,591	0	25,591	23,827.95	.00	1,763.05	93.1%
1415 515000 RETIRE401A	29,454	0	29,454	26,298.93	.00	3,155.07	89.3%
1415 515100 RETIRE-RHS	2,115	0	2,115	2,247.25	.00	-132.25	106.3%*
1415 516000 SAVING401K	11,045	0	11,045	9,862.12	.00	1,182.88	89.3%
1415 522000 GEN OPERAT	87,440	0	87,440	72,136.54	2,444.15	12,859.31	85.3%
1415 522200 PHOTO SUPP	0	0	0	39.81	.00	-39.81	100.0%*
1415 522500 PROG ACT	0	0	0	398.71	.00	-398.71	100.0%*
1415 531600 SOFT MAINT	880	0	880	97.00	.00	783.00	11.0%
1415 536000 MISC PROF	18,000	0	18,000	6,810.00	11,970.00	-780.00	104.3%*
1415 536200 ADA	250	0	250	.00	.00	250.00	.0%
1415 536500 INVESTIGTE	4,552	0	4,552	4,537.00	.00	15.00	99.7%
1415 537000 INSTRUCTOR	3,026	0	3,026	1,871.30	1,154.70	.00	100.0%
1415 541000 ADVERTISIN	1,716	0	1,716	.00	.00	1,716.00	.0%
1415 542000 AWARDS PRE	0	0	0	150.00	.00	-150.00	100.0%*
1415 544000 DUES/MEMBE	1,825	0	1,825	1,659.90	.00	165.10	91.0%
1415 547100 LOC TRAVEL	0	0	0	54.98	.00	-54.98	100.0%*
1415 550000 ELECTRIC	25,204	0	25,204	34,780.87	.00	-9,576.87	138.0%*
1415 551000 TELEPHONE	0	0	0	33.02	.00	-33.02	100.0%*
1415 551100 CELLPHONE	350	0	350	346.41	.00	3.59	99.0%
1415 552500 GAS EXP	0	0	0	10.50	.00	-10.50	100.0%*
1415 553000 PRINT/BIND	5,750	0	5,750	3,461.88	.00	2,288.12	60.2%
1415 556000 POSTAGE	2,000	0	2,000	1,834.45	.00	165.55	91.7%
1415 560000 MISCELLANE	0	0	0	750.00	.00	-750.00	100.0%*
1415 567100 RENTAL FAC	47,111	0	47,111	30,317.17	16,793.83	.00	100.0%
1415 595100 FURN/EQ RE	785	0	785	785.00	.00	.00	100.0%
TOTAL RECREATION PROGRAMS & SPORTS	760,721	0	760,721	677,539.63	32,362.68	50,818.69	93.3%
TOTAL RECREATION PROGRAMS & SPORTS	760,721	0	760,721	677,539.63	32,362.68	50,818.69	93.3%



Parks, Recreation & Culture

1416 - Recreation Classes

SERVICES PROVIDED:

Recreation class programs provide the community with an opportunity to experience a variety of classes that promote leisure time activities. Classes are offered in the areas of dance, health and fitness, art, special interests and lifetime sports. Class opportunities range from one-day seminars to several weeks of informative and instructional programs. The focus and scope of the recreation class programs are to meet the diverse needs and interests among various ages.

WORK PLAN GOALS:

- Boost marketing opportunities through email access provided by the Class Registration System.

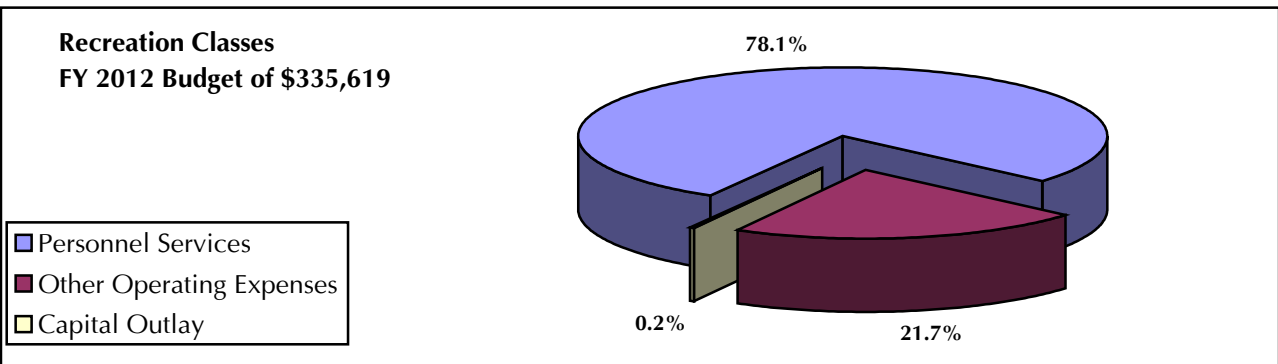
WORK PLAN GOALS (CONT.):

- Create and maintain a diverse class program that is affordable to citizens.
- Emphasize "Let's Move Cities and Towns" initiative through the Recreation Class Program. Serve as an advocate and proponent through marketing of existing programs and in the future, as a core foundation for new programs.
- Evaluate data received from cost comparison studies with neighboring jurisdictions as a foundation for establishing class revenue goals.
- Utilize information obtained through customer surveys as a means of meeting the program and class needs of our citizens.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$267,209	\$261,288	\$262,551	\$262,154
Other Operating Expenses	71,255	68,775	72,805	72,805
Capital Outlay	640	315	660	660
TOTAL	\$339,104	\$330,378	\$336,016	\$335,619



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Recreation classes offered	760	735	740
Percentage of operations supported by revenue	138%	130%	135%
Number of resident class participants	2,500	2,500	2,500
Number of nonresident class participants	1,519	1,800	1,600

Activity Analysis Report - Adopted

1416 - Recreation Classes

Object			% Change		
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$77,046	\$75,046	-2.60%	\$76,247	1.60%
509000 - Salaries, Part-Time Employee	\$158,028	\$154,528	-2.21%	\$154,528	0.00%
510000 - Social Security & Medicare T	\$17,983	\$17,562	-2.34%	\$17,654	0.52%
514000 - Group Insurance	\$5,897	\$5,897	0.00%	\$5,338	-2.75%
515000 - Retirement Contribution (401	\$6,004	\$6,004	0.00%	\$6,100	1.60%
516000 - Savings Plan Contribution (4	\$2,251	\$2,251	0.00%	\$2,287	1.60%
522000 - General Operating Supplies	\$3,175	\$1,175	-62.99%	\$1,175	0.00%
522500 - Program Activities	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$120	\$415	245.83%	\$445	7.23%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%		100.00%
536200 - Americans with Disabilities A	\$500	\$150	-70.00%	\$150	0.00%
536500 - Investigations	\$210	\$210	0.00%	\$210	0.00%
537000 - Instructor Services	\$57,075	\$57,075	0.00%	\$57,075	0.00%
541000 - Advertising	\$3,000	\$2,750	-8.33%	\$2,750	0.00%
546000 - Conference & Seminar Regis	\$175	\$0	-100.00%		100.00%
547100 - Travel Mileage Reimburseme	\$0	\$0	100.00%		100.00%
553000 - Printing & Binding	\$0	\$0	100.00%		100.00%
567000 - Rental & Use Charges	\$0	\$0	100.00%		100.00%
567100 - Rental of Facilities	\$7,000	\$7,000	0.00%	\$11,000	57.14%
592000 - Software	\$0	\$0	100.00%		100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$640	\$315	-50.78%	\$660	109.52%
Personnel	\$267,209	\$261,288	-2.22%	\$262,154	0.48%
Operating Expenses	\$71,255	\$68,775	-3.48%	\$72,805	5.86%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$640	\$315	-50.78%	\$660	109.52%
Total	\$339,104	\$330,378	-2.57%	\$335,619	1.71%

1416 Recreation Classes

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 76,247	\$ 76,247
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	154,528	154,528
510000 Social Security & Medicare Taxes	17,654	17,654
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	5,735	5,338
514100 Group Insurance - Retirees		
515000 Retirement Contribution	6,100	6,100
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	2,287	2,287
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 262,551	\$ 262,154

Operating Expenses

522000 General Operating Supplies		
Class Supplies (CD's, Pilates Mats and Balls)	750	750
Clinics (Chalk, Gym Equipment and Mats)	100	100
Summer Dance Clinic Music and Choreography	325	325
<i>Subtotal</i>	1,175	1,175
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe InDesign) (1)	105	105
Maintenance - Software (Microsoft CALs) (2)	300	300
Maintenance - Software (Network/Anti-Virus) (2)	40	40
<i>Subtotal</i>	445	445
536200 Americans with Disabilities Act		
Interpreter Services	150	150
<i>Subtotal</i>	150	150
536500 Investigations		
Background Checks	210	210
<i>Subtotal</i>	210	210
537000 Instructor Services		
Classes - Tennis, Exercise, Dance, Karate (Revenue Supported)	57,075	57,075
<i>Subtotal</i>	57,075	57,075
541000 Advertising		
Newspapers and Program Fliers	2,750	2,750
<i>Subtotal</i>	2,750	2,750

1416 Recreation Classes

567100 Rental of Facilities			
Community Use of Public Facilities	11,000	11,000	
Subtotal		11,000	11,000
Subtotal Operating Expenses		72,805	72,805

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (2)	660	660	
Subtotal		660	660
Subtotal Capital Outlay		660	660
Total		336,016	335,619



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1416 RECREATION CLASSES							
416 RECREATION CLASSES							
1416 501000 FULL TIME	75,046	0	75,046	70,936.15	.00	4,109.85	94.5%
1416 509000 PART-TIME	154,528	0	154,528	127,715.32	.00	26,812.68	82.6%
1416 510000 FICA TAXES	17,562	0	17,562	15,208.40	.00	2,353.60	86.6%
1416 514000 GROUP HEAL	5,897	0	5,897	5,543.98	.00	353.02	94.0%
1416 515000 RETIRE401A	6,004	0	6,004	5,359.43	.00	644.57	89.3%
1416 516000 SAVING401K	2,251	0	2,251	2,009.76	.00	241.24	89.3%
1416 522000 GEN OPERAT	1,175	0	1,175	1,890.80	.00	-715.80	160.9%*
1416 531600 SOFT MAINT	415	0	415	97.00	.00	318.00	23.4%
1416 536200 ADA	150	0	150	.00	.00	150.00	.0%
1416 536500 INVESTIGTE	210	0	210	223.50	.00	-13.50	106.4%*
1416 537000 INSTRUCTOR	57,075	0	57,075	46,430.90	8,210.00	2,434.10	95.7%
1416 541000 ADVERTISIN	2,750	0	2,750	1,816.97	.00	933.03	66.1%
1416 567100 RENTAL FAC	7,000	0	7,000	6,245.64	754.36	.00	100.0%
1416 595100 FURN/EQ RE	315	0	315	315.00	.00	.00	100.0%
TOTAL RECREATION CLASSES	330,378	0	330,378	283,792.85	8,964.36	37,620.79	88.6%
TOTAL RECREATION CLASSES	330,378	0	330,378	283,792.85	8,964.36	37,620.79	88.6%



Parks, Recreation & Culture

1417 - Youth Services

SERVICES PROVIDED:

Youth Services provides after-school, week-end and summer activities for Gaithersburg's youth. Programming components include after school programs at area elementary schools, trips and activities on school holidays for middle school youth and mentoring and after school programming for high school students.

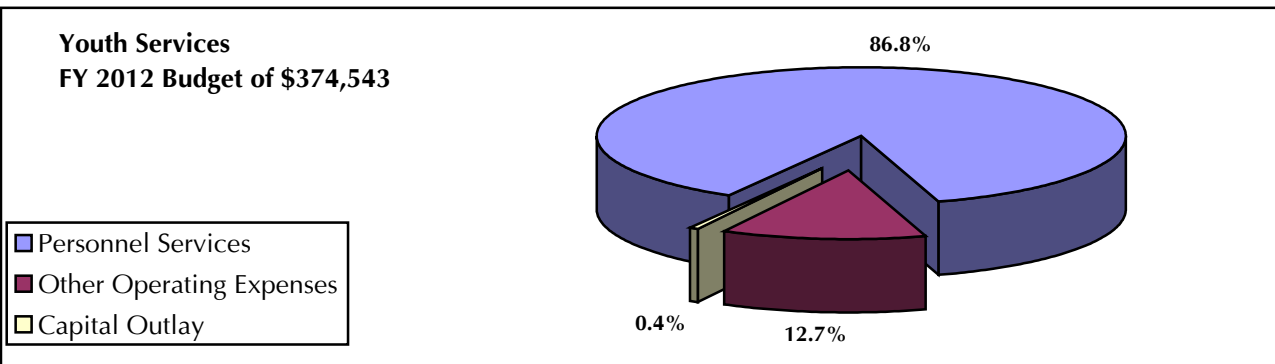
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2009 - 10	Budgeted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
Personnel Services	\$350,411	\$329,542	\$327,019	\$325,163
Other Operating Expenses	75,010	49,280	47,730	47,730
Capital Outlay	1,930	950	1,650	1,650
TOTAL	\$427,351	\$379,772	\$376,399	\$374,543



Performance Measures	Actual 2009 - 10	Budgeted 2010 - 11	Projected 2011 - 12
Youth Club memberships at Olde Towne	340	350	450
Youth Club memberships at Robertson Park	195	200	200
Student Union Memberships (high school)	80	100	120
Intramural high school participants	1,299	1,000	1,200
Elementary After School Program participants	9,101	8,200	9,000

Activity Analysis Report - Adopted

1417 - Youth Services

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$187,551	\$181,551	-3.20%	\$184,456	1.60%
505100 - Other taxable comp-multiling	\$0	\$2,080	100.00%		-100.00%
505200 - Other taxable comp-Gfit	\$0	\$840	100.00%		-100.00%
509000 - Salaries, Part-Time Employee	\$96,500	\$77,150	-20.05%	\$77,150	0.00%
510000 - Social Security & Medicare T	\$21,730	\$19,791	-8.92%	\$20,013	1.12%
514000 - Group Insurance	\$24,659	\$24,659	0.00%	\$23,254	1.83%
515000 - Retirement Contribution (401	\$14,524	\$14,524	0.00%	\$14,756	1.60%
516000 - Savings Plan Contribution (4	\$5,447	\$5,447	0.00%	\$5,534	1.60%
519000 - Tuition Reimbursement	\$0	\$3,500	100.00%		-100.00%
521000 - Office Supplies	\$250	\$250	0.00%	\$250	0.00%
522000 - General Operating Supplies	\$10,750	\$8,870	-17.49%	\$8,400	-5.30%
522500 - Program Activities	\$31,400	\$27,400	-12.74%	\$27,400	0.00%
524000 - Supplies for Resale	\$0	\$0	100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$330	\$830	151.52%	\$880	6.02%
536000 - Miscellaneous Professional S	\$20,000	\$0	-100.00%		100.00%
536500 - Investigations	\$730	\$730	0.00%	\$500	-31.51%
538000 - Performances & Entertainme	\$1,250	\$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 & Certifica	\$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%
547100 - Travel Mileage Reimburseme	\$0	\$0	100.00%		100.00%
551000 - Telephone (Landline)	\$0	\$0	100.00%		100.00%
551100 - Cellular Telephone	\$500	\$500	0.00%	\$500	0.00%
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	\$2,500	\$2,500	0.00%	\$1,600	-36.00%
557000 - Laundry & Uniforms	\$500	\$500	0.00%	\$500	0.00%
560000 - Miscellaneous	\$0	\$0	100.00%		100.00%
567000 - Rental & Use Charges	\$0	\$0	100.00%		100.00%
567100 - Rental of Facilities	\$6,500	\$7,400	13.85%	\$7,400	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	\$1,330	\$650	-51.13%	\$1,350	107.69%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repla	\$600	\$300	-50.00%	\$300	0.00%

Activity Analysis Report - Adopted

1417 - Youth Services

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
Personnel	\$350,411	\$329,542	-5.96%	\$325,163	-0.77%
Operating Expenses	\$75,010	\$49,280	-34.30%	\$47,730	-3.15%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$1,930	\$950	-50.78%	\$1,650	73.68%
Total	\$427,351	\$379,772	-11.13%	\$374,543	-0.89%

1417 Youth Services

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 184,456	\$ 184,456
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	77,150	77,150
510000 Social Security & Medicare Taxes	20,013	20,013
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	25,110	23,254
514100 Group Insurance - Retirees		
515000 Retirement Contribution	14,756	14,756
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	5,534	5,534
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 327,019	\$ 325,163

Operating Expenses

521000 Office Supplies		
Paper, Pens, Binders and Membership Cards	250	250
<i>Subtotal</i>	250	250
522000 General Operating Supplies		
Sports Supplies, Arts & Crafts and Table Games	8,400	8,400
<i>Subtotal</i>	8,400	8,400
522500 Program Activities		
Break Blasts and Half Day Hooplas-Revenue Supported	4,750	4,750
Gaithersburg Youth Club Trips-Revenue Supported	5,500	5,500
High School Trips-Revenue Supported	2,150	2,150
Ski Club Trips-Revenue Supported	12,000	12,000
Spring Break Camp	3,000	3,000
<i>Subtotal</i>	27,400	27,400
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe InDesign) (1)	95	95
Maintenance - Software (Adobe Photoshop) (1)	105	105
Maintenance - Software (Microsoft CALs) (4)	600	600
Maintenance - Software (Network/Anti-Virus) (4)	80	80
<i>Subtotal</i>	880	880
536500 Investigations		
Background Checks	500	500
<i>Subtotal</i>	500	500

1417 Youth Services

551100 Cellular Telephone			
Youth Services Director (1)	500	500	
<i>Subtotal</i>		500	500
556000 Postage			
Letters, Confirmations and Promotional Materials	1,600	1,600	
<i>Subtotal</i>		1,600	1,600
557000 Laundry & Uniforms			
Staff Shirts	500	500	
<i>Subtotal</i>		500	500
567100 Rental of Facilities			
Montgomery County Public School - Facilities	7,400	7,400	
<i>Subtotal</i>		7,400	7,400
574000 Repair & Maintenance - Vehicles			
Rec-Mobile (1 unit)	300	300	
<i>Subtotal</i>		300	300
Subtotal Operating Expenses		47,730	47,730

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (4)	1,320	1,320	
Replacement - Computer Hardware (PC Monitors) (1)	30	30	
<i>Subtotal</i>		1,350	1,350
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement - Rec-Mobile (1 unit)	300	300	
<i>Subtotal</i>		300	300
Subtotal Capital Outlay		1,650	1,650
Total		376,399	374,543



FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1417 YOUTH SERVICES							
417 YOUTH SERVICES							
1417 501000 FULL TIME	181,551	0	181,551	170,078.62	.00	11,472.38	93.7%
1417 505100 OTHER-MULT	2,080	0	2,080	1,599.50	.00	480.50	76.9%
1417 505200 OTHER-GFIT	840	0	840	828.00	.00	12.00	98.6%
1417 507000 VAC/SICK	0	0	0	3,353.44	.00	-3,353.44	100.0%*
1417 509000 PART-TIME	77,150	0	77,150	84,325.38	.00	-7,175.38	109.3%*
1417 510000 FICA TAXES	19,791	0	19,791	19,760.52	.00	30.48	99.8%
1417 514000 GROUP HEAL	24,659	0	24,659	23,597.15	.00	1,061.85	95.7%
1417 515000 RETIRE401A	14,524	0	14,524	12,686.98	.00	1,837.02	87.4%
1417 516000 SAVING401K	5,447	0	5,447	4,757.63	.00	689.37	87.3%
1417 519000 TUITION RE	3,500	0	3,500	3,500.00	.00	.00	100.0%
1417 521000 OFFICE SUP	250	0	250	137.97	.00	112.03	55.2%
1417 522000 GEN OPERAT	8,870	0	8,870	6,498.97	958.00	1,413.03	84.1%
1417 522500 PROG ACT	27,400	0	27,400	24,411.03	.00	2,988.97	89.1%
1417 531600 SOFT MAINT	830	0	830	97.00	.00	733.00	11.7%
1417 536500 INVESTIGTE	730	0	730	149.00	.00	581.00	20.4%
1417 542000 AWARDS PRE	0	0	0	195.00	.00	-195.00	100.0%*
1417 547100 LOC TRAVEL	0	0	0	8.16	.00	-8.16	100.0%*
1417 551000 TELEPHONE	0	0	0	55.94	.00	-55.94	100.0%*
1417 551100 CELLPHONE	500	0	500	462.62	.00	37.38	92.5%
1417 556000 POSTAGE	2,500	0	2,500	1,223.20	.00	1,276.80	48.9%
1417 557000 UNIFORM/LA	500	0	500	432.10	.00	67.90	86.4%
1417 567100 RENTAL FAC	7,400	0	7,400	4,889.50	2,510.50	.00	100.0%
1417 574000 R&M-VEHICL	300	0	300	.00	.00	300.00	.0%
1417 595100 FURN/EQ RE	650	0	650	650.00	.00	.00	100.0%
1417 596100 VEH/EQ REP	300	0	300	300.00	.00	.00	100.0%
TOTAL YOUTH SERVICES	379,772	0	379,772	363,997.71	3,468.50	12,305.79	96.8%
TOTAL YOUTH SERVICES	379,772	0	379,772	363,997.71	3,468.50	12,305.79	96.8%



Parks, Recreation & Culture

1418 - Summer Programs

SERVICES PROVIDED:

Summer Programs offer children opportunities to participate in full-day camps, Extended Learning Opportunities Camps and the Youth Activity Program sites. 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.

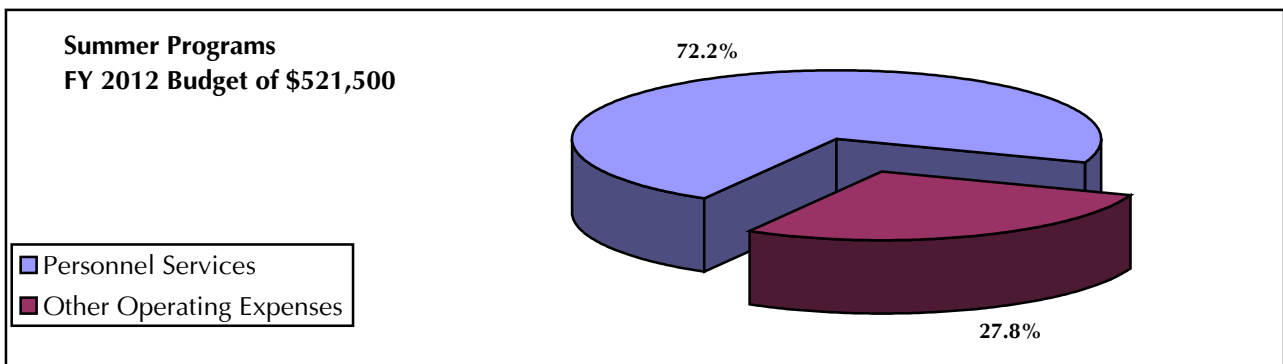
WORK PLAN GOALS:

- Foster a summer program that is proactive and sensitive to the environment.
- Grow and maintain a financial aid program that benefits residents who, without assistance, could not afford camp.
- Incorporate educational programs into the overall summer camp program.
- Through Montgomery County Public Schools, provide free breakfast programs at qualifying camp sites.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$398,744	\$371,832	\$376,775	\$376,775
Other Operating Expenses	165,850	141,050	144,725	144,725
Capital Outlay	0	0	0	0
TOTAL	\$564,594	\$512,882	\$521,500	\$521,500



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Total youth awarded financial aid	127	130	130
Total camper slots	2,711	2,932	2,967
Percentage of City residents	74%	76%	76%

Activity Analysis Report - Adopted

1418 - Summer Programs

Object	FY '10	FY '11	% Change		% Change
			FY '10 - FY '11	FY '12	FY '11 - FY '12
509000 - Salaries, Part-Time Employee	\$370,408	\$345,408	-6.75%	\$350,000	1.33%
510000 - Social Security & Medicare T	\$28,336	\$26,424	-6.75%	\$26,775	1.33%
521000 - Office Supplies	\$700	\$700	0.00%	\$500	-28.57%
522000 - General Operating Supplies	\$29,000	\$27,500	-5.17%	\$27,500	0.00%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%		100.00%
522500 - Program Activities	\$49,100	\$25,900	-47.25%	\$27,500	6.18%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%		100.00%
536500 - Investigations	\$2,700	\$2,700	0.00%	\$1,700	-37.04%
537000 - Instructor Services	\$0	\$0	100.00%		100.00%
538000 - Performances & Entertainme	\$1,300	\$800	-38.46%	\$800	0.00%
541000 - Advertising	\$1,250	\$1,250	0.00%	\$1,250	0.00%
544000 - Professional Dues & Certifica	\$200	\$75	-62.50%	\$75	0.00%
546000 - Conference & Seminar Regis	\$350	\$125	-64.29%		-100.00%
547000 - Travel Expense	\$50	\$0	-100.00%		100.00%
547100 - Travel Mileage Reimburseme	\$0	\$0	100.00%		100.00%
551100 - Cellular Telephone	\$150	\$0	-100.00%		100.00%
551200 - Pagers	\$150	\$0	-100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	\$0	\$0	100.00%		100.00%
553000 - Printing & Binding	\$2,200	\$2,000	-9.09%	\$1,500	-25.00%
554000 - Signage	\$0	\$0	100.00%		100.00%
556000 - Postage	\$2,100	\$2,100	0.00%	\$1,500	-28.57%
557000 - Laundry & Uniforms	\$1,600	\$1,400	-12.50%	\$1,400	0.00%
567000 - Rental & Use Charges	\$29,000	\$27,500	-5.17%	\$28,500	3.64%
567100 - Rental of Facilities	\$46,000	\$49,000	6.52%	\$52,500	7.14%
574000 - Repair & Maintenance - Vehi	\$0	\$0	100.00%		100.00%
Personnel	\$398,744	\$371,832	-6.75%	\$376,775	1.33%
Operating Expenses	\$165,850	\$141,050	-14.95%	\$144,725	2.61%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$564,594	\$512,882	-9.16%	\$521,500	1.68%

1418 Summer Programs

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$		\$	
505000 Other Taxable Compensation				
507000 Vacation Sick Pay				
508000 Salaries, Overtime				
508500 Salaries, Employee Agreement				
509000 Salaries, Part-Time		350,000		350,000
510000 Social Security & Medicare Taxes		26,775		26,775
512000 State Unemployment				
513000 Workers' Compensation Insurance				
514000 Group Insurance				
514100 Group Insurance - Retirees				
515000 Retirement Contribution				
515050 Supplemental Retirement Contribution				
515100 Retirement Health Savings (RHS)				
516000 Savings Plan Contribution				
516500 Deferred Compensation				
517000 Dependent Care Expense				
518000 Retirement Plan Withdrawals				
519000 Tuition Reimbursement				
Subtotal Personnel Services	\$	376,775	\$	376,775

Operating Expenses

521000 Office Supplies				
Paper, Binders, Pens and Storage Cabinets		500		500
<i>Subtotal</i>			500	500
522000 General Operating Supplies				
Sports Supplies, Arts & Crafts and Games		27,500		27,500
<i>Subtotal</i>			27,500	27,500
522500 Program Activities				
Camps and Yaps Field Trips, Camp Swim Fees		27,500		27,500
<i>Subtotal</i>			27,500	27,500
536500 Investigations				
Background Checks		1,700		1,700
<i>Subtotal</i>			1,700	1,700
538000 Performances & Entertainment				
Camps and Youth Activity Programs Entertainers		800		800
<i>Subtotal</i>			800	800
541000 Advertising				
Summer Camp Print Advertising		1,250		1,250
<i>Subtotal</i>			1,250	1,250
544000 Professional Dues & Certification Fees				
Canoe Instructor Certification		75		75
<i>Subtotal</i>			75	75

1418 Summer Programs

553000 Printing & Binding			
Summer in the City Camp Brochure	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
556000 Postage			
Letters, Confirmations and Promotional Materials	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
557000 Laundry & Uniforms			
Staff Shirts	1,400	1,400	
<i>Subtotal</i>		1,400	1,400
567000 Rental & Use Charges			
Montgomery County Public School - Buses	28,500	28,500	
<i>Subtotal</i>		28,500	28,500
567100 Rental of Facilities			
Montgomery County Public School - Facilities	52,500	52,500	
<i>Subtotal</i>		52,500	52,500
Subtotal Operating Expenses		144,725	144,725
Total		521,500	521,500

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1418 SUMMER PROGRAMS							
418 SUMMER PROGRAMS							
1418 509000 PART-TIME	345,408	0	345,408	281,598.71	.00	63,809.29	81.5%
1418 510000 FICA TAXES	26,424	0	26,424	21,542.20	.00	4,881.80	81.5%
1418 521000 OFFICE SUP	700	0	700	186.70	.00	513.30	26.7%
1418 522000 GEN OPERAT	27,500	0	27,500	18,069.32	2,258.00	7,172.68	73.9%
1418 522500 PROG ACT	25,900	0	25,900	20,360.10	.00	5,539.90	78.6%
1418 536500 INVESTIGTE	2,700	0	2,700	517.50	.00	2,182.50	19.2%
1418 538000 PERF & ENT	800	0	800	700.00	.00	100.00	87.5%
1418 541000 ADVERTISIN	1,250	0	1,250	1,720.77	.00	-470.77	137.7%*
1418 544000 DUES/MEMBE	75	0	75	.00	.00	75.00	.0%
1418 546000 CONF/SEMIN	125	0	125	.00	.00	125.00	.0%
1418 552500 GAS EXP	0	0	0	220.93	.00	-220.93	100.0%*
1418 553000 PRINT/BIND	2,000	0	2,000	878.00	.00	1,122.00	43.9%
1418 556000 POSTAGE	2,100	0	2,100	1,577.90	.00	522.10	75.1%
1418 557000 UNIFORM/LA	1,400	0	1,400	1,306.00	.00	94.00	93.3%
1418 567000 RENTAL USE	27,500	0	27,500	25,204.23	.00	2,295.77	91.7%
1418 567100 RENTAL FAC	49,000	0	49,000	35,820.53	13,179.47	.00	100.0%
TOTAL SUMMER PROGRAMS	512,882	0	512,882	409,702.89	15,437.47	87,741.64	82.9%
TOTAL SUMMER PROGRAMS	512,882	0	512,882	409,702.89	15,437.47	87,741.64	82.9%



Parks, Recreation & Culture

1419 - Gaithersburg Youth Center at Robertson Park

SERVICES PROVIDED:

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

WORK PLAN GOALS:

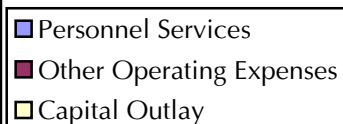
- Provide a diversity of experiences that will challenge the interest of the pre-teen population.
- Provide full-day programming on professional days off from school.
- Provide positive social and educational after-school programs and activities for grades 6 - 9.
- Provide quality recreational programs on early dismissal school days.
- Provide transportation for middle school students to the Youth Center.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2009 - 10	Budgeted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
Personnel Services	\$193,929	\$183,379	\$182,765	\$169,847
Other Operating Expenses	29,730	22,670	26,555	26,555
Capital Outlay	5,235	1,625	4,570	4,570
TOTAL	\$228,894	\$207,674	\$213,890	\$200,972

Gaithersburg Youth Center at Robertson Park
FY 2012 Budget of \$200,972



Performance Measures	Actual 2009 - 10	Budgeted 2010 - 11	Projected 2011 - 12
Youth Center attendance	9,922	9,200	9,200
Friday Fun Night programs	7	7	7
Community service projects	24	25	25
Center Stage Drama Club Participants	18	17	18
Boyz and Girlzz Break mentoring sessions	25	25	25

Activity Analysis Report - Adopted

1419 - Gaithersburg Youth Center at Robertson Park

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$63,172	\$61,172	-3.17%	\$62,151	1.60%
509000 - Salaries, Part-Time Employee	\$105,532	\$97,732	-7.39%	\$85,732	0.00%
510000 - Social Security & Medicare T	\$12,906	\$12,156	-5.81%	\$11,313	0.62%
514000 - Group Insurance	\$5,590	\$5,590	0.00%	\$928	-83.40%
515000 - Retirement Contribution (401	\$4,894	\$4,894	0.00%	\$4,972	1.59%
515100 - Retirement Health Savings (	\$0	\$0	100.00%	\$2,886	100.00%
516000 - Savings Plan Contribution (4	\$1,835	\$1,835	0.00%	\$1,865	1.63%
519000 - Tuition Reimbursement	\$0	\$0	100.00%		100.00%
521000 - Office Supplies	\$400	\$300	-25.00%	\$300	0.00%
522000 - General Operating Supplies	\$16,300	\$9,700	-40.49%	\$9,700	0.00%
522500 - Program Activities	\$8,550	\$6,200	-27.49%	\$6,200	0.00%
524000 - Supplies for Resale	\$1,400	\$1,400	0.00%	\$1,000	-28.57%
526000 - Machinery & Equipment	\$0	\$0	100.00%	\$2,400	100.00%
531500 - Software Licenses	\$0	\$0	100.00%	\$1,400	100.00%
531600 - Software Maintenance Agree	\$1,080	\$1,670	54.63%	\$2,155	29.04%
536000 - Miscellaneous Professional S	\$0	\$2,000	100.00%	\$2,000	0.00%
536300 - Contract Cleaning Services	\$0	\$0	100.00%		100.00%
536500 - Investigations	\$350	\$350	0.00%	\$350	0.00%
538000 - Performances & Entertainme	\$1,450	\$850	-41.38%	\$850	0.00%
546000 - Conference & Seminar Regis	\$0	\$0	100.00%		100.00%
547000 - Travel Expense	\$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%
554000 - Signage	\$0	\$0	100.00%		100.00%
557000 - Laundry & Uniforms	\$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	\$5,235	\$1,625	-68.96%	\$4,570	181.23%
Personnel	\$193,929	\$183,379	-5.44%	\$169,847	-0.33%
Operating Expenses	\$29,730	\$22,670	-23.75%	\$26,555	17.14%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$5,235	\$1,625	-68.96%	\$4,570	181.23%
Total	\$228,894	\$207,674	-9.27%	\$200,972	2.99%

1419 Gaithersburg Youth Center at Robertson Park

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 62,151	\$ 62,151
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	97,732	85,732
510000 Social Security & Medicare Taxes	12,231	11,313
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	928	928
514100 Group Insurance - Retirees		
515000 Retirement Contribution	4,972	4,972
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	2,886	2,886
516000 Savings Plan Contribution	1,865	1,865
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 182,765	\$ 169,847

Operating Expenses

521000 Office Supplies		
Paper, Pens and Printer Cartridges	300	300
<i>Subtotal</i>	300	300
522000 General Operating Supplies		
Sports Supplies, Arts & Crafts and Tutoring Materials	9,700	9,700
<i>Subtotal</i>	9,700	9,700
522500 Program Activities		
Admissions: Camp X-Plore and Gaithersburg on the Go II-Revenu	6,200	6,200
<i>Subtotal</i>	6,200	6,200
524000 Supplies for Resale		
Snacks at Youth Center at Robertson Park	1,000	1,000
<i>Subtotal</i>	1,000	1,000
526000 Machinery & Equipment		
TR - New PC + Monitor (2)	2,400	2,400
<i>Subtotal</i>	2,400	2,400
531500 Software Licenses		
TR - Microsoft licenses for new computers (2)	1,400	1,400
<i>Subtotal</i>	1,400	1,400

1419 Gaithersburg Youth Center at Robertson Park

531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Premiere Elements) (9)	495	495	
Maintenance - Software (Microsoft CALs) (8)	1,200	1,200	
Maintenance - Software (Network/Anti-Virus) (8)	160	160	
Maintenance - Software (Security Camera Software License) (5)	300	300	
<i>Subtotal</i>		2,155	2,155
536000 Miscellaneous Professional Services			
Climbing Wall Maintenance	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
536500 Investigations			
Background Checks	350	350	
<i>Subtotal</i>		350	350
538000 Performances & Entertainment			
Disc Jockey for High School and Middle School Activity Nights	850	850	
<i>Subtotal</i>		850	850
557000 Laundry & Uniforms			
Staff Shirts	200	200	
<i>Subtotal</i>		200	200
Subtotal Operating Expenses		26,555	26,555

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (8)	2,640	2,640	
Replacement - Computer Hardware (PC Monitors) (1)	30	30	
Replacement - Kronos Time Clock (1)	600	600	
Replacement - Point-of-Sale Hardware	200	200	
Replacement - Printer (Canon MF5770)	100	100	
Replacement - Projectors (1)	300	300	
Replacement - Security Cameras (5)	700	700	
<i>Subtotal</i>		4,570	4,570
Subtotal Capital Outlay		4,570	4,570
Total		213,890	200,972



FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1419 G'BURG YOUTH CTR AT ROBERTSON							
419 G'BURG YOUTH CTR AT ROBERTSON							
1419 501000 FULL TIME	61,172	0	61,172	53,717.63	.00	7,454.37	87.8%
1419 505100 OTHER-MULT	0	0	0	80.00	.00	-80.00	100.0%*
1419 505200 OTHER-GFIT	0	0	0	105.00	.00	-105.00	100.0%*
1419 507000 VAC/SICK	0	0	0	1,810.45	.00	-1,810.45	100.0%*
1419 509000 PART-TIME	97,732	0	97,732	91,729.81	.00	6,002.19	93.9%
1419 510000 FICA TAXES	12,156	0	12,156	11,251.32	.00	904.68	92.6%
1419 514000 GROUP HEAL	5,590	0	5,590	362.24	.00	5,227.76	6.5%
1419 515000 RETIRE401A	4,894	0	4,894	4,184.11	.00	709.89	85.5%
1419 515100 RETIRE-RHS	0	0	0	2,520.81	.00	-2,520.81	100.0%*
1419 516000 SAVING401K	1,835	0	1,835	1,553.12	.00	281.88	84.6%
1419 521000 OFFICE SUP	300	0	300	300.84	.00	-.84	100.3%*
1419 522000 GEN OPERAT	9,700	0	9,700	9,881.31	.00	-181.31	101.9%*
1419 522500 PROG ACT	6,200	0	6,200	5,500.92	.00	699.08	88.7%
1419 524000 SUPPLES/RE	1,400	0	1,400	1,325.95	.00	74.05	94.7%
1419 531600 SOFT MAINT	1,670	0	1,670	117.00	.00	1,553.00	7.0%
1419 536000 MISC PROF	2,000	0	2,000	2,000.00	.00	.00	100.0%
1419 536500 INVESTIGTE	350	0	350	37.25	.00	312.75	10.6%
1419 538000 PERF & ENT	850	0	850	1,115.00	.00	-265.00	131.2%*
1419 557000 UNIFORM/LA	200	0	200	.00	.00	200.00	.0%
1419 595100 FURN/EQ RE	1,625	0	1,625	1,625.00	.00	.00	100.0%
TOTAL G'BURG YOUTH CTR AT ROBERTSON	207,674	0	207,674	189,217.76	.00	18,456.24	91.1%
TOTAL G'BURG YOUTH CTR AT ROBERTSON	207,674	0	207,674	189,217.76	.00	18,456.24	91.1%



Parks, Recreation & Culture

1420 - Skate Park

SERVICES PROVIDED:

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

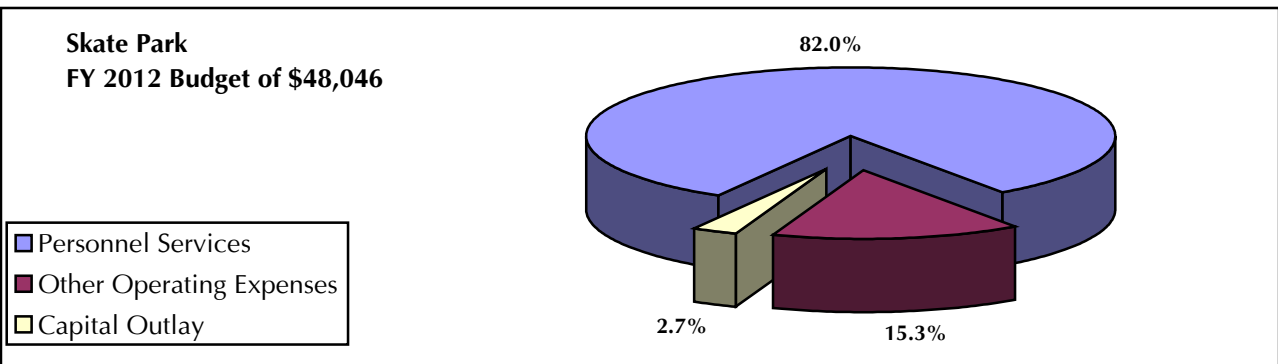
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$35,962	\$39,406	\$39,406	\$39,406
Other Operating Expenses	19,545	7,745	7,355	7,355
Capital Outlay	645	340	1,285	1,285
TOTAL	\$56,152	\$47,491	\$48,046	\$48,046



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Total daily attendance	5,096	6,800	6,000
Season memberships	156	185	185
Private lesson sessions	61	65	65

Activity Analysis Report - Adopted

1420 - Skate Park

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
509000 - Salaries, Part-Time Employee	\$33,406	\$36,606	9.58%	\$36,606	0.00%
510000 - Social Security & Medicare T	\$2,556	\$2,800	9.55%	\$2,800	0.00%
521000 - Office Supplies	\$200	\$200	0.00%	\$200	0.00%
522000 - General Operating Supplies	\$2,425	\$2,425	0.00%	\$2,100	-13.40%
522500 - Program Activities	\$950	\$750	-21.05%	\$750	0.00%
524000 - Supplies for Resale	\$1,200	\$1,200	0.00%	\$1,200	0.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$120	\$220	83.33%	\$230	4.55%
536000 - Miscellaneous Professional S	\$2,000	\$1,500	-25.00%	\$1,500	0.00%
536500 - Investigations	\$250	\$250	0.00%	\$175	-30.00%
537000 - Instructor Services	\$11,200	\$0	-100.00%		100.00%
541000 - Advertising	\$1,000	\$1,000	0.00%	\$1,000	0.00%
544000 - Professional Dues & Certifica	\$0	\$0	100.00%		100.00%
546000 - Conference & Seminar Regis	\$0	\$0	100.00%		100.00%
554000 - Signage	\$0	\$0	100.00%		100.00%
557000 - Laundry & Uniforms	\$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	\$645	\$340	-47.29%	\$1,285	277.94%
Personnel	\$35,962	\$39,406	9.58%	\$39,406	0.00%
Operating Expenses	\$19,545	\$7,745	-60.37%	\$7,355	-5.04%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$645	\$340	-47.29%	\$1,285	277.94%
Total	\$56,152	\$47,491	-15.42%	\$48,046	1.17%

1420 Skate Park

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	36,606	36,606
510000 Social Security & Medicare Taxes	2,800	2,800
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 39,406	\$ 39,406

Operating Expenses

521000 Office Supplies		
Membership Cards, Office Pens, Paper, Folders	200	200
<i>Subtotal</i>	200	200
522000 General Operating Supplies		
Program Supplies - Tools, Nails and Repair Materials	2,100	2,100
<i>Subtotal</i>	2,100	2,100
522500 Program Activities		
Trip Admissions and Teen Nights	750	750
<i>Subtotal</i>	750	750
524000 Supplies for Resale		
Rental Equipment and Snacks for Teen Nights	1,200	1,200
<i>Subtotal</i>	1,200	1,200
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (1)	150	150
Maintenance - Software (Network/Anti-Virus) (1)	20	20
Maintenance - Software (Security Camera Software License) (1)	60	60
<i>Subtotal</i>	230	230
536000 Miscellaneous Professional Services		
Repair of Ramp Structures	1,500	1,500
<i>Subtotal</i>	1,500	1,500

1420 Skate Park

536500 Investigations			
Background Checks	175	175	
<i>Subtotal</i>		175	175
541000 Advertising			
Marketing Promotions	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
557000 Laundry & Uniforms			
Staff Shirts	200	200	
<i>Subtotal</i>		200	200
Subtotal Operating Expenses		7,355	7,355

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (1)	330	330	
Replacement - Computer Hardware (PC Monitors) (1)	30	30	
Replacement - Kronos Time Clock (1)	600	600	
Replacement - Point-of-Sale Hardware	205	205	
Replacement - Security Cameras (1)	120	120	
<i>Subtotal</i>		1,285	1,285
Subtotal Capital Outlay		1,285	1,285
Total		48,046	48,046

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1420 SKATE PARK							
420 SKATE PARK							
1420 509000 PART-TIME	36,606	0	36,606	18,869.37	.00	17,736.63	51.5%
1420 510000 FICA TAXES	2,800	0	2,800	1,443.52	.00	1,356.48	51.6%
1420 521000 OFFICE SUP	200	0	200	.00	.00	200.00	.0%
1420 522000 GEN OPERAT	2,425	0	2,425	758.51	.00	1,666.49	31.3%
1420 522500 PROG ACT	750	0	750	233.75	.00	516.25	31.2%
1420 524000 SUPPLES/RE	1,200	0	1,200	208.12	.00	991.88	17.3%
1420 531600 SOFT MAINT	220	0	220	.00	.00	220.00	.0%
1420 536000 MISC PROF	1,500	0	1,500	765.00	.00	735.00	51.0%
1420 536500 INVESTIGTE	250	0	250	149.00	.00	101.00	59.6%
1420 541000 ADVERTISIN	1,000	0	1,000	795.06	.00	204.94	79.5%
1420 557000 UNIFORM/LA	200	0	200	211.25	.00	-11.25	105.6%*
1420 595100 FURN/EQ RE	340	0	340	340.00	.00	.00	100.0%
TOTAL SKATE PARK	47,491	0	47,491	23,773.58	.00	23,717.42	50.1%
TOTAL SKATE PARK	47,491	0	47,491	23,773.58	.00	23,717.42	50.1%



Parks, Recreation & Culture

1421 - Casey Community Center

SERVICES PROVIDED:

Casey Community Center is a multi-purpose facility that hosts educational, recreational and social activities for the community and provides opportunities for individuals and organizations to utilize a well-maintained facility for a variety of activities and functions.

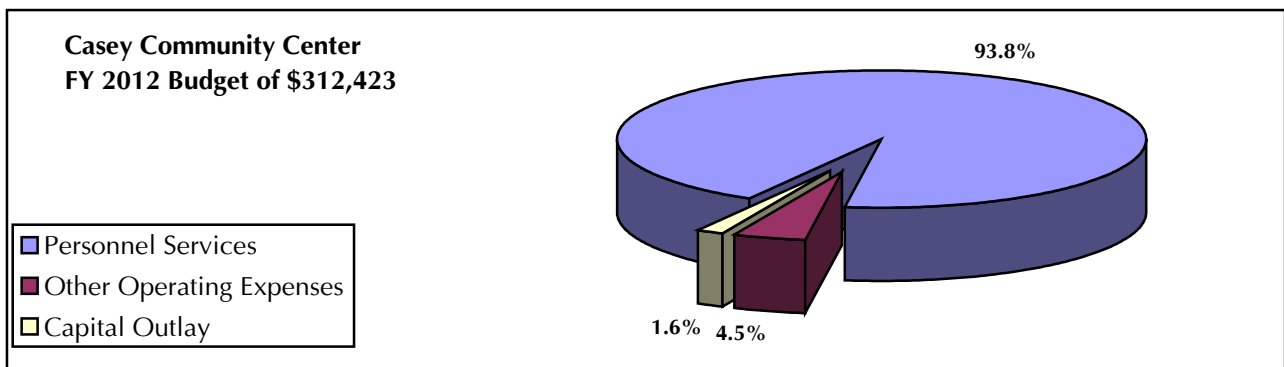
WORK PLAN GOALS:

- Implement new marketing strategies to increase awareness of the Center's programs and rental availability.
- Provide citizens a clean and safe public facility and offer outstanding customer service.
- Provide the community with a nurturing and educational preschool program for children 3 to 4 years of age.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$354,215	\$298,795	\$293,869	\$293,074
Other Operating Expenses	20,005	14,565	14,195	14,195
Capital Outlay	6,085	2,311	5,154	5,154
TOTAL	\$380,305	\$315,671	\$313,218	\$312,423



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of room reservations	3,168	4,000	3,500
Number of people utilizing center	71,172	95,000	80,000
Creative Tot Time participants	101	100	100

Activity Analysis Report - Adopted

1421 - Casey Community Center

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$148,737	\$144,737	-2.69%	\$141,352	-2.34%
505200 - Other taxable comp-Gfit	\$0	\$420	100.00%		-100.00%
509000 - Salaries, Part-Time Employee	\$154,620	\$106,738	-30.97%	\$106,738	0.00%
510000 - Social Security & Medicare T	\$23,196	\$19,238	-17.06%	\$18,979	-1.35%
514000 - Group Insurance	\$11,741	\$11,741	0.00%	\$10,456	-4.17%
515000 - Retirement Contribution (401	\$11,579	\$11,579	0.00%	\$11,308	-2.34%
516000 - Savings Plan Contribution (4	\$4,342	\$4,342	0.00%	\$4,241	-2.33%
521000 - Office Supplies	\$550	\$550	0.00%	\$550	0.00%
522000 - General Operating Supplies	\$6,100	\$5,100	-16.39%	\$5,100	0.00%
522200 - Photographic, Audio, Video S	\$200	\$200	0.00%	\$200	0.00%
522500 - Program Activities	\$0	\$0	100.00%		100.00%
525000 - Furniture & Fixtures	\$2,970	\$0	-100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$660	\$960	45.45%	\$510	-46.88%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%		100.00%
536300 - Contract Cleaning Services	\$0	\$0	100.00%	\$400	100.00%
536500 - Investigations	\$210	\$210	0.00%	\$210	0.00%
538000 - Performances & Entertainme	\$1,295	\$1,295	0.00%	\$1,295	0.00%
541000 - Advertising	\$4,500	\$3,200	-28.89%	\$2,800	-12.50%
544000 - Professional Dues & Certifica	\$75	\$75	0.00%	\$75	0.00%
545000 - Magazines, Books & Resourc	\$0	\$0	100.00%		100.00%
546000 - Conference & Seminar Regis	\$100	\$0	-100.00%		100.00%
551100 - Cellular Telephone	\$220	\$220	0.00%	\$220	0.00%
553000 - Printing & Binding	\$500	\$500	0.00%	\$500	0.00%
554000 - Signage	\$225	\$225	0.00%	\$225	0.00%
556000 - Postage	\$375	\$375	0.00%	\$375	0.00%
557000 - Laundry & Uniforms	\$200	\$0	-100.00%		100.00%
567000 - Rental & Use Charges	\$0	\$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	\$1,175	\$1,175	0.00%	\$1,175	0.00%
573000 - Repair & Maintenance - Mac	\$650	\$480	-26.15%	\$560	16.67%
592000 - Software	\$0	\$0	100.00%		100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$6,085	\$2,311	-62.02%	\$5,154	123.02%
Personnel	\$354,215	\$298,795	-15.65%	\$293,074	-1.65%
Operating Expenses	\$20,005	\$14,565	-27.19%	\$14,195	-2.54%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$6,085	\$2,311	-62.02%	\$5,154	123.02%
Total	\$380,305	\$315,671	-17.00%	\$312,423	-0.78%

1421 Casey Community Center

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$ 141,352	\$ 141,352
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	106,738	106,738
510000 Social Security & Medicare Taxes	18,979	18,979
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	11,251	10,456
514100 Group Insurance - Retirees		
515000 Retirement Contribution	11,308	11,308
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	4,241	4,241
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 293,869	\$ 293,074

Operating Expenses

521000 Office Supplies		
Binders, Receipt Book and Laminating Materials	275	275
Easels, Pads and Wall Tape	275	275
<i>Subtotal</i>	550	550
522000 General Operating Supplies		
Cleaning, Sanitary and Facility Supplies	1,200	1,200
Fans, Heaters and Facility Equipment	900	900
Tot Time Arts and Crafts	1,200	1,200
Tot Time Games and Books	900	900
Tot Time T-shirts	900	900
<i>Subtotal</i>	5,100	5,100
522200 Photographic, Audio, Video Supplies		
Cords, Cables and Power Strips	200	200
<i>Subtotal</i>	200	200
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (3)	450	450
Maintenance - Software (Network/Anti-Virus) (3)	60	60
<i>Subtotal</i>	510	510
536300 Contract Cleaning Services		
Additional Hours / Late Hours or Facility Maintenance	400	400
<i>Subtotal</i>	400	400

1421 Casey Community Center

536500 Investigations			
Background Checks	210	210	
<i>Subtotal</i>		210	210
538000 Performances & Entertainment			
Tot Time Entertainment (4 shows)	1,295	1,295	
<i>Subtotal</i>		1,295	1,295
541000 Advertising			
Newspapers and Community Magazines	2,800	2,800	
<i>Subtotal</i>		2,800	2,800
544000 Professional Dues & Certification Fees			
Maryland Recreation and Parks Association	75	75	
<i>Subtotal</i>		75	75
551100 Cellular Telephone			
Community Facility Director	220	220	
<i>Subtotal</i>		220	220
553000 Printing & Binding			
Brochures, Fliers and Postcards	500	500	
<i>Subtotal</i>		500	500
554000 Signage			
Program Banners and Marquee Letters	225	225	
<i>Subtotal</i>		225	225
556000 Postage			
Letters, Permits, Promotional Materials, Fliers	375	375	
<i>Subtotal</i>		375	375
572000 Repair & Maintenance - Buildings & Facilities			
Hardware, Supplies and Tools	1,175	1,175	
<i>Subtotal</i>		1,175	1,175
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	560	560	
<i>Subtotal</i>		560	560
Subtotal Operating Expenses		14,195	14,195

Capital Outlay

1421 Casey Community Center

595100 Furniture & Equipment (Replacement)		
Replacement - Computer Hardware (PC + Monitors) (3)	990	990
Replacement - Computer Hardware (PC Monitors) (2)	60	60
Replacement - Copier (Ricoh MP 2550SP)	650	650
Replacement - Fax Machines	60	60
Replacement - Kitchen Equipment	1,669	1,669
Replacement - Kronos Time Clock (1)	600	600
Replacement - Printer (Epson NX300)	20	20
Replacement - Security Cameras (8)	1,105	1,105
<i>Subtotal</i>	5,154	5,154
Subtotal Capital Outlay	5,154	5,154
Total	313,218	312,423

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1421 CASEY COMMUNITY CENTER							
421 CASEY COMMUNITY CENTER							
1421 501000 FULL TIME	144,737	0	144,737	130,872.22	.00	13,864.78	90.4%
1421 505200 OTHER-GFIT	420	0	420	89.91	.00	330.09	21.4%
1421 509000 PART-TIME	106,738	0	106,738	78,045.78	.00	28,692.22	73.1%
1421 510000 FICA TAXES	19,238	0	19,238	15,966.40	.00	3,271.60	83.0%
1421 514000 GROUP HEAL	11,741	0	11,741	10,884.82	.00	856.18	92.7%
1421 515000 RETIRE401A	11,579	0	11,579	9,935.75	.00	1,643.25	85.8%
1421 516000 SAVING401K	4,342	0	4,342	3,725.67	.00	616.33	85.8%
1421 521000 OFFICE SUP	550	0	550	296.56	.00	253.44	53.9%
1421 522000 GEN OPERAT	5,100	0	5,100	4,145.28	884.00	70.72	98.6%
1421 522200 PHOTO SUPP	200	0	200	352.77	.00	-152.77	176.4%*
1421 531600 SOFT MAINT	960	0	960	.00	.00	960.00	.0%
1421 536500 INVESTIGTE	210	0	210	186.25	.00	23.75	88.7%
1421 538000 PERF & ENT	1,295	0	1,295	695.00	.00	600.00	53.7%
1421 541000 ADVERTISIN	3,000	0	3,000	2,460.00	.00	540.00	82.0%
1421 542000 AWARDS PRE	0	0	0	250.00	.00	-250.00	100.0%*
1421 544000 DUES/MEMBE	75	0	75	75.00	.00	.00	100.0%
1421 551100 CELLPHONE	220	0	220	86.17	.00	133.83	39.2%
1421 553000 PRINT/BIND	500	0	500	450.92	.00	49.08	90.2%
1421 554000 SIGNAGE	225	0	225	75.00	.00	150.00	33.3%
1421 556000 POSTAGE	375	0	375	200.00	.00	175.00	53.3%
1421 557000 UNIFORM/LA	200	0	200	.00	.00	200.00	.0%
1421 572000 R&M-BLDG F	1,175	0	1,175	81.48	.00	1,093.52	6.9%
1421 573000 R&M-MACH/E	480	0	480	480.00	.00	.00	100.0%
1421 595100 FURN/EQ RE	2,311	0	2,311	2,311.00	.00	.00	100.0%
TOTAL CASEY COMMUNITY CENTER	315,671	0	315,671	261,665.98	884.00	53,121.02	83.2%
TOTAL CASEY COMMUNITY CENTER	315,671	0	315,671	261,665.98	884.00	53,121.02	83.2%



Parks, Recreation & Culture

1422 - Water Park

SERVICES PROVIDED:

Water Park provides staff, supplies, programs, and administrative expenses for the operation of the facility. The Water Park is open from Memorial Day weekend to Labor Day. The distinctive features of the park are two water slides, each measuring over 180 feet long. The park amenities include: shade structures, two playgrounds, a children's splash pool and fully equipped changing facilities. A snack bar is also available. The pool serves the City's Summer Camp Program on weekday mornings from 9:00 a.m. to 11:00 a.m., followed by limited afternoon rentals to private camps and day care groups. Group swim lessons are offered on weekday evenings and weekend mornings.

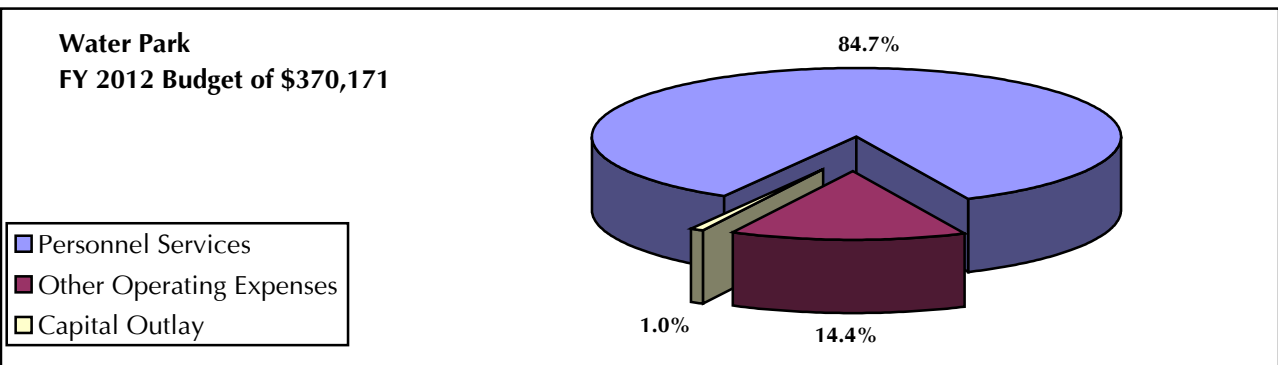
WORK PLAN GOALS:

- Coordinate with the Public Works Department for the short-term and long-term maintenance and repair needs of the facility.
- Enact the Facility Study Report for future repairs, improvements and enhancements.
- Enhance private summer camp and daycare center activities with a daily swim.
- Enhance summer camps activities with a daily swim.
- Host school group year-end swim celebrations.
- Maintain a partnership for the Water Park concession operation.
- Offer in-service program for lifeguards as a means of further enhancing core competencies.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$395,577	\$338,216	\$314,467	\$313,406
Other Operating Expenses	60,260	53,095	53,235	53,235
Capital Outlay	3,670	1,793	3,530	3,530
TOTAL	\$459,507	\$393,104	\$371,232	\$370,171



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Program attendance (swim lessons)	2,106	2,000	2,000
Membership pass attendance	3,809	4,000	3,900
In-service training instructional hours	57	57	57
Group rental attendance (schools, City camps, private daycare/camps)	29,079	29,000	29,000
Daily paid admission attendance	48,103	43,000	45,000

Activity Analysis Report - Adopted

1422 - Water Park

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$87,047	\$85,047	-2.30%	\$54,804	-35.56%
505200 - Other taxable comp-Gfit	\$0	\$348	100.00%		-100.00%
508500 - Salaries, Employment Agree	\$45,680	\$0	-100.00%		100.00%
509000 - Salaries, Part-Time Employee	\$218,624	\$216,624	-0.91%	\$216,624	0.00%
510000 - Social Security & Medicare T	\$26,878	\$23,078	-14.14%	\$20,764	-10.03%
514000 - Group Insurance	\$5,456	\$1,227	-77.51%	\$12,722	1023.31%
515000 - Retirement Contribution (401	\$6,804	\$6,804	0.00%	\$4,384	-35.57%
515100 - Retirement Health Savings (	\$2,537	\$2,537	0.00%	\$2,464	-2.88%
516000 - Savings Plan Contribution (4	\$2,551	\$2,551	0.00%	\$1,644	-35.55%
521000 - Office Supplies	\$1,400	\$1,400	0.00%	\$1,400	0.00%
522000 - General Operating Supplies	\$30,000	\$29,350	-2.17%	\$29,200	-0.51%
524000 - Supplies for Resale	\$1,600	\$1,700	6.25%	\$1,700	0.00%
525000 - Furniture & Fixtures	\$1,000	\$0	-100.00%		100.00%
526000 - Machinery & Equipment	\$1,900	\$1,900	0.00%	\$1,900	0.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$3,660	\$820	-77.60%	\$860	4.88%
533000 - Legal	\$0	\$0	100.00%		100.00%
536000 - Miscellaneous Professional S	\$600	\$200	-66.67%	\$200	0.00%
536200 - Americans with Disabilities A	\$150	\$100	-33.33%	\$100	0.00%
536300 - Contract Cleaning Services	\$0	\$475	100.00%	\$475	0.00%
536500 - Investigations	\$2,700	\$2,000	-25.93%	\$2,000	0.00%
541000 - Advertising	\$600	\$600	0.00%	\$600	0.00%
544000 - Professional Dues & Certifica	\$1,000	\$800	-20.00%	\$950	18.75%
546000 - Conference & Seminar Regis	\$0	\$0	100.00%		100.00%
546300 - In-Service Training	\$1,000	\$750	-25.00%	\$750	0.00%
547000 - Travel Expense	\$0	\$0	100.00%		100.00%
547100 - Travel Mileage Reimburseme	\$100	\$0	-100.00%		100.00%
550700 - Recycling Services/Trash Col	\$100	\$100	0.00%	\$100	0.00%
551100 - Cellular Telephone	\$200	\$200	0.00%	\$200	0.00%
552500 - Vehicle & Equipment Gasolin	\$200	\$100	-50.00%	\$200	100.00%
553000 - Printing & Binding	\$900	\$500	-44.44%	\$500	0.00%
554000 - Signage	\$1,200	\$600	-50.00%	\$600	0.00%
556000 - Postage	\$600	\$600	0.00%	\$600	0.00%
557000 - Laundry & Uniforms	\$5,000	\$4,500	-10.00%	\$4,500	0.00%
560000 - Miscellaneous	\$0	\$0	100.00%		100.00%
561000 - Local, In-Services Meals	\$300	\$300	0.00%	\$300	0.00%
567000 - Rental & Use Charges	\$800	\$800	0.00%	\$800	0.00%
572000 - Repair & Maintenance - Build	\$200	\$0	-100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$2,400	\$2,900	20.83%	\$2,900	0.00%
574000 - Repair & Maintenance - Vehi	\$150	\$150	0.00%	\$150	0.00%
575000 - Repair & Maintenance - Furni	\$2,500	\$2,250	-10.00%	\$2,250	0.00%
592000 - Software	\$0	\$0	100.00%		100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%

Activity Analysis Report - Adopted

1422 - Water Park

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
595100 - Furniture & Equipment (Repl	\$3,670	\$1,793	-51.14%	\$3,530	96.88%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repla	\$0	\$0	100.00%		100.00%
Personnel	\$395,577	\$338,216	-14.50%	\$313,406	-7.02%
Operating Expenses	\$60,260	\$53,095	-11.89%	\$53,235	0.26%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$3,670	\$1,793	-51.14%	\$3,530	96.88%
Total	\$459,507	\$393,104	-14.45%	\$370,171	-5.56%

1422 Water Park

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 54,804	\$ 54,804
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	216,624	216,624
510000 Social Security & Medicare Taxes	20,764	20,764
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	13,783	12,722
514100 Group Insurance - Retirees		
515000 Retirement Contribution	4,384	4,384
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	2,464	2,464
516000 Savings Plan Contribution	1,644	1,644
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 314,467	\$ 313,406

Operating Expenses

521000 Office Supplies		
Cash Register/Credit Card Receipts, Registration Materials	550	550
Toner for Fax Machine, Copier and Printer	850	850
<i>Subtotal</i>	1,400	1,400
522000 General Operating Supplies		
First Aid, Cleaning Supplies, Pool and Teaching Supplies	6,850	6,850
Pool Chemicals (Carbon Dioxide Gas, Sodium Hypochlorite)	22,350	22,350
<i>Subtotal</i>	29,200	29,200
524000 Supplies for Resale		
Sunscreen, Rubber Pants, Swim Diapers, and Locks	1,700	1,700
<i>Subtotal</i>	1,700	1,700
526000 Machinery & Equipment		
Chemical Controllers/ Sensors, Radios, Surface Cleaner, Cla Val	1,900	1,900
<i>Subtotal</i>	1,900	1,900
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (4)	600	600
Maintenance - Software (Network/Anti-Virus) (4)	80	80
Maintenance - Software (Security Camera Software License) (3)	180	180
<i>Subtotal</i>	860	860
536000 Miscellaneous Professional Services		
Pool Repair Consultant	200	200
<i>Subtotal</i>	200	200

1422 Water Park

536200 Americans with Disabilities Act			
Interpreter Services	100	100	
<i>Subtotal</i>		100	100
536300 Contract Cleaning Services			
Special Cleaning Service Projects	475	475	
<i>Subtotal</i>		475	475
536500 Investigations			
Background Checks	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
541000 Advertising			
Newspaper Advertisement and Banners	600	600	
<i>Subtotal</i>		600	600
544000 Professional Dues & Certification Fees			
Pool Operators Courses for Staff	400	400	
Pool Operators Test and License for Staff	550	550	
<i>Subtotal</i>		950	950
546300 In-Service Training			
CPR, AED, First Aid, and Lifeguard Training Materials	750	750	
<i>Subtotal</i>		750	750
550700 Recycling Services/Trash Collection			
Biohazard Pick-up Service Fees	100	100	
<i>Subtotal</i>		100	100
551100 Cellular Telephone			
Aquatic Facility Director	200	200	
<i>Subtotal</i>		200	200
552500 Vehicle & Equipment Gasoline Expense			
Gasoline for Golf Cart and Pressure Washer	200	200	
<i>Subtotal</i>		200	200
553000 Printing & Binding			
Employee Handbooks - Lifeguards, Cashiers and Managers	300	300	
Wristbands	200	200	
<i>Subtotal</i>		500	500
554000 Signage			
Rules and Regulations, Admission Policies and Pool Fees	600	600	
<i>Subtotal</i>		600	600
556000 Postage			
Letters, Promotional Materials and Pass Renewal Mailings	600	600	
<i>Subtotal</i>		600	600
557000 Laundry & Uniforms			
Staff Shirts, Guard Shorts and Whistles	4,500	4,500	
<i>Subtotal</i>		4,500	4,500

1422 Water Park

561000 Local, In-Services Meals			
All Day In-Service Training Meetings	300	300	
<i>Subtotal</i>		300	300
567000 Rental & Use Charges			
CO2 Cylinder - Main and Tot Pools	650	650	
Pool Drain and Clean Equipment	150	150	
<i>Subtotal</i>		800	800
573000 Repair & Maintenance - Machinery & Equipment			
Chemical Feeder and Controller System	1,000	1,000	
CO2 System and Sump Pump	700	700	
Filter Systems and Water Level Control	1,000	1,000	
Radio Repairs	200	200	
<i>Subtotal</i>		2,900	2,900
574000 Repair & Maintenance - Vehicles			
Golf Cart (1 Unit)	150	150	
<i>Subtotal</i>		150	150
575000 Repair & Maintenance - Furniture & Equipment			
Repair and Re-strap Deck Chairs Offsite and Canopy Repairs	1,500	1,500	
Re-surface Crab and Frog Features	750	750	
<i>Subtotal</i>		2,250	2,250
Subtotal Operating Expenses		53,235	53,235

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (4)	1,320	1,320	
Replacement - Fax Machines	75	75	
Replacement - Kronos Time Clock (1)	600	600	
Replacement - Point-of-Sale Hardware	160	160	
Replacement - Printer (Brother HL-5250DN)	35	35	
Replacement - Printer (Brother MFC-8460N)	85	85	
Replacement - Security Cameras (3)	505	505	
Replacement- Water Play Feature	750	750	
<i>Subtotal</i>		3,530	3,530
Subtotal Capital Outlay		3,530	3,530
Total		371,232	370,171



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1422 WATER PARK AT BOHRER PARK							
422 WATER PARK AT BOHRER PARK							
1422 501000 FULL TIME	85,047	0	85,047	58,384.27	.00	26,662.73	68.6%
1422 505200 OTHER-GFIT	348	0	348	174.00	.00	174.00	50.0%
1422 507000 VAC/SICK	0	0	0	9,813.10	.00	-9,813.10	100.0%*
1422 509000 PART-TIME	216,624	0	216,624	153,418.09	.00	63,205.91	70.8%
1422 510000 FICA TAXES	23,078	0	23,078	16,901.48	.00	6,176.52	73.2%
1422 514000 GROUP HEAL	1,227	0	1,227	3,715.29	.00	-2,488.29	302.8%*
1422 515000 RETIRE401A	6,804	0	6,804	4,379.90	.00	2,424.10	64.4%
1422 515100 RETIRE-RHS	2,537	0	2,537	1,521.81	.00	1,015.19	60.0%
1422 516000 SAVING401K	2,551	0	2,551	1,551.68	.00	999.32	60.8%
1422 521000 OFFICE SUP	1,400	0	1,400	873.94	.00	526.06	62.4%
1422 522000 GEN OPERAT	29,350	0	29,350	18,999.33	15,047.01	-4,696.34	116.0%*
1422 524000 SUPPLES/RE	1,700	0	1,700	1,455.27	.00	244.73	85.6%
1422 526000 MACH/EQUIP	1,900	0	1,900	.00	.00	1,900.00	.0%
1422 531600 SOFT MAINT	820	0	820	631.64	.00	188.36	77.0%
1422 536000 MISC PROF	200	0	200	259.35	.00	-59.35	129.7%*
1422 536200 ADA	100	0	100	.00	.00	100.00	.0%
1422 536300 CONTRACT C	475	0	475	.00	.00	475.00	.0%
1422 536500 INVESTIGTE	2,000	0	2,000	1,117.50	.00	882.50	55.9%
1422 541000 ADVERTISIN	600	0	600	.00	.00	600.00	.0%
1422 544000 DUES/MEMBE	800	0	800	630.00	.00	170.00	78.8%
1422 546000 CONF/SEMIN	0	0	0	60.00	.00	-60.00	100.0%*
1422 546300 IN-SERVICE	750	0	750	.00	.00	750.00	.0%
1422 547100 LOC TRAVEL	0	0	0	33.00	.00	-33.00	100.0%*
1422 550700 SOLID WAST	100	0	100	30.90	.00	69.10	30.9%
1422 551100 CELLPHONE	200	0	200	288.89	.00	-88.89	144.4%*
1422 552500 GAS EXP	100	0	100	16.33	.00	83.67	16.3%
1422 553000 PRINT/BIND	500	0	500	435.86	.00	64.14	87.2%
1422 554000 SIGNAGE	600	0	600	646.75	.00	-46.75	107.8%*
1422 556000 POSTAGE	600	0	600	300.00	.00	300.00	50.0%
1422 557000 UNIFORM/LA	4,500	0	4,500	4,501.11	.00	-1.11	100.0%*
1422 561000 LOCAL MEAL	300	0	300	311.28	.00	-11.28	103.8%*
1422 567000 RENTAL USE	800	0	800	697.91	301.52	-199.43	124.9%*
1422 573000 R&M-MACH/E	2,900	0	2,900	1,043.30	.00	1,856.70	36.0%
1422 574000 R&M-VEHICL	150	0	150	93.53	.00	56.47	62.4%
1422 575000 R&M-FURN/E	2,250	0	2,250	1,149.00	.00	1,101.00	51.1%
1422 595100 FURN/EQ RE	1,793	0	1,793	1,793.00	.00	.00	100.0%
TOTAL WATER PARK AT BOHRER PARK	393,104	0	393,104	285,227.51	15,348.53	92,527.96	76.5%
TOTAL WATER PARK AT BOHRER PARK	393,104	0	393,104	285,227.51	15,348.53	92,527.96	76.5%

Parks, Recreation & Culture

1423 - Gaithersburg Arts Barn

SERVICES PROVIDED:

The Gaithersburg Arts Barn provides administration and programming of arts events at the Arts Barn and Kentlands Mansion. Events include visual art exhibits and classes, 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 (CONT.):

- Increase dual events between the Mansion and Arts Barn, including Music on the Move, Murder Mystery Dinner Theatre, Movie and Wine Theme Nights, and Gallery Nights.
- Present quality and diverse arts programs through partnerships with regional artists and arts organizations.
- Support and promote the work, education and participation of local artists and retain and build new audiences.

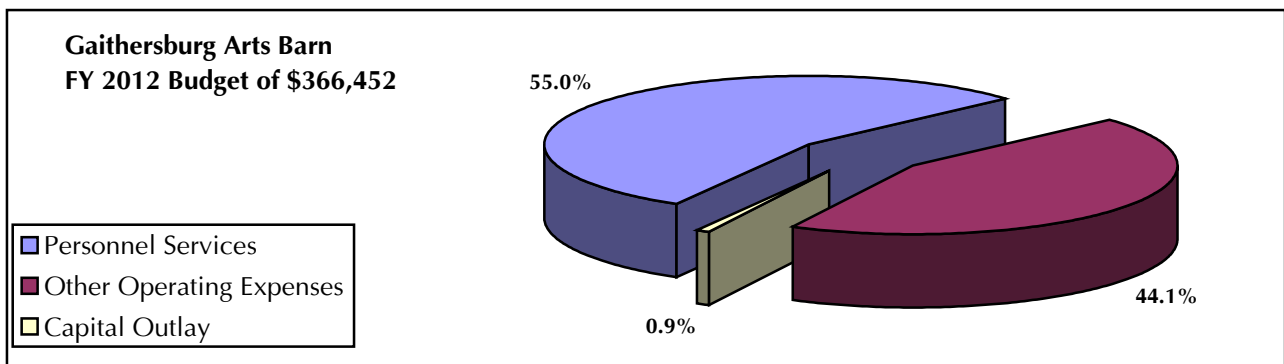
WORK PLAN GOALS:

- Develop new and expand existing revenue streams through active promotion of sponsorship opportunities and creative marketing.
- Expand the variety and number of art classes, workshops and camps.

SIGNIFICANT CHANGES:

- Miscellaneous Professional Services increased \$20,700 to reflect the conversion of a part-time position to an independent contractor.
- Performance & Entertainment increased \$96,725 to reflect transferring the artist-partners' revenue share from a holding account to expenditures. Revenue will fully offset this expenditure.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$180,241	\$169,823	\$142,948	\$201,492
Other Operating Expenses	47,345	44,355	161,770	161,770
Capital Outlay	3,180	1,600	3,190	3,190
TOTAL	\$230,766	\$215,778	\$307,908	\$366,452



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Theatrical and musical performances	160	190	190
Dual Arts Barn/ Mansion programs attendees	0	2,000	3,000
Arts Barn attendance	44,793	32,000	46,000
Artists featured in Arts Barn Shop and Gallery	127	167	135
Art classes, camps and workshops offered	184	180	190

Activity Analysis Report - Adopted

1423 - Gaithersburg Arts Barn

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$58,520	\$56,520	-3.42%	\$109,748	1.60%
505200 - Other taxable comp-Gfit	\$0	\$348	100.00%		-100.00%
509000 - Salaries, Part-Time Employee	\$90,583	\$82,583	-8.83%	\$50,583	-31.73%
510000 - Social Security & Medicare T	\$11,407	\$10,641	-6.72%	\$12,265	-18.18%
514000 - Group Insurance	\$13,513	\$13,513	0.00%	\$13,938	4.48%
515000 - Retirement Contribution (401	\$4,522	\$4,522	0.00%	\$8,780	1.59%
515100 - Retirement Health Savings (	\$0	\$0	100.00%	\$2,886	100.00%
516000 - Savings Plan Contribution (4	\$1,696	\$1,696	0.00%	\$3,292	1.59%
521000 - Office Supplies	\$500	\$500	0.00%	\$500	0.00%
522000 - General Operating Supplies	\$6,000	\$6,500	8.33%	\$6,500	0.00%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%		100.00%
522500 - Program Activities	\$0	\$0	100.00%	\$0	100.00%
524000 - Supplies for Resale	\$1,000	\$1,350	35.00%	\$1,350	0.00%
525000 - Furniture & Fixtures	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%	\$0	100.00%
531600 - Software Maintenance Agree	\$435	\$1,540	254.02%	\$1,735	12.66%
533000 - Legal	\$3,680	\$3,000	-18.48%	\$3,000	0.00%
536000 - Miscellaneous Professional S	\$1,000	\$800	-20.00%	\$21,500	2587.50%
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%	\$0	100.00%
538000 - Performances & Entertainme	\$5,650	\$4,000	-29.20%	\$100,725	2418.13%
541000 - Advertising	\$17,400	\$17,400	0.00%	\$17,400	0.00%
542000 - Awards & Presentations	\$850	\$850	0.00%	\$850	0.00%
547000 - Travel Expense	\$0	\$0	100.00%	\$0	100.00%
551100 - Cellular Telephone	\$0	\$225	100.00%		-100.00%
553000 - Printing & Binding	\$3,000	\$1,850	-38.33%	\$1,850	0.00%
554000 - Signage	\$5,630	\$4,630	-17.76%	\$4,630	0.00%
556000 - Postage	\$1,000	\$800	-20.00%	\$800	0.00%
561000 - Local, In-Services Meals	\$200	\$0	-100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$650	\$560	-13.85%	\$580	3.57%
592000 - Software	\$0	\$0	100.00%	\$0	100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$3,180	\$1,600	-49.69%	\$3,190	99.38%
Personnel	\$180,241	\$169,823	-5.78%	\$201,492	-15.83%
Operating Expenses	\$47,345	\$44,355	-6.32%	\$161,770	264.72%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$3,180	\$1,600	-49.69%	\$3,190	99.38%
Total	\$230,766	\$215,778	-6.49%	\$366,452	42.70%

1423 Gaithersburg Arts Barn

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$ 57,424	\$ 109,748
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	56,383	50,583
510000 Social Security & Medicare Taxes	8,706	12,265
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	14,118	13,938
514100 Group Insurance - Retirees		
515000 Retirement Contribution	4,594	8,780
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		2,886
516000 Savings Plan Contribution	1,723	3,292
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 142,948	\$ 201,492

Operating Expenses

521000 Office Supplies		
Ink, Easel Pads and Tape	500	500
<i>Subtotal</i>	500	500
522000 General Operating Supplies		
Materials for Partnership Programs	1,000	1,000
Materials for Performances, Classes, and Summer Camps	5,500	5,500
<i>Subtotal</i>	6,500	6,500
522500 Program Activities		
	0	0
<i>Subtotal</i>	0	0
524000 Supplies for Resale		
Snacks and Beverages	1,350	1,350
<i>Subtotal</i>	1,350	1,350
531500 Software Licenses		
	0	0
<i>Subtotal</i>	0	0
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat) (1)	45	45
Maintenance - Software (Adobe InDesign) (4)	380	380
Maintenance - Software (Entrapass)	800	800
Maintenance - Software (Microsoft CALs) (3)	450	450
Maintenance - Software (Network/Anti-Virus) (3)	60	60
<i>Subtotal</i>	1,735	1,735

1423 Gaithersburg Arts Barn

533000 Legal			
County Licenses	2,000	2,000	
Royalty Fees - Theatre Performances	1,000	1,000	
<i>Subtotal</i>	3,000	3,000	
536000 Miscellaneous Professional Services			
Piano Tuning	500	500	
Theatre Program Director	21,000	21,000	
<i>Subtotal</i>	21,500	21,500	
536200 Americans with Disabilities Act			
Interpreter Services	150	150	
<i>Subtotal</i>	150	150	
536500 Investigations			
Background Checks	200	200	
<i>Subtotal</i>	200	200	
536800 Security Services			
	0	0	
<i>Subtotal</i>	0	0	
538000 Performances & Entertainment			
Artist Fees - Children's School's Out Performances (3)	1,500	1,500	
Artist Fees - Children's Theatre	1,575	1,575	
Artist Fees - Young Artists Award Adjudicator Fees	150	150	
Partners' Revenue Share - Admissions (Theatre and Concerts) - Off	57,000	57,000	
Partners' Revenue Share - Programs (Classes and Camps) - Offset	40,500	40,500	
<i>Subtotal</i>	100,725	100,725	
541000 Advertising			
Newspapers and Brochures	17,400	17,400	
<i>Subtotal</i>	17,400	17,400	
542000 Awards & Presentations			
Young Artists Award	850	850	
<i>Subtotal</i>	850	850	
547000 Travel Expense			
	0	0	
<i>Subtotal</i>	0	0	
553000 Printing & Binding			
Postcards - Theatre Performances	1,100	1,100	
Tickets, Fliers, Programs and Calendars	750	750	
<i>Subtotal</i>	1,850	1,850	
554000 Signage			
Program Banners	4,630	4,630	
<i>Subtotal</i>	4,630	4,630	
556000 Postage			
Letters, Promotional Materials and Rental Permits	800	800	
<i>Subtotal</i>	800	800	

1423 Gaithersburg Arts Barn

573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	580	580	
<i>Subtotal</i>		580	580
Subtotal Operating Expenses		161,770	161,770

Capital Outlay

592000 Software			
	0	0	
<i>Subtotal</i>		0	0
595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (3)	990	990	
Replacement - Computer Hardware (PC Monitors) (1)	30	30	
Replacement - Copier (Ricoh MP 2550SP)	650	650	
Replacement - Fax Machines	40	40	
Replacement - Kronos Time Clock (1)	600	600	
Replacement - Point-of-Sale Hardware	130	130	
Replacement - Projector (Theater)	750	750	
<i>Subtotal</i>		3,190	3,190
Subtotal Capital Outlay		3,190	3,190
Total		307,908	366,452



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1423 GAITHERSBURG ARTS BARN							
423 GAITHERSBURG ARTS BARN							
1423 501000 FULL TIME	56,520	0	56,520	53,454.74	.00	3,065.26	94.6%
1423 505200 OTHER-GFIT	348	0	348	348.00	.00	.00	100.00%
1423 508000 OVERTIME	0	0	0	93.56	.00	-93.56	100.00%*
1423 509000 PART-TIME	82,583	0	82,583	77,716.61	.00	4,866.39	94.1%
1423 510000 FICA TAXES	10,641	0	10,641	9,875.63	.00	765.37	92.8%
1423 514000 GROUP HEAL	13,513	0	13,513	13,034.15	.00	478.85	96.5%
1423 515000 RETIRE401A	4,522	0	4,522	4,036.45	.00	485.55	89.3%
1423 516000 SAVING401K	1,696	0	1,696	1,513.55	.00	182.45	89.2%
1423 521000 OFFICE SUP	500	0	500	372.92	.00	127.08	74.6%
1423 522000 GEN OPERAT	6,500	0	6,500	3,274.79	.00	3,225.21	50.4%
1423 524000 SUPPLES/RE	1,350	0	1,350	1,496.62	.00	-146.62	110.9%*
1423 531600 SOFT MAINT	1,540	0	1,540	36.00	.00	1,504.00	2.3%
1423 533000 LEGAL	3,000	0	3,000	1,230.00	.00	1,770.00	41.0%
1423 536000 MISC PROF	800	0	800	994.80	.00	-194.80	124.4%*
1423 536200 ADA	150	0	150	.00	.00	150.00	.00%
1423 536500 INVESTIGTE	200	0	200	481.50	.00	-281.50	240.8%*
1423 538000 PERF & ENT	4,000	0	4,000	2,470.00	.00	1,530.00	61.8%
1423 541000 ADVERTISIN	17,400	0	17,400	13,791.68	.00	3,608.32	79.3%
1423 542000 AWARDS PRE	850	0	850	770.00	.00	80.00	90.6%
1423 544000 DUES/MEMBE	0	0	0	50.00	.00	-50.00	100.00%*
1423 551100 CELLPHONE	225	0	225	252.39	.00	-27.39	112.2%*
1423 553000 PRINT/BIND	1,850	0	1,850	1,464.00	.00	386.00	79.1%
1423 554000 SIGNAGE	4,630	0	4,630	3,219.00	1,506.00	-95.00	102.1%*
1423 556000 POSTAGE	800	0	800	300.00	.00	500.00	37.5%
1423 572000 R&M-BLDG F	0	0	0	38.44	.00	-38.44	100.00%*
1423 573000 R&M-MACH/E	560	0	560	560.00	.00	.00	100.00%
1423 595100 FURN/EQ RE	1,600	0	1,600	1,600.00	.00	.00	100.00%
TOTAL GAITHERSBURG ARTS BARN	215,778	0	215,778	192,474.83	1,506.00	21,797.17	89.9%
TOTAL GAITHERSBURG ARTS BARN	215,778	0	215,778	192,474.83	1,506.00	21,797.17	89.9%



Parks, Recreation & 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 diversity of experiences that will challenge the interest of the pre-teen population.

WORK PLAN GOALS (CONT.):

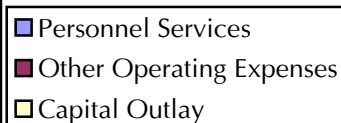
- Provide opportunity for youth to explore and express musical creativity.
- Provide positive social and educational after-school programs and activities for grades 6 - 12.
- Provide programming on professional days off from school and early dismissal days.
- Provide transportation for middle school students to the Youth Center.

SIGNIFICANT CHANGES:

- Furniture & Equipment (Replacement) increased \$9,319 to reflect the addition of computers with monitors and catch up of 25% of annual appropriation which was reduced in the FY 2011 budget.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$221,169	\$208,439	\$212,153	\$211,756
Other Operating Expenses	22,155	21,635	21,025	21,025
Capital Outlay	16,525	12,546	21,865	21,865
TOTAL	\$259,849	\$242,620	\$255,043	\$254,646

Gaithersburg Youth Center at Olde Towne
FY 2012 Budget of \$254,646



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Youth Center attendance	12,581	12,000	12,000
Lego League/First Flight programs	20	42	60
Friday Fun Night programs	7	7	7
Boyyz and Girlzz Breaks	25	25	25

Activity Analysis Report - Adopted

1424 - Gaithersburg Youth Center at Olde Towne

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$67,091	\$71,600	6.72%	\$72,746	1.60%
505300 - Other taxable comp-housing	\$0	\$0	100.00%	\$2,400	100.00%
509000 - Salaries, Part-Time Employee	\$126,467	\$109,467	-13.44%	\$109,467	0.00%
510000 - Social Security & Medicare T	\$14,807	\$13,852	-6.45%	\$13,939	0.63%
514000 - Group Insurance	\$5,644	\$5,644	0.00%	\$5,202	-0.80%
515000 - Retirement Contribution (401	\$5,207	\$5,728	10.01%	\$5,820	1.61%
516000 - Savings Plan Contribution (4	\$1,953	\$2,148	9.98%	\$2,182	1.58%
521000 - Office Supplies	\$400	\$300	-25.00%	\$300	0.00%
522000 - General Operating Supplies	\$11,850	\$10,200	-13.92%	\$10,200	0.00%
522500 - Program Activities	\$1,375	\$1,175	-14.55%	\$1,175	0.00%
524000 - Supplies for Resale	\$1,800	\$1,800	0.00%	\$1,000	-44.44%
526000 - Machinery & Equipment	\$0	\$1,000	100.00%	\$1,000	0.00%
531600 - Software Maintenance Agree	\$2,780	\$4,460	60.43%	\$4,850	8.74%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%		100.00%
536500 - Investigations	\$200	\$200	0.00%	\$200	0.00%
538000 - Performances & Entertainme	\$1,250	\$0	-100.00%		100.00%
557000 - Laundry & Uniforms	\$500	\$500	0.00%	\$300	-40.00%
573000 - Repair & Maintenance - Mac	\$2,000	\$2,000	0.00%	\$2,000	0.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$16,525	\$12,546	-24.08%	\$21,865	74.28%
Personnel	\$221,169	\$208,439	-5.76%	\$211,756	1.78%
Operating Expenses	\$22,155	\$21,635	-2.35%	\$21,025	-2.82%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$16,525	\$12,546	-24.08%	\$21,865	74.28%
Total	\$259,849	\$242,620	-6.63%	\$254,646	5.12%

1424 Gaithersburg Youth Center at Olde Towne
Expenditure Statement by Object
**Proposed
2011 - 2012**
**Adopted
2011 - 2012**
Personnel Services

501000 Salaries, Full-Time Employees	\$ 72,746	\$ 72,746
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	109,467	109,467
510000 Social Security & Medicare Taxes	13,939	13,939
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	5,599	5,202
514100 Group Insurance - Retirees		
515000 Retirement Contribution	5,820	5,820
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	2,182	2,182
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 212,153	\$ 211,756

Operating Expenses

521000 Office Supplies		
Membership Cards, Printer Cartridges and Paper	300	300
<i>Subtotal</i>	300	300
522000 General Operating Supplies		
Sports Supplies, Arts & Crafts and Tutoring Materials	10,200	10,200
<i>Subtotal</i>	10,200	10,200
522500 Program Activities		
Admissions: Camp Innov8 and Mentoring Programs	1,175	1,175
<i>Subtotal</i>	1,175	1,175
524000 Supplies for Resale		
Snacks at Olde Towne Youth Center	1,000	1,000
<i>Subtotal</i>	1,000	1,000
526000 Machinery & Equipment		
Miscellaneous Audio Equipment (cables, microphones, etc)	1,000	1,000
<i>Subtotal</i>	1,000	1,000
531600 Software Maintenance Agreements		
Maintenance - Software (Avid Pro Tools Studio and Lab Licenses)	2,300	2,300
Maintenance - Software (Microsoft CALs) (15)	2,250	2,250
Maintenance - Software (Network/Anti-virus) (15)	300	300
<i>Subtotal</i>	4,850	4,850

1424 Gaithersburg Youth Center at Olde Towne

536500 Investigations			
Background Checks	200	200	
<i>Subtotal</i>		200	200
557000 Laundry & Uniforms			
Staff Shirts	300	300	
<i>Subtotal</i>		300	300
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Audio Recording Studio Hardware	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
Subtotal Operating Expenses		21,025	21,025

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Audio Lab Equipment	1,500	1,500	
Replacement - Audio Recording Studio Equipment	12,750	12,750	
Replacement - Computer Hardware (PC + Monitors) (15)	4,950	4,950	
Replacement - Computer Hardware (PC Monitors) (6)	160	160	
Replacement - Kronos Time Clock (1)	600	600	
Replacement - Point-of-Sale Hardware	175	175	
Replacement - Printer (Brother HL-2170w)	50	50	
Replacement - Printer (Canon MF5770)	70	70	
Replacement - Security Cameras (9)	1,610	1,610	
<i>Subtotal</i>		21,865	21,865
Subtotal Capital Outlay		21,865	21,865
Total		255,043	254,646

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1424 G'BURG YOUTH CTR AT OLDE TOWNE							
424 G'BURG YOUTH CTR AT OLDE TOWNE							
1424 501000 FULL TIME	71,600	0	71,600	67,493.71	.00	4,106.29	94.3%
1424 505300 OTHER-STIP	0	0	0	1,200.00	.00	-1,200.00	100.0%*
1424 507000 VAC/SICK	0	0	0	2,409.62	.00	-2,409.62	100.0%*
1424 509000 PART-TIME	109,467	0	109,467	104,041.73	.00	5,425.27	95.0%
1424 510000 FICA TAXES	13,852	0	13,852	13,287.00	.00	565.00	95.9%
1424 514000 GROUP HEAL	5,644	0	5,644	5,406.66	.00	237.34	95.8%
1424 515000 RETIRE401A	5,728	0	5,728	5,390.84	.00	337.16	94.1%
1424 516000 SAVING401K	2,148	0	2,148	1,917.38	.00	230.62	89.3%
1424 521000 OFFICE SUP	300	0	300	253.66	.00	46.34	84.6%
1424 522000 GEN OPERAT	10,200	0	10,200	8,955.34	.00	1,244.66	87.8%
1424 522500 PROG ACT	1,175	0	1,175	618.13	.00	556.87	52.6%
1424 524000 SUPPLES/RE	1,800	0	1,800	616.38	.00	1,183.62	34.2%
1424 526000 MACH/EQUIP	1,000	0	1,000	74.69	.00	925.31	7.5%
1424 531500 SOFTWARE L	0	0	0	49.99	.00	-49.99	100.0%*
1424 531600 SOFT MAINT	4,460	0	4,460	1,876.50	.00	2,583.50	42.1%
1424 536500 INVESTIGTE	200	0	200	111.75	.00	88.25	55.9%
1424 557000 UNIFORM/LA	500	0	500	149.85	.00	350.15	30.0%
1424 573000 R&M-MACH/E	2,000	0	2,000	.00	.00	2,000.00	.0%
1424 595100 FURN/EQ RE	12,546	0	12,546	12,546.00	.00	.00	100.0%
TOTAL G'BURG YOUTH CTR AT OLDE TOWNE	242,620	0	242,620	226,399.23	.00	16,220.77	93.3%
TOTAL G'BURG YOUTH CTR AT OLDE TOWNE	242,620	0	242,620	226,399.23	.00	16,220.77	93.3%



Parks, Recreation & Culture

1425 - Seniors Program

SERVICES PROVIDED:

Gaithersburg Upcounty Senior Center provides staff, programs and services for adults 55 years of age and older. The Center facilitates opportunities for seniors to build friendships and participate in a wide variety of educational, recreational, wellness and social service programs. The Center enjoys participation by members representing more than 72 cultures and promotes the CHARACTER COUNTS! values endorsed by the City of Gaithersburg.

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 not-for-profit agencies.
- Develop a working relationship with community hospitals, county agencies and other senior service organizations to broaden programs and services.
- 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.
- Grow partnerships with other organizations to share resources and lower expenses.

WORK PLAN GOALS (CONT.):

- In conjunction with Montgomery County, provide transportation for City residents and nonresidents.
- Increase the membership base by attracting more older adults, particularly Gaithersburg residents.
- Partner with other divisions within Parks, Recreation and Culture to utilize Center during evening and off-hours.
- Prepare for future community needs by researching other facilities, potential funding, and new programming and services for older adults.
- 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. Stress the need for regular medical visits.
- Utilize off-site facilities to expand program offerings when necessary.

SIGNIFICANT CHANGES:

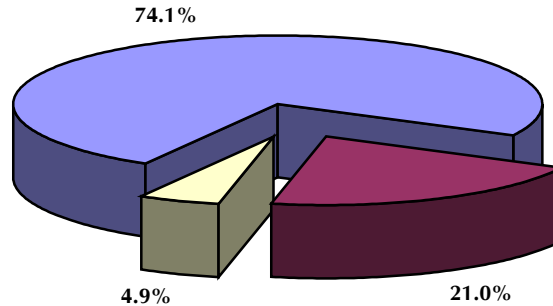
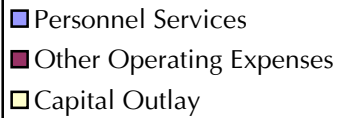
- Vehicles & Equipment (Replacement) increased \$7,348 to reflect the catch up of an additional 25% of annual appropriation which was reduced in the FY 11 budget.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$458,530	\$418,866	\$429,560	\$425,445
Other Operating Expenses	197,688	124,330	120,440	120,440
Capital Outlay	32,675	17,755	28,318	28,318
TOTAL	\$688,893	\$560,951	\$578,318	\$574,203

Parks, Recreation & Culture

1425 - Seniors Program

Seniors Program
FY 2012 Budget of \$574,203



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Wellness classes	1,500	1,500	1,500
Volunteer hours	2997	3,001	3,000
Transportation - residents	992	900	900
Transportation - nonresidents (County)	968	850	825
Registered members - residents	351	350	350
Registered members - nonresidents	618	275	350
Nutrition program - meals served	5,537	4,810	5,500
Counseling	600	0	0
Case Management (County)	312	312	312
Attendees at Senior Center events and programs	75,216	59,000	62,000

Activity Analysis Report - Adopted

1425 - Seniors Program

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$262,766	\$254,819	-3.02%	\$258,896	1.60%
505100 - Other taxable comp-multiling	\$0	\$2,080	100.00%	\$2,080	0.00%
505200 - Other taxable comp-Gfit	\$0	\$362	100.00%		-100.00%
508500 - Salaries, Employment Agree	\$31,120	\$21,060	-32.33%	\$21,397	1.60%
509000 - Salaries, Part-Time Employee	\$60,911	\$39,593	-35.00%	\$39,593	0.00%
510000 - Social Security & Medicare T	\$27,142	\$24,134	-11.08%	\$24,471	1.40%
514000 - Group Insurance	\$45,136	\$45,136	0.00%	\$50,529	21.07%
515000 - Retirement Contribution (401	\$20,221	\$20,386	0.82%	\$20,712	1.60%
515050 - Supplemental Retirement Co	\$1,536	\$1,536	0.00%		-100.00%
515100 - Retirement Health Savings (	\$2,115	\$2,115	0.00%		-100.00%
516000 - Savings Plan Contribution (4	\$7,583	\$7,645	0.82%	\$7,767	1.60%
519000 - Tuition Reimbursement	\$0	\$0	100.00%		100.00%
521000 - Office Supplies	\$1,300	\$1,100	-15.38%	\$1,100	0.00%
522000 - General Operating Supplies	\$11,600	\$8,000	-31.03%	\$8,000	0.00%
522500 - Program Activities	\$38,000	\$27,000	-28.95%	\$27,000	0.00%
524000 - Supplies for Resale	\$100	\$0	-100.00%		100.00%
525000 - Furniture & Fixtures	\$2,300	\$0	-100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
526500 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$780	\$2,080	166.67%	\$2,210	6.25%
533000 - Legal	\$0	\$0	100.00%		100.00%
536000 - Miscellaneous Professional S	\$53,520	\$1,800	-96.64%	\$1,800	0.00%
536200 - Americans with Disabilities A	\$0	\$100	100.00%	\$100	0.00%
536500 - Investigations	\$0	\$0	100.00%		100.00%
537000 - Instructor Services	\$12,420	\$9,500	-23.51%	\$9,500	0.00%
538000 - Performances & Entertainme	\$7,248	\$4,500	-37.91%	\$4,500	0.00%
541000 - Advertising	\$0	\$1,000	100.00%	\$1,000	0.00%
543000 - Contributions	\$40,000	\$38,000	-5.00%	\$34,000	-10.53%
544000 - Professional Dues & Certifica	\$700	\$620	-11.43%	\$620	0.00%
545000 - Magazines, Books & Resourc	\$120	\$0	-100.00%		100.00%
546000 - Conference & Seminar Regis	\$500	\$500	0.00%	\$500	0.00%
551100 - Cellular Telephone	\$1,000	\$800	-20.00%	\$800	0.00%
552500 - Vehicle & Equipment Gasolin	\$8,400	\$8,400	0.00%	\$8,400	0.00%
553000 - Printing & Binding	\$10,000	\$11,000	10.00%	\$11,000	0.00%
554000 - Signage	\$0	\$0	100.00%		100.00%
556000 - Postage	\$3,700	\$3,700	0.00%	\$3,700	0.00%
557000 - Laundry & Uniforms	\$350	\$310	-11.43%	\$310	0.00%
560000 - Miscellaneous	\$0	\$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$650	\$920	41.54%	\$900	-2.17%
574000 - Repair & Maintenance - Vehi	\$5,000	\$5,000	0.00%	\$5,000	0.00%
575000 - Repair & Maintenance - Furni	\$0	\$0	100.00%		100.00%
592000 - Software	\$0	\$0	100.00%		100.00%

Activity Analysis Report - Adopted

1425 - Seniors Program

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$6,145	\$3,060	-50.20%	\$6,275	105.07%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repla	\$26,530	\$14,695	-44.61%	\$22,043	50.00%
Personnel	\$458,530	\$418,866	-8.65%	\$425,445	2.55%
Operating Expenses	\$197,688	\$124,330	-37.11%	\$120,440	-3.13%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$32,675	\$17,755	-45.66%	\$28,318	59.49%
Total	\$688,893	\$560,951	-18.57%	\$574,203	3.10%

1425 Seniors Program

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 258,896	\$ 258,896
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement	21,397	21,397
509000 Salaries, Part-Time	39,593	39,593
510000 Social Security & Medicare Taxes	24,471	24,471
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	54,644	50,529
514100 Group Insurance - Retirees		
515000 Retirement Contribution	20,712	20,712
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	7,767	7,767
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 429,560	\$ 425,445

Operating Expenses

521000 Office Supplies		
Class Supplies - clipboards, index cards and easel pads	300	300
Copier, Fax Machine and Computer Lab Printer Paper	300	300
Stationery, Envelopes and Pens	300	300
Toner for Fax Machine, Copier and Printer	200	200
<i>Subtotal</i>	1,100	1,100
522000 General Operating Supplies		
Birthday Party, Holiday Supplies and Seasonal Decorations	1,000	1,000
Coffee Supplies	2,000	2,000
Crafts Supplies, Paints, Brushes and Clay	2,000	2,000
Fitness Equipment - Videos, Weights, Bands, Racks and Mats	1,500	1,500
Game Supplies - Playing Cards, Bingo and Card Table Covers	500	500
Prizes, Awards and Certificates	500	500
Sanitizer, Water for Trips and Meetings	500	500
<i>Subtotal</i>	8,000	8,000
522500 Program Activities		
Caterers - Special Events and Luncheons	10,000	10,000
Day Trips - Revenue Supported	14,000	14,000
Mini-Trips - Revenue Supported	3,000	3,000
<i>Subtotal</i>	27,000	27,000
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (13)	1,950	1,950
Maintenance - Software (Network/Anti-Virus) (13)	260	260
<i>Subtotal</i>	2,210	2,210

1425 Seniors Program

536000 Miscellaneous Professional Services			
Stroke and Special Accommodations Programs	1,800	1,800	
<i>Subtotal</i>		1,800	1,800
536200 Americans with Disabilities Act			
Interpreter Services	100	100	
<i>Subtotal</i>		100	100
537000 Instructor Services			
AARP 55 Alive (Revenue Supported)	1,300	1,300	
Ballroom, Line and Square Dance Classes - Revenue Supported	2,700	2,700	
Educational Classes	1,750	1,750	
Health and Wellness Classes	3,520	3,520	
Seasonal Craft	230	230	
<i>Subtotal</i>		9,500	9,500
538000 Performances & Entertainment			
Entertainers - Musicians and Special Performers	3,000	3,000	
Evening Dances and Socials - Partially Revenue Supported	1,500	1,500	
<i>Subtotal</i>		4,500	4,500
541000 Advertising			
Advertising for Active Aging Expo	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
543000 Contributions			
Nutrition Program	34,000	34,000	
<i>Subtotal</i>		34,000	34,000
544000 Professional Dues & Certification Fees			
Maryland Association of Senior Centers	150	150	
Wellness Instructor Certifications and Continuing Credit (3)	470	470	
<i>Subtotal</i>		620	620
546000 Conference & Seminar Registration			
Wellness Workshops	500	500	
<i>Subtotal</i>		500	500
551100 Cellular Telephone			
Cell Phones Senior Center Staff (2), Buses (2)	800	800	
<i>Subtotal</i>		800	800
552500 Vehicle & Equipment Gasoline Expense			
Diesel Bus (2)	8,400	8,400	
<i>Subtotal</i>		8,400	8,400
553000 Printing & Binding			
Newsletters and Membership Renewals - (12 Issues)	11,000	11,000	
<i>Subtotal</i>		11,000	11,000
556000 Postage			
Newsletters and Membership Renewals (Bulk Mailing Rate)	3,700	3,700	
<i>Subtotal</i>		3,700	3,700

1425 Seniors Program

557000 Laundry & Uniforms			
Staff Shirts	310	310	
<i>Subtotal</i>		310	310
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	900	900	
<i>Subtotal</i>		900	900
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (4 Units)	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
Subtotal Operating Expenses		120,440	120,440

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (13)	4,290	4,290	
Replacement - Copier (Ricoh MP 2550SP)	650	650	
Replacement - Fax Machines	35	35	
Replacement - Kronos Time Clock (1)	600	600	
Replacement - Point-of-Sale Hardware	150	150	
Replacement - Printer (HP 1320n)	0	0	
Replacement - Printer (HP LaserJet P3005x)	250	250	
Replacement - Projectors (1)	300	300	
<i>Subtotal</i>		6,275	6,275
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement - Bus (4 Units)	22,043	22,043	
<i>Subtotal</i>		22,043	22,043
Subtotal Capital Outlay		28,318	28,318
Total		578,318	574,203

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1425 SENIOR PROGRAM							
425 SENIOR PROGRAM							
1425 501000 FULL TIME	254,819	0	254,819	236,941.29	.00	17,877.71	93.0%
1425 505100 OTHER-MULT	2,080	0	2,080	1,490.50	.00	589.50	71.7%
1425 505200 OTHER-GFIT	362	0	362	.00	.00	362.00	.0%
1425 508000 OVERTIME	0	0	0	221.49	.00	-221.49	100.0%*
1425 508500 CONTRACT	21,060	0	21,060	21,753.50	.00	-693.50	103.3%*
1425 509000 PART-TIME	39,593	0	39,593	33,061.37	.00	6,531.63	83.5%
1425 510000 FICA TAXES	24,134	0	24,134	22,088.13	.00	2,045.87	91.5%
1425 514000 GROUP HEAL	45,136	0	45,136	51,753.39	.00	-6,617.39	114.7%*
1425 515000 RETIRE401A	20,386	0	20,386	17,847.18	.00	2,538.82	87.5%
1425 515050 401A SUPPL	1,536	0	1,536	1,401.16	.00	134.84	91.2%
1425 515100 RETIRE-RHS	2,115	0	2,115	.00	.00	2,115.00	.0%
1425 516000 SAVING401K	7,645	0	7,645	4,694.98	.00	2,950.02	61.4%
1425 521000 OFFICE SUP	1,100	0	1,100	1,095.94	.00	4.06	99.6%
1425 522000 GEN OPERAT	8,000	0	8,000	5,695.18	.00	2,304.82	71.2%
1425 522500 PROG ACT	27,000	0	27,000	13,214.95	.00	13,785.05	48.9%
1425 526000 MACH/EQUIP	0	0	0	393.20	.00	-393.20	100.0%*
1425 531600 SOFT MAINT	2,080	0	2,080	.00	.00	2,080.00	.0%
1425 536000 MISC PROF	1,800	0	1,800	225.00	.00	1,575.00	12.5%
1425 536200 ADA	100	0	100	417.50	.00	-317.50	417.5%*
1425 536500 INVESTIGTE	0	0	0	111.75	.00	-111.75	100.0%*
1425 537000 INSTRUCTOR	9,500	0	9,500	3,027.00	.00	6,473.00	31.9%
1425 538000 PERF & ENT	4,500	0	4,500	1,890.00	.00	2,610.00	42.0%
1425 541000 ADVERTISIN	1,000	0	1,000	.00	.00	1,000.00	.0%
1425 543000 CONTRIBUTI	38,000	0	38,000	33,104.00	8,804.00	-3,908.00	110.3%*
1425 544000 DUES/MEMBE	620	0	620	562.70	.00	57.30	90.8%
1425 546000 CONF/SEMIN	500	0	500	35.00	.00	465.00	7.0%
1425 547000 TRAVEL EXP	0	0	0	10.50	.00	-10.50	100.0%*
1425 551000 TELEPHONE	0	0	0	78.20	.00	-78.20	100.0%*
1425 551100 CELLPHONE	800	0	800	938.52	.00	-138.52	117.3%*
1425 552500 GAS EXP	8,400	0	8,400	4,636.64	.00	3,763.36	55.2%
1425 553000 PRINT/BIND	11,000	0	11,000	6,583.79	119.13	4,297.08	60.9%
1425 556000 POSTAGE	3,700	0	3,700	2,002.78	.00	1,697.22	54.1%
1425 557000 UNIFORM/LA	310	0	310	159.55	.00	150.45	51.5%
1425 573000 R&M-MACH/E	920	0	920	920.00	.00	.00	100.0%
1425 574000 R&M-VEHICL	5,000	0	5,000	9,429.64	.00	-4,429.64	188.6%*
1425 595100 FURN/EQ RE	3,060	0	3,060	3,060.00	.00	.00	100.0%
1425 596100 VEH/EQ REP	14,695	0	14,695	14,695.00	.00	.00	100.0%





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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL SENIOR PROGRAM	560,951	0	560,951	493,539.83	8,923.13	58,488.04	89.6%
TOTAL SENIOR PROGRAM	560,951	0	560,951	493,539.83	8,923.13	58,488.04	89.6%



Parks, Recreation & Culture

1426 - Activity Center

SERVICES PROVIDED:

Activity Center provides 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.

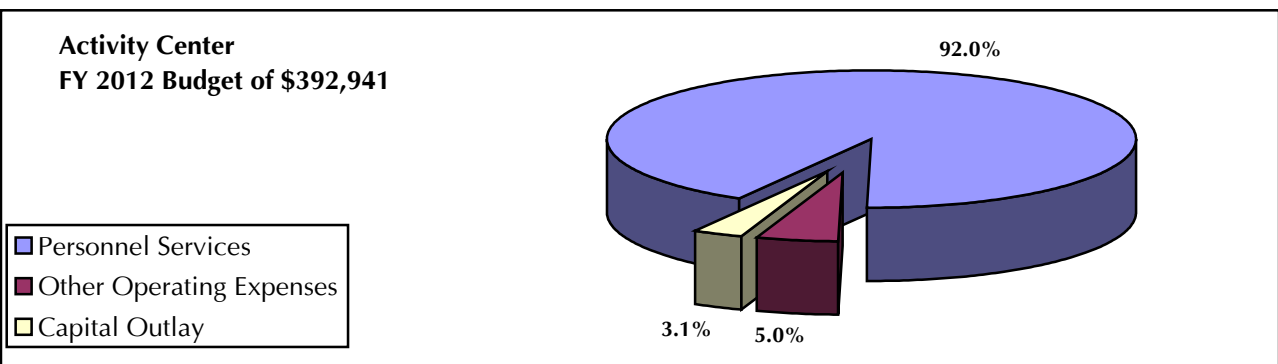
WORK PLAN GOALS:

- Develop partnerships with area event coordinators and caterers to promote use of Activity Center for social functions.
- 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:

- Furniture & Equipment (Replacement) increased \$9,145 to reflect the catch up of an additional 25% of annual appropriation which was reduced in the FY 2011 budget.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$409,277	\$384,015	\$338,242	\$361,321
Other Operating Expenses	28,785	17,790	19,540	19,540
Capital Outlay	10,122	2,935	12,080	12,080
TOTAL	\$448,184	\$404,740	\$369,862	\$392,941



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of room reservations	3,828	4,000	4,000
Fitness Center memberships	403	400	420
Fitness Center attendance	23,538	26,000	26,000
Activity Center attendance	145,167	140,000	145,000

Activity Analysis Report - Adopted

1426 - Activity Center

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$199,905	\$189,905	-5.00%	\$158,399	-16.59%
505100 - Other taxable comp-multiling	\$0	\$2,080	100.00%		-100.00%
505200 - Other taxable comp-Gfit	\$0	\$360	100.00%		-100.00%
505300 - Other taxable comp-housing	\$0	\$3,600	100.00%		-100.00%
508000 - Salaries, Overtime	\$1,557	\$1,557	0.00%	\$1,582	1.61%
509000 - Salaries, Part-Time Employee	\$146,871	\$127,083	-13.47%	\$148,522	0.00%
510000 - Social Security & Medicare T	\$25,883	\$24,369	-5.85%	\$23,600	-9.89%
514000 - Group Insurance	\$9,099	\$9,099	0.00%	\$3,558	-60.90%
515000 - Retirement Contribution (401	\$15,192	\$15,192	0.00%	\$12,672	-16.59%
515100 - Retirement Health Savings (	\$5,073	\$5,073	0.00%	\$8,236	62.35%
516000 - Savings Plan Contribution (4	\$5,697	\$5,697	0.00%	\$4,752	-16.59%
519000 - Tuition Reimbursement	\$0	\$0	100.00%		100.00%
521000 - Office Supplies	\$425	\$425	0.00%	\$425	0.00%
522000 - General Operating Supplies	\$6,190	\$6,190	0.00%	\$6,190	0.00%
522200 - Photographic, Audio, Video S	\$200	\$200	0.00%	\$200	0.00%
522500 - Program Activities	\$0	\$0	100.00%		100.00%
524000 - Supplies for Resale	\$0	\$0	100.00%		100.00%
525000 - Furniture & Fixtures	\$8,900	\$0	-100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$300	\$800	166.67%	\$2,550	218.75%
536000 - Miscellaneous Professional S	\$3,000	\$480	-84.00%	\$480	0.00%
536300 - Contract Cleaning Services	\$0	\$0	100.00%	\$400	100.00%
536500 - Investigations	\$170	\$170	0.00%	\$170	0.00%
541000 - Advertising	\$0	\$0	100.00%		100.00%
544000 - Professional Dues & Certifica	\$75	\$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	\$900	\$900	0.00%	\$500	-44.44%
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%	\$850	0.00%
561000 - Local, In-Services Meals	\$100	\$100	0.00%	\$100	0.00%
573000 - Repair & Maintenance - Mac	\$6,400	\$6,400	0.00%	\$6,400	0.00%
592000 - Software	\$0	\$0	100.00%		100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$10,122	\$2,935	-71.00%	\$12,080	311.58%

Activity Analysis Report - Adopted

1426 - Activity Center

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
Personnel	\$409,277	\$384,015	-6.17%	\$361,321	-11.92%
Operating Expenses	\$28,785	\$17,790	-38.20%	\$19,540	9.84%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$10,122	\$2,935	-71.00%	\$12,080	311.58%
Total	\$448,184	\$404,740	-9.69%	\$392,941	-8.62%

1426 Activity Center

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 158,399	\$ 158,399
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	1,582	1,582
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	127,083	148,522
510000 Social Security & Medicare Taxes	21,960	23,600
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	3,558	3,558
514100 Group Insurance - Retirees		
515000 Retirement Contribution	12,672	12,672
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	8,236	8,236
516000 Savings Plan Contribution	4,752	4,752
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 338,242	\$ 361,321

Operating Expenses

521000 Office Supplies		
Easels, Pads, Binders, Wall and Floor Tape	425	425
<i>Subtotal</i>	425	425
522000 General Operating Supplies		
Area Rugs, Fans, and Portable Heaters	500	500
Carts, Podium, Fixtures, Hand Trucks	800	800
Cleaning Supplies - Vinyl Cleaner and Hand Sanitizer	1,700	1,700
Emergency Preparedness Supplies	300	300
Fitness Center Supplies - Towels and Mats	1,190	1,190
Keys, Tools and Hardware	1,200	1,200
Open Gym Supplies - Balls, Pumps, Nets, Goals	500	500
<i>Subtotal</i>	6,190	6,190
522200 Photographic, Audio, Video Supplies		
Batteries and Bulbs	100	100
Cable Cords, Extension Cords and Power Strips	100	100
<i>Subtotal</i>	200	200
531600 Software Maintenance Agreements		
Maintenance - Software (LiveScan Fingerprint)	1,700	1,700
Maintenance - Software (Microsoft CALs) (5)	750	750
Maintenance - Software (Network/Anti-Virus) (5)	100	100
<i>Subtotal</i>	2,550	2,550
536000 Miscellaneous Professional Services		
Cable TV Services (Comcast)	480	480
<i>Subtotal</i>	480	480

1426 Activity Center

536300 Contract Cleaning Services			
Additional Hours / Large Event or Late Hours	400	400	
<i>Subtotal</i>		400	400
536500 Investigations			
Background Checks	170	170	
<i>Subtotal</i>		170	170
553000 Printing & Binding			
Brochures, Postcards and Fliers	300	300	
Fitness Zone Cards	200	200	
<i>Subtotal</i>		500	500
554000 Signage			
Building Signs and Banners	225	225	
<i>Subtotal</i>		225	225
556000 Postage			
Mailings	1,050	1,050	
<i>Subtotal</i>		1,050	1,050
557000 Laundry & Uniforms			
Laundry Supplies	400	400	
Staff Shirts-Facility Supervisors	225	225	
Staff Shirts-Front Desk	225	225	
<i>Subtotal</i>		850	850
561000 Local, In-Services Meals			
Meetings and Trainings	100	100	
<i>Subtotal</i>		100	100
573000 Repair & Maintenance - Machinery & Equipment			
Audio Visual Equipment Maintenance	400	400	
Fitness Equipment Maintenance	4,000	4,000	
Gymnasium Fixtures Repair and Maintenance	2,000	2,000	
<i>Subtotal</i>		6,400	6,400
Subtotal Operating Expenses		19,540	19,540

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (5)	1,650	1,650	
Replacement - Fitness Equipment	5,825	5,825	
Replacement - Kronos Time Clock (1)	600	600	
Replacement - LiveScan Fingerprint System	3,250	3,250	
Replacement - Point-of-Sale Hardware	455	455	
Replacement - Projectors (1)	300	300	
<i>Subtotal</i>		12,080	12,080
Subtotal Capital Outlay		12,080	12,080
Total		369,862	392,941



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1426 ACTIVITY CENTER AT BOHRER PARK							
426 ACTIVITY CENTER AT BOHRER PARK							
1426 501000 FULL TIME	189,905	0	189,905	146,436.96	.00	43,468.04	77.1%
1426 505100 OTHER-MULT	2,080	0	2,080	80.00	.00	2,000.00	3.8%
1426 505200 OTHER-GFIT	360	0	360	453.00	.00	-93.00	125.8%*
1426 505300 OTHER-STIP	3,600	0	3,600	.00	.00	3,600.00	.0%
1426 507000 VAC/SICK	0	0	0	1,377.76	.00	-1,377.76	100.0%*
1426 508000 OVERTIME	1,557	0	1,557	.00	.00	1,557.00	.0%
1426 509000 PART-TIME	127,083	0	127,083	121,522.00	.00	5,561.00	95.6%
1426 510000 FICA TAXES	24,369	0	24,369	20,636.05	.00	3,732.95	84.7%
1426 514000 GROUP HEAL	9,099	0	9,099	3,056.42	.00	6,042.58	33.6%
1426 515000 RETIRE401A	15,192	0	15,192	11,078.54	.00	4,113.46	72.9%
1426 515100 RETIRE-RHS	5,073	0	5,073	7,510.85	.00	-2,437.85	148.1%*
1426 516000 SAVING401K	5,697	0	5,697	4,154.52	.00	1,542.48	72.9%
1426 521000 OFFICE SUP	425	0	425	452.32	.00	-27.32	106.4%*
1426 522000 GEN OPERAT	6,190	0	6,190	6,393.77	.00	-203.77	103.3%*
1426 522200 PHOTO SUPP	200	0	200	.00	.00	200.00	.0%
1426 531600 SOFT MAINT	800	0	800	.00	.00	800.00	.0%
1426 536000 MISC PROF	480	0	480	313.93	.00	166.07	65.4%
1426 536300 CONTRACT C	0	0	0	60.00	.00	-60.00	100.0%*
1426 536500 INVESTIGTE	170	0	170	331.25	.00	-161.25	194.9%*
1426 550000 ELECTRIC	0	0	0	90.99	.00	-90.99	100.0%*
1426 552500 GAS EXP	0	0	0	574.32	.00	-574.32	100.0%*
1426 553000 PRINT/BIND	900	0	900	85.00	.00	815.00	9.4%
1426 554000 SIGNAGE	225	0	225	151.00	.00	74.00	67.1%
1426 556000 POSTAGE	1,050	0	1,050	600.00	.00	450.00	57.1%
1426 557000 UNIFORM/LA	850	0	850	709.20	.00	140.80	83.4%
1426 561000 LOCAL MEAL	100	0	100	.00	.00	100.00	.0%
1426 573000 R&M-MACH/E	6,400	0	6,400	5,473.70	.00	926.30	85.5%
1426 595100 FURN/EQ RE	2,935	0	2,935	2,935.00	.00	.00	100.0%
TOTAL ACTIVITY CENTER AT BOHRER PARK	404,740	0	404,740	334,476.58	.00	70,263.42	82.6%
TOTAL ACTIVITY CENTER AT BOHRER PARK	404,740	0	404,740	334,476.58	.00	70,263.42	82.6%



Parks, Recreation & Culture

1427 - Gaithersburg Aquatic Center

SERVICES PROVIDED:

Gaithersburg Aquatic Center provides staff, supplies, programs, maintenance, and administrative expenses for the indoor pool. 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 children, teens and adults of all abilities and special needs. Programs include: swim lessons (group and private), school and private group rentals, birthday parties, swimnastics, the Gaithersburg Winter Swim program and recreation/lap swimming.

WORK PLAN GOALS:

- Actualize a Facility Study Report to determine the conditions of the Aquatic Center's components and plan for future repairs, improvements and enhancements.
- Adjust the program schedule seasonally to provide more efficient pool use and compatible program activities.

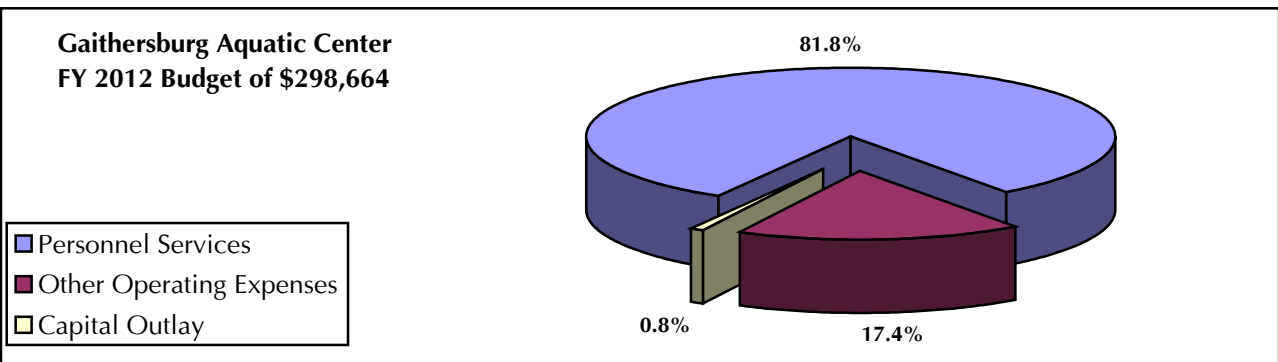
WORK PLAN GOALS (CONT.):

- Offer quality swim lessons through ongoing in-service training of swim instructors and reduction of the number of students per course.
- Provide in-service program for lifeguards and other staff as a means of further enhancing skills and customer service; continue exemplary safety record.
- Recruit new staff members through our Lifeguard Training courses.
- Support Montgomery County Public School's programs such as Linkages-to-Learning and the Varsity Swim & Dive program.
- Work with Montgomery County Public Schools and Public Works under the revised joint use agreement to perform timely maintenance and repairs to the facility and plan for short and long-term systems replacements and upgrades.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$247,592	\$242,357	\$244,621	\$244,224
Other Operating Expenses	58,875	51,895	51,915	51,915
Capital Outlay	2,205	1,148	2,525	2,525
TOTAL	\$308,672	\$295,400	\$299,061	\$298,664



Parks, Recreation & Culture

1427 - Gaithersburg Aquatic Center

Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Program registrant attendance - lessons, water fitness, safety training	22,696	23,000	23,000
Membership pass attendance	10,238	10,000	10,000
In-service training instructional hours	10	10	10
Group rental attendance - schools, swim teams, tour groups, parties	6,971	7,000	7,000
Daily paid admission attendance	3,571	4,000	4,000

Activity Analysis Report - Adopted

1427 - Gaithersburg Aquatic Center

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$59,226	\$53,941	-8.92%	\$54,804	1.60%
509000 - Salaries, Part-Time Employee	\$161,752	\$161,752	0.00%	\$161,752	0.00%
510000 - Social Security & Medicare T	\$16,905	\$16,501	-2.39%	\$16,567	0.40%
514000 - Group Insurance	\$877	\$4,230	382.33%	\$5,073	29.31%
515000 - Retirement Contribution (401	\$4,578	\$4,315	-5.74%	\$4,384	1.60%
515100 - Retirement Health Savings (	\$2,537	\$0	-100.00%		100.00%
516000 - Savings Plan Contribution (4	\$1,717	\$1,618	-5.77%	\$1,644	1.61%
521000 - Office Supplies	\$600	\$600	0.00%	\$600	0.00%
522000 - General Operating Supplies	\$21,000	\$18,200	-13.33%	\$17,050	-6.32%
524000 - Supplies for Resale	\$7,500	\$7,500	0.00%	\$8,500	13.33%
525000 - Furniture & Fixtures	\$2,200	\$0	-100.00%		100.00%
526000 - Machinery & Equipment	\$900	\$900	0.00%	\$900	0.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$240	\$560	133.33%	\$580	3.57%
536000 - Miscellaneous Professional S	\$700	\$700	0.00%	\$700	0.00%
536200 - Americans with Disabilities A	\$150	\$150	0.00%	\$150	0.00%
536300 - Contract Cleaning Services	\$0	\$0	100.00%		100.00%
536500 - Investigations	\$100	\$100	0.00%	\$100	0.00%
537000 - Instructor Services	\$7,000	\$7,500	7.14%	\$7,500	0.00%
541000 - Advertising	\$1,100	\$1,100	0.00%	\$1,100	0.00%
544000 - Professional Dues & Certifica	\$1,800	\$2,400	33.33%	\$2,600	8.33%
546000 - Conference & Seminar Regis	\$0	\$0	100.00%		100.00%
546300 - In-Service Training	\$1,300	\$900	-30.77%	\$900	0.00%
547000 - Travel Expense	\$0	\$0	100.00%		100.00%
547100 - Travel Mileage Reimburseme	\$100	\$0	-100.00%		100.00%
550700 - Recycling Services/Trash Col	\$100	\$100	0.00%	\$50	-50.00%
551000 - Telephone (Landline)	\$2,200	\$2,500	13.64%	\$2,500	0.00%
551100 - Cellular Telephone	\$275	\$175	-36.36%	\$175	0.00%
553000 - Printing & Binding	\$100	\$100	0.00%	\$100	0.00%
554000 - Signage	\$760	\$460	-39.47%	\$460	0.00%
556000 - Postage	\$400	\$400	0.00%	\$300	-25.00%
557000 - Laundry & Uniforms	\$700	\$700	0.00%	\$800	14.29%
561000 - Local, In-Services Meals	\$150	\$150	0.00%	\$150	0.00%
567000 - Rental & Use Charges	\$600	\$600	0.00%	\$600	0.00%
572000 - Repair & Maintenance - Build	\$6,500	\$3,500	-46.15%	\$3,500	0.00%
573000 - Repair & Maintenance - Mac	\$1,700	\$2,600	52.94%	\$2,600	0.00%
575000 - Repair & Maintenance - Furni	\$700	\$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	\$2,205	\$1,148	-47.94%	\$2,525	119.95%

Activity Analysis Report - Adopted

1427 - Gaithersburg Aquatic Center

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
Personnel	\$247,592	\$242,357	-2.11%	\$244,224	0.93%
Operating Expenses	\$58,875	\$51,895	-11.86%	\$51,915	0.04%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$2,205	\$1,148	-47.94%	\$2,525	119.95%
Total	\$308,672	\$295,400	-4.30%	\$298,664	1.24%

1427 Gaithersburg Aquatic Center

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 54,804	\$ 54,804
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	161,752	161,752
510000 Social Security & Medicare Taxes	16,567	16,567
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	5,470	5,073
514100 Group Insurance - Retirees		
515000 Retirement Contribution	4,384	4,384
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	1,644	1,644
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 244,621	\$ 244,224

Operating Expenses

521000 Office Supplies		
Cash Register and Credit Card Receipts, Registration Materials	150	150
Toner for Fax Machine, Copier and Printer	450	450
<i>Subtotal</i>	600	600
522000 General Operating Supplies		
First Aid, Custodial, Teaching, Party, and Cleaning Supplies	5,850	5,850
Pool Chemicals - Carbon Dioxide Gas, Sodium Hypochlorite	10,700	10,700
Pool Maintenance Hardware, Tools, Filter, and Chlorinator Parts	500	500
<i>Subtotal</i>	17,050	17,050
524000 Supplies for Resale		
American Red Cross Lifeguard Manuals and CPR Masks	4,000	4,000
Birthday Party - Pizza, Ice Cream, Juice Boxes	4,000	4,000
Shampoo, Swim Diapers, Rubber Pants and Locks	500	500
<i>Subtotal</i>	8,500	8,500
526000 Machinery & Equipment		
Chlorinator Probes and Sodium Hypo Feeder	900	900
<i>Subtotal</i>	900	900
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (2)	300	300
Maintenance - Software (Network/Anti-Virus) (2)	40	40
Maintenance - Software (Security Camera Software License) (4)	240	240
<i>Subtotal</i>	580	580

1427 Gaithersburg Aquatic Center

536000 Miscellaneous Professional Services			
Pool Repair Consultant	300	300	
Special Cleaning Service Projects	400	400	
<i>Subtotal</i>		700	700
536200 Americans with Disabilities Act			
Interpreter Services	150	150	
<i>Subtotal</i>		150	150
536500 Investigations			
Background Checks	100	100	
<i>Subtotal</i>		100	100
537000 Instructor Services			
Lifeguard Training Instructor	700	700	
Swimnastics Contractor- Revenue Supported	6,800	6,800	
<i>Subtotal</i>		7,500	7,500
541000 Advertising			
Newspaper Advertisements and Banners	1,100	1,100	
<i>Subtotal</i>		1,100	1,100
544000 Professional Dues & Certification Fees			
American Red Cross Lifeguard and WSI Training /Support Fees	2,600	2,600	
<i>Subtotal</i>		2,600	2,600
546300 In-Service Training			
CPR, AED, First Aid, and Lifeguard Training Materials	900	900	
<i>Subtotal</i>		900	900
550700 Recycling Services/Trash Collection			
Biohazard Pick-up Service Fee	50	50	
<i>Subtotal</i>		50	50
551000 Telephone (Landline)			
Telephones	2,500	2,500	
<i>Subtotal</i>		2,500	2,500
551100 Cellular Telephone			
Aquatic Manager	175	175	
<i>Subtotal</i>		175	175
553000 Printing & Binding			
Brochures, Cards for Swim Lessons and Program Fliers	100	100	
<i>Subtotal</i>		100	100
554000 Signage			
Program Banners and Signs	460	460	
<i>Subtotal</i>		460	460
556000 Postage			
Pass Renewal Mailings and Correspondence	300	300	
<i>Subtotal</i>		300	300

1427 Gaithersburg Aquatic Center

557000 Laundry & Uniforms			
Staff Shirts, Guard Shorts and Whistles	800	800	
<i>Subtotal</i>		800	800
561000 Local, In-Services Meals			
All Day In-Service Training Meetings	150	150	
<i>Subtotal</i>		150	150
567000 Rental & Use Charges			
CO2 Cylinder - Pool Cleaning Equipment	600	600	
<i>Subtotal</i>		600	600
572000 Repair & Maintenance - Buildings & Facilities			
Pool Deck and Locker Room Repairs	3,500	3,500	
<i>Subtotal</i>		3,500	3,500
573000 Repair & Maintenance - Machinery & Equipment			
Recirculation Pumps, Filter System and Chemical Controllers	2,600	2,600	
<i>Subtotal</i>		2,600	2,600
Subtotal Operating Expenses		51,915	51,915

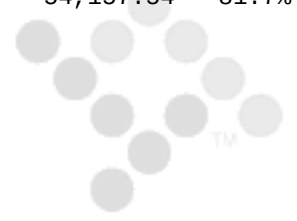
Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (2)	660	660	
Replacement - Fax Machines	25	25	
Replacement - Kronos Time Clock (1)	600	600	
Replacement - Lane Lines and Deck Chairs	500	500	
Replacement - Point-of-Sale Hardware	225	225	
Replacement - Printer (HP LaserJet P1505n)	50	50	
Replacement - Security Cameras (4)	465	465	
<i>Subtotal</i>		2,525	2,525
Subtotal Capital Outlay		2,525	2,525
Total		299,061	298,664



FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1427 GAITHERSBURG AQUATIC CENTER							
427 GAITHERSBURG AQUATIC CENTER							
1427 501000 FULL TIME	53,941	0	53,941	50,420.56	.00	3,520.44	93.5%
1427 509000 PART-TIME	161,752	0	161,752	134,251.54	.00	27,500.46	83.0%
1427 510000 FICA TAXES	16,501	0	16,501	14,093.01	.00	2,407.99	85.4%
1427 514000 GROUP HEAL	4,230	0	4,230	5,216.91	.00	-986.91	123.3%*
1427 515000 RETIRE-RHS	4,315	0	4,315	3,901.95	.00	413.05	90.4%
1427 515100 RETIRE-RHS	0	0	0	-97.56	.00	97.56	100.0%
1427 516000 SAVING401K	1,618	0	1,618	1,463.27	.00	154.73	90.4%
1427 521000 OFFICE SUP	600	0	600	32.99	.00	567.01	5.5%
1427 522000 GEN OPERAT	18,200	0	18,200	8,289.65	3,161.23	6,749.12	62.9%
1427 524000 SUPPLES/RE	7,500	0	7,500	4,326.89	.00	3,173.11	57.7%
1427 526000 MACH/EQUIP	900	0	900	53.99	.00	846.01	6.0%
1427 531600 SOFT MAINT	560	0	560	.00	.00	560.00	.0%
1427 536000 MISC PROF	700	0	700	.00	.00	700.00	.0%
1427 536200 ADA	150	0	150	.00	.00	150.00	.0%
1427 536500 INVESTIGTE	100	0	100	.00	.00	100.00	.0%
1427 537000 INSTRUCTOR	7,500	0	7,500	5,287.50	960.00	1,252.50	83.3%
1427 541000 ADVERTISIN	1,100	0	1,100	867.30	.00	232.70	78.8%
1427 544000 DUES/MEMBE	2,400	0	2,400	1,808.00	.00	592.00	75.3%
1427 546000 CONF/SEMIN	0	0	0	258.00	.00	-258.00	100.0%*
1427 546300 IN-SERVICE	900	0	900	.00	.00	900.00	.0%
1427 547100 LOC TRAVEL	0	0	0	26.00	.00	-26.00	100.0%*
1427 550700 SOLID WAST	100	0	100	.00	.00	100.00	.0%
1427 551000 TELEPHONE	2,500	0	2,500	1,860.68	.00	639.32	74.4%
1427 551100 CELLPHONE	175	0	175	.00	.00	175.00	.0%
1427 553000 PRINT/BIND	100	0	100	50.00	.00	50.00	50.0%
1427 554000 SIGNAGE	460	0	460	363.60	.00	96.40	79.0%
1427 556000 POSTAGE	400	0	400	200.00	.00	200.00	50.0%
1427 557000 UNIFORM/LA	700	0	700	700.00	.00	.00	100.0%
1427 561000 LOCAL MEAL	150	0	150	197.45	.00	-47.45	131.6%*
1427 567000 RENTAL USE	600	0	600	370.00	430.00	-200.00	133.3%*
1427 572000 R&M-BLDG F	3,500	0	3,500	1,601.50	.00	1,898.50	45.8%
1427 573000 R&M-MACH/E	2,600	0	2,600	.00	.00	2,600.00	.0%
1427 595100 FURN/EQ RE	1,148	0	1,148	1,148.00	.00	.00	100.0%
TOTAL GAITHERSBURG AQUATIC CENTER	295,400	0	295,400	236,691.23	4,551.23	54,157.54	81.7%
TOTAL GAITHERSBURG AQUATIC CENTER	295,400	0	295,400	236,691.23	4,551.23	54,157.54	81.7%



Parks, Recreation & Culture

1428 - Miniature Golf Course

SERVICES PROVIDED:

Miniature Golf Course provides staff, supplies, programs and associated expenses to operate the facility. 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.

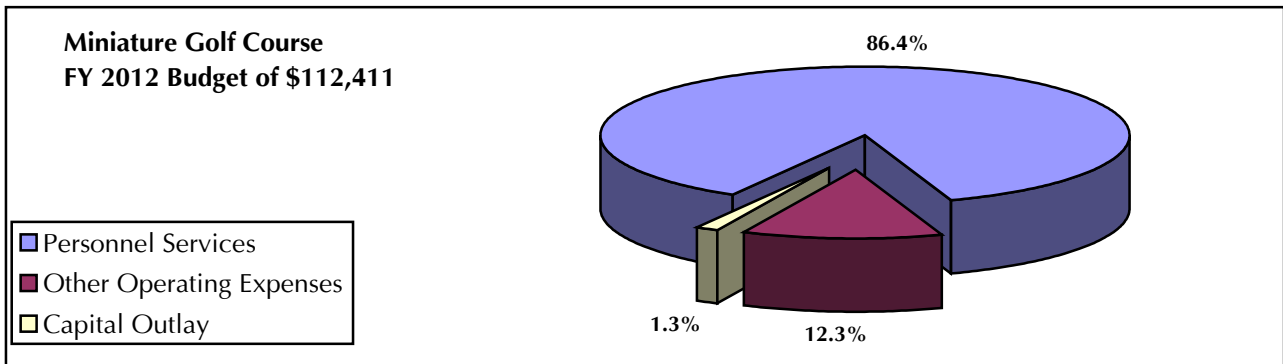
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$79,452	\$76,040	\$81,881	\$97,156
Other Operating Expenses	16,275	13,775	13,785	13,785
Capital Outlay	570	425	1,470	1,470
TOTAL	\$96,297	\$90,240	\$97,136	\$112,411



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Golf course attendance	23,585	24,000	24,000
Birthday party admissions	1,262	1,500	1,350

Activity Analysis Report - Adopted

1428 - Miniature Golf Course

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$0	\$0	100.00%	\$49,173	100.00%
508500 - Salaries, Employment Agree	\$37,399	\$35,399	-5.35%		-100.00%
509000 - Salaries, Part-Time Employee	\$36,408	\$31,309	-14.01%	\$31,309	0.00%
510000 - Social Security & Medicare T	\$5,645	\$5,103	-9.60%	\$6,157	0.84%
514000 - Group Insurance	\$0	\$4,229	100.00%	\$5,108	30.17%
515000 - Retirement Contribution (401	\$0	\$0	100.00%	\$3,934	100.00%
516000 - Savings Plan Contribution (4	\$0	\$0	100.00%	\$1,475	100.00%
522000 - General Operating Supplies	\$5,525	\$5,525	0.00%	\$5,525	0.00%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%		100.00%
522500 - Program Activities	\$0	\$0	100.00%		100.00%
524000 - Supplies for Resale	\$3,000	\$4,000	33.33%	\$4,000	0.00%
525000 - Furniture & Fixtures	\$2,600	\$0	-100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$180	\$280	55.56%	\$290	3.57%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%		100.00%
536500 - Investigations	\$295	\$295	0.00%	\$295	0.00%
541000 - Advertising	\$3,000	\$2,000	-33.33%	\$2,000	0.00%
551200 - Pagers	\$0	\$0	100.00%		100.00%
553000 - Printing & Binding	\$600	\$600	0.00%	\$600	0.00%
554000 - Signage	\$575	\$575	0.00%	\$575	0.00%
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	\$570	\$425	-25.44%	\$1,470	245.88%
Personnel	\$79,452	\$76,040	-4.29%	\$97,156	7.68%
Operating Expenses	\$16,275	\$13,775	-15.36%	\$13,785	0.07%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$570	\$425	-25.44%	\$1,470	245.88%
Total	\$96,297	\$90,240	-6.29%	\$112,411	7.64%

1428 Miniature Golf Course

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 35,965	\$ 49,173
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	31,309	31,309
510000 Social Security & Medicare Taxes	5,146	6,157
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	5,505	5,108
514100 Group Insurance - Retirees		
515000 Retirement Contribution	2,877	3,934
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	1,079	1,475
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 81,881	\$ 97,156

Operating Expenses

522000 General Operating Supplies		
Birthday Party Supplies	1,525	1,525
Brooms, Mops and Cleaning Supplies	400	400
Fans, Trash Cans, Wet-Dry Vac, Keys	400	400
Golf Equipment	2,500	2,500
Pond Dye	500	500
Special Event Programming Supplies	200	200
<i>Subtotal</i>	5,525	5,525
524000 Supplies for Resale		
Golf Balls and Glow Sticks	500	500
Ice Cream and Water	3,500	3,500
<i>Subtotal</i>	4,000	4,000
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (1)	150	150
Maintenance - Software (Network/Anti-Virus) (1)	20	20
Maintenance - Software (Security Camera Software License) (2)	120	120
<i>Subtotal</i>	290	290
536500 Investigations		
Background Checks	295	295
<i>Subtotal</i>	295	295
541000 Advertising		
Community Magazines	1,200	1,200
Promotional Materials	800	800
<i>Subtotal</i>	2,000	2,000

1428 Miniature Golf Course

553000 Printing & Binding			
Brochures and Scorecards	600	600	
<i>Subtotal</i>		600	600
554000 Signage			
Program Banners and Signs	575	575	
<i>Subtotal</i>		575	575
557000 Laundry & Uniforms			
Staff Shirts - Attendants	260	260	
Staff Shirts - Managers and Coordinators	240	240	
<i>Subtotal</i>		500	500
Subtotal Operating Expenses		13,785	13,785

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (1)	330	330	
Replacement - Kronos Time Clock (1)	600	600	
Replacement - Point-of-Sale Hardware	225	225	
Replacement - Printer (LaserJet D1020)	25	25	
Replacement - Security Cameras (2)	290	290	
<i>Subtotal</i>		1,470	1,470
Subtotal Capital Outlay		1,470	1,470
Total		97,136	112,411

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1428 MINIATURE GOLF COURSE AT BOHRE							
428 MINIATURE GOLF COURSE AT BOHRE							
1428 501000 FULL TIME	0	0	0	-100.00	.00	100.00	100.0%
1428 508000 OVERTIME	0	0	0	290.22	.00	-290.22	100.0%*
1428 508500 CONTRACT	35,399	0	35,399	27,560.77	.00	7,838.23	77.9%
1428 509000 PART-TIME	31,309	0	31,309	18,397.04	.00	12,911.96	58.8%
1428 510000 FICA TAXES	5,103	0	5,103	3,487.34	.00	1,615.66	68.3%
1428 514000 GROUP HEAL	4,229	0	4,229	566.75	.00	3,662.25	13.4%
1428 522000 GEN OPERAT	5,525	0	5,525	2,204.29	.00	3,320.71	39.9%
1428 524000 SUPPLES/RE	4,000	0	4,000	1,528.85	.00	2,471.15	38.2%
1428 531600 SOFT MAINT	280	0	280	.00	.00	280.00	.0%
1428 536500 INVESTIGTE	295	0	295	149.00	.00	146.00	50.5%
1428 541000 ADVERTISIN	2,000	0	2,000	804.00	.00	1,196.00	40.2%
1428 542000 AWARDS PRE	0	0	0	100.00	.00	-100.00	100.0%*
1428 553000 PRINT/BIND	600	0	600	264.50	.00	335.50	44.1%
1428 554000 SIGNAGE	575	0	575	.00	.00	575.00	.0%
1428 557000 UNIFORM/LA	500	0	500	431.98	.00	68.02	86.4%
1428 595100 FURN/EQ RE	425	0	425	425.00	.00	.00	100.0%
TOTAL MINIATURE GOLF COURSE AT BOHRE	90,240	0	90,240	56,109.74	.00	34,130.26	62.2%
TOTAL MINIATURE GOLF COURSE AT BOHRE	90,240	0	90,240	56,109.74	.00	34,130.26	62.2%



Parks, Recreation & Culture

1429 - Picnic Pavilions

SERVICES PROVIDED:

Picnic Pavilions provides staff and maintenance necessary to offer multi-use 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 is ideal 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.

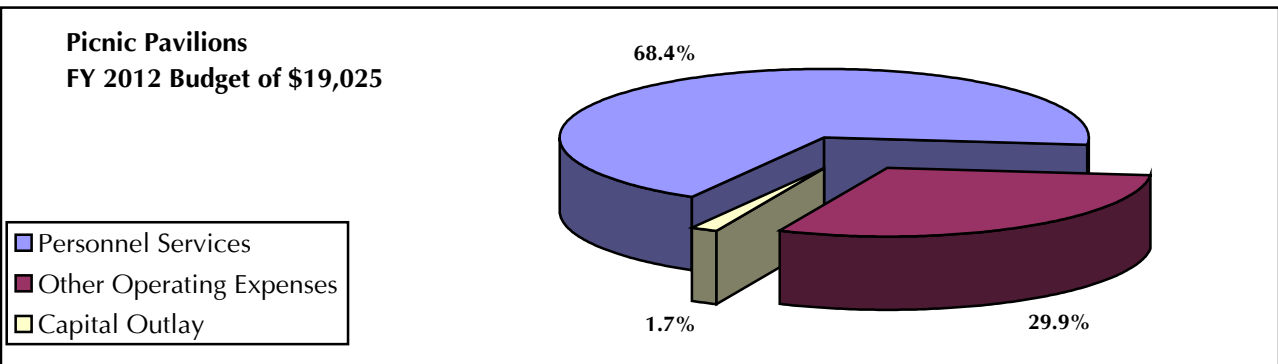
WORK PLAN GOALS:

- Coordinate reservations received for pavilions with Miniature Golf and the Water Park to provide a complete recreational package.
- Coordinate the use of the Bohrer Park pavilions between City summer camp programs and rentals to maximize use during weekdays in June, July and August.
- 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 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$16,116	\$13,010	\$13,010	\$13,010
Other Operating Expenses	7,645	5,675	5,685	5,685
Capital Outlay	320	155	330	330
TOTAL	\$24,081	\$18,840	\$19,025	\$19,025



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Picnic pavilion attendance	19,680	25,000	23,000
Number of group picnics	212	250	235

Activity Analysis Report - Adopted

1429 - Picnic Pavilions

Object			% Change		
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
509000 - Salaries, Part-Time Employee	\$14,971	\$12,085	-19.28%	\$12,085	0.00%
510000 - Social Security & Medicare T	\$1,145	\$925	-19.21%	\$925	0.00%
522000 - General Operating Supplies	\$1,450	\$1,450	0.00%	\$1,450	0.00%
525000 - Furniture & Fixtures	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$60	\$160	166.67%	\$170	6.25%
536300 - Contract Cleaning Services	\$2,200	\$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	\$2,000	\$2,130	6.50%	\$2,130	0.00%
550700 - Recycling Services/Trash Col	\$850	\$850	0.00%	\$850	0.00%
552500 - Vehicle & Equipment Gasolin	\$0	\$0	100.00%		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	\$320	\$155	-51.56%	\$330	112.90%
Personnel	\$16,116	\$13,010	-19.27%	\$13,010	0.00%
Operating Expenses	\$7,645	\$5,675	-25.77%	\$5,685	0.18%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$320	\$155	-51.56%	\$330	112.90%
Total	\$24,081	\$18,840	-21.76%	\$19,025	0.98%

1429 Picnic Pavilions

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	12,085	12,085
510000 Social Security & Medicare Taxes	925	925
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 13,010	\$ 13,010

Operating Expenses

522000 General Operating Supplies		
Paint Supplies, Bug Repellent and Hardware	200	200
Sports Equipment - Volleyball Nets, Balls, Horseshoes	250	250
Traffic Cones	300	300
Trash Bags	700	700
<i>Subtotal</i>	1,450	1,450
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (1)	150	150
Maintenance - Software (Network/Anti-Virus) (1)	20	20
<i>Subtotal</i>	170	170
536500 Investigations		
Background Checks	85	85
<i>Subtotal</i>	85	85
541000 Advertising		
Marketing Promotions	300	300
<i>Subtotal</i>	300	300
550000 Electric		
Bohrer Park Utility Costs	2,130	2,130
<i>Subtotal</i>	2,130	2,130
550700 Recycling Services/Trash Collection		
Bohrer Park Trash and Recycling Costs	850	850
<i>Subtotal</i>	850	850

1429 Picnic Pavilions

553000 Printing & Binding			
Brochures	500	500	
<i>Subtotal</i>		500	500
554000 Signage			
Park Signs	200	200	
<i>Subtotal</i>		200	200
Subtotal Operating Expenses		5,685	5,685

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (1)	330	330	
<i>Subtotal</i>		330	330
Subtotal Capital Outlay		330	330
Total		19,025	19,025



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1429 PICNIC PAVILIONS AT BOHRER PAR							
429 PICNIC PAVILIONS AT BOHRER PAR							
1429 509000 PART-TIME	12,085	0	12,085	6,884.05	.00	5,200.95	57.0%
1429 510000 FICA TAXES	925	0	925	529.37	.00	395.63	57.2%
1429 522000 GEN OPERAT	1,450	0	1,450	1,665.53	.00	-215.53	114.9%*
1429 531600 SOFT MAINT	160	0	160	.00	.00	160.00	.0%
1429 536500 INVESTIGTE	85	0	85	37.25	.00	47.75	43.8%
1429 541000 ADVERTISIN	300	0	300	.00	.00	300.00	.0%
1429 550000 ELECTRIC	2,130	0	2,130	1,385.74	.00	744.26	65.1%
1429 550700 SOLID WAST	850	0	850	.00	.00	850.00	.0%
1429 553000 PRINT/BIND	500	0	500	.00	.00	500.00	.0%
1429 554000 SIGNAGE	200	0	200	.00	.00	200.00	.0%
1429 595100 FURN/EQ RE	155	0	155	155.00	.00	.00	100.0%
TOTAL PICNIC PAVILIONS AT BOHRER PAR	18,840	0	18,840	10,656.94	.00	8,183.06	56.6%
TOTAL PICNIC PAVILIONS AT BOHRER PAR	18,840	0	18,840	10,656.94	.00	8,183.06	56.6%



Parks, Recreation & Culture

1430 - Winter Lights

SERVICES PROVIDED:

Winter Lights provides for the administrative and operating costs associated with a 3.5 mile drive-through light festival held annually at Seneca Creek State Park. The show features more than 380 lighted displays, many of them animated. Winter Lights Run/Walk provides an alternative way to view the light show, while promoting fitness for all ages. A portion of the proceeds is donated to designated charities.

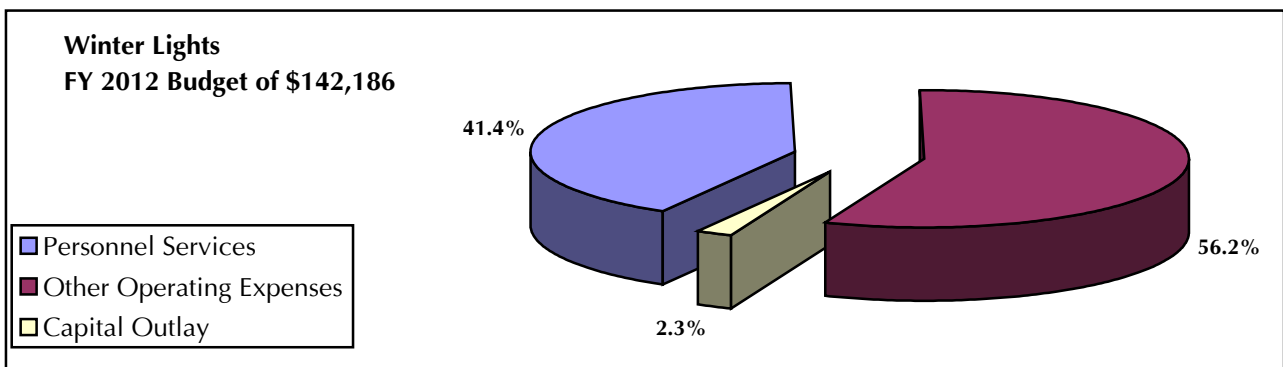
WORK PLAN GOALS:

- Develop new and increase existing revenue sources through promotion of sponsorship opportunities and creative marketing strategies.
- Evaluate program through customer surveys, attendance reports and other market research data.
- 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 light festival.
- Provide an engaging event that fosters a holiday tradition for the Gaithersburg community and increases awareness of the City and its programs.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$59,635	\$58,558	\$58,916	\$58,916
Other Operating Expenses	89,935	80,415	79,940	79,940
Capital Outlay	320	3,160	3,330	3,330
TOTAL	\$149,890	\$142,133	\$142,186	\$142,186



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Total number of vehicles	12,300	15,500	16,000
Sponsorship Revenue - In-Kind	\$128,000	\$108,000	\$110,000
Sponsorship Revenue - Cash	\$10,000	\$8,000	\$12,000
Attendees	49,500	62,000	64,000

Activity Analysis Report - Adopted

1430 - Winter Lights

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
508000 - Salaries, Overtime	\$20,748	\$20,748	0.00%	\$21,080	1.60%
509000 - Salaries, Part-Time Employee	\$34,649	\$33,649	-2.89%	\$33,649	0.00%
510000 - Social Security & Medicare T	\$4,238	\$4,161	-1.82%	\$4,187	0.62%
522000 - General Operating Supplies	\$14,900	\$15,900	6.71%	\$17,000	6.92%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%		100.00%
524000 - Supplies for Resale	\$0	\$0	100.00%	\$1,400	100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$135	\$240	77.78%	\$265	10.42%
536000 - Miscellaneous Professional S	\$2,500	\$500	-80.00%	\$500	0.00%
536800 - Security Services	\$4,400	\$2,400	-45.45%		-100.00%
541000 - Advertising	\$21,300	\$21,300	0.00%	\$21,300	0.00%
543000 - Contributions	\$10,000	\$6,000	-40.00%	\$6,000	0.00%
547000 - Travel Expense	\$0	\$0	100.00%		100.00%
550000 - Electric	\$8,750	\$6,925	-20.86%	\$5,725	-17.33%
553000 - Printing & Binding	\$2,200	\$1,700	-22.73%	\$2,000	17.65%
554000 - Signage	\$1,000	\$1,200	20.00%	\$1,200	0.00%
556500 - Messenger Services	\$0	\$0	100.00%		100.00%
567000 - Rental & Use Charges	\$22,750	\$22,250	-2.20%	\$22,550	1.35%
573000 - Repair & Maintenance - Mac	\$2,000	\$2,000	0.00%	\$2,000	0.00%
592000 - Software	\$0	\$0	100.00%		100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$320	\$3,160	887.50%	\$3,330	5.38%
Personnel	\$59,635	\$58,558	-1.81%	\$58,916	0.61%
Operating Expenses	\$89,935	\$80,415	-10.59%	\$79,940	-0.59%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$320	\$3,160	887.50%	\$3,330	5.38%
Total	\$149,890	\$142,133	-5.18%	\$142,186	0.04%

1430 Winter Lights

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	21,080	21,080
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	33,649	33,649
510000 Social Security & Medicare Taxes	4,187	4,187
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 58,916	\$ 58,916

Operating Expenses

522000 General Operating Supplies		
Animation and Electrical Materials	4,000	4,000
Bulbs and Extension Cords	7,500	7,500
Tools, Traffic Cones and Lighting	5,500	5,500
<i>Subtotal</i>	17,000	17,000
524000 Supplies for Resale		
Prism Glasses	1,400	1,400
<i>Subtotal</i>	1,400	1,400
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe InDesign) (1)	95	95
Maintenance - Software (Microsoft CALs) (1)	150	150
Maintenance - Software (Network/Anti-Virus) (1)	20	20
<i>Subtotal</i>	265	265
536000 Miscellaneous Professional Services		
Electrician Services	500	500
<i>Subtotal</i>	500	500
541000 Advertising		
Newspapers, Movie Theater Ads and Event Calendars	21,300	21,300
<i>Subtotal</i>	21,300	21,300
543000 Contributions		
Charities	6,000	6,000
<i>Subtotal</i>	6,000	6,000

1430 Winter Lights

550000 Electric			
	5,725	5,725	
<i>Subtotal</i>		5,725	5,725
553000 Printing & Binding			
Tickets, Fliers, Brochures and Postcards	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
554000 Signage			
Program Banners	1,200	1,200	
<i>Subtotal</i>		1,200	1,200
567000 Rental & Use Charges			
Bathrooms and Trailer	2,550	2,550	
Park Rental Fee	20,000	20,000	
<i>Subtotal</i>		22,550	22,550
573000 Repair & Maintenance - Machinery & Equipment			
Electrical Equipment - Breakers, Sub Panels, Electrical Adapters	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
Subtotal Operating Expenses		79,940	79,940

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (1)	330	330	
Replacement of Light Displays	3,000	3,000	
<i>Subtotal</i>		3,330	3,330
Subtotal Capital Outlay		3,330	3,330
Total		142,186	142,186

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1430 WINTER LIGHTS							
430 WINTER LIGHTS							
1430 508000 OVERTIME	20,748	0	20,748	.00	.00	20,748.00	.0%
1430 509000 PART-TIME	33,649	0	33,649	25,600.48	.00	8,048.52	76.1%
1430 510000 FICA TAXES	4,161	0	4,161	1,958.45	.00	2,202.55	47.1%
1430 522000 GEN OPERAT	15,900	0	15,900	17,512.99	.00	-1,612.99	110.1%*
1430 524000 SUPPLES/RE	0	0	0	847.50	.00	-847.50	100.0%*
1430 531600 SOFT MAINT	240	0	240	.00	.00	240.00	.0%
1430 536000 MISC PROF	500	0	500	59.80	.00	440.20	12.0%
1430 536800 SECURITY S	2,400	0	2,400	.00	.00	2,400.00	.0%
1430 541000 ADVERTISIN	21,300	0	21,300	21,739.79	.00	-439.79	102.1%*
1430 543000 CONTRIBUTI	6,000	0	6,000	5,200.00	.00	800.00	86.7%
1430 550000 ELECTRIC	6,925	0	6,925	5,987.20	.00	937.80	86.5%
1430 553000 PRINT/BIND	1,700	0	1,700	2,998.56	.00	-1,298.56	176.4%*
1430 554000 SIGNAGE	1,200	0	1,200	1,029.92	196.40	-26.32	102.2%*
1430 556500 MESSENGER	0	0	0	23.92	.00	-23.92	100.0%*
1430 567000 RENTAL USE	22,250	0	22,250	21,565.61	96.00	588.39	97.4%
1430 573000 R&M-MACH/E	2,000	0	2,000	.00	.00	2,000.00	.0%
1430 595100 FURN/EQ RE	3,160	0	3,160	3,160.00	.00	.00	100.0%
TOTAL WINTER LIGHTS	142,133	0	142,133	107,684.22	292.40	34,156.38	76.0%
TOTAL WINTER LIGHTS	142,133	0	142,133	107,684.22	292.40	34,156.38	76.0%



Parks, Recreation & Culture

1435 - Food Service

SERVICES PROVIDED:

Food Service funding provides food service facilities at the Water Park.

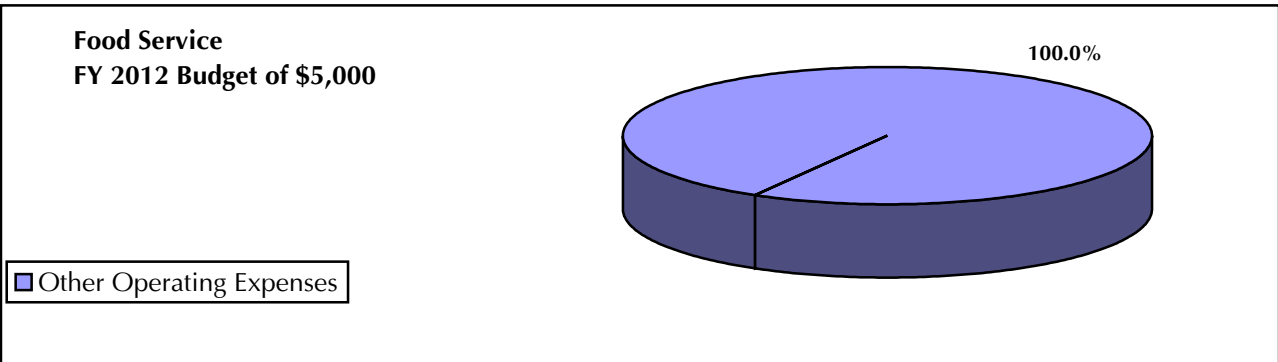
WORK PLAN GOALS:

- Monitor private food service contractor to ensure compliance with agreement.
- Provide quality food at the Water Park at reasonable prices.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	5,000	5,000	5,000	5,000
Capital Outlay	0	0	0	0
TOTAL	\$5,000	\$5,000	\$5,000	\$5,000



Activity Analysis Report - Adopted

1435 - Food Service

Object	FY '10	FY '11	% Change		% Change
			FY '10 - FY '11	FY '12	FY '11 - FY '12
573000 - Repair & Maintenance - Mac	\$5,000	\$5,000	0.00%	\$5,000	0.00%
Personnel			0.00%		0.00%
Operating Expenses	\$5,000	\$5,000	0.00%	\$5,000	0.00%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$5,000	\$5,000	0.00%	\$5,000	0.00%

1435 Food Service

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

573000 Repair & Maintenance - Machinery & Equipment		
Food Service Equipment	5,000	5,000
<i>Subtotal</i>	5,000	5,000
Subtotal Operating Expenses	5,000	5,000

Total	5,000	5,000

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1435 FOOD SERVICE							
435 FOOD SERVICE							
1435 573000 R&M-MACH/E	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL FOOD SERVICE	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL FOOD SERVICE	5,000	0	5,000	.00	.00	5,000.00	.0%



Parks, Recreation & Culture

1436 - Special Events

SERVICES PROVIDED:

Special Events provides personnel and operating costs associated with events and community programs. Programs such as Celebrate Gaithersburg, St. Patrick's Day Parade, Fourth of July, Labor Day Parade, and Oktoberfest provide wholesome and fun activities for citizens of all ages and cultural backgrounds. Additional events such as Farmers Markets, Flea Markets, Baby Bazaars and Summer Movies in the Park offer a variety of entertainment and community activities.

WORK PLAN GOALS:

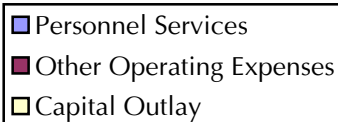
- Develop new and expand existing revenue through active promotion of sponsorship opportunities and creative marketing.
- Evaluate programs through surveys, attendance reports and other market research tools.
- Expand programs to acknowledge and celebrate the cultural heritage and diversity of our City.
- Provide City-wide events that bring the community together to commemorate the Fourth of July, Memorial Day and Veteran's Day.
- Work with committees, the community and City staff to evaluate events and make recommendations to enhance Celebrate Gaithersburg, the Labor Day Parade, and Oktoberfest.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$545,123	\$521,582	\$528,711	\$525,082
Other Operating Expenses	243,365	182,550	181,230	181,230
Capital Outlay	2,560	1,260	2,640	2,640
TOTAL	\$791,048	\$705,392	\$712,581	\$708,952

Special Events
FY 2012 Budget of \$708,952



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Special Events total program attendance	100,000	100,000	100,000
Oktoberfest attendance	7,000	7,800	12,000
July 4th festivities attendance	20,000	20,000	25,000
Celebrate Gaithersburg attendance	30,000	25,000	30,000

Activity Analysis Report - Adopted

1436 - Special Events

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$363,315	\$356,490	-1.88%	\$362,193	1.60%
505200 - Other taxable comp-Gfit	\$0	\$684	100.00%		-100.00%
509000 - Salaries, Part-Time Employee	\$58,299	\$42,499	-27.10%	\$42,499	0.00%
510000 - Social Security & Medicare T	\$32,253	\$30,523	-5.36%	\$30,959	1.43%
514000 - Group Insurance	\$50,057	\$50,057	0.00%	\$47,126	1.39%
515000 - Retirement Contribution (401	\$28,425	\$28,519	0.33%	\$28,975	1.60%
515100 - Retirement Health Savings (	\$2,115	\$2,115	0.00%	\$2,464	16.50%
516000 - Savings Plan Contribution (4	\$10,659	\$10,695	0.34%	\$10,866	1.60%
516500 - Deferred Compensation	\$0	\$0	100.00%		100.00%
521000 - Office Supplies	\$0	\$0	100.00%		100.00%
522000 - General Operating Supplies	\$18,700	\$10,700	-42.78%	\$10,405	-2.76%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%		100.00%
522500 - Program Activities	\$2,500	\$1,800	-28.00%		-100.00%
525000 - Furniture & Fixtures	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$940	\$1,520	61.70%	\$1,645	8.22%
536000 - Miscellaneous Professional S	\$58,450	\$47,125	-19.38%	\$47,125	0.00%
536500 - Investigations	\$200	\$200	0.00%	\$200	0.00%
536800 - Security Services	\$1,500	\$700	-53.33%	\$700	0.00%
538000 - Performances & Entertainme	\$73,100	\$51,000	-30.23%	\$51,000	0.00%
541000 - Advertising	\$15,300	\$15,300	0.00%	\$16,000	4.58%
543000 - Contributions	\$1,400	\$300	-78.57%	\$300	0.00%
544000 - Professional Dues & Certifica	\$160	\$0	-100.00%		100.00%
546000 - Conference & Seminar Regis	\$150	\$0	-100.00%		100.00%
547000 - Travel Expense	\$0	\$0	100.00%		100.00%
551100 - Cellular Telephone	\$700	\$700	0.00%	\$700	0.00%
553000 - Printing & Binding	\$7,000	\$5,840	-16.57%	\$5,840	0.00%
554000 - Signage	\$8,450	\$4,450	-47.34%	\$5,000	12.36%
556000 - Postage	\$3,000	\$3,000	0.00%	\$3,000	0.00%
556500 - Messenger Services	\$0	\$0	100.00%		100.00%
557000 - Laundry & Uniforms	\$550	\$550	0.00%	\$550	0.00%
560000 - Miscellaneous	\$1,300	\$0	-100.00%		100.00%
567000 - Rental & Use Charges	\$49,000	\$39,000	-20.41%	\$38,400	-1.54%
567100 - Rental of Facilities	\$965	\$365	-62.18%	\$365	0.00%
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	\$2,560	\$1,260	-50.78%	\$2,640	109.52%

Activity Analysis Report - Adopted

1436 - Special Events

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
Personnel	\$545,123	\$521,582	-4.32%	\$525,082	1.37%
Operating Expenses	\$243,365	\$182,550	-24.99%	\$181,230	-0.72%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$2,560	\$1,260	-50.78%	\$2,640	109.52%
Total	\$791,048	\$705,392	-10.83%	\$708,952	1.02%

1436 Special Events

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 362,193	\$ 362,193
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	42,499	42,499
510000 Social Security & Medicare Taxes	30,959	30,959
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	50,755	47,126
514100 Group Insurance - Retirees		
515000 Retirement Contribution	28,975	28,975
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	2,464	2,464
516000 Savings Plan Contribution	10,866	10,866
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 528,711	\$ 525,082

Operating Expenses

522000 General Operating Supplies		
Celebrate Gaithersburg, Oktoberfest and Fourth of July	1,000	1,000
Crafts Supplies and Event Materials	4,905	4,905
Jingle Jubilee, Bark in the Parks and Flea Markets	1,500	1,500
Labor Day City Coins and Event materials	3,000	3,000
<i>Subtotal</i>	10,405	10,405
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe InDesign) (3)	285	285
Maintenance - Software (Microsoft CALs) (8)	1,200	1,200
Maintenance - Software (Network/Anti-Virus) (8)	160	160
<i>Subtotal</i>	1,645	1,645
536000 Miscellaneous Professional Services		
Fireworks - July 4th	27,500	27,500
Sound System for all City Special Events	19,225	19,225
Towing Services	400	400
<i>Subtotal</i>	47,125	47,125
536500 Investigations		
Background Checks	200	200
<i>Subtotal</i>	200	200
536800 Security Services		
Celebrate Gaithersburg - Crossing Guards	500	500
Security - July 4th	200	200
<i>Subtotal</i>	700	700

1436 Special Events

538000 Performances & Entertainment			
Celebrate Gaithersburg - Strolling, Stages and Children	35,200	35,200	
July 4th	2,000	2,000	
St. Patrick's Day Parade and Labor Day Parade	13,800	13,800	
<i>Subtotal</i>		51,000	51,000
541000 Advertising			
Newspapers and Publications	16,000	16,000	
<i>Subtotal</i>		16,000	16,000
543000 Contributions			
Celebrate Gaithersburg, Labor Day Parade and Oktoberfest	300	300	
<i>Subtotal</i>		300	300
551100 Cellular Telephone			
Recreation Program Supervisors (4)	700	700	
<i>Subtotal</i>		700	700
553000 Printing & Binding			
Brochures, Fliers, Posters and Invitations	5,840	5,840	
<i>Subtotal</i>		5,840	5,840
554000 Signage			
Program Banners	4,000	4,000	
Replacements & Repair of Banners	1,000	1,000	
<i>Subtotal</i>		5,000	5,000
556000 Postage			
Mailings	3,000	3,000	
<i>Subtotal</i>		3,000	3,000
557000 Laundry & Uniforms			
Staff Shirts	550	550	
<i>Subtotal</i>		550	550
567000 Rental & Use Charges			
Celebrate Gaithersburg - Tables, Tents and Chairs	8,875	8,875	
Event Amusements	8,349	8,349	
Golf Carts, Radios and Generators	5,650	5,650	
Labor Day Buses	630	630	
Labor Day, St. Patrick's Parade and Jingle Jubilee Equipment	4,683	4,683	
Montgomery County Agriculture Center - Use Fee	1,625	1,625	
Oktoberfest - Tents and Dance Floor	1,365	1,365	
Port-a-Johns and Hand Washing Stations	7,223	7,223	
<i>Subtotal</i>		38,400	38,400
567100 Rental of Facilities			
Parking Lots - Celebrate Gaithersburg and Labor Day Parade	365	365	
<i>Subtotal</i>		365	365
Subtotal Operating Expenses		181,230	181,230

Capital Outlay

1436 Special Events

595100 Furniture & Equipment (Replacement)		
Replacement - Computer Hardware (PC + Monitors) (8)	2,640	2,640
Subtotal	2,640	2,640
Subtotal Capital Outlay	2,640	2,640
Total	712,581	708,952



FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1436 SPECIAL EVENTS							
436 SPECIAL EVENTS							
1436 501000 FULL TIME	356,490	0	356,490	333,284.09	.00	23,205.91	93.5%
1436 505200 OTHER-GFIT	684	0	684	528.70	.00	155.30	77.3%
1436 507000 VAC/SICK	0	0	0	3,469.20	.00	-3,469.20	100.0%*
1436 508000 OVERTIME	0	0	0	9.00	.00	-9.00	100.0%*
1436 509000 PART-TIME	42,499	0	42,499	50,519.53	.00	-8,020.53	118.9%*
1436 510000 FICA TAXES	30,523	0	30,523	28,974.80	.00	1,548.20	94.9%
1436 514000 GROUP HEAL	50,057	0	50,057	46,254.61	.00	3,802.39	92.4%
1436 515000 RETIRE401A	28,519	0	28,519	25,546.80	.00	2,972.20	89.6%
1436 515100 RETIRE-RHS	2,115	0	2,115	2,247.23	.00	-132.23	106.3%*
1436 516000 SAVING401K	10,695	0	10,695	7,969.45	.00	2,725.55	74.5%
1436 521000 OFFICE SUP	0	0	0	325.00	.00	-325.00	100.0%*
1436 522000 GEN OPERAT	10,700	0	10,700	7,497.70	.00	3,202.30	70.1%
1436 522500 PROG ACT	1,800	0	1,800	1,992.90	.00	-192.90	110.7%*
1436 531600 SOFT MAINT	1,520	0	1,520	.00	.00	1,520.00	.0%
1436 536000 MISC PROF	47,125	0	47,125	48,176.93	.00	-1,051.93	102.2%*
1436 536500 INVESTIGTE	200	0	200	223.50	.00	-23.50	111.8%*
1436 536800 SECURITY S	700	0	700	.00	.00	700.00	.0%
1436 538000 PERF & ENT	51,000	0	51,000	34,713.50	.00	16,286.50	68.1%
1436 541000 ADVERTISIN	15,300	0	15,300	13,091.27	.00	2,208.73	85.6%
1436 543000 CONTRIBUTI	300	0	300	300.00	.00	.00	100.0%
1436 551100 CELLPHONE	700	0	700	635.27	.00	64.73	90.8%
1436 553000 PRINT/BIND	5,840	0	5,840	6,369.00	.00	-529.00	109.1%*
1436 554000 SIGNAGE	4,450	0	4,450	3,038.83	1,123.00	288.17	93.5%
1436 556000 POSTAGE	3,000	0	3,000	2,500.00	.00	500.00	83.3%
1436 557000 UNIFORM/LA	550	0	550	144.00	.00	406.00	26.2%
1436 567000 RENTAL USE	39,000	0	39,000	29,689.42	640.00	8,670.58	77.8%
1436 567100 RENTAL FAC	365	0	365	297.00	68.00	.00	100.0%
1436 595100 FURN/EQ RE	1,260	0	1,260	1,260.00	.00	.00	100.0%
TOTAL SPECIAL EVENTS	705,392	0	705,392	649,057.73	1,831.00	54,503.27	92.3%
TOTAL SPECIAL EVENTS	705,392	0	705,392	649,057.73	1,831.00	54,503.27	92.3%



Parks, Recreation & Culture

1437 - Cultural Arts Programs

SERVICES PROVIDED:

Cultural Arts Programs provide the administration and operating costs for cultural arts events and initiatives in the City. The range of these activities includes the Gaithersburg Book Festival, visual art exhibits, the Art in Public Places program, the Community Chorus, Backyard Concerts and Shakespeare in the Park. Arts programming at the City Hall Concert Pavilion and the Gaithersburg Community Museum are also included in this activity. Emphasis is placed on local artists/entertainers, but may include national and international artists to provide cultural events for people of all ages and backgrounds.

WORK PLAN GOALS (CONT.):

- Seek new and expand existing revenue streams through the active development of sponsorships, and through fundraising via the Gaithersburg Arts and Monuments Funding Corporation, Inc.
- Work with the Arts in Public Places Committee to implement the installation of public art and identify new sites and artwork. Projects include Washingtonian South, Skate Spot, Latitude Observatory Park, and Watkins Mill Town Center.
- Work with the community to use the arts as a tool for economic development.
- Work with 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.

WORK PLAN GOALS:

- Partner with the community to develop and implement new exhibits and programs at the Community Museum and coordinate the Museum efforts in the Train Annex restoration project.
- Promote the Gaithersburg Book Festival as a premier event that celebrates the written word and its power to enrich the human experience and fosters an interest in reading, writing and literary conversation.

SIGNIFICANT CHANGES:

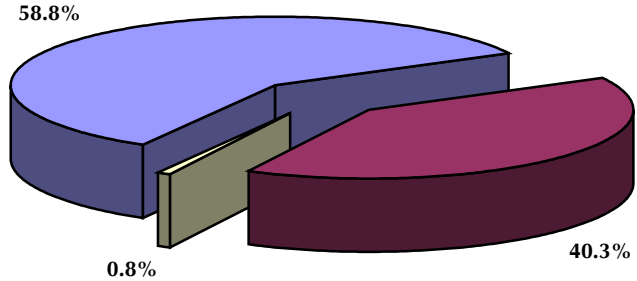
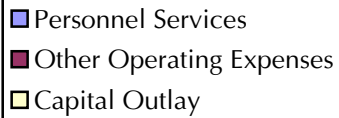
- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$182,447	\$163,201	\$164,444	\$164,444
Other Operating Expenses	90,250	112,695	112,690	112,690
Capital Outlay	2,355	1,160	2,370	2,370
TOTAL	\$275,052	\$277,056	\$279,504	\$279,504

Parks, Recreation & Culture

1437 - Cultural Arts Programs

Cultural Arts Programs
FY 2012 Budget of \$279,504



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Shakespeare in the Park attendance	1,200	3,000	3,000
Public art installations	18	18	20
Concert Pavilion attendance	17,151	11,701	12,500
Community Museum attendance	5,553	7,500	7,500
Community Chorus programs and concerts attendance	7,250	7,500	7,500

Activity Analysis Report - Adopted

1437 - Cultural Arts Programs

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$77,287	\$75,287	-2.59%	\$76,491	1.60%
509000 - Salaries, Part-Time Employee	\$80,620	\$64,742	-19.69%	\$64,742	0.00%
510000 - Social Security & Medicare T	\$12,080	\$10,712	-11.32%	\$10,804	0.86%
514000 - Group Insurance	\$2,063	\$2,063	0.00%	\$1,529	-25.88%
515000 - Retirement Contribution (401	\$6,023	\$6,023	0.00%	\$6,119	1.59%
515100 - Retirement Health Savings (	\$2,115	\$2,115	0.00%	\$2,464	16.50%
516000 - Savings Plan Contribution (4	\$2,259	\$2,259	0.00%	\$2,295	1.59%
521000 - Office Supplies	\$100	\$220	120.00%	\$220	0.00%
522000 - General Operating Supplies	\$4,400	\$5,500	25.00%	\$5,500	0.00%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%		100.00%
522500 - Program Activities	\$0	\$0	100.00%		100.00%
524000 - Supplies for Resale	\$400	\$400	0.00%	\$400	0.00%
525000 - Furniture & Fixtures	\$500	\$0	-100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$720	\$1,740	141.67%	\$1,735	-0.29%
536000 - Miscellaneous Professional S	\$9,000	\$12,100	34.44%	\$13,100	8.26%
536200 - Americans with Disabilities A	\$1,000	\$1,000	0.00%	\$1,000	0.00%
536500 - Investigations	\$0	\$100	100.00%	\$100	0.00%
536800 - Security Services	\$1,940	\$2,090	7.73%	\$2,090	0.00%
538000 - Performances & Entertainme	\$46,385	\$33,150	-28.53%	\$33,150	0.00%
541000 - Advertising	\$7,200	\$12,775	77.43%	\$12,775	0.00%
542000 - Awards & Presentations	\$0	\$0	100.00%		100.00%
543000 - Contributions	\$2,700	\$2,600	-3.70%	\$2,600	0.00%
544000 - Professional Dues & Certifica	\$100	\$50	-50.00%	\$50	0.00%
546000 - Conference & Seminar Regis	\$200	\$0	-100.00%		100.00%
547000 - Travel Expense	\$100	\$0	-100.00%		100.00%
551100 - Cellular Telephone	\$480	\$0	-100.00%		100.00%
553000 - Printing & Binding	\$4,000	\$4,000	0.00%	\$5,120	28.00%
554000 - Signage	\$2,460	\$1,970	-19.92%	\$3,150	59.90%
556000 - Postage	\$1,500	\$1,500	0.00%	\$1,500	0.00%
556500 - Messenger Services	\$0	\$0	100.00%		100.00%
557000 - Laundry & Uniforms	\$0	\$0	100.00%		100.00%
560000 - Miscellaneous	\$0	\$0	100.00%		100.00%
567000 - Rental & Use Charges	\$3,065	\$27,600	800.49%	\$24,300	-11.96%
567100 - Rental of Facilities	\$4,000	\$5,900	47.50%	\$5,900	0.00%
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	\$2,355	\$1,160	-50.74%	\$2,370	104.31%

Activity Analysis Report - Adopted

1437 - Cultural Arts Programs

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
Personnel	\$182,447	\$163,201	-10.55%	\$164,444	0.76%
Operating Expenses	\$90,250	\$112,695	24.87%	\$112,690	0.00%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$2,355	\$1,160	-50.74%	\$2,370	104.31%
Total	\$275,052	\$277,056	0.73%	\$279,504	0.88%

1437 Cultural Arts Programs

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 76,491	\$ 76,491
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	64,742	64,742
510000 Social Security & Medicare Taxes	10,804	10,804
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	1,529	1,529
514100 Group Insurance - Retirees		
515000 Retirement Contribution	6,119	6,119
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	2,464	2,464
516000 Savings Plan Contribution	2,295	2,295
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 164,444	\$ 164,444

Operating Expenses

521000 Office Supplies		
Community Museum Easel Pads, Ink and Paper	220	220
<i>Subtotal</i>	220	220
522000 General Operating Supplies		
Book Festival - Program Supplies	2,000	2,000
Program Equipment - Coolers, Flashlights and Storage Bins	500	500
Sheet Music for Community Chorus	2,000	2,000
Technical Equipment - Extension Cords, Cables and Microphones	1,000	1,000
<i>Subtotal</i>	5,500	5,500
524000 Supplies for Resale		
Community Museum Shop	400	400
<i>Subtotal</i>	400	400
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe InDesign) (1)	95	95
Maintenance - Software (Microsoft CALs) (7)	1,050	1,050
Maintenance - Software (Network/Anti-Virus) (7)	140	140
Maintenance - Software (Past Perfect)	450	450
<i>Subtotal</i>	1,735	1,735
536000 Miscellaneous Professional Services		
Book Festival Sound Services - Sponsorships to Offset Expenditur	6,405	6,405
Community Chorus Director and Accompanist	6,445	6,445
Technical Director	250	250
<i>Subtotal</i>	13,100	13,100

1437 Cultural Arts Programs

536200 Americans with Disabilities Act			
Interpreter Services	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
536500 Investigations			
Background Checks	100	100	
<i>Subtotal</i>		100	100
536800 Security Services			
Crossing Guards for Pavilion Performances	2,090	2,090	
<i>Subtotal</i>		2,090	2,090
538000 Performances & Entertainment			
Artist Fees - Backyard Concerts (3)	3,400	3,400	
Artist Fees - Community Museum	1,150	1,150	
Artist Fees - Concert Pavilion Performances (June - Mid-August)	15,300	15,300	
Artist Fees - Shakespeare Performances (2)	7,500	7,500	
Author Fees: Book Festival - Sponsorships to Offset Expenditures	5,800	5,800	
<i>Subtotal</i>		33,150	33,150
541000 Advertising			
Book Festival - Newspapers - Sponsorships to Offset Expenditures	6,000	6,000	
Newspapers and Magazines	6,775	6,775	
<i>Subtotal</i>		12,775	12,775
543000 Contributions			
Gaithersburg Arts and Monuments Funding Corp.	2,400	2,400	
Gaithersburg Fine Arts Association Annual Grant	200	200	
<i>Subtotal</i>		2,600	2,600
544000 Professional Dues & Certification Fees			
Museum Association Dues	50	50	
<i>Subtotal</i>		50	50
553000 Printing & Binding			
Book Festival - Sponsorships to Offset Expenditures	2,120	2,120	
Bookmarks, Programs and Fliers	3,000	3,000	
<i>Subtotal</i>		5,120	5,120
554000 Signage			
Program Banners: Book Festival	1,770	1,770	
Program Banners: Chorus, Pavilion Programs, and Backyard Conc	1,380	1,380	
<i>Subtotal</i>		3,150	3,150
556000 Postage			
Mailings	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
567000 Rental & Use Charges			
Book Festival - Tents, Tables and Chairs - Sponsorships to Offset	22,300	22,300	
Port-a-Johns and Generators	2,000	2,000	
<i>Subtotal</i>		24,300	24,300

1437 Cultural Arts Programs

567100 Rental of Facilities			
Auditorium Rentals - Community Chorus Concerts (2)	2,400	2,400	
Community Museum Storage Rental	3,500	3,500	
<i>Subtotal</i>		5,900	5,900
Subtotal Operating Expenses		112,690	112,690

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (7)	2,310	2,310	
Replacement - Printer (DeskJet D4200)	20	20	
Replacement - Printer (DeskJet D4260)	20	20	
Replacement - Scanner (CanoSan LIDE 100)	20	20	
<i>Subtotal</i>		2,370	2,370
Subtotal Capital Outlay		2,370	2,370
Total		279,504	279,504



FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1437 CULTURAL ARTS PROGRAMS							
437 CULTURAL ARTS PROGRAMS							
1437 501000 FULL TIME	75,287	0	75,287	70,655.62	.00	4,631.38	93.8%
1437 508000 OVERTIME	0	0	0	132.37	.00	-132.37	100.0%*
1437 509000 PART-TIME	64,742	0	64,742	59,041.25	.00	5,700.75	91.2%
1437 510000 FICA TAXES	10,712	0	10,712	9,978.82	.00	733.18	93.2%
1437 514000 GROUP HEAL	2,063	0	2,063	1,629.49	.00	433.51	79.0%
1437 515000 RETIRE401A	6,023	0	6,023	5,376.60	.00	646.40	89.3%
1437 515100 RETIRE-RHS	2,115	0	2,115	2,247.23	.00	-132.23	106.3%*
1437 516000 SAVING401K	2,259	0	2,259	2,016.25	.00	242.75	89.3%
1437 521000 OFFICE SUP	220	0	220	.00	.00	220.00	.0%
1437 522000 GEN OPERAT	5,500	0	5,500	4,310.29	.00	1,189.71	78.4%
1437 524000 SUPPLES/RE	400	0	400	548.81	.00	-148.81	137.2%*
1437 531600 SOFT MAINT	1,740	0	1,740	730.00	.00	1,010.00	42.0%
1437 536000 MISC PROF	12,100	0	12,100	7,538.80	1,755.00	2,806.20	76.8%
1437 536200 ADA	1,000	0	1,000	1,000.00	.00	.00	100.0%
1437 536500 INVESTIGTE	100	0	100	37.25	.00	62.75	37.3%
1437 536800 SECURITY S	2,090	0	2,090	1,611.00	.00	479.00	77.1%
1437 538000 PERF & ENT	33,150	0	33,150	25,735.40	.00	7,414.60	77.6%
1437 541000 ADVERTISIN	12,775	0	12,775	10,275.14	.00	2,499.86	80.4%
1437 542000 AWARDS PRE	0	0	0	274.00	.00	-274.00	100.0%*
1437 543000 CONTRIBUTI	2,600	0	2,600	.00	.00	2,600.00	.0%
1437 544000 DUES/MEMBE	50	0	50	336.00	.00	-286.00	672.0%*
1437 551100 CELLPHONE	0	0	0	341.93	.00	-341.93	100.0%*
1437 553000 PRINT/BIND	4,000	0	4,000	7,975.10	.00	-3,975.10	199.4%*
1437 554000 SIGNAGE	1,970	0	1,970	2,166.04	115.96	-312.00	115.8%*
1437 556000 POSTAGE	1,500	0	1,500	1,200.00	.00	300.00	80.0%
1437 556500 MESSENGER	0	0	0	6.06	.00	-6.06	100.0%*
1437 560000 MISCELLANE	0	0	0	294.90	.00	-294.90	100.0%*
1437 567000 RENTAL USE	27,600	0	27,600	19,141.25	520.00	7,938.75	71.2%
1437 567100 RENTAL FAC	5,900	0	5,900	3,827.33	1,272.75	799.92	86.4%
1437 595100 FURN/EQ RE	1,160	0	1,160	1,160.00	.00	.00	100.0%
TOTAL CULTURAL ARTS PROGRAMS	277,056	0	277,056	239,586.93	3,663.71	33,805.36	87.8%
TOTAL CULTURAL ARTS PROGRAMS	277,056	0	277,056	239,586.93	3,663.71	33,805.36	87.8%



Parks, Recreation & 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, concerts, craft shows, teas, bridal showcases and a variety of joint art programs with the Arts Barn.

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, craft shows, wine dinners, and teas to increase revenue and offer the community enrichment opportunities.

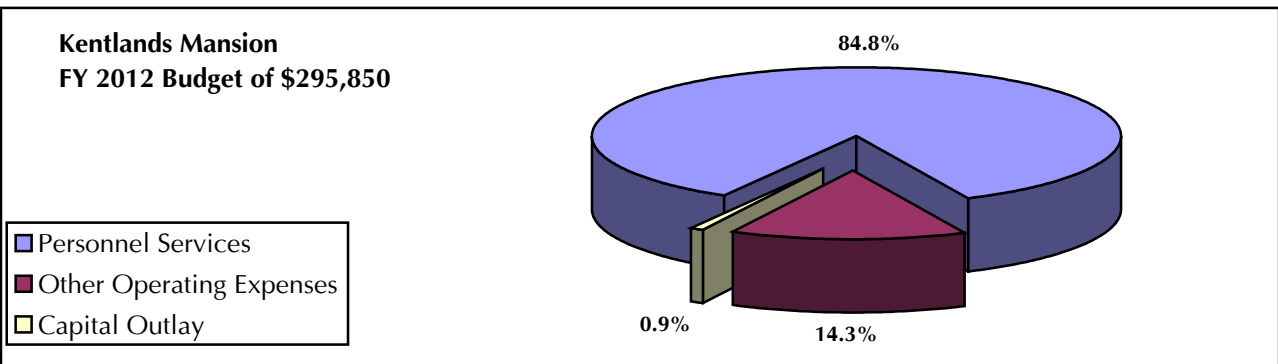
WORK PLAN GOALS (CONT.):

- Increase dual events between the Mansion and Arts Barn including, "Meet the Cast" nights, Music on the Move, Murder Mystery Dinner Theatre, Movie and Wine Theme Nights, and Gallery Nights.
- Research and develop new services to offer Mansion customers while continuing to offer an elegant and desirable rental facility.
- Work with 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

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$322,779	\$281,871	\$248,093	\$250,780
Other Operating Expenses	58,030	42,640	42,420	42,420
Capital Outlay	2,730	1,355	2,650	2,650
TOTAL	\$383,539	\$325,866	\$293,163	\$295,850



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Total attendance	12,305	13,000	15,000
Social bookings	70	60	70
Percentage of operations supported by revenue	43.7%	33.1%	33.0%
Business meeting bookings	88	74	77
Bridal Showcase revenue	8,137	7,857	8,000

Activity Analysis Report - Adopted

1438 - Kentlands Mansion

Object	FY '10	FY '11	% Change	FY '12	% Change
			FY '10 - FY '11		FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$137,314	\$133,314	-2.91%	\$140,038	2.84%
508500 - Salaries, Employment Agree	\$38,561	\$36,561	-5.19%		-100.00%
509000 - Salaries, Part-Time Employe	\$97,723	\$65,723	-32.75%	\$65,723	0.00%
510000 - Social Security & Medicare T	\$20,931	\$18,023	-13.89%	\$15,741	-13.91%
514000 - Group Insurance	\$11,049	\$11,049	0.00%	\$10,988	6.64%
515000 - Retirement Contribution (401	\$10,665	\$10,665	0.00%	\$11,203	2.84%
515100 - Retirement Health Savings (	\$2,537	\$2,537	0.00%	\$2,886	13.76%
516000 - Savings Plan Contribution (4	\$3,999	\$3,999	0.00%	\$4,201	2.85%
521000 - Office Supplies	\$0	\$500	100.00%	\$500	0.00%
522000 - General Operating Supplies	\$3,000	\$4,775	59.17%	\$4,775	0.00%
524000 - Supplies for Resale	\$17,500	\$14,500	-17.14%	\$14,500	0.00%
525000 - Furniture & Fixtures	\$800	\$0	-100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
530000 - Accounting & Audit	\$3,500	\$0	-100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$180	\$480	166.67%	\$510	6.25%
533000 - Legal	\$0	\$100	100.00%	\$100	0.00%
534000 - Management Consulting	\$0	\$0	100.00%		100.00%
536000 - Miscellaneous Professional S	\$4,500	\$3,500	-22.22%	\$3,500	0.00%
536500 - Investigations	\$0	\$75	100.00%	\$75	0.00%
541000 - Advertising	\$20,400	\$15,500	-24.02%	\$15,500	0.00%
542000 - Awards & Presentations	\$0	\$0	100.00%		100.00%
544000 - Professional Dues & Certifica	\$200	\$200	0.00%	\$200	0.00%
546000 - Conference & Seminar Regis	\$700	\$300	-57.14%	\$300	0.00%
547100 - Travel Mileage Reimburseme	\$500	\$0	-100.00%		100.00%
551100 - Cellular Telephone	\$500	\$250	-50.00%		-100.00%
551200 - Pagers	\$0	\$0	100.00%		100.00%
553000 - Printing & Binding	\$600	\$800	33.33%	\$800	0.00%
554000 - Signage	\$900	\$1,200	33.33%	\$1,200	0.00%
556000 - Postage	\$300	\$300	0.00%	\$300	0.00%
557000 - Laundry & Uniforms	\$300	\$0	-100.00%		100.00%
560000 - Miscellaneous	\$3,500	\$0	-100.00%		100.00%
567000 - Rental & Use Charges	\$0	\$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$0	\$160	100.00%	\$160	0.00%
575000 - Repair & Maintenance - Furni	\$650	\$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	\$2,730	\$1,355	-50.37%	\$2,650	95.57%

Activity Analysis Report - Adopted

1438 - Kentlands Mansion

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
Personnel	\$322,779	\$281,871	-12.67%	\$250,780	-11.98%
Operating Expenses	\$58,030	\$42,640	-26.52%	\$42,420	-0.52%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$2,730	\$1,355	-50.37%	\$2,650	95.57%
Total	\$383,539	\$325,866	-15.04%	\$295,850	-10.04%

1438 Kentlands Mansion
Expenditure Statement by Object
**Proposed
2011 - 2012**
**Adopted
2011 - 2012**
Personnel Services

501000 Salaries, Full-Time Employees	\$ 137,104	\$ 140,038
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	65,723	65,723
510000 Social Security & Medicare Taxes	15,516	15,741
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	11,783	10,988
514100 Group Insurance - Retirees		
515000 Retirement Contribution	10,968	11,203
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	2,886	2,886
516000 Savings Plan Contribution	4,113	4,201
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 248,093	\$ 250,780

Operating Expenses

521000 Office Supplies		
Ink and Easel Pads	500	500
<i>Subtotal</i>	500	500
522000 General Operating Supplies		
Business and Meeting Supplies	3,000	3,000
Event Supplies	1,775	1,775
<i>Subtotal</i>	4,775	4,775
524000 Supplies for Resale		
Food and Supplies for Business Rentals	12,000	12,000
Program Supplies for Events	2,500	2,500
<i>Subtotal</i>	14,500	14,500
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (3)	450	450
Maintenance - Software (Network/Anti-Virus) (3)	60	60
<i>Subtotal</i>	510	510
533000 Legal		
County Licenses	100	100
<i>Subtotal</i>	100	100
536000 Miscellaneous Professional Services		
Catering, Sound & Lighting Services for Mansion/Arts Barn Progr	2,875	2,875
Piano Tuning, Refurbishing and Replacement of Pads	625	625
<i>Subtotal</i>	3,500	3,500

1438 Kentlands Mansion

536500 Investigations			
Background Checks	75	75	
<i>Subtotal</i>		75	75
541000 Advertising			
Magazines, Newspapers and Brochures	15,500	15,500	
<i>Subtotal</i>		15,500	15,500
544000 Professional Dues & Certification Fees			
Professional Meeting Planners Group	200	200	
<i>Subtotal</i>		200	200
546000 Conference & Seminar Registration			
Baltimore/Washington Food Shows	200	200	
Meeting Planners Conference	100	100	
<i>Subtotal</i>		300	300
553000 Printing & Binding			
Brochures, Fliers and Postcards	600	600	
Fliers for Mansion/Arts Barn Shared Programs	200	200	
<i>Subtotal</i>		800	800
554000 Signage			
Banners and Signs	1,000	1,000	
Banners for Mansion/Arts Barn Shared Programs	200	200	
<i>Subtotal</i>		1,200	1,200
556000 Postage			
Contracts, Bridal Showcase and Programs Promotional Pieces	300	300	
<i>Subtotal</i>		300	300
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	160	160	
<i>Subtotal</i>		160	160
Subtotal Operating Expenses		42,420	42,420

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (3)	990	990	
Replacement - Copier (Ricoh MP 2550SP)	650	650	
Replacement - Fax	35	35	
Replacement - Kronos Time Clock (1)	600	600	
Replacement - Printer (Desktop D1341)	15	15	
Replacement - Printer (HP 2035n)	60	60	
Replacement - Projectors (1)	300	300	
<i>Subtotal</i>		2,650	2,650
Subtotal Capital Outlay		2,650	2,650
Total		293,163	295,850



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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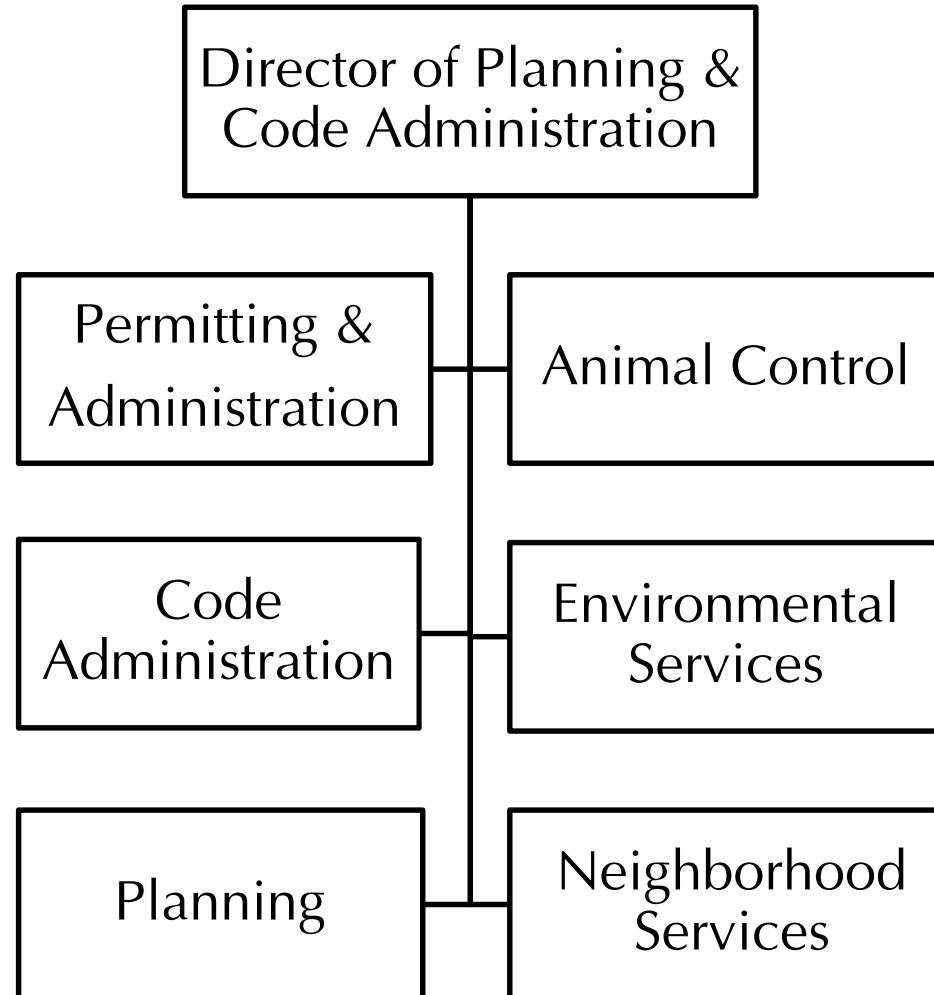
FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1438 KENTLANDS MANSION							
438 KENTLANDS MANSION							
1438 501000 FULL TIME	133,314	0	133,314	93,728.29	.00	39,585.71	70.3%
1438 505100 OTHER-MULT	0	0	0	1,542.00	.00	-1,542.00	100.0%*
1438 505200 OTHER-GFIT	0	0	0	35.00	.00	-35.00	100.0%*
1438 505300 OTHER-STIP	0	0	0	2,700.00	.00	-2,700.00	100.0%*
1438 507000 VAC/SICK	0	0	0	1,181.57	.00	-1,181.57	100.0%*
1438 508000 OVERTIME	0	0	0	32.96	.00	-32.96	100.0%*
1438 508500 CONTRACT	36,561	0	36,561	35,407.39	.00	1,153.61	96.8%
1438 509000 PART-TIME	65,723	0	65,723	37,918.97	.00	27,804.03	57.7%
1438 510000 FICA TAXES	18,023	0	18,023	15,238.45	.00	2,784.55	84.6%
1438 514000 GROUP HEAL	11,049	0	11,049	9,563.55	.00	1,485.45	86.6%
1438 515000 RETIRE401A	10,665	0	10,665	7,090.69	.00	3,574.31	66.5%
1438 515100 RETIRE-RHS	2,537	0	2,537	2,631.81	.00	-94.81	103.7%*
1438 516000 SAVING401K	3,999	0	3,999	2,658.83	.00	1,340.17	66.5%
1438 521000 OFFICE SUP	500	0	500	346.91	.00	153.09	69.4%
1438 522000 GEN OPERAT	4,775	0	4,775	3,355.63	.00	1,419.37	70.3%
1438 524000 SUPPLES/RE	14,500	0	14,500	12,969.31	.00	1,530.69	89.4%
1438 531600 SOFT MAINT	480	0	480	.00	.00	480.00	.0%
1438 533000 LEGAL	100	0	100	60.00	.00	40.00	60.0%
1438 536000 MISC PROF	3,500	0	3,500	1,896.75	.00	1,603.25	54.2%
1438 536500 INVESTIGTE	75	0	75	74.50	.00	.50	99.3%
1438 541000 ADVERTISIN	15,500	0	15,500	12,165.53	.00	3,334.47	78.5%
1438 544000 DUES/MEMBE	200	0	200	.00	.00	200.00	.0%
1438 546000 CONF/SEMIN	300	0	300	.00	.00	300.00	.0%
1438 551100 CELLPHONE	250	0	250	209.88	.00	40.12	84.0%
1438 553000 PRINT/BIND	800	0	800	731.00	.00	69.00	91.4%
1438 554000 SIGNAGE	1,200	0	1,200	620.00	490.00	90.00	92.5%
1438 556000 POSTAGE	300	0	300	249.84	.00	50.16	83.3%
1438 573000 R&M-MACH/E	160	0	160	160.00	.00	.00	100.0%
1438 595100 FURN/EQ RE	1,355	0	1,355	1,355.00	.00	.00	100.0%
TOTAL KENTLANDS MANSION	325,866	0	325,866	243,923.86	490.00	81,452.14	75.0%
TOTAL KENTLANDS MANSION	325,866	0	325,866	243,923.86	490.00	81,452.14	75.0%



Planning & Code Admin.

DEPARTMENT OF PLANNING & CODE ADMINISTRATION



Department Analysis Report - Adopted

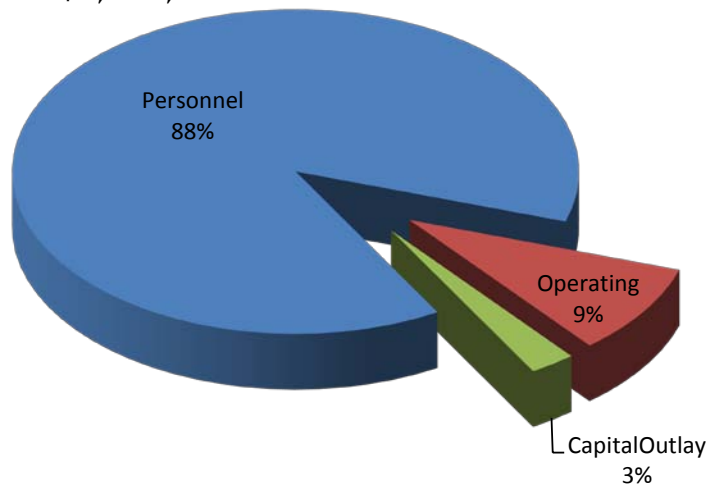
Planning & Code

Activity	FY '10	FY '11	% Change		% Change
			FY '10 - FY '11	FY '12	FY '11 - FY '12
1134 - Environmental Services	\$255,434	\$126,203	-50.59%	\$126,954	1.71%
1194 - Planning	\$1,186,495	\$1,132,330	-4.57%	\$1,166,065	1.71%
1196 - Code Administration	\$2,240,377	\$2,059,315	-8.08%	\$2,076,003	1.71%
1198 - Animal Control	\$462,268	\$463,765	0.32%	\$477,163	1.71%
Personnel	\$3,656,521	\$3,410,933	-6.72%	\$3,396,785	-0.41%
Operating Expenses	\$317,358	\$291,185	-8.25%	\$349,015	19.86%
Contingency Funds					
Transfer Funds					
Capital Outlay	\$170,695	\$79,495	-53.43%	\$100,385	26.28%
Total	\$4,144,574	\$3,781,613	-8.76%	\$3,846,185	1.71%

PLANNING AND CODE DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2009 - 10	Budgeted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
Environmental Services	255,434	126,203	128,015	126,954
Planning	1,186,495	1,132,330	1,223,492	1,166,065
Code Administration	2,240,377	2,059,315	2,073,246	2,076,003
Animal Control	462,268	463,765	480,051	477,163
TOTAL	\$ 4,144,574	\$ 3,781,613	\$ 3,904,804	\$ 3,846,185

Planning & Code
FY 2012 Budget of \$3,846,185



PLANNING AND CODE STAFFING SUMMARY BY POSITION

1134 - Environmental Affairs	FY 10	FY 11	FY 12
Environmental Services Director	1	1	1
Sustainability Planner	0	0	1
Environmental Specialist	1	1	0
Part-Time Personnel	0.5	0.5	0.5
Subtotal	2.5	2.5	2.5

1194 - Planning	FY 10	FY 11	FY 12
Asst. City Mgr./Dir. of Plng. & Code Admin.	0	0	1
Director of Planning & Code Administration	1	1	0
Planning Director	1	1	1
Community Planning Director	1	1	1
GIS Planner	1	1	1
Planner	3	3	3
Recording Secretary	1	1	1
Administrative Assistant I	1	1	2
Receptionist	1	1	1
Part-Time Personnel	2.1	0.5	0.5
Subtotal	12.1	10.5	11.5

1196 - Code Administration	FY 10	FY 11	FY 12
Permits and Inspections Director	1	1	1
Neighborhood Services Director	1	1	1
Fire Marshal	1	1	1
Permit Coordinator	2	2	2
Site Development Coordinator	1	1	1
Chief Electrical Reviewer	1	1	1
Fire Inspector	1	1	1
Code Inspector	3	3	3
Code Administration Officer III	2	2	2
Code Administration Officer II	0	0	1
Administrative Support Supervisor	1	1	1
Code Administration Officer I	2	2	1
Administrative Assistant III	1	1	1
Permit Technician	0	0	1
Permit Analyst	2	2	0
Administrative Assistant I	1	1	1
Employment Agreement Personnel	2	2	2
Part-Time Personnel	2.2	1.78	1.78
Subtotal	24.2	23.78	22.78

PLANNING AND CODE STAFFING SUMMARY BY POSITION

1198 - Animal Control	FY 10	FY 11	FY 12
Animal Control Director	1	1	1
Animal Control Officer	3	3	3
Administrative Assistant III	1	1	1
Part-Time Personnel	0.4	0.25	0.25
Subtotal	5.4	5.25	5.25

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	37	37	36
Employment Agreement Personnel	2	2	2
Part-Time Personnel	5.2	3.03	3.03
	44.2	42.03	41.03

Planning & Code

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.

WORK PLAN GOALS (CONT.):

- 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 Management, 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:

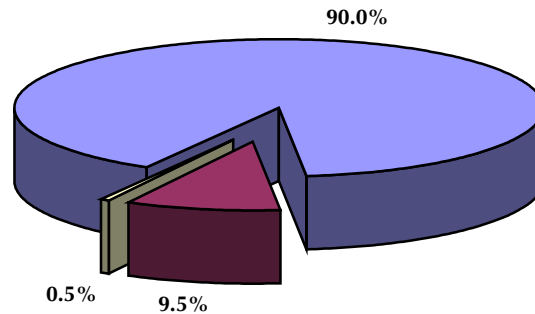
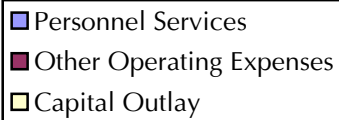
- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$225,481	\$113,468	\$115,315	\$114,254
Other Operating Expenses	28,993	12,420	12,040	12,040
Capital Outlay	960	315	660	660
TOTAL	\$255,434	\$126,203	\$128,015	\$126,954

Planning & Code

1134 - Environmental Services

Environmental Services FY 2012 Budget of \$126,954



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of trees planted by volunteers	30	100	30
Number of SWM facilities inspected	82	60	116
Number of stream illicit discharge reports investigated	6	5	4
Number of new natural resources inventories submitted for review	6	5	6
Number of new forest conservation plans submitted for review	4	5	4
Number of environmental waivers submitted	0	2	1
Number of Environmental Awards recipients	11	10	12
Number of education and outreach events	22	15	20

Activity Analysis Report - Adopted

1134 - Environmental Services

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$157,577	\$71,289	-54.76%	\$72,430	1.60%
509000 - Salaries, Part-Time Employee	\$14,140	\$14,140	0.00%	\$14,140	0.00%
510000 - Social Security & Medicare T	\$13,136	\$6,535	-50.25%	\$6,623	1.35%
514000 - Group Insurance	\$20,391	\$13,662	-33.00%	\$13,094	3.61%
515000 - Retirement Contribution (401	\$12,126	\$5,703	-52.97%	\$5,794	1.60%
515050 - Supplemental Retirement Co	\$3,564	\$0	-100.00%		100.00%
516000 - Savings Plan Contribution (4	\$4,547	\$2,139	-52.96%	\$2,173	1.59%
519000 - Tuition Reimbursement	\$0	\$0	100.00%		100.00%
521000 - Office Supplies	\$200	\$100	-50.00%	\$100	0.00%
522000 - General Operating Supplies	\$1,400	\$0	-100.00%		100.00%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%		100.00%
522500 - Program Activities	\$4,500	\$2,000	-55.56%	\$2,000	0.00%
525000 - Furniture & Fixtures	\$200	\$0	-100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$400	100.00%		-100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$1,430	\$1,570	9.79%	\$1,590	1.27%
536000 - Miscellaneous Professional S	\$10,000	\$1,000	-90.00%	\$1,000	0.00%
541000 - Advertising	\$356	\$600	68.54%	\$600	0.00%
542000 - Awards & Presentations	\$300	\$300	0.00%	\$300	0.00%
544000 - Professional Dues & Certifica	\$2,107	\$2,100	-0.33%	\$2,100	0.00%
545000 - Magazines, Books & Resourc	\$600	\$500	-16.67%	\$500	0.00%
546000 - Conference & Seminar Regis	\$1,300	\$500	-61.54%	\$500	0.00%
546300 - In-Service Training	\$0	\$0	100.00%		100.00%
547000 - Travel Expense	\$1,000	\$500	-50.00%	\$500	0.00%
547100 - Travel Mileage Reimburseme	\$200	\$300	50.00%	\$300	0.00%
551100 - Cellular Telephone	\$600	\$0	-100.00%		100.00%
553000 - Printing & Binding	\$500	\$250	-50.00%	\$250	0.00%
554000 - Signage	\$200	\$200	0.00%	\$200	0.00%
556000 - Postage	\$100	\$100	0.00%	\$100	0.00%
556500 - Messenger Services	\$0	\$0	100.00%		100.00%
557000 - Laundry & Uniforms	\$0	\$0	100.00%		100.00%
560000 - Miscellaneous	\$4,000	\$2,000	-50.00%	\$2,000	0.00%
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	\$960	\$315	-67.19%	\$660	109.52%
Personnel	\$225,481	\$113,468	-49.68%	\$114,254	1.63%
Operating Expenses	\$28,993	\$12,420	-57.16%	\$12,040	-3.06%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$960	\$315	-67.19%	\$660	109.52%
Total	\$255,434	\$126,203	-50.59%	\$126,954	1.44%

1134 Environmental Services

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 72,430	\$ 72,430
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	14,140	14,140
510000 Social Security & Medicare Taxes	6,623	6,623
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	14,155	13,094
514100 Group Insurance - Retirees		
515000 Retirement Contribution	5,794	5,794
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	2,173	2,173
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 115,315	\$ 114,254

Operating Expenses

521000 Office Supplies		
General Office Supplies	100	100
<i>Subtotal</i>	100	100
522500 Program Activities		
Environmental Awareness Week Activities	500	500
Green Building/Climate Protection Education Projects	500	500
HOA/School Environmental Education and Service Projects	500	500
Youth Center Environmental Service and Education Projects	500	500
<i>Subtotal</i>	2,000	2,000
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (2)	300	300
Maintenance - Software (Network/Anti-Virus) (2)	40	40
Maintenance - Software (Stormwater Mgmt Inspector Software)	1,250	1,250
<i>Subtotal</i>	1,590	1,590
536000 Miscellaneous Professional Services		
Environmental Consultant Services	1,000	1,000
<i>Subtotal</i>	1,000	1,000
541000 Advertising		
Environmental Announcements and Notifications	600	600
<i>Subtotal</i>	600	600
542000 Awards & Presentations		
Environmental Awards	300	300
<i>Subtotal</i>	300	300

1134 Environmental Services

544000 Professional Dues & Certification Fees			
American Planning Association - Environmental, Natural Resource	400	400	
International Council for Local Environmental Initiatives (ICLEI)	1,200	1,200	
US Green Building Council (USGBC)	500	500	
<i>Subtotal</i>		2,100	2,100
545000 Magazines, Books & Resource Material			
Environmental Publications and Reference Materials	250	250	
Leadership in Energy and Environmental Design (LEEDS) Ref.	250	250	
<i>Subtotal</i>		500	500
546000 Conference & Seminar Registration			
GIS/APA/ Stream/Green Building Conference	450	450	
Local Conferences & Seminars	50	50	
<i>Subtotal</i>		500	500
547000 Travel Expense			
GIS/APA/ Stream/Green Building Conference	500	500	
<i>Subtotal</i>		500	500
547100 Travel Mileage Reimbursement			
Miscellaneous Mileage Reimbursement	300	300	
<i>Subtotal</i>		300	300
553000 Printing & Binding			
Educational Materials	250	250	
<i>Subtotal</i>		250	250
554000 Signage			
Team Up To Green Up (adopt a park/stream) signs	200	200	
<i>Subtotal</i>		200	200
556000 Postage			
	100	100	
<i>Subtotal</i>		100	100
560000 Miscellaneous			
Celebrate Gaithersburg Day	250	250	
Energy	250	250	
General Promotional Materials	250	250	
Green Week (Miscellaneous)	250	250	
Miscellaneous Workshops and Public Events	250	250	
National Pollutant Discharge Elimination System (NPDES) Works	250	250	
Rainscapes Rewards	250	250	
Recycling Materials	250	250	
<i>Subtotal</i>		2,000	2,000
Subtotal Operating Expenses		12,040	12,040

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (2)	660	660	
<i>Subtotal</i>		660	660

1134 Environmental Services

Subtotal Capital Outlay	660	660
Total	128,015	126,954

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1134 ENVIRONMENTAL AFFAIRS							
134 ENVIRONMENTAL AFFAIRS							
1134 501000 FULL TIME	71,289	0	71,289	68,358.93	.00	2,930.07	95.9%
1134 507000 VAC/SICK	0	0	0	822.57	.00	-822.57	100.0%*
1134 508000 OVERTIME	0	0	0	663.23	.00	-663.23	100.0%*
1134 509000 PART-TIME	14,140	0	14,140	16,076.49	.00	-1,936.49	113.7%*
1134 510000 FICA TAXES	6,535	0	6,535	6,341.14	.00	193.86	97.0%
1134 514000 GROUP HEAL	13,662	0	13,662	11,256.93	.00	2,405.07	82.4%
1134 515000 RETIRE401A	5,703	0	5,703	4,184.59	.00	1,518.41	73.4%
1134 516000 SAVING401K	2,139	0	2,139	1,569.27	.00	569.73	73.4%
1134 521000 OFFICE SUP	100	0	100	.00	.00	100.00	.0%
1134 522500 PROG ACT	2,000	0	2,000	470.67	.00	1,529.33	23.5%
1134 526000 MACH/EQUIP	400	0	400	.00	.00	400.00	.0%
1134 531600 SOFT MAINT	1,570	0	1,570	.00	.00	1,570.00	.0%
1134 536000 MISC PROF	1,000	0	1,000	.00	.00	1,000.00	.0%
1134 541000 ADVERTISIN	600	0	600	382.10	.00	217.90	63.7%
1134 542000 AWARDS PRE	300	0	300	.00	.00	300.00	.0%
1134 544000 DUES/MEMBE	2,100	0	2,100	500.00	.00	1,600.00	23.8%
1134 545000 PUBLICATIO	500	0	500	.00	.00	500.00	.0%
1134 546000 CONF/SEMIN	500	0	500	315.00	.00	185.00	63.0%
1134 547000 TRAVEL EXP	500	0	500	20.50	.00	479.50	4.1%
1134 547100 LOC TRAVEL	300	0	300	.00	.00	300.00	.0%
1134 553000 PRINT/BIND	250	0	250	341.00	.00	-91.00	136.4%*
1134 554000 SIGNAGE	200	0	200	.00	.00	200.00	.0%
1134 556000 POSTAGE	100	0	100	63.36	.00	36.64	63.4%
1134 560000 MISCELLANE	2,000	0	2,000	104.59	.00	1,895.41	5.2%
1134 595100 FURN/EQ RE	315	0	315	315.00	.00	.00	100.0%
TOTAL ENVIRONMENTAL AFFAIRS	126,203	0	126,203	111,785.37	.00	14,417.63	88.6%
TOTAL ENVIRONMENTAL AFFAIRS	126,203	0	126,203	111,785.37	.00	14,417.63	88.6%



SERVICES PROVIDED:

This activity is responsible for building safety on public and private sites via plans examination and permit issuance as well as 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, and subdivision reviews. Staff is also responsible for the adoption and revision of the City's Master Plan, while promoting citizen participation throughout the City. As a service to citizens, U.S. Department of State has authorized the processing of passport applications by the City. Planning and Code provides this service.

WORK PLAN GOALS:

- Continue implementation of Adequate Public Facilities Ordinance (APFO).
- Continue Neighborhood Enhancement Plan for designated neighborhoods.

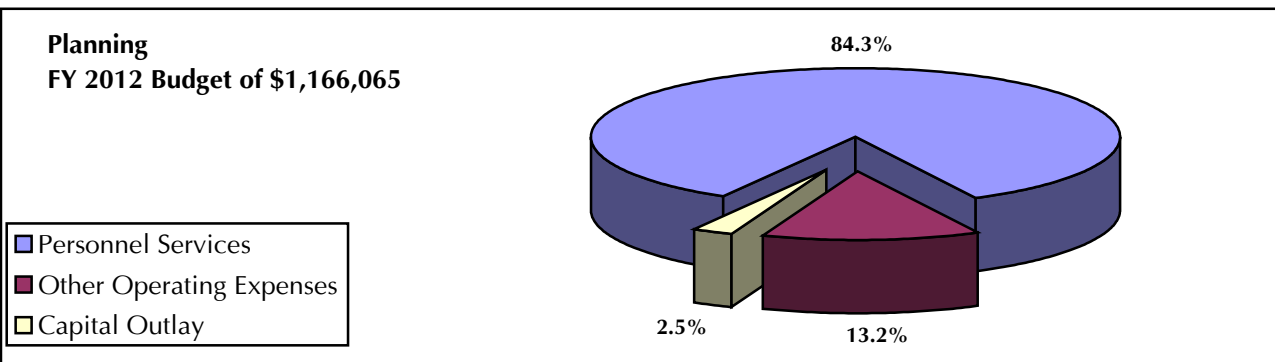
WORK PLAN GOALS (CONT.):

- Continue work sessions on City procedures and zoning requirements for single-family dwelling modifications.
- Explore opportunities to implement the Kentlands Boulevard Commercial District Special Study Area (SSA) review.
- Initiate City-wide 2009 Master Plan Update, including Municipal Growth and Transportation Elements and recommended Special Study Areas (SSA)
- Pursue annexations as appropriate.

SIGNIFICANT CHANGES:

- Miscellaneous Professional Services increased \$22,500 to reflect stipends for Board of Appeals \$9,000 and Historic District Commission \$13,500.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$990,735	\$982,240	\$1,040,152	\$982,725
Other Operating Expenses	129,365	125,785	153,835	153,835
Capital Outlay	66,395	24,305	29,505	29,505
TOTAL	\$1,186,495	\$1,132,330	\$1,223,492	\$1,166,065



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of zoning verification letters	17	25	16
Number of staff approvals	93	80	110
Number of plans submitted	63	68	72
Number of passport applications processed	604	1000	400

Planning & Code

1194 - Planning

Number of Historic Area Work Permit's (HAWP's) processed	12	25	15
Number of front counter and telephone inquiries	558	1000	450

Activity Analysis Report - Adopted

1194 - Planning

Object			% Change		
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$750,334	\$745,700	-0.62%	\$749,517	5.28%
505100 - Other taxable comp-multiling	\$0	\$0	100.00%	\$2,080	100.00%
505200 - Other taxable comp-Gfit	\$0	\$1,697	100.00%		-100.00%
505300 - Other taxable comp-housing	\$0	\$6,000	100.00%	\$2,400	-60.00%
508000 - Salaries, Overtime	\$1,367	\$1,367	0.00%	\$1,389	1.61%
509000 - Salaries, Part-Time Employe	\$36,309	\$11,440	-68.49%	\$11,440	0.00%
510000 - Social Security & Medicare T	\$60,283	\$58,026	-3.74%	\$58,319	5.20%
514000 - Group Insurance	\$52,380	\$52,258	-0.23%	\$59,283	37.05%
515000 - Retirement Contribution (401	\$58,427	\$59,656	2.10%	\$59,961	5.28%
515100 - Retirement Health Savings (	\$9,725	\$9,725	0.00%	\$5,350	-15.31%
516000 - Savings Plan Contribution (4	\$21,910	\$22,371	2.10%	\$22,486	5.28%
519000 - Tuition Reimbursement	\$0	\$14,000	100.00%	\$10,500	-25.00%
521000 - Office Supplies	\$4,500	\$4,000	-11.11%	\$4,000	0.00%
522000 - General Operating Supplies	\$2,700	\$0	-100.00%		100.00%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%		100.00%
525000 - Furniture & Fixtures	\$5,400	\$0	-100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
530000 - Accounting & Audit	\$0	\$4,300	100.00%	\$5,500	27.91%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$11,655	\$23,320	100.09%	\$25,430	9.05%
532000 - Engineering & Architectural	\$10,000	\$5,000	-50.00%	\$5,000	0.00%
536000 - Miscellaneous Professional S	\$22,500	\$32,500	44.44%	\$55,000	69.23%
544000 - Professional Dues & Certifica	\$4,830	\$5,000	3.52%	\$5,000	0.00%
545000 - Magazines, Books & Resourc	\$840	\$850	1.19%	\$850	0.00%
546000 - Conference & Seminar Regis	\$11,385	\$5,450	-52.13%	\$6,450	18.35%
547000 - Travel Expense	\$8,150	\$4,000	-50.92%	\$5,000	25.00%
547100 - Travel Mileage Reimburseme	\$500	\$500	0.00%	\$1,000	100.00%
551100 - Cellular Telephone	\$0	\$0	100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	\$1,200	\$1,200	0.00%	\$1,200	0.00%
553000 - Printing & Binding	\$10,300	\$5,000	-51.46%	\$5,000	0.00%
554000 - Signage	\$3,000	\$3,000	0.00%	\$3,000	0.00%
556000 - Postage	\$17,000	\$15,000	-11.76%	\$15,000	0.00%
556500 - Messenger Services	\$200	\$200	0.00%	\$200	0.00%
557000 - Laundry & Uniforms	\$1,800	\$0	-100.00%		100.00%
560000 - Miscellaneous	\$2,000	\$2,000	0.00%	\$2,000	0.00%
567000 - Rental & Use Charges	\$0	\$4,000	100.00%	\$4,000	0.00%
573000 - Repair & Maintenance - Mac	\$10,605	\$9,665	-8.86%	\$9,405	-2.69%
574000 - Repair & Maintenance - Vehi	\$800	\$800	0.00%	\$800	0.00%
592000 - Software	\$0	\$0	100.00%		100.00%
592100 - Software (Replacement)	\$47,500	\$14,500	-69.47%	\$14,500	0.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$18,895	\$8,805	-53.40%	\$13,505	53.38%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%

Activity Analysis Report - Adopted

1194 - Planning

Object			% Change		
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
596100 - Vehicles & Equipment (Repla	\$0	\$1,000	100.00%	\$1,500	50.00%
Personnel	\$990,735	\$982,240	-0.86%	\$982,725	5.90%
Operating Expenses	\$129,365	\$125,785	-2.77%	\$153,835	22.30%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$66,395	\$24,305	-63.39%	\$29,505	21.39%
Total	\$1,186,495	\$1,132,330	-4.57%	\$1,166,065	8.05%

1194 Planning

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$ 785,089	\$ 749,517
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	1,389	1,389
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	11,440	11,440
510000 Social Security & Medicare Taxes	61,041	58,319
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	71,617	59,283
514100 Group Insurance - Retirees		
515000 Retirement Contribution	62,807	59,961
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	8,236	5,350
516000 Savings Plan Contribution	23,553	22,486
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement	10,500	10,500
Subtotal Personnel Services	\$ 1,040,152	\$ 982,725

Operating Expenses

521000 Office Supplies		
Supplies	4,000	4,000
<i>Subtotal</i>	4,000	4,000
530000 Accounting & Audit		
Credit Card Processing Fees	5,500	5,500
<i>Subtotal</i>	5,500	5,500
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat) (10)	450	450
Maintenance - Software (AutoMap)	750	750
Maintenance - Software (Energov Permitting System)	12,000	12,000
Maintenance - Software (GIS - 3D Analyst)	550	550
Maintenance - Software (GIS - ArcCOGO)	550	550
Maintenance - Software (GIS - ArcInfo)	3,100	3,100
Maintenance - Software (GIS - ArcPad Application Builder)	550	550
Maintenance - Software (GIS - ArcView) (6)	4,000	4,000
Maintenance - Software (GIS - Spatial Analyst)	550	550
Maintenance - Software (GIS - Survey Analyst)	550	550
Maintenance - Software (Microsoft CALs) (14)	2,100	2,100
Maintenance - Software (Network/Anti-Virus) (14)	280	280
<i>Subtotal</i>	25,430	25,430
532000 Engineering & Architectural		
Architectural and Engineering Consultation	5,000	5,000
<i>Subtotal</i>	5,000	5,000

1194 Planning

536000 Miscellaneous Professional Services			
Board of Appeals Stipend (5 + 1 Alternate)	9,000	9,000	
Contract Services	10,000	10,000	
Historic District Commission Stipend (7 + 2 Alternates)	13,500	13,500	
Historic Inventory (BRW District & MHT House Surveys)	2,000	2,000	
Planning Commissioners Stipend (5 + 1 Alternate)	18,000	18,000	
Secretarial Services (Transcripts)	2,500	2,500	
<i>Subtotal</i>		55,000	55,000
544000 Professional Dues & Certification Fees			
ACSM/Cartography & Geographic Info. Society	175	175	
American Planning Association (PC = \$1,700 & Staff = \$1,800)	3,870	3,870	
Congress for New Urbanism (2)	470	470	
Maryland Association of Historic District Commission	100	100	
Montgomery County Historical Society and Consortium	35	35	
Montgomery Preservation, Inc.	50	50	
National Trust for Historic Preservation	50	50	
Urban Land Institute	250	250	
<i>Subtotal</i>		5,000	5,000
545000 Magazines, Books & Resource Material			
Miscellaneous Reference Books	850	850	
<i>Subtotal</i>		850	850
546000 Conference & Seminar Registration			
AICP Certification (4)	800	800	
American Planning Association Conference Registration	2,400	2,400	
Computer Training - ESRI	600	600	
Local & National GIS Conference	600	600	
Local Conferences & Seminars (including HDC)	2,050	2,050	
<i>Subtotal</i>		6,450	6,450
547000 Travel Expense			
American Planning Association National Conference	2,900	2,900	
ESRI Conference	800	800	
GIS Conference	150	150	
Maryland Association of Historic Districts	1,150	1,150	
<i>Subtotal</i>		5,000	5,000
547100 Travel Mileage Reimbursement			
	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
552500 Vehicle & Equipment Gasoline Expense			
	1,200	1,200	
<i>Subtotal</i>		1,200	1,200
553000 Printing & Binding			
Mylar/Supplies for Record Plats	1,600	1,600	
Paper Supplies	400	400	
Updated Zoning Ordinance (Supplement)	2,000	2,000	
Updates, Revisions and New Publications	1,000	1,000	
<i>Subtotal</i>		5,000	5,000

1194 Planning

554000 Signage			
Signs for Site Plan Notice	3,000	3,000	
<i>Subtotal</i>		3,000	3,000
556000 Postage			
All Accounts (1194, 1196, 1198)	15,000	15,000	
<i>Subtotal</i>		15,000	15,000
556500 Messenger Services			
Courier Services	200	200	
<i>Subtotal</i>		200	200
560000 Miscellaneous			
Meeting Supplies/Community Outreach	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
567000 Rental & Use Charges			
Plan and Document Storage	4,000	4,000	
<i>Subtotal</i>		4,000	4,000
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Lanier Transcribers (4) @ \$189/yr	755	755	
Maintenance - Scanner (Fujitsu fi-5750C)	1,500	1,500	
Maintenance - Scanner (Fujitsu M4097D Maintenance Kit)	550	550	
Maintenance & Supplies - Copier (Ricoh MP 2550SP) 1st Floor	440	440	
Maintenance & Supplies - Copier (Ricoh MPC 7500 - Color Copyi	1,700	1,700	
Maintenance & Supplies - Copier (Ricoh MPC 7500) 1st Floor	1,960	1,960	
Maintenance & Supplies - Copier (Synergix Large Scale)	2,500	2,500	
<i>Subtotal</i>		9,405	9,405
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (1 Unit)	800	800	
<i>Subtotal</i>		800	800
Subtotal Operating Expenses		153,835	153,835

Capital Outlay

592100 Software (Replacement)			
Replacement - Software (Planning and Permitting System)	14,500	14,500	
<i>Subtotal</i>		14,500	14,500
595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (14)	4,620	4,620	
Replacement - Copier (Ricoh MP 2550SP - 1st Fl)	650	650	
Replacement - Copier (Ricoh MPC 7500 - 1st Fl)	2,900	2,900	
Replacement - Copier (Xerox 8825 Synergix DDS)	3,650	3,650	
Replacement - Fax Machines			
Replacement - Scanners (6)	1,685	1,685	
<i>Subtotal</i>		13,505	13,505

1194 Planning

596100 Vehicles & Equipment (Replacement)		
Vehicle Replacement (1 Unit)	1,500	1,500
Subtotal	1,500	1,500
Subtotal Capital Outlay	29,505	29,505
Total	1,223,492	1,166,065



FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1194 PLANNING							
194 PLANNING							
1194 501000 FULL TIME	745,700	0	745,700	673,029.48	.00	72,670.52	90.3%
1194 505200 OTHER-GFIT	1,697	0	1,697	1,519.55	.00	177.45	89.5%
1194 505300 OTHER-STIP	6,000	0	6,000	2,400.00	.00	3,600.00	40.0%
1194 507000 VAC/SICK	0	0	0	13,381.21	.00	-13,381.21	100.0%*
1194 508000 OVERTIME	1,367	0	1,367	1,188.32	.00	178.68	86.9%
1194 509000 PART-TIME	11,440	0	11,440	12,259.14	.00	-819.14	107.2%*
1194 510000 FICA TAXES	58,026	0	58,026	50,729.53	.00	7,296.47	87.4%
1194 514000 GROUP HEAL	52,258	0	52,258	52,926.87	.00	-668.87	101.3%*
1194 515000 RETIRE401A	59,656	0	59,656	50,810.50	.00	8,845.50	85.2%
1194 515100 RETIRE-RHS	9,725	0	9,725	8,810.67	.00	914.33	90.6%
1194 516000 SAVING401K	22,371	0	22,371	19,039.53	.00	3,331.47	85.1%
1194 519000 TUITION RE	14,000	0	14,000	14,000.00	.00	.00	100.0%
1194 521000 OFFICE SUP	4,000	0	4,000	2,407.24	.00	1,592.76	60.2%
1194 530000 ACCTG/AUDI	4,300	0	4,300	5,254.86	.00	-954.86	122.2%*
1194 531600 SOFT MAINT	23,320	0	23,320	8,710.00	.00	14,610.00	37.3%
1194 532000 ENG & ARCH	5,000	0	5,000	.00	.00	5,000.00	.0%
1194 536000 MISC PROF	32,500	0	32,500	20,386.88	.00	12,113.12	62.7%
1194 541000 ADVERTISIN	0	0	0	95.53	.00	-95.53	100.0%*
1194 542000 AWARDS PRE	0	0	0	200.00	.00	-200.00	100.0%*
1194 544000 DUES/MEMBE	5,000	0	5,000	4,263.00	.00	737.00	85.3%
1194 545000 PUBLICATIO	850	0	850	774.24	.00	75.76	91.1%
1194 546000 CONF/SEMIN	5,450	0	5,450	634.00	.00	4,816.00	11.6%
1194 547000 TRAVEL EXP	4,000	0	4,000	466.80	.00	3,533.20	11.7%
1194 547100 LOC TRAVEL	500	0	500	201.15	.00	298.85	40.2%
1194 551100 CELLPHONE	0	0	0	36.83	.00	-36.83	100.0%*
1194 552500 GAS EXP	1,200	0	1,200	208.24	.00	991.76	17.4%
1194 553000 PRINT/BIND	5,000	0	5,000	443.27	.00	4,556.73	8.9%
1194 554000 SIGNAGE	3,000	0	3,000	1,491.00	.00	1,509.00	49.7%
1194 556000 POSTAGE	15,000	0	15,000	10,550.44	.00	4,449.56	70.3%
1194 556500 MESSENGER	200	0	200	82.88	.00	117.12	41.4%
1194 560000 MISCELLANE	2,000	0	2,000	988.94	.00	1,011.06	49.4%
1194 567000 RENTAL USE	4,000	0	4,000	3,217.50	.00	782.50	80.4%
1194 573000 R&M-MACH/E	9,665	0	9,665	6,395.32	.00	3,269.68	66.2%
1194 574000 R&M-VEHICL	800	0	800	553.28	.00	246.72	69.2%
1194 592100 SOFTW REPL	14,500	0	14,500	14,500.00	.00	.00	100.0%
1194 595100 FURN/EQ RE	8,805	0	8,805	8,805.00	.00	.00	100.0%
1194 596100 VEH/EQ REP	1,000	0	1,000	1,000.00	.00	.00	100.0%



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL PLANNING	1,132,330	0	1,132,330	991,761.20	.00	140,568.80	87.6%
TOTAL PLANNING	1,132,330	0	1,132,330	991,761.20	.00	140,568.80	87.6%



Planning & Code

1196 - Code Administration

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. Additionally, 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.

WORK PLAN GOALS (CONT.):

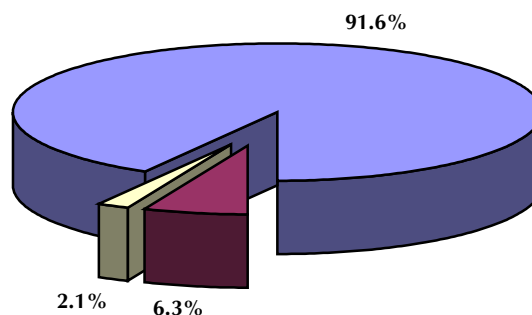
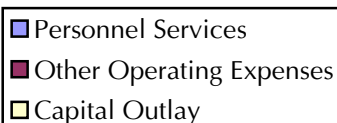
- Continue full implementation of Neighborhood Matching Grant program.
- Continue implementation of Fire Protection Systems permit.
- Continue safety program involving routine fire inspections of targeted "high hazard occupancies" (i.e., assembly/night clubs, storage facilities, etc.).
- Continue to provide quality inspection services to the community in order to ensure public safety and quality infrastructure.
- Facilitate tenant relocation projects as needed.

SIGNIFICANT CHANGES:

- Miscellaneous Professional Services increased \$30,000 to reflect additional support to the site development inspection staff.
- Vehicles & Equipment (Replacement) increased \$7,090 to reflect the catch up of an additional 25% of annual appropriation which was reduced in the FY 2011 budget.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$2,045,487	\$1,924,245	\$1,898,946	\$1,901,703
Other Operating Expenses	114,330	103,090	131,320	131,320
Capital Outlay	80,560	31,980	42,980	42,980
TOTAL	\$2,240,377	\$2,059,315	\$2,073,246	\$2,076,003

Code Administration
FY 2012 Budget of \$2,076,003



Planning & Code

1196 - Code Administration

Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of permits and licenses issued	3,100	2,600	3,000
Number of inspection requests received and performed	9,113	9,500	9,000
Number of calls for service received	2,027	2,500	2200

Activity Analysis Report - Adopted

1196 - Code Administration

Object			% Change		
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$1,320,318	\$1,282,318	-2.88%	\$1,280,361	-1.22%
505100 - Other taxable comp-multiling	\$0	\$2,160	100.00%	\$2,080	-3.70%
505200 - Other taxable comp-Gfit	\$0	\$2,540	100.00%		-100.00%
508000 - Salaries, Overtime	\$2,158	\$2,158	0.00%	\$2,193	1.62%
508500 - Salaries, Employment Agree	\$98,987	\$94,987	-4.04%	\$96,514	1.61%
509000 - Salaries, Part-Time Employee	\$163,544	\$85,301	-47.84%	\$85,301	0.00%
510000 - Social Security & Medicare T	\$121,253	\$112,054	-7.59%	\$112,024	-0.96%
514000 - Group Insurance	\$193,520	\$193,520	0.00%	\$171,075	-4.62%
515000 - Retirement Contribution (401	\$102,585	\$102,585	0.00%	\$102,429	-1.22%
515100 - Retirement Health Savings (	\$4,652	\$4,652	0.00%	\$7,815	67.99%
516000 - Savings Plan Contribution (4	\$38,470	\$38,470	0.00%	\$38,411	-1.22%
519000 - Tuition Reimbursement	\$0	\$3,500	100.00%	\$3,500	0.00%
521000 - Office Supplies	\$2,500	\$2,500	0.00%	\$2,500	0.00%
522000 - General Operating Supplies	\$1,200	\$0	-100.00%		100.00%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%		100.00%
525000 - Furniture & Fixtures	\$5,775	\$0	-100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$31,070	\$18,110	-41.71%	\$16,340	-9.77%
532000 - Engineering & Architectural	\$10,000	\$10,000	0.00%	\$10,000	0.00%
533000 - Legal	\$0	\$0	100.00%		100.00%
536000 - Miscellaneous Professional S	\$0	\$15,000	100.00%	\$45,000	200.00%
544000 - Professional Dues & Certifica	\$2,590	\$2,600	0.39%	\$2,600	0.00%
545000 - Magazines, Books & Resourc	\$4,265	\$2,500	-41.38%	\$2,500	0.00%
546000 - Conference & Seminar Regis	\$7,300	\$3,650	-50.00%	\$3,650	0.00%
547000 - Travel Expense	\$4,000	\$2,000	-50.00%	\$2,000	0.00%
547100 - Travel Mileage Reimburseme	\$0	\$200	100.00%	\$200	0.00%
551100 - Cellular Telephone	\$10,800	\$12,000	11.11%	\$12,000	0.00%
551200 - Pagers	\$180	\$180	0.00%	\$180	0.00%
552500 - Vehicle & Equipment Gasolin	\$15,600	\$15,600	0.00%	\$15,600	0.00%
553000 - Printing & Binding	\$4,600	\$1,500	-67.39%	\$1,500	0.00%
556500 - Messenger Services	\$0	\$0	100.00%		100.00%
557000 - Laundry & Uniforms	\$2,400	\$2,000	-16.67%	\$2,000	0.00%
560000 - Miscellaneous	\$3,300	\$2,500	-24.24%	\$2,500	0.00%
567000 - Rental & Use Charges	\$0	\$4,000	100.00%	\$4,000	0.00%
574000 - Repair & Maintenance - Vehi	\$8,750	\$8,750	0.00%	\$8,750	0.00%
592000 - Software	\$0	\$0	100.00%		100.00%
592100 - Software (Replacement)	\$47,500	\$14,500	-69.47%	\$14,500	0.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$6,690	\$3,300	-50.67%	\$7,210	118.48%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repla	\$26,370	\$14,180	-46.23%	\$21,270	50.00%

Activity Analysis Report - Adopted

1196 - Code Administration

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
Personnel	\$2,045,487	\$1,924,245	-5.93%	\$1,901,703	-1.31%
Operating Expenses	\$114,330	\$103,090	-9.83%	\$131,320	27.38%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$80,560	\$31,980	-60.30%	\$42,980	34.40%
Total	\$2,240,377	\$2,059,315	-8.08%	\$2,076,003	0.68%

1196 Code Administration

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 1,266,660	\$ 1,280,361
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	2,193	2,193
508500 Salaries, Employee Agreement	96,514	96,514
509000 Salaries, Part-Time	85,301	85,301
510000 Social Security & Medicare Taxes	110,976	112,024
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	184,574	171,075
514100 Group Insurance - Retirees		
515000 Retirement Contribution	101,333	102,429
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	7,815	7,815
516000 Savings Plan Contribution	38,000	38,411
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement	3,500	3,500
Subtotal Personnel Services	\$ 1,898,946	\$ 1,901,703

Operating Expenses

521000 Office Supplies		
Supplies	2,500	2,500
<i>Subtotal</i>	2,500	2,500
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat) (2)	90	90
Maintenance - Software (Energov Permitting System)	12,000	12,000
Maintenance - Software (Microsoft CALs) (20)	3,000	3,000
Maintenance - Software (Network/Anti-Virus) (20)	400	400
Maintenance - Software (Voxeo Energov IVR)	850	850
<i>Subtotal</i>	16,340	16,340
532000 Engineering & Architectural		
Registered Structural Engineer Services	10,000	10,000
<i>Subtotal</i>	10,000	10,000
536000 Miscellaneous Professional Services		
Contract Services	45,000	45,000
<i>Subtotal</i>	45,000	45,000

1196 Code Administration

544000 Professional Dues & Certification Fees			
American Association of Code Enforcement (4)	300	300	
Certified Fire Protection Specialist (1)	100	100	
International Association of Electrical Inspectors	90	90	
International Code Council Membership and Certification	750	750	
Local Zoning and Code Enforcement Assoc. (5)	330	330	
Maryland Building Officials Association (MBOA)	350	350	
Maryland Municipal League	30	30	
NFPA Membership (4)	650	650	
<i>Subtotal</i>		2,600	2,600
545000 Magazines, Books & Resource Material			
Building Permits Law Bulletin	90	90	
Fire Engineering	30	30	
International Code Council (Code Updates)	120	120	
Journal of Light Construction	25	25	
Maryland Landlord -Tenant Law for 2005	70	70	
Miscellaneous Reference Books	300	300	
NFPA Codes	1,400	1,400	
This Old House	30	30	
Updated Standards	435	435	
<i>Subtotal</i>		2,500	2,500
546000 Conference & Seminar Registration			
International Code Council Local Chapter Seminars	575	575	
International Code Council Mechanical Conference	200	200	
International Code Council National Conference	375	375	
Local Workshops	900	900	
National Electrical Conference	350	350	
NFPA	1,250	1,250	
<i>Subtotal</i>		3,650	3,650
547000 Travel Expense			
International Code Council Conference	960	960	
International Code Council Mechanical Conference	590	590	
National Electrical Conference	450	450	
<i>Subtotal</i>		2,000	2,000
547100 Travel Mileage Reimbursement			
	200	200	
<i>Subtotal</i>		200	200
551100 Cellular Telephone			
Inspectors Phone Service & Supplies (23)	12,000	12,000	
<i>Subtotal</i>		12,000	12,000
551200 Pagers			
Inspector (1)	180	180	
<i>Subtotal</i>		180	180
552500 Vehicle & Equipment Gasoline Expense			
	15,600	15,600	
<i>Subtotal</i>		15,600	15,600

1196 Code Administration

553000 Printing & Binding				
Forms	500		500	
Inspection Stickers	500		500	
Notices	500		500	
<i>Subtotal</i>		1,500		1,500
557000 Laundry & Uniforms				
Inspectors Staff Identification Shirts/Jackets, etc.	2,000		2,000	
<i>Subtotal</i>		2,000		2,000
560000 Miscellaneous				
Miscellaneous Community Outreach	2,500		2,500	
<i>Subtotal</i>		2,500		2,500
567000 Rental & Use Charges				
Plan and Document Storage	4,000		4,000	
<i>Subtotal</i>		4,000		4,000
574000 Repair & Maintenance - Vehicles				
Car Washes	750		750	
Vehicle Maintenance (14 Units)	8,000		8,000	
<i>Subtotal</i>		8,750		8,750
Subtotal Operating Expenses		131,320		131,320

Capital Outlay

592100 Software (Replacement)				
Replacement - Software (Planning and Permitting System)	14,500		14,500	
<i>Subtotal</i>		14,500		14,500
595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC + Monitors) (20)	6,600		6,600	
Replacement - Fax Machines	70		70	
Replacement - Printer (HP 4250dtn)	390		390	
Replacement - Printer (HP P2015dn)	150		150	
<i>Subtotal</i>		7,210		7,210
596100 Vehicles & Equipment (Replacement)				
Vehicle Replacement (11 Units)	21,270		21,270	
<i>Subtotal</i>		21,270		21,270
Subtotal Capital Outlay		42,980		42,980
Total		2,073,246		2,076,003

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1196 CODE ADMINISTRATION							
196 CODE ADMINISTRATION							
1196 501000 FULL TIME	1,282,318	0	1,282,318	1,174,750.60	.00	107,567.40	91.6%
1196 505100 OTHER-MULT	2,160	0	2,160	2,537.75	.00	-377.75	117.5%*
1196 505200 OTHER-GFIT	2,540	0	2,540	2,077.20	.00	462.80	81.8%
1196 505300 OTHER-STIP	0	0	0	2,600.00	.00	-2,600.00	100.0%*
1196 507000 VAC/SICK	0	0	0	13,700.98	.00	-13,700.98	100.0%*
1196 508000 OVERTIME	2,158	0	2,158	550.00	.00	1,608.00	25.5%
1196 508500 CONTRACT	94,987	0	94,987	92,152.39	.00	2,834.61	97.0%
1196 509000 PART-TIME	85,301	0	85,301	85,028.79	.00	272.21	99.7%
1196 510000 FICA TAXES	112,054	0	112,054	102,380.73	.00	9,673.27	91.4%
1196 514000 GROUP HEAL	193,520	0	193,520	183,537.58	.00	9,982.42	94.8%
1196 515000 RETIRE401A	102,585	0	102,585	89,798.37	.00	12,786.63	87.5%
1196 515100 RETIRE-RHS	4,652	0	4,652	7,126.28	.00	-2,474.28	153.2%*
1196 516000 SAVING401K	38,470	0	38,470	32,682.87	.00	5,787.13	85.0%
1196 519000 TUITION RE	3,500	0	3,500	3,500.00	.00	.00	100.0%
1196 521000 OFFICE SUP	2,500	0	2,500	1,180.68	.00	1,319.32	47.2%
1196 526000 MACH/EQUIP	0	0	0	50.17	.00	-50.17	100.0%*
1196 531600 SOFT MAINT	18,110	0	18,110	29,234.70	.00	-11,124.70	161.4%*
1196 532000 ENG & ARCH	10,000	0	10,000	7,010.00	990.00	2,000.00	80.0%
1196 536000 MISC PROF	15,000	0	15,000	.00	.00	15,000.00	.0%
1196 542000 AWARDS PRE	0	0	0	550.00	.00	-550.00	100.0%*
1196 544000 DUES/MEMBE	2,600	0	2,600	1,316.00	.00	1,284.00	50.6%
1196 545000 PUBLICATIO	2,500	0	2,500	2,436.36	.00	63.64	97.5%
1196 546000 CONF/SEMIN	3,650	0	3,650	305.00	.00	3,345.00	8.4%
1196 547000 TRAVEL EXP	2,000	0	2,000	60.75	.00	1,939.25	3.0%
1196 547100 LOC TRAVEL	200	0	200	131.58	.00	68.42	65.8%
1196 551100 CELLPHONE	12,000	0	12,000	12,256.00	.00	-256.00	102.1%*
1196 551200 PAGER	180	0	180	49.59	.00	130.41	27.6%
1196 552500 GAS EXP	15,600	0	15,600	12,917.39	.00	2,682.61	82.8%
1196 553000 PRINT/BIND	1,500	0	1,500	1,025.00	.00	475.00	68.3%
1196 557000 UNIFORM/LA	2,000	0	2,000	980.87	.00	1,019.13	49.0%
1196 560000 MISCELLANE	2,500	0	2,500	.00	.00	2,500.00	.0%
1196 567000 RENTAL USE	4,000	0	4,000	3,217.50	.00	782.50	80.4%
1196 573000 R&M-MACH/E	0	0	0	46.00	.00	-46.00	100.0%*
1196 574000 R&M-VEHICL	8,750	0	8,750	5,159.94	.00	3,590.06	59.0%
1196 592100 SOFTW REPL	14,500	0	14,500	14,500.00	.00	.00	100.0%
1196 595100 FURN/EQ RE	3,300	0	3,300	3,300.00	.00	.00	100.0%
1196 596100 VEH/EQ REP	14,180	0	14,180	14,180.00	.00	.00	100.0%





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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL CODE ADMINISTRATION	2,059,315	0	2,059,315	1,902,331.07	990.00	155,993.93	92.4%
TOTAL CODE ADMINISTRATION	2,059,315	0	2,059,315	1,902,331.07	990.00	155,993.93	92.4%



Planning & Code

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).

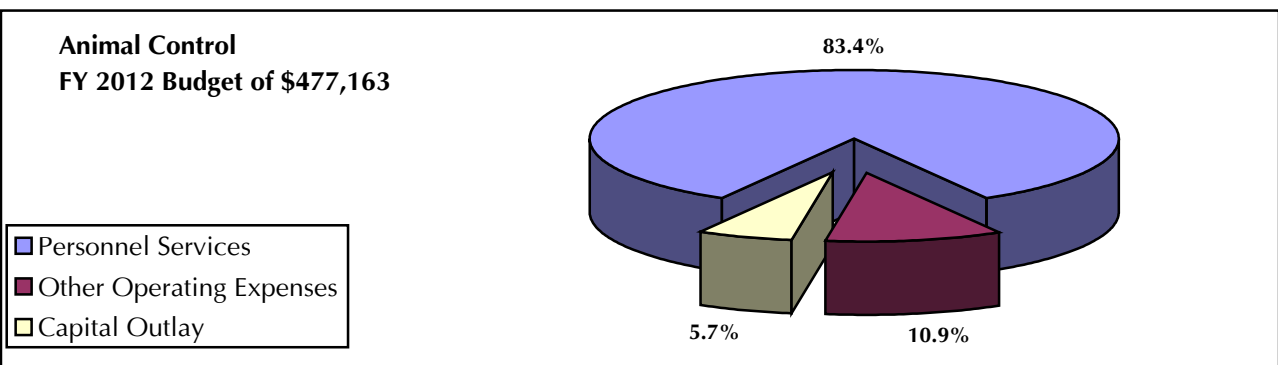
WORK PLAN GOALS:

- Continue implementation of neighborhood pet license canvassing program.
- Develop, script and coordinate production of an Animal Control informational video for public information/use.
- Expand program for mobile interactive database units for Animal Control vehicles.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$394,818	\$390,980	\$400,991	\$398,103
Other Operating Expenses	44,670	49,890	51,820	51,820
Capital Outlay	22,780	22,895	27,240	27,240
TOTAL	\$462,268	\$463,765	\$480,051	\$477,163



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of pet licenses issued	2,596	2,800	2800
Number of Dog Exercise Area memberships issued	70	124	40
Number of calls for service	1,408	1,600	1500
Number of bite reports received	36	50	50

Activity Analysis Report - Adopted

1198 - Animal Control

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$279,084	\$270,406	-3.11%	\$274,732	1.60%
505100 - Other taxable comp-multiling	\$0	\$2,080	100.00%	\$2,080	0.00%
505300 - Other taxable comp-housing	\$0	\$0	100.00%	\$2,400	100.00%
508000 - Salaries, Overtime	\$12,691	\$12,691	0.00%	\$12,894	1.60%
509000 - Salaries, Part-Time Employee	\$10,450	\$10,450	0.00%	\$10,450	0.00%
510000 - Social Security & Medicare T	\$23,120	\$22,456	-2.87%	\$22,803	1.55%
514000 - Group Insurance	\$35,001	\$35,001	0.00%	\$36,751	13.25%
515000 - Retirement Contribution (401	\$21,687	\$21,632	-0.25%	\$21,979	1.60%
515100 - Retirement Health Savings (	\$4,652	\$4,652	0.00%	\$5,772	24.08%
516000 - Savings Plan Contribution (4	\$8,133	\$8,112	-0.26%	\$8,242	1.60%
519000 - Tuition Reimbursement	\$0	\$3,500	100.00%		-100.00%
521000 - Office Supplies	\$400	\$400	0.00%	\$400	0.00%
522000 - General Operating Supplies	\$2,000	\$750	-62.50%	\$750	0.00%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%		100.00%
525000 - Furniture & Fixtures	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$1,200	\$11,760	880.00%	\$13,810	17.43%
536000 - Miscellaneous Professional S	\$6,000	\$5,000	-16.67%	\$5,000	0.00%
543000 - Contributions	\$4,100	\$4,100	0.00%	\$4,100	0.00%
544000 - Professional Dues & Certifica	\$100	\$100	0.00%	\$100	0.00%
545000 - Magazines, Books & Resourc	\$200	\$200	0.00%	\$200	0.00%
546000 - Conference & Seminar Regis	\$1,500	\$750	-50.00%	\$750	0.00%
547000 - Travel Expense	\$4,800	\$2,400	-50.00%	\$2,400	0.00%
547100 - Travel Mileage Reimburseme	\$0	\$0	100.00%		100.00%
551100 - Cellular Telephone	\$4,620	\$4,920	6.49%	\$4,920	0.00%
551200 - Pagers	\$400	\$400	0.00%	\$400	0.00%
552500 - Vehicle & Equipment Gasolin	\$10,000	\$10,000	0.00%	\$10,000	0.00%
553000 - Printing & Binding	\$3,450	\$3,000	-13.04%	\$3,000	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	\$1,600	0.00%	\$1,600	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	\$650	\$860	32.31%	\$740	-13.95%
574000 - Repair & Maintenance - Vehi	\$2,500	\$2,500	0.00%	\$2,500	0.00%
592000 - Software	\$0	\$0	100.00%		100.00%
592100 - Software (Replacement)	\$0	\$14,500	100.00%	\$14,500	0.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$6,780	\$1,435	-78.83%	\$2,300	60.28%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repla	\$16,000	\$6,960	-56.50%	\$10,440	50.00%

Activity Analysis Report - Adopted

1198 - Animal Control

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
Personnel	\$394,818	\$390,980	-0.97%	\$398,103	2.56%
Operating Expenses	\$44,670	\$49,890	11.69%	\$51,820	3.87%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$22,780	\$22,895	0.50%	\$27,240	18.98%
Total	\$462,268	\$463,765	0.32%	\$477,163	3.51%

1198 Animal Control

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$ 274,732	\$ 274,732
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	12,894	12,894
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	10,450	10,450
510000 Social Security & Medicare Taxes	22,803	22,803
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	39,639	36,751
514100 Group Insurance - Retirees		
515000 Retirement Contribution	21,979	21,979
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	5,772	5,772
516000 Savings Plan Contribution	8,242	8,242
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 400,991	\$ 398,103

Operating Expenses

521000 Office Supplies		
	400	400
<i>Subtotal</i>	400	400
522000 General Operating Supplies		
Cleaning Supplies	750	750
<i>Subtotal</i>	750	750
531600 Software Maintenance Agreements		
Maintenance - Software (Chameleon)	960	960
Maintenance - Software (Energov Permitting System)	12,000	12,000
Maintenance - Software (Microsoft CALs) (5)	750	750
Maintenance - Software (Network/Anti-Virus) (5)	100	100
<i>Subtotal</i>	13,810	13,810
536000 Miscellaneous Professional Services		
Rabies Clinics and Veterinary Fees	5,000	5,000
<i>Subtotal</i>	5,000	5,000
543000 Contributions		
Safe Haven	600	600
Second Chance Wildlife	3,500	3,500
<i>Subtotal</i>	4,100	4,100
544000 Professional Dues & Certification Fees		
National Animal Control Association	65	65
Professional Animal Workers Assoc.	35	35
<i>Subtotal</i>	100	100

1198 Animal Control

545000 Magazines, Books & Resource Material			
	200	200	
<i>Subtotal</i>		200	200
546000 Conference & Seminar Registration			
Level I Cruelty Training for Animal Control Officer	250	250	
National Animal Control Association Level II Cruelty Training (2)	500	500	
<i>Subtotal</i>		750	750
547000 Travel Expense			
National Animal Control and Animal Cruelty Level Training	2,400	2,400	
<i>Subtotal</i>		2,400	2,400
551100 Cellular Telephone			
Animal Control Officers Service (4)	3,000	3,000	
Service - EVDO for Mobile Data (4)	1,920	1,920	
<i>Subtotal</i>		4,920	4,920
551200 Pagers			
Pagers (4)	400	400	
<i>Subtotal</i>		400	400
552500 Vehicle & Equipment Gasoline Expense			
	10,000	10,000	
<i>Subtotal</i>		10,000	10,000
553000 Printing & Binding			
Animal Control Brochure	1,200	1,200	
Animal Education School-Based Program	450	450	
Animal Licenses/Rabies Application Forms	450	450	
Complaint/Corrective Action Form	200	200	
Dog Park Application Form (3-part)	400	400	
Official Notices	200	200	
Trap Forms	100	100	
<i>Subtotal</i>		3,000	3,000
554000 Signage			
Signage "Animal in Vehicle"	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
557000 Laundry & Uniforms			
Replacement - Uniforms for Animal Control Officers	1,600	1,600	
<i>Subtotal</i>		1,600	1,600
560000 Miscellaneous			
Miscellaneous Community Outreach	150	150	
<i>Subtotal</i>		150	150
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh 2550SP--LL)	740	740	
<i>Subtotal</i>		740	740
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (4 Units)	2,500	2,500	
<i>Subtotal</i>		2,500	2,500

1198 Animal Control

Subtotal Operating Expenses	51,820	51,820

Capital Outlay

592100 Software (Replacement)		
Replacement - Software (Planning and Permitting System)	14,500	14,500
<i>Subtotal</i>	14,500	14,500

595100 Furniture & Equipment (Replacement)		
Replacement - Computer Hardware (PC + Monitors) (5)	1,650	1,650
Replacement - Copier (Ricoh 2550SP)	650	650
<i>Subtotal</i>	2,300	2,300

596100 Vehicles & Equipment (Replacement)		
Vehicle Replacement (3 Units)	10,440	10,440
<i>Subtotal</i>	10,440	10,440

Subtotal Capital Outlay	27,240	27,240

Total	480,051	477,163

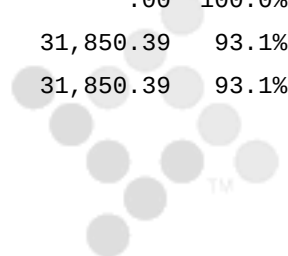
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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1198 ANIMAL CONTROL							
198 ANIMAL CONTROL							
1198 501000 FULL TIME	270,406	0	270,406	256,958.78	.00	13,447.22	95.0%
1198 505100 OTHER-MULT	2,080	0	2,080	1,581.50	.00	498.50	76.0%
1198 505300 OTHER-STIP	0	0	0	1,400.00	.00	-1,400.00	100.0%*
1198 507000 VAC/SICK	0	0	0	2,569.18	.00	-2,569.18	100.0%*
1198 508000 OVERTIME	12,691	0	12,691	22,371.42	.00	-9,680.42	176.3%*
1198 509000 PART-TIME	10,450	0	10,450	9,501.94	.00	948.06	90.9%
1198 510000 FICA TAXES	22,456	0	22,456	22,213.45	.00	242.55	98.9%
1198 514000 GROUP HEAL	35,001	0	35,001	38,019.06	.00	-3,018.06	108.6%*
1198 515000 RETIRE401A	21,632	0	21,632	19,290.96	.00	2,341.04	89.2%
1198 515100 RETIRE-RHS	4,652	0	4,652	4,708.62	.00	-56.62	101.2%*
1198 516000 SAVING401K	8,112	0	8,112	6,514.32	.00	1,597.68	80.3%
1198 519000 TUITION RE	3,500	0	3,500	3,500.00	.00	.00	100.0%
1198 521000 OFFICE SUP	400	0	400	202.49	.00	197.51	50.6%
1198 522000 GEN OPERAT	750	0	750	902.84	.00	-152.84	120.4%*
1198 531600 SOFT MAINT	11,760	0	11,760	.00	.00	11,760.00	.0%
1198 533000 LEGAL	0	0	0	10.00	.00	-10.00	100.0%*
1198 536000 MISC PROF	5,000	0	5,000	925.07	.00	4,074.93	18.5%
1198 542000 AWARDS PRE	0	0	0	200.00	.00	-200.00	100.0%*
1198 543000 CONTRIBUTI	4,100	0	4,100	3,500.00	.00	600.00	85.4%
1198 544000 DUES/MEMBE	100	0	100	35.00	.00	65.00	35.0%
1198 545000 PUBLICATIO	200	0	200	.00	.00	200.00	.0%
1198 546000 CONF/SEMIN	750	0	750	750.00	.00	.00	100.0%
1198 547000 TRAVEL EXP	2,400	0	2,400	1,614.14	.00	785.86	67.3%
1198 551100 CELLPHONE	4,920	0	4,920	2,514.07	.00	2,405.93	51.1%
1198 551200 PAGER	400	0	400	247.22	.00	152.78	61.8%
1198 552500 GAS EXP	10,000	0	10,000	6,408.35	.00	3,591.65	64.1%
1198 553000 PRINT/BIND	3,000	0	3,000	292.00	.00	2,708.00	9.7%
1198 554000 SIGNAGE	1,000	0	1,000	.00	.00	1,000.00	.0%
1198 557000 UNIFORM/LA	1,600	0	1,600	1,076.47	.00	523.53	67.3%
1198 560000 MISCELLANE	150	0	150	.00	.00	150.00	.0%
1198 573000 R&M-MACH/E	860	0	860	860.00	.00	.00	100.0%
1198 574000 R&M-VEHICL	2,500	0	2,500	852.73	.00	1,647.27	34.1%
1198 592100 SOFTW REPL	14,500	0	14,500	14,500.00	.00	.00	100.0%
1198 595100 FURN/EQ RE	1,435	0	1,435	1,435.00	.00	.00	100.0%
1198 596100 VEH/EQ REP	6,960	0	6,960	6,960.00	.00	.00	100.0%
TOTAL ANIMAL CONTROL	463,765	0	463,765	431,914.61	.00	31,850.39	93.1%
TOTAL ANIMAL CONTROL	463,765	0	463,765	431,914.61	.00	31,850.39	93.1%



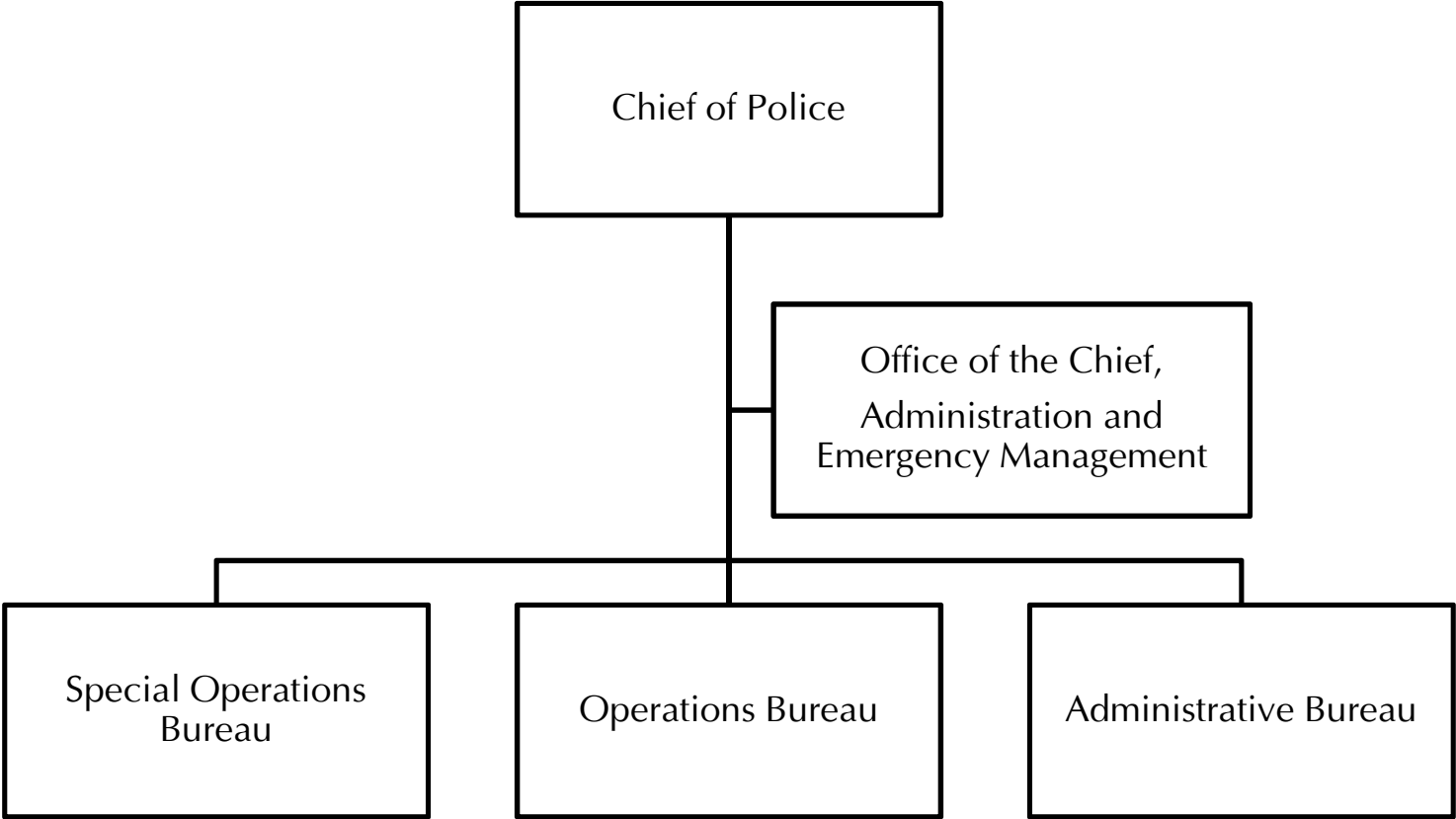


ACTIVITY CENTER AT BOHRER PARK ROOM RENTALS

Police Department

Police Department

DEPARTMENT OF POLICE



Department Analysis Report - Adopted

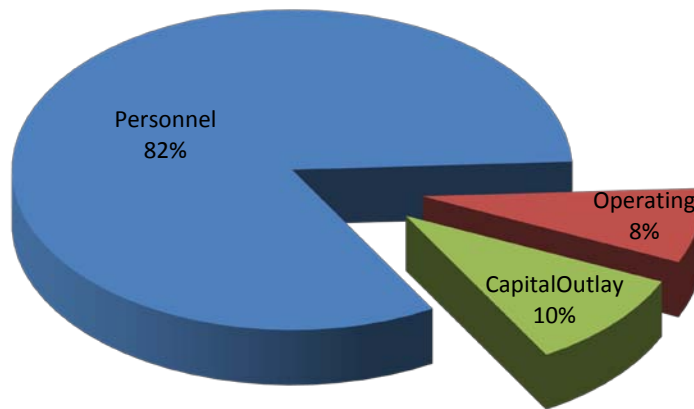
Police

Activity			% Change		
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
1211 - Police Department	\$7,686,319	\$7,200,337	-6.32%	\$7,849,147	9.01%
Personnel	\$6,454,932	\$6,375,426	-1.23%	\$6,476,827	1.59%
Operating Expenses	\$736,509	\$563,988	-23.42%	\$592,867	5.12%
Contingency Funds					
Transfer Funds					
Capital Outlay	\$494,878	\$260,923	-47.28%	\$779,453	198.73%
Total	\$7,686,319	\$7,200,337	-6.32%	\$7,849,147	9.01%

POLICE DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2009 - 10	Budgeted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
Police Department	7,686,319	7,200,337	7,885,111	7,849,147
TOTAL	\$ 7,686,319	\$ 7,200,337	\$ 7,885,111	\$ 7,849,147

**Police
FY 2012 Budget of \$7,849,147**



POLICE

STAFFING SUMMARY BY POSITION

1211 - Police	FY 10	FY 11	FY 12
Chief of Police	1	1	1
Police Captain	1	1	0
Police Lieutenant	2	2	3
Emergency Management Coordinator	1	1	1
Police Sergeant	9	9	8
Police Corporal	9	9	7
Police Officer III	14	18	21
Police Officer II	7	4	9
Police Officer I	11	10	5
Crime Analyst	0	0	1
Community Outreach Specialist	1	1	0
Administrative Support Supervisor	1	1	1
Administrative Assistant II	1	1	2
Administrative Assistant I	0	1	0
Receptionist	1	0	0
Part-Time Personnel	4,125	4,125	4,125
Subtotal	63,125	63,125	63,125

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	59	59	59
Employment Agreement Personnel	0	0	0
Part-Time Personnel	4,125	4,125	4,125
	63,125	63,125	63,125

Police

1211 - Police Department

SERVICES PROVIDED:

The Montgomery County Police is the primary law enforcement agency within the City. The Gaithersburg Police Officers provide enhanced police coverage 24 hours a day, 365 days a year. Gaithersburg officers work closely with neighborhood groups and businesses through the initiation of Problem-Oriented Policing (P.O.P.) Projects, which employ problem-solving techniques and strategies geared for the specific issues experienced by the community.

WORK PLAN GOALS:

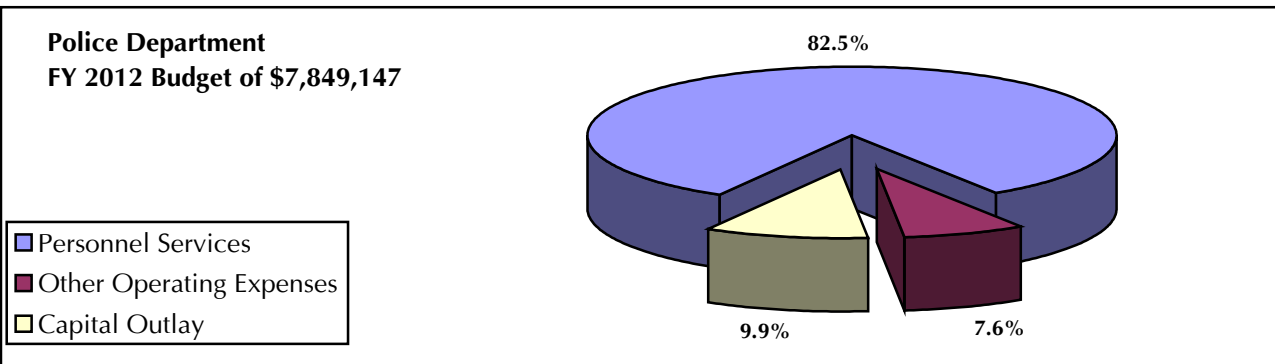
- Continue partnership with Montgomery County to ensure City residents are fully prepared for all hazards and emergency conditions, with a focus of ensuring City employees are prepared to leave their homes and continue with the delivery of core government services.
- Continue partnership with the Montgomery County Police with focus on gang suppression, intervention and enforcement.
- Continue to collect and analyze crime data for a meaningful deployment of resources.
- Continue to collect data required for, and monitoring of, traffic stop statistics.
- Continue to enhance traffic education and enforcement efforts.
- Continue to evaluate the effectiveness of the beat plan, with consistent monitoring to determine the timing for creation of additional beats and smaller patrol areas within beats.
- Continue training on written protocols for responding to terrorist acts.

SIGNIFICANT CHANGES:

- Conference & Seminar Registration increased \$9,470 to reflect the addition of an entry level IA and general training to the department's budget for the first time.
- Furniture & Fixtures increased \$7,300 to reflect Special Operations Bureau Vehicle Cover - Photo Radar Revenue Support and shelving for the property room.
- Furniture/Equipment Replacement increased \$455,375 to reflect the requirement to replace all 800Mz Radios and the catch up of an additional 25% of annual appropriation which was reduced in the FY 2011 budget.
- General Operating Supplies increased \$10,680 to reflect the boarding, supplies, cage and accessories of a second K-9 \$6,680 and to purchase portable stop signs used at intersections during power outages, malfunctions & special events \$4,000.
- Laundry & Uniforms decreased \$8,855 to reflect the projected decrease in use of dry cleaning services.
- Miscellaneous Professional Services decreased \$5,550 to reflect the removal of some services no longer needed (laser recalibrations and Telecheck) and the reallocation of K-9 Boarding and Vet Services to 522000 (General Operating Supplies).
- Police Weapons, Accessories & Supplies increased \$10,502 as a result of purchasing Reality Training Equipment \$9,322 and other various items \$1,180.
- Rental & Use Charges decreased \$6,070 to reflect the reduction of automobile rentals from five (5) to four (4) for Street Crimes Unit.
- Software Maintenance Agreements increased \$9,295 to include access to a new crime information consortium and for a new personnel performance measurement system.
- Tuition Reimbursement increased \$16,100 to reflect the change from 4 to 8 officers proposing to take college level courses in FY 2012.
- Vehicles & Equipment (Replacement) increased \$63,155 to reflect the catch up of an additional 25% of annual appropriation which was reduced in the FY 2011 budget.

Police 1211 - Police Department

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$6,454,932	\$6,375,426	\$6,510,961	\$6,476,827
Other Operating Expenses	736,509	563,988	594,697	592,867
Capital Outlay	494,878	260,923	779,453	779,453
TOTAL	\$7,686,319	\$7,200,337	\$7,885,111	\$7,849,147



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Parking citations issued *(first 6 months FY10)	1996	735 *	1470
Officer training hours * first six months of FY10		2615 *	13890
Moving citations issued *(First 6 months FY10)	7992	3676 *	7352
Criminal Investigations conducted by GPD *(First 6 months FY10)	36	15 *	80
Community Meetings & Speaking Engagements *(First 6 months FY10)		52 *	110
Calls/Situations requiring officer to be assigned	33915	17,162 *	34940
% of calls for service in the City handled by GPD *(first 6 months FY10)	31%	37% *	35%

Proposed hours includes refilling 2 vacant positions

Activity Analysis Report - Adopted

1211 - Police Department

Object	FY '10	FY '11	% Change		% Change
			FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$4,417,457	\$4,304,058	-2.57%	\$4,379,964	1.65%
505000 - Other Taxable Compensation	\$0	\$0	100.00%		100.00%
505100 - Other taxable comp-multiling	\$0	\$18,800	100.00%	\$18,720	-0.43%
505200 - Other taxable comp-Gfit	\$0	\$5,438	100.00%		-100.00%
505300 - Other taxable comp-housing	\$0	\$8,400	100.00%	\$4,800	-42.86%
508000 - Salaries, Overtime	\$329,516	\$329,516	0.00%	\$350,028	6.22%
509000 - Salaries, Part-Time Employee	\$113,090	\$113,090	0.00%	\$113,090	0.00%
510000 - Social Security & Medicare T	\$371,795	\$363,120	-2.33%	\$370,496	1.93%
514000 - Group Insurance	\$531,609	\$530,285	-0.25%	\$507,797	3.28%
515000 - Retirement Contribution (401	\$344,117	\$344,325	0.06%	\$350,397	1.65%
515050 - Supplemental Retirement Co	\$194,202	\$194,000	-0.10%	\$195,970	1.02%
515100 - Retirement Health Savings (	\$24,102	\$19,872	-17.55%	\$22,666	14.06%
516000 - Savings Plan Contribution (4	\$129,044	\$129,122	0.06%	\$131,399	1.65%
516500 - Deferred Compensation	\$0	\$0	100.00%		100.00%
519000 - Tuition Reimbursement	\$0	\$15,400	100.00%	\$31,500	104.55%
521000 - Office Supplies	\$27,000	\$25,000	-7.41%	\$27,050	8.20%
522000 - General Operating Supplies	\$7,720	\$3,220	-58.29%	\$13,900	331.68%
522200 - Photographic, Audio, Video S	\$2,800	\$0	-100.00%	\$670	100.00%
522500 - Program Activities	\$7,300	\$4,500	-38.36%		-100.00%
523300 - Police Outreach Programs/O	\$6,200	\$2,100	-66.13%	\$6,250	197.62%
523400 - Police Weapons, Accessorie	\$69,705	\$31,160	-55.30%	\$41,662	33.70%
524000 - Supplies for Resale	\$1,000	\$0	-100.00%		100.00%
525000 - Furniture & Fixtures	\$4,000	\$0	-100.00%	\$7,300	100.00%
526000 - Machinery & Equipment	\$3,000	\$0	-100.00%		100.00%
530000 - Accounting & Audit	\$0	\$0	100.00%	\$2,000	100.00%
531000 - Information Technology (IT)	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$720	\$0	-100.00%		100.00%
531600 - Software Maintenance Agree	\$23,120	\$31,000	34.08%	\$40,295	29.98%
534000 - Management Consulting	\$15,000	\$0	-100.00%		100.00%
536000 - Miscellaneous Professional S	\$34,395	\$13,480	-60.81%	\$7,930	-41.17%
536100 - Temporary Employment Age	\$0	\$0	100.00%		100.00%
536500 - Investigations	\$10,000	\$1,000	-90.00%		-100.00%
537000 - Instructor Services	\$6,000	\$500	-91.67%		-100.00%
541000 - Advertising	\$1,000	\$0	-100.00%		100.00%
542000 - Awards & Presentations	\$6,000	\$3,500	-41.67%	\$1,000	-71.43%
544000 - Professional Dues & Certifica	\$2,105	\$1,570	-25.42%	\$6,070	286.62%
545000 - Magazines, Books & Resourc	\$1,485	\$1,450	-2.36%	\$800	-44.83%
546000 - Conference & Seminar Regis	\$33,210	\$6,030	-81.84%	\$15,500	157.05%
546300 - In-Service Training	\$2,020	\$0	-100.00%		100.00%
547000 - Travel Expense	\$20,150	\$10,050	-50.12%	\$8,600	-14.43%
547100 - Travel Mileage Reimburseme	\$1,200	\$500	-58.33%	\$500	0.00%
550700 - Recycling Services/Trash Col	\$0	\$0	100.00%		100.00%
551000 - Telephone (Landline)	\$0	\$0	100.00%		100.00%

Activity Analysis Report - Adopted

1211 - Police Department

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
551100 - Cellular Telephone	\$48,520	\$48,520	0.00%	\$49,220	1.44%
551200 - Pagers	\$150	\$0	-100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	\$200,000	\$200,000	0.00%	\$200,000	0.00%
553000 - Printing & Binding	\$4,000	\$3,000	-25.00%	\$3,500	16.67%
554000 - Signage	\$0	\$0	100.00%		100.00%
556000 - Postage	\$1,800	\$1,400	-22.22%	\$1,400	0.00%
556500 - Messenger Services	\$1,800	\$1,000	-44.44%	\$1,000	0.00%
557000 - Laundry & Uniforms	\$67,516	\$51,825	-23.24%	\$42,970	-17.09%
560000 - Miscellaneous	\$4,363	\$4,363	0.00%	\$2,000	-54.16%
561000 - Local, In-Services Meals	\$750	\$500	-33.33%	\$500	0.00%
567000 - Rental & Use Charges	\$30,630	\$30,770	0.46%	\$24,700	-19.73%
572000 - Repair & Maintenance - Build	\$0	\$0	100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$12,850	\$9,050	-29.57%	\$10,550	16.57%
574000 - Repair & Maintenance - Vehi	\$79,000	\$78,500	-0.63%	\$77,500	-1.27%
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	\$233,218	\$132,438	-43.21%	\$587,813	343.84%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repla	\$261,660	\$128,485	-50.90%	\$191,640	49.15%
Personnel	\$6,454,932	\$6,375,426	-1.23%	\$6,476,827	2.13%
Operating Expenses	\$736,509	\$563,988	-23.42%	\$592,867	5.44%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$494,878	\$260,923	-47.28%	\$779,453	198.73%
Total	\$7,686,319	\$7,200,337	-6.32%	\$7,849,147	9.51%

1211 Police Department

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 4,375,101	\$ 4,379,964
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	350,028	350,028
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	113,090	113,090
510000 Social Security & Medicare Taxes	370,124	370,496
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	547,701	507,797
514100 Group Insurance - Retirees		
515000 Retirement Contribution	350,008	350,397
515050 Supplemental Retirement Contribution	195,970	195,970
515100 Retirement Health Savings (RHS)	22,666	22,666
516000 Savings Plan Contribution	131,253	131,399
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement	31,500	31,500
Subtotal Personnel Services	\$ 6,510,961	\$ 6,476,827

Operating Expenses

521000 Office Supplies		
All Printer and Copier Supplies	17,200	17,200
Supplies	9,850	9,850
<i>Subtotal</i>	27,050	27,050
522000 General Operating Supplies		
20 Portable Stop Signs - Photo Radar Revenue Supported	4,000	4,000
K9 Boarding and Veterinarian	2,500	2,500
K9 Food and Supplies	4,200	4,200
K9 Vehicle Cage and Accessories	3,200	3,200
<i>Subtotal</i>	13,900	13,900
522200 Photographic, Audio, Video Supplies		
Camera & accessories for 2nd Motor Unit - Photo Radar Revenue	1,600	0
Media Cards (4@ \$30)	150	150
Nikon SB600 Flash	230	0
Ultra Violet Universal Tripod	70	70
USB Memory Sticks	450	450
<i>Subtotal</i>	2,500	670
523300 Police Outreach Programs/Operational Supplies		
Citizens Police Academy	350	350
Cops in Shops - (offset by grant revenue)	1,500	1,500
National Night Out	3,000	3,000
Neighborhood Watch Materials	1,000	1,000
Promotional Materials	400	400
<i>Subtotal</i>	6,250	6,250

1211 Police Department

523400 Police Weapons, Accessories & Supplies		
Ammunition	15,000	15,000
Batteries - Portable radio (50 @ \$60)	3,000	3,000
Drug Testing Kits	500	500
Ear Protection / Plugs for Motors (3 @ \$60)	180	180
Firearms Maintenance & Parts	300	300
Flares	4,000	4,000
Fleet Tools	200	200
Reality Training Equipment	9,322	9,322
Secure Drying Locker	500	500
SWAT gear	500	500
Targets	1,000	1,000
Taser Batteries XDPM (20)	760	760
Taser Cartridges (7 cases) for winter, summer and training	6,100	6,100
Trickle Chargers	300	300
<i>Subtotal</i>	41,662	41,662
525000 Furniture & Fixtures		
Property Room Shelving/Containers	500	500
Special Operations Bureau Vehicle Cover - Photo Radar Revenue	6,800	6,800
<i>Subtotal</i>	7,300	7,300
530000 Accounting & Audit		
Credit Card Processing	2,000	2,000
<i>Subtotal</i>	2,000	2,000
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat) (1)	45	45
Maintenance - Software (ADORE)	400	400
Maintenance - Software (Advanced Public Safety QuickVoice)	2,000	2,000
Maintenance - Software (ATAC Crime Analysis)	1,100	1,100
Maintenance - Software (Biokey)	13,000	13,000
Maintenance - Software (CACE Accreditation Software)	230	230
Maintenance - Software (CapWIN)	10,000	10,000
Maintenance - Software (FileOnQ Tracking)	3,750	3,750
Maintenance - Software (Guardian Tracking)	1,200	1,200
Maintenance - Software (KATS)	200	200
Maintenance - Software (Microsoft CALs) (34)	5,100	5,100
Maintenance - Software (Network/Anti-Virus) (34)	680	680
Maintenance - Software (ScenePD)	150	150
Maintenance - Software (Security Camera Software License - Muni	1,080	1,080
Maintenance - Software (Security Camera Software License) (1)	60	60
Maintenance - Software (Skills Manager)	1,000	1,000
Maintenance - Software (The Crash Zone)	300	300
<i>Subtotal</i>	40,295	40,295
536000 Miscellaneous Professional Services		
Accurint/CLEAR	2,400	2,400
AED Inspection and maintenance (14 @ \$195)	2,730	2,730
Equifax	600	600
Locksmith Services	300	300
Shredder Services	1,500	1,500
Towing Services	400	400
<i>Subtotal</i>	7,930	7,930

1211 Police Department

542000 Awards & Presentations			
Awards & Presentations	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
544000 Professional Dues & Certification Fees			
Annual Accreditation Fee	4,400	4,400	
Chesapeake Region Law Enforcement Accreditation Alliance	150	150	
Emergency Management Associations	370	370	
International Association of Chiefs of Police (1)	125	125	
Maryland Chiefs	150	150	
Maryland Municipal Police Executives Association	100	100	
MAWLEE	50	50	
MWCOG	200	200	
NAWLEE	75	75	
NTOA, ASLET, MDCPA, K9 Handlers	450	450	
<i>Subtotal</i>		6,070	6,070
545000 Magazines, Books & Resource Material			
Resource Materials	300	300	
Traffic Article Books	500	500	
<i>Subtotal</i>		800	800
546000 Conference & Seminar Registration			
Advanced SRO	500	500	
All Hands Meetings	500	500	
CALEA Conference (1)	500	500	
Entry Level Training	3,000	3,000	
General Training	8,000	8,000	
IA Training	1,000	1,000	
MPCTC Basic Instructors Course (4 @ 150)	600	600	
Taser Recertification (2 @ 200)	400	400	
Use of Force Seminar (2 @ 500)	1,000	1,000	
<i>Subtotal</i>		15,500	15,500
547000 Travel Expense			
Advanced SRO	1,000	1,000	
General Training	5,000	5,000	
Use Of Force (2 @ 1,300)	2,600	2,600	
<i>Subtotal</i>		8,600	8,600
547100 Travel Mileage Reimbursement			
Tolls and Parking	500	500	
<i>Subtotal</i>		500	500
551100 Cellular Telephone			
Cellular Telephone (27)	17,200	17,200	
Service - Covert GPS tracker	700	700	
Service - EVDO for Mobile Data (58)	31,320	31,320	
<i>Subtotal</i>		49,220	49,220
552500 Vehicle & Equipment Gasoline Expense			
	200,000	200,000	
<i>Subtotal</i>		200,000	200,000

1211 Police Department

553000 Printing & Binding			
Department Forms (Warnings, Citations, Parking)	3,500	3,500	
<i>Subtotal</i>		3,500	3,500
556000 Postage			
Postage	1,400	1,400	
<i>Subtotal</i>		1,400	1,400
556500 Messenger Services			
Courier Services	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
557000 Laundry & Uniforms			
Class A Gear	2,000	2,000	
Clothing Allowance SCU 3 @ \$750 and Investigator 1 @ \$1000	3,250	3,250	
Clothing, Gear and Accessories	25,000	25,000	
Dry Cleaning / Footwear (53 @ 240)	12,720	12,720	
<i>Subtotal</i>		42,970	42,970
560000 Miscellaneous			
Laptop Computer	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
561000 Local, In-Services Meals			
Local Meals	500	500	
<i>Subtotal</i>		500	500
567000 Rental & Use Charges			
Automobile Rental - SCU (4 @ 4700)	18,800	18,800	
MAGOLCLEN	400	400	
MWCOG - Linx data share	500	500	
Service - NCIC/County network usage fees	5,000	5,000	
<i>Subtotal</i>		24,700	24,700
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Printer (HP LaserJet 5550dn)	1,500	1,500	
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	580	580	
Maintenance & Supplies - Copier (Ricoh MPC 6000 - Color Copyi	800	800	
Maintenance & Supplies - Copier (Ricoh MPC 6000)	2,020	2,020	
Segways	650	650	
Supplies - In- Car Camera System	1,500	1,500	
Supplies - MDC System	1,500	1,500	
Tasers	2,000	2,000	
<i>Subtotal</i>		10,550	10,550
574000 Repair & Maintenance - Vehicles			
Car Washes	3,000	3,000	
Mountain Bike Maintenance (1 unit)	500	500	
Vehicle Maintenance (74 Units)	74,000	74,000	
<i>Subtotal</i>		77,500	77,500
Subtotal Operating Expenses		594,697	592,867

Capital Outlay

1211 Police Department

595100 Furniture & Equipment (Replacement)		
Replacement - Ballistic Vests (55) (5yr)	4,400	4,400
Replacement - Computer Hardware (51 In-Car Video)	51,850	51,850
Replacement - Computer Hardware (PC Monitors) (38)	1,140	1,140
Replacement - Computer Hardware (PC Only) (34)	10,200	10,200
Replacement - Computer Hardware (PC) (56 MDC)	53,098	53,098
Replacement - Copier (Ricoh MP 2550SP)	650	650
Replacement - Copier (Ricoh MPC 6000)	2,250	2,250
Replacement - County 800MHz Radios	400,000	400,000
Replacement - Covert GPS tracker / logger (2)	125	125
Replacement - ELSAG License Plate Readers (3)	12,750	12,750
Replacement - eTicketing Hardware (42)	12,875	12,875
Replacement - Fax Machines	85	85
Replacement - FileonQ Scanners (2)	375	375
Replacement - Firearms Training System (4yr)	10,125	10,125
Replacement - Gas Mask Filters (54) (3Yr)	440	440
Replacement - Gas Masks (54) (10Yr)	1,015	1,015
Replacement - Hand Guns (54) (7yr)	2,650	2,650
Replacement - Interview Room Camera System	1,500	1,500
Replacement - K9 (2) (7yr)	2,000	2,000
Replacement - Kronos Time Clock (1)	600	600
Replacement - Laser Units (6) (5yr)	1,470	1,470
Replacement - Portable Pole Camera (1)	600	600
Replacement - Printer (Brother MFC-6490CW)	55	55
Replacement - Printer (HP LaserJet 2055dn)	130	130
Replacement - Printer (HP LaserJet 4250tn)	360	360
Replacement - Printer (LaserJet 1020)	25	25
Replacement - Projector (Briefing Room)	500	500
Replacement - Rifles (29) (10 yr) @ \$180	3,375	3,375
Replacement - Scanners (5)	450	450
Replacement - Security Cameras (1)	220	220
Replacement - Tasers (53) (5Yr)	10,000	10,000
Replacement - Voice Stress Analyzer	2,500	2,500
<i>Subtotal</i>	587,813	587,813
596100 Vehicles & Equipment (Replacement)		
Bicycle Replacement (5 Units)	375	375
Vehicle Replacement (55 Units)	191,265	191,265
<i>Subtotal</i>	191,640	191,640
Subtotal Capital Outlay	779,453	779,453
Total	7,885,111	7,849,147

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1211 DEPARTMENT OF POLICE							
211 DEPARTMENT OF POLICE							
1211 501000 FULL TIME	4,304,058	0	4,304,058	4,075,748.20	.00	228,309.80	94.7%
1211 505100 OTHER-MULT	18,800	0	18,800	15,097.00	.00	3,703.00	80.3%
1211 505200 OTHER-GFIT	5,438	0	5,438	5,332.15	.00	105.85	98.1%
1211 505300 OTHER-STIP	8,400	0	8,400	4,200.00	.00	4,200.00	50.0%
1211 507000 VAC/SICK	0	0	0	94,486.49	.00	-94,486.49	100.0%*
1211 508000 OVERTIME	329,516	0	329,516	210,204.72	.00	119,311.28	63.8%
1211 509000 PART-TIME	113,090	0	113,090	127,097.90	.00	-14,007.90	112.4%*
1211 510000 FICA TAXES	363,120	0	363,120	337,767.54	.00	25,352.46	93.0%
1211 514000 GROUP HEAL	530,285	0	530,285	513,122.29	.00	17,162.71	96.8%
1211 515000 RETIRE401A	344,325	0	344,325	303,510.73	.00	40,814.27	88.1%
1211 515050 401A SUPPL	194,000	0	194,000	149,711.16	.00	44,288.84	77.2%
1211 515100 RETIRE-RHS	19,872	0	19,872	17,515.28	.00	2,356.72	88.1%
1211 516000 SAVING401K	129,122	0	129,122	101,610.74	.00	27,511.26	78.7%
1211 519000 TUITION RE	15,400	0	15,400	15,400.00	.00	.00	100.0%
1211 521000 OFFICE SUP	25,000	0	25,000	13,880.76	.00	11,119.24	55.5%
1211 522000 GEN OPERAT	3,220	0	3,220	4,368.88	.00	-1,148.88	135.7%*
1211 522200 PHOTO SUPP	0	0	0	1,937.85	.00	-1,937.85	100.0%*
1211 522500 PROG ACT	4,500	0	4,500	.00	.00	4,500.00	.0%
1211 523300 POLICE OUT	2,100	0	2,100	1,806.53	.00	293.47	86.0%
1211 523400 POLICE WEA	31,160	0	31,160	20,897.16	3,108.44	7,154.40	77.0%
1211 526000 MACH/EQUIP	0	0	0	4,770.81	.00	-4,770.81	100.0%*
1211 530000 ACCTG/AUDI	0	0	0	1,514.56	.00	-1,514.56	100.0%*
1211 531500 SOFTWARE L	0	0	0	320.12	.00	-320.12	100.0%*
1211 531600 SOFT MAINT	31,000	0	31,000	19,324.06	.00	11,675.94	62.3%
1211 536000 MISC PROF	13,480	0	13,480	18,164.80	.00	-4,684.80	134.8%*
1211 536500 INVESTIGTE	1,000	0	1,000	.00	.00	1,000.00	.0%
1211 537000 INSTRUCTOR	500	0	500	.00	.00	500.00	.0%
1211 542000 AWARDS PRE	3,500	0	3,500	628.60	.00	2,871.40	18.0%
1211 544000 DUES/MEMBE	1,570	0	1,570	1,375.00	.00	195.00	87.6%
1211 545000 PUBLICATIO	1,450	0	1,450	1,084.57	.00	365.43	74.8%
1211 546000 CONF/SEMIN	6,030	0	6,030	4,400.00	.00	1,630.00	73.0%
1211 547000 TRAVEL EXP	10,050	0	10,050	5,560.63	.00	4,489.37	55.3%
1211 547100 LOC TRAVEL	500	0	500	108.74	.00	391.26	21.7%
1211 551000 TELEPHONE	0	0	0	857.36	.00	-857.36	100.0%*
1211 551100 CELLPHONE	48,520	0	48,520	46,011.23	.00	2,508.77	94.8%
1211 552500 GAS EXP	200,000	0	200,000	144,594.81	.00	55,405.19	72.3%
1211 553000 PRINT/BIND	3,000	0	3,000	2,080.75	.00	919.25	69.4%





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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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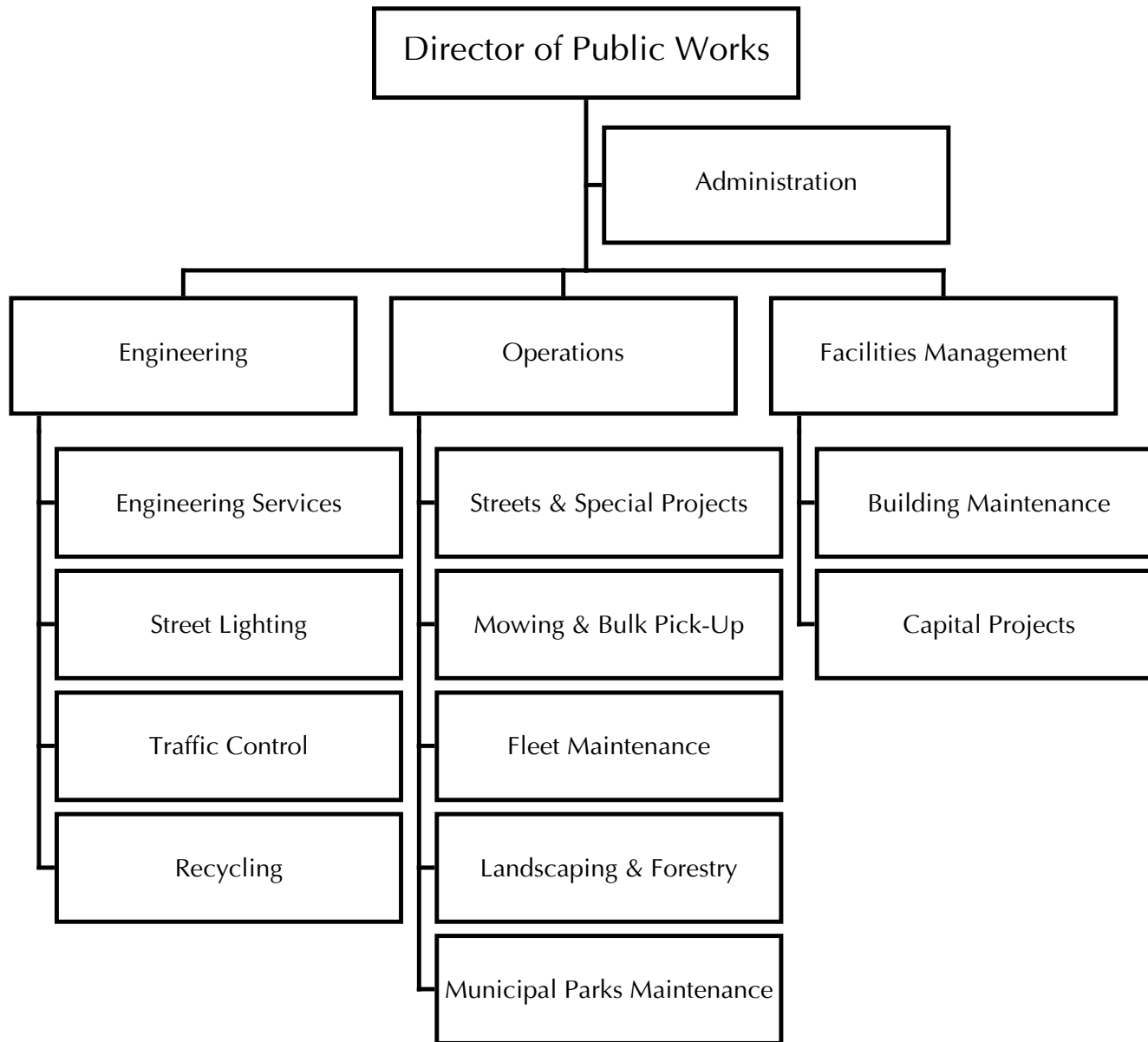
FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1211 556000 POSTAGE	1,400	0	1,400	2,024.44	.00	-624.44	144.6%*
1211 556500 MESSENGER	1,000	0	1,000	298.91	.00	701.09	29.9%
1211 557000 UNIFORM/LA	51,825	0	51,825	17,258.26	15,983.00	18,583.74	64.1%
1211 560000 MISCELLANE	4,363	0	4,363	5,917.52	.00	-1,554.52	135.6%*
1211 561000 LOCAL MEAL	500	0	500	214.18	.00	285.82	42.8%
1211 563000 INSURANCE	0	0	0	105.00	.00	-105.00	100.0%*
1211 567000 RENTAL USE	30,770	0	30,770	30,806.67	1,248.00	-1,284.67	104.2%*
1211 573000 R&M-MACH/E	9,050	0	9,050	3,877.12	.00	5,172.88	42.8%
1211 574000 R&M-VEHICL	78,500	0	78,500	72,285.21	.00	6,214.79	92.1%
1211 595100 FURN/EQ RE	132,438	0	132,438	132,438.00	.00	.00	100.0%
1211 596100 VEH/EQ REP	128,485	0	128,485	128,485.00	.00	.00	100.0%
TOTAL DEPARTMENT OF POLICE	7,200,337	0	7,200,337	6,658,201.73	20,339.44	521,795.83	92.8%
TOTAL DEPARTMENT OF POLICE	7,200,337	0	7,200,337	6,658,201.73	20,339.44	521,795.83	92.8%



Public Works Department

DEPARTMENT OF PUBLIC WORKS



Department Analysis Report - Adopted

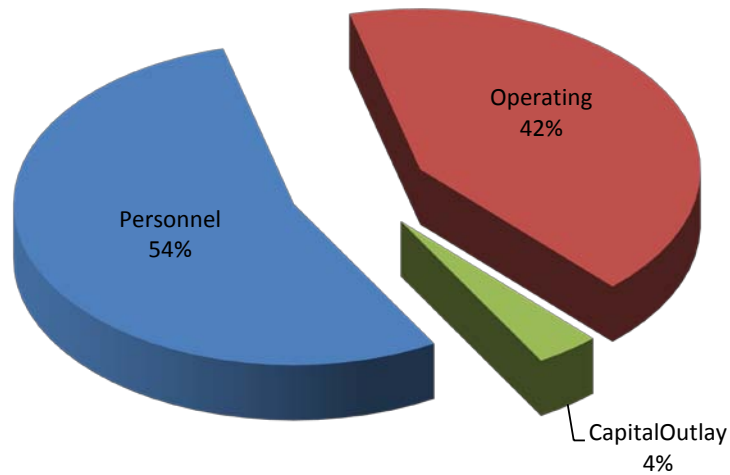
Public Works

Activity	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
1150 - Facilities Management	\$1,140,289	\$1,251,014	9.71%	\$1,368,088	1.01%
1151 - Building & Grounds - City Hall	\$229,391	\$168,900	-26.37%	\$185,340	1.01%
1152 - Building & Grounds - Police Station	\$128,199	\$71,386	-44.32%	\$63,115	1.01%
1153 - Building & Grounds - Public Service Facility	\$236,260	\$98,289	-58.40%	\$97,875	1.01%
1155 - Building & Grounds - Train Station/Freight House	\$132,453	\$27,355	-79.35%	\$26,148	1.01%
1156 - Building & Grounds - Kentlands Firehouse	\$3,800	\$320	-91.58%	\$320	1.01%
1158 - Building & Grounds - Kentlands Mansion	\$85,165	\$43,164	-49.32%	\$36,660	1.01%
1159 - Building & Grounds - Senior Center	\$77,897	\$54,529	-30.00%	\$48,927	1.01%
1160 - Building & Grounds - Casey Community Center	\$274,744	\$110,195	-59.89%	\$110,175	1.01%
1161 - Building & Grounds - Olde Towne Pavilion	\$9,010	\$3,590	-60.16%	\$3,655	1.01%
1164 - Building & Grounds - GAC	\$93,795	\$31,402	-66.52%	\$32,340	1.01%
1165 - Building & Grounds - Activity Center at Bohrer Park	\$432,996	\$301,602	-30.35%	\$291,962	1.01%
1166 - Building & Grounds - Gaithersburg Arts Barn	\$126,224	\$55,125	-56.33%	\$64,400	1.01%
1167 - Building & Grounds - Water Park at Bohrer Park	\$152,606	\$105,660	-30.76%	\$99,050	1.01%
1168 - Building & Grounds - Miniature Golf	\$36,300	\$15,975	-55.99%	\$12,000	1.01%
1169 - Building & Grounds - Skate Park	\$4,200	\$3,210	-23.57%	\$3,316	1.01%
1170 - Building & Grounds - Gaithersburg Youth Center at Olde Towne	\$55,705	\$51,284	-7.94%	\$39,755	1.01%
1172 - Building & Grounds - Gaithersburg Youth Center at Robertson Park	\$74,826	\$64,000	-14.47%	\$61,675	1.01%
1174 - Building & Grounds - West Side Aquatic Center			0.00%		1.01%
1175 - Building & Grounds - Parking Facility	\$155,972	\$121,105	-22.35%	\$103,500	1.01%
1311 - Public Works Administration	\$704,096	\$676,778	-3.88%	\$785,639	1.01%
1312 - Streets & Special Projects	\$1,405,678	\$1,270,882	-9.59%	\$1,229,466	1.01%
1315 - Fleet Maintenance	\$523,819	\$619,850	18.33%	\$539,557	1.01%
1341 - Landscaping & Forestry	\$1,215,494	\$958,386	-21.15%	\$991,917	1.01%
1343 - Municipal Parks Maintenance	\$1,768,938	\$1,692,800	-4.30%	\$1,640,936	1.01%
1344 - Mowing and Special Pickups	\$1,949,626	\$1,716,330	-11.97%	\$1,751,692	1.01%
1345 - Recycling	\$703,000	\$682,632	-2.90%	\$685,768	1.01%
1351 - Engineering Services	\$332,607	\$327,584	-1.51%	\$380,127	1.01%
1393 - Street Lighting	\$672,000	\$717,546	6.78%	\$707,546	1.01%
1397 - Traffic Control	\$254,007	\$235,600	-7.25%	\$231,803	1.01%
Personnel	\$6,693,603	\$6,307,420	-5.77%	\$6,291,502	-0.25%
Operating Expenses	\$5,702,319	\$4,787,708	-16.04%	\$4,873,696	1.80%
Contingency Funds					
Transfer Funds					
Capital Outlay	\$583,175	\$381,365	-34.61%	\$427,554	12.11%
Total	\$12,979,097	\$11,476,493	-11.58%	\$11,592,752	1.01%

PUBLIC WORKS DEPARTMENT OVERVIEW

Budget Summary	Budgeted 2009 - 10	Budgeted 2010 - 11	Proposed 2011 - 12	Adopted 2011 - 12
Facilities Management	1,140,289	1,251,014	1,370,605	1,368,088
Building & Grounds	2,309,543	1,327,091	1,280,213	1,280,213
Public Works Administration	704,096	676,778	787,543	785,639
Streets & Special Projects	1,405,678	1,270,882	1,236,278	1,229,466
Fleet Maintenance	523,819	619,850	543,685	539,557
Landscaping & Forestry	1,215,494	958,386	999,891	991,917
Municipal Parks Maintenance	1,768,938	1,692,800	1,653,601	1,640,936
Mowing and Special Pickups	1,949,626	1,716,330	1,759,459	1,751,692
Recycling	703,000	682,632	685,768	685,768
Engineering Services	332,607	327,584	380,524	380,127
Street Lighting	672,000	717,546	707,546	707,546
Traffic Control	254,007	235,600	232,966	231,803
TOTAL	\$ 12,979,097	\$ 11,476,493	\$ 11,638,079	\$ 11,592,752

**Public Works
FY 2012 Budget of \$11,592,752**



PUBLIC WORKS

STAFFING SUMMARY BY POSITION

1150 - Facilities Management	FY 10	FY 11	FY 12
Capital Projects/Facilities Director	1	1	1
Capital Projects Manager	1	1	1
Building & Equipment Maintenance Supervisor	1	1	1
Project Manager	1	1	1
Building & Equipment Maintenance Specialist III	0	0	1
Building & Equipment Maintenance Specialist II	1	1	0
Building & Equipment Maintenance Specialist I	2	2	2
Building & Grounds Caretaker	0	1	1
Custodian/Maintenance Worker	1	0	0
Part-Time Personnel	0.1	0	0
Subtotal	8.1	8	8

1151 - 1175 - Building & Grounds Maintenance	FY 10	FY 11	FY 12
Part-Time Personnel	0.1	0	0
Subtotal	0.1	0	0

1311 - Public Works, Parks Maintenance & Engineering Administration	FY 10	FY 11	FY 12
Director of Public Works & Engineering	1	1	1
Public Works Operations Director	1	1	1
Engineering Services Director	1	1	1
Administrative Support Supervisor	1	1	1
Administrative Assistant III	1	1	1
Subtotal	5	5	5

1312 - Streets & Special Projects	FY 10	FY 11	FY 12
Supervisor	1	1	1
Work Force Leader II	1	1	1
Equipment Operator III	2	2	2
Work Force Leader I	1	1	1
Lead Maintenance Worker	2	2	2
Equipment Operator I	1	1	1
Maintenance Worker II	2	2	2
Part-Time Personnel	0.4	0.4	0.4
Subtotal	10.4	10.4	10.4

PUBLIC WORKS

STAFFING SUMMARY BY POSITION

1315 - Fleet Maintenance	FY 10	FY 11	FY 12
Fleet Maintenance Supervisor	1	1	1
Lead Mechanic	1	1	1
Mechanic II	2	3	3
Service Writer	1	1	1
Maintenance Worker I	1	0	0
Subtotal	6	6	6

1341 - Landscaping & Forestry	FY 10	FY 11	FY 12
Project Manager	2	2	2
Supervisor	1	1	1
Work Force Leader I	2	2	2
Lead Maintenance Worker	2	2	2
Maintenance Worker II	5	5	6
Maintenance Worker I	1	1	0
Part-Time Personnel	2.1	1.2	1.2
Subtotal	15.1	14.2	14.2

1343 - Municipal Parks Maintenance	FY 10	FY 11	FY 12
Project Manager	0	1	1
Supervisor	1	0	0
Work Force Leader II	2	4	4
Equipment Operator III	1	1	1
Work Force Leader I	3	1	1
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	3	1.7	1.7
Subtotal	19	17.7	17.7

1344 - Mowing & Bulk Pickup	FY 10	FY 11	FY 12
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	5	7	7
Maintenance Worker I	2	0	0
Part-Time Personnel	4.6	3.2	3.2
Subtotal	23.6	22.2	22.2

PUBLIC WORKS STAFFING SUMMARY BY POSITION

1351 - Engineering Services	FY 10	FY 11	FY 12
Project Engineer	1	1	1
Senior Engineering Technician	1	1	1
Employment Agreement Personnel	1	1	1
Part-Time Personnel	1.1	0.8	0.8
Subtotal	4.1	3.8	3.8

1397 - Traffic Control	FY 10	FY 11	FY 12
Work Force Leader II	1	1	1
Lead Maintenance Worker	1	1	1
Part-Time Personnel	0.6	0.2	0.2
Subtotal	2.6	2.2	2.2

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	81	81	81
Employment Agreement Personnel	1	1	1
Part-Time Personnel	12	7.5	7.5
	94	89.5	89.5

Public Works

1150 - Facilities Management

SERVICES PROVIDED:

This activity area is responsible for the management and maintenance of all City buildings including routine repairs, 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 area monitors service contractors of all major equipment, coordinates all construction documents, and supervises the construction of all building Capital Improvement Projects. This activity area also supports the snow removal operations.

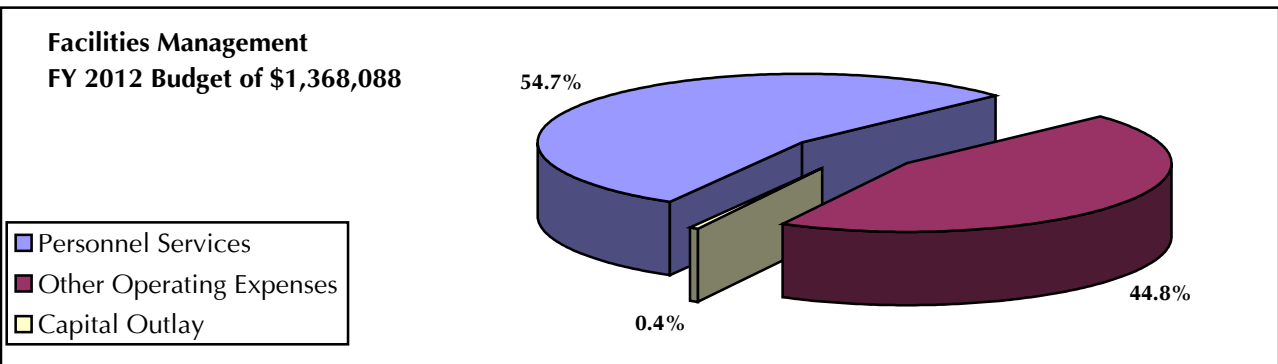
WORK PLAN GOALS:

- Implement a Planned Life-Cycle Asset Replacement (PLAR) Program for major equipment replacement, carpet replacement, painting, and thermal and moisture protection.
- Maintain clean, attractive, safe, functional, and sound facilities.

SIGNIFICANT CHANGES:

- Repair & Maintenance - Building & Facilities increased \$88,593 to reflect reallocation of funds from other Building & Grounds accounts to implement maintenance projects identified in the Five-Year Facilities Maintenance Plan.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$750,999	\$722,745	\$751,488	\$748,971
Other Operating Expenses	381,565	524,729	613,229	613,229
Capital Outlay	7,725	3,540	5,888	5,888
TOTAL	\$1,140,289	\$1,251,014	\$1,370,605	\$1,368,088



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Work Orders Performed per staff	369	408	350
Total Work Orders Received	1476	1630	1400
Square feet Maintained per staff	92,219	92,914	92,914
Square feet Buildings Maintained	461,094	464,569	464,569
Facility Condition Index (Capital Maintenance/Building Value)	.14	.11	.09
Facilities Maintenance Staff	4	4	4

Activity Analysis Report - Adopted

1150 - Facilities Management

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$523,203	\$507,203	-3.06%	\$537,652	5.26%
505100 - Other taxable comp-multiling	\$0	\$80	100.00%	\$2,080	2500.00%
505200 - Other taxable comp-Gfit	\$0	\$140	100.00%		-100.00%
508000 - Salaries, Overtime	\$21,181	\$21,181	0.00%	\$21,520	1.60%
509000 - Salaries, Part-Time Employee	\$10,450	\$0	-100.00%		100.00%
510000 - Social Security & Medicare T	\$42,445	\$40,421	-4.77%	\$42,777	5.12%
514000 - Group Insurance	\$84,576	\$84,576	0.00%	\$85,491	9.20%
515000 - Retirement Contribution (401	\$40,576	\$40,576	0.00%	\$43,012	5.26%
515050 - Supplemental Retirement Co	\$12,930	\$12,930	0.00%		-100.00%
515100 - Retirement Health Savings (	\$422	\$422	0.00%	\$422	0.00%
516000 - Savings Plan Contribution (4	\$15,216	\$15,216	0.00%	\$16,017	5.26%
521000 - Office Supplies	\$800	\$800	0.00%	\$500	-37.50%
522000 - General Operating Supplies	\$7,000	\$31,800	354.29%	\$31,800	0.00%
525000 - Furniture & Fixtures	\$0	\$0	100.00%		100.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$3,150	\$6,340	101.27%	\$6,810	7.41%
532000 - Engineering & Architectural	\$120,500	\$8,000	-93.36%	\$8,000	0.00%
536000 - Miscellaneous Professional S	\$0	\$440	100.00%	\$440	0.00%
536100 - Temporary Employment Age	\$0	\$0	100.00%		100.00%
536300 - Contract Cleaning Services	\$0	\$0	100.00%		100.00%
536800 - Security Services	\$143,570	\$0	-100.00%		100.00%
544000 - Professional Dues & Certifica	\$1,760	\$4,810	173.30%	\$4,447	-7.55%
545000 - Magazines, Books & Resourc	\$0	\$800	100.00%	\$800	0.00%
546000 - Conference & Seminar Regis	\$3,000	\$1,600	-46.67%	\$2,000	25.00%
547000 - Travel Expense	\$2,000	\$900	-55.00%	\$1,100	22.22%
550000 - Electric	\$12,235	\$11,965	-2.21%	\$11,965	0.00%
550200 - Water	\$0	\$0	100.00%		100.00%
550700 - Recycling Services/Trash Col	\$0	\$0	100.00%		100.00%
551100 - Cellular Telephone	\$3,800	\$5,000	31.58%	\$5,000	0.00%
552500 - Vehicle & Equipment Gasolin	\$7,000	\$7,000	0.00%	\$7,000	0.00%
553000 - Printing & Binding	\$500	\$500	0.00%	\$500	0.00%
554000 - Signage	\$0	\$0	100.00%		100.00%
556000 - Postage	\$150	\$300	100.00%	\$300	0.00%
556500 - Messenger Services	\$100	\$0	-100.00%		100.00%
557000 - Laundry & Uniforms	\$2,000	\$2,000	0.00%	\$1,500	-25.00%
560000 - Miscellaneous	\$0	\$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	\$72,000	\$440,474	511.77%	\$529,067	20.11%
574000 - Repair & Maintenance - Vehi	\$2,000	\$2,000	0.00%	\$2,000	0.00%
592000 - Software	\$0	\$0	100.00%		100.00%
595000 - Furniture & Equipment	\$3,000	\$0	-100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$1,615	\$955	-40.87%	\$2,010	110.47%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%

Activity Analysis Report - Adopted

1150 - Facilities Management

Object			% Change		
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
596100 - Vehicles & Equipment (Repla	\$3,110	\$2,585	-16.88%	\$3,878	50.02%
Personnel	\$750,999	\$722,745	-3.76%	\$748,971	3.98%
Operating Expenses	\$381,565	\$524,729	37.52%	\$613,229	16.87%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$7,725	\$3,540	-54.17%	\$5,888	66.33%
Total	\$1,140,289	\$1,251,014	9.71%	\$1,368,088	9.56%

1150 Facilities Management

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 533,892	\$ 537,652
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	21,520	21,520
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes	42,489	42,777
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	92,357	85,491
514100 Group Insurance - Retirees		
515000 Retirement Contribution	42,711	43,012
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	422	422
516000 Savings Plan Contribution	16,017	16,017
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 751,488	\$ 748,971

Operating Expenses

521000 Office Supplies		
Supplies	500	500
<i>Subtotal</i>	500	500
522000 General Operating Supplies		
Ceiling Tile	2,650	2,650
Filters	4,000	4,000
Flags	2,450	2,450
Hardware	6,750	6,750
Lamps & Ballast	10,000	10,000
Miscellaneous Maintenance Supplies - All Facilities	1,950	1,950
Plumbing Parts & Supplies	3,000	3,000
Signs	1,000	1,000
<i>Subtotal</i>	31,800	31,800
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Illustrator) (1)	105	105
Maintenance - Software (AutoCAD)	450	450
Maintenance - Software (CostWorks)	475	475
Maintenance - Software (Dynergy Utility Manager)	660	660
Maintenance - Software (Infor MP2)	2,000	2,000
Maintenance - Software (Microsoft CALs) (6)	900	900
Maintenance - Software (Network/Anti-Virus) (6)	120	120
Maintenance - Software (Utility Manager Pro)	2,100	2,100
<i>Subtotal</i>	6,810	6,810

1150 Facilities Management

532000 Engineering & Architectural			
	8,000	8,000	
<i>Subtotal</i>	8,000		8,000
536000 Miscellaneous Professional Services			
Pest Management	440	440	
<i>Subtotal</i>	440		440
544000 Professional Dues & Certification Fees			
HVAC Training	1,800	1,800	
IFMA	967	967	
LEED AP Certification	1,200	1,200	
Project Management Institute (PMI)	480	480	
<i>Subtotal</i>	4,447		4,447
545000 Magazines, Books & Resource Material			
	800	800	
<i>Subtotal</i>	800		800
546000 Conference & Seminar Registration			
Conferences & Seminars	2,000	2,000	
<i>Subtotal</i>	2,000		2,000
547000 Travel Expense			
Conference Travel	1,100	1,100	
<i>Subtotal</i>	1,100		1,100
550000 Electric			
Kentlands Pavilion	250	250	
Wind Energy Premium Charges	11,715	11,715	
<i>Subtotal</i>	11,965		11,965
551100 Cellular Telephone			
Facility Services (6)	5,000	5,000	
<i>Subtotal</i>	5,000		5,000
552500 Vehicle & Equipment Gasoline Expense			
Gasoline	7,000	7,000	
<i>Subtotal</i>	7,000		7,000
553000 Printing & Binding			
Blueprint Services	500	500	
<i>Subtotal</i>	500		500
556000 Postage			
Postage and mailing fees	300	300	
<i>Subtotal</i>	300		300
557000 Laundry & Uniforms			
Uniforms and Safety Shoes	1,500	1,500	
<i>Subtotal</i>	1,500		1,500

1150 Facilities Management

572000 Repair & Maintenance - Buildings & Facilities			
Annual Sprinkler System Inspections	4,000	4,000	
Appliance Repairs	4,000	4,000	
Backflow Inspections	8,170	8,170	
COMAR-Underground storage tank test	3,500	3,500	
Electrical Repairs	12,000	12,000	
Elevator Maintenance	25,000	25,000	
Energy Management Services	3,000	3,000	
Fire Extinguisher Testing	1,000	1,000	
Floor Stripping	5,000	5,000	
General Repairs- all Facilities	301,747	301,747	
Generator Maintenance & Fuel	9,600	9,600	
Hood Suppression Testing	550	550	
HVAC Preventative Maintenance	40,000	40,000	
HVAC Repairs & Replacement	50,000	50,000	
Life Safety Systems Maintenance and Repairs	7,000	7,000	
Plumbing Services & Repairs	16,000	16,000	
Pool Repairs & Maintenance	14,000	14,000	
Roof Maintenance & Repairs	15,000	15,000	
Water Slide Maintenance & Repairs	9,500	9,500	
<i>Subtotal</i>		529,067	529,067
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (6 Units)	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
Subtotal Operating Expenses		613,229	613,229

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (6)	1,980	1,980	
Replacement - Computer Hardware (PC Monitors) (1)	30	30	
<i>Subtotal</i>		2,010	2,010
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (4 Units)	3,878	3,878	
<i>Subtotal</i>		3,878	3,878
Subtotal Capital Outlay		5,888	5,888
Total		1,370,605	1,368,088



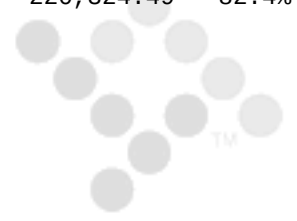
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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1150 FACILITIES MANAGEMENT							
150 FACILITIES MANAGEMENT							
1150 501000 FULL TIME	507,203	0	507,203	498,077.87	.00	9,125.13	98.2%
1150 505100 OTHER-MULT	80	0	80	1,743.50	.00	-1,663.50	2179.4%*
1150 505200 OTHER-GFIT	140	0	140	525.00	.00	-385.00	375.0%*
1150 507000 VAC/SICK	0	0	0	9,007.54	.00	-9,007.54	100.0%*
1150 508000 OVERTIME	21,181	0	21,181	26,607.07	.00	-5,426.07	125.6%*
1150 510000 FICA TAXES	40,421	0	40,421	39,935.48	.00	485.52	98.8%
1150 514000 GROUP HEAL	84,576	0	84,576	85,295.05	.00	-719.05	100.9%*
1150 515000 RETIRE401A	40,576	0	40,576	37,762.79	.00	2,813.21	93.1%
1150 515050 401A SUPPL	12,930	0	12,930	10,835.33	.00	2,094.67	83.8%
1150 515100 RETIRE-RHS	422	0	422	384.58	.00	37.42	91.1%
1150 516000 SAVING401K	15,216	0	15,216	10,380.48	.00	4,835.52	68.2%
1150 521000 OFFICE SUP	800	0	800	951.28	.00	-151.28	118.9%*
1150 522000 GEN OPERAT	31,800	0	31,800	13,704.03	.00	18,095.97	43.1%
1150 526000 MACH/EQUIP	0	0	0	151.31	.00	-151.31	100.0%*
1150 531600 SOFT MAINT	6,340	0	6,340	5,282.97	.00	1,057.03	83.3%
1150 532000 ENG & ARCH	8,000	0	8,000	-791.47	3,154.13	5,637.34	29.5%
1150 536000 MISC PROF	440	0	440	675.88	208.00	-443.88	200.9%*
1150 544000 DUES/MEMBE	4,810	0	4,810	2,369.00	.00	2,441.00	49.3%
1150 545000 PUBLICATIO	800	0	800	1,147.96	.00	-347.96	143.5%*
1150 546000 CONF/SEMIN	1,600	0	1,600	1,301.00	.00	299.00	81.3%
1150 547000 TRAVEL EXP	900	0	900	1,148.68	.00	-248.68	127.6%*
1150 550000 ELECTRIC	11,965	0	11,965	4,455.69	.00	7,509.31	37.2%
1150 550200 WATER	0	0	0	42.61	.00	-42.61	100.0%*
1150 551100 CELLPHONE	5,000	0	5,000	3,986.72	.00	1,013.28	79.7%
1150 552500 GAS EXP	7,000	0	7,000	6,779.49	.00	220.51	96.8%
1150 553000 PRINT/BIND	500	0	500	48.72	.00	451.28	9.7%
1150 556000 POSTAGE	300	0	300	57.77	.00	242.23	19.3%
1150 557000 UNIFORM/LA	2,000	0	2,000	1,561.65	.00	438.35	78.1%
1150 572000 R&M-BLDG F	440,474	0	440,474	239,126.33	17,029.63	184,318.04	58.2%
1150 574000 R&M-VEHICL	2,000	0	2,000	1,808.89	.00	191.11	90.4%
1150 595000 FURN/EQUIP	0	0	0	-2,359.79	4,754.34	-2,394.55	100.0%*
1150 595100 FURN/EQ RE	955	0	955	955.00	.00	.00	100.0%
1150 596100 VEH/EQ REP	2,585	0	2,585	2,585.00	.00	.00	100.0%
TOTAL FACILITIES MANAGEMENT	1,251,014	0	1,251,014	1,005,543.41	25,146.10	220,324.49	82.4%
TOTAL FACILITIES MANAGEMENT	1,251,014	0	1,251,014	1,005,543.41	25,146.10	220,324.49	82.4%



Public Works

1151 - Building & Grounds - City Hall

SERVICES PROVIDED:

This activity area 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.

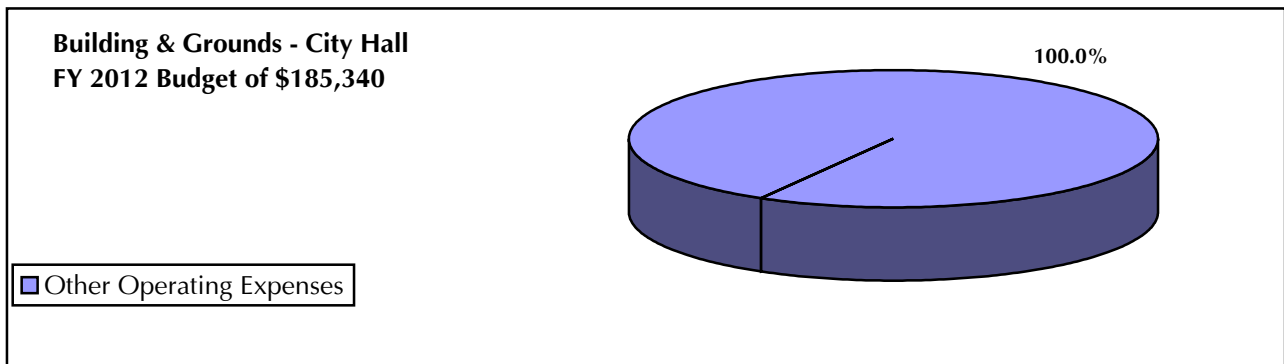
WORK PLAN GOALS:

- 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:

- Electric increased \$18,800 to reflect FY 2010 actual expenditures and FY 2011 end of year projection.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	229,391	168,900	185,340	185,340
Capital Outlay	0	0	0	0
TOTAL	\$229,391	\$168,900	\$185,340	\$185,340



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.46	.42	.35

Activity Analysis Report - Adopted

1151 - Building & Grounds - City Hall

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
521000 - Office Supplies	\$0	\$0	100.00%		100.00%
522000 - General Operating Supplies	\$3,700	\$0	-100.00%		100.00%
525000 - Furniture & Fixtures	\$0	\$0	100.00%		100.00%
536000 - Miscellaneous Professional S	\$2,724	\$2,400	-11.89%	\$2,500	4.17%
536300 - Contract Cleaning Services	\$35,000	\$35,000	0.00%	\$35,000	0.00%
536800 - Security Services	\$0	\$0	100.00%		100.00%
550000 - Electric	\$80,000	\$85,200	6.50%	\$104,000	22.07%
550100 - Gas (Natural)	\$6,000	\$6,390	6.50%	\$6,390	0.00%
550200 - Water	\$3,300	\$3,300	0.00%	\$3,000	-9.09%
550700 - Recycling Services/Trash Col	\$5,305	\$7,060	33.08%	\$4,900	-30.59%
551000 - Telephone (Landline)	\$30,550	\$29,550	-3.27%	\$29,550	0.00%
572000 - Repair & Maintenance - Build	\$62,812	\$0	-100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$0	\$0	100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$229,391	\$168,900	-26.37%	\$185,340	9.73%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$229,391	\$168,900	-26.37%	\$185,340	9.73%

1151 Building & Grounds - City Hall

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Elevator Inspections	800	800
Elevator Monitoring	600	600
Fire Alarm Monitoring	600	600
Pest Control	500	500
<i>Subtotal</i>	2,500	2,500
536300 Contract Cleaning Services		
Contract Cleaning	35,000	35,000
<i>Subtotal</i>	35,000	35,000
550000 Electric		
Electric	104,000	104,000
<i>Subtotal</i>	104,000	104,000
550100 Gas (Natural)		
Natural Gas	6,390	6,390
<i>Subtotal</i>	6,390	6,390
550200 Water		
WSSC	3,000	3,000
<i>Subtotal</i>	3,000	3,000
550700 Recycling Services/Trash Collection		
Trash & Recycling Collection	4,900	4,900
<i>Subtotal</i>	4,900	4,900

1151 Building & Grounds - City Hall

551000 Telephone (Landline)			
Telephones	29,550	29,550	
Subtotal		29,550	29,550
Subtotal Operating Expenses		185,340	185,340

Total		185,340	185,340

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

PG 14
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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1151 BUILDING & GROUNDS-CITY HALL							
151 BUILDING & GROUNDS-CITY HALL							
1151 522000 GEN OPERAT	0	0	0	391.24	.00	-391.24	100.0%*
1151 536000 MISC PROF	2,400	0	2,400	2,020.00	208.00	172.00	92.8%
1151 536300 CONTRACT C	35,000	0	35,000	26,614.90	.00	8,385.10	76.0%
1151 550000 ELECTRIC	85,200	0	85,200	95,698.17	.00	-10,498.17	112.3%*
1151 550100 GAS	6,390	0	6,390	1,710.19	.00	4,679.81	26.8%
1151 550200 WATER	3,300	0	3,300	2,420.61	.00	879.39	73.4%
1151 550700 SOLID WAST	7,060	0	7,060	5,311.59	.00	1,748.41	75.2%
1151 551000 TELEPHONE	29,550	0	29,550	28,358.02	.00	1,191.98	96.0%
1151 551100 CELLPHONE	0	0	0	150.00	.00	-150.00	100.0%*
1151 572000 R&M-BLDG F	0	0	0	22,949.70	.00	-22,949.70	100.0%*
TOTAL BUILDING & GROUNDS-CITY HALL	168,900	0	168,900	185,624.42	208.00	-16,932.42	110.0%
TOTAL BUILDING & GROUNDS-CITY HALL	168,900	0	168,900	185,624.42	208.00	-16,932.42	110.0%



Public Works

1152 - Building & Grounds - Police Station

SERVICES PROVIDED:

This activity area 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:

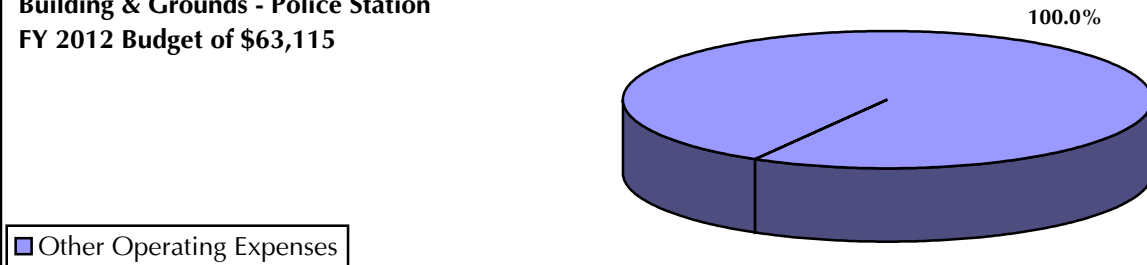
- Minimize disruption of services and maintain a clean, attractive, safe, functional, and secure facility.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	128,199	71,386	63,115	63,115
Capital Outlay	0	0	0	0
TOTAL	\$128,199	\$71,386	\$63,115	\$63,115

Building & Grounds - Police Station
FY 2012 Budget of \$63,115



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.20	.20	.15

Activity Analysis Report - Adopted

1152 - Building & Grounds - Police Station

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
522000 - General Operating Supplies	\$2,300	\$0	-100.00%		100.00%
536000 - Miscellaneous Professional S	\$764	\$2,012	163.35%	\$500	-75.15%
536300 - Contract Cleaning Services	\$21,500	\$22,637	5.29%	\$19,000	-16.07%
550000 - Electric	\$23,000	\$24,495	6.50%	\$24,495	0.00%
550100 - Gas (Natural)	\$1,800	\$1,920	6.67%	\$1,920	0.00%
550200 - Water	\$4,500	\$4,500	0.00%	\$4,500	0.00%
550700 - Recycling Services/Trash Col	\$3,500	\$4,822	37.77%	\$1,700	-64.74%
551000 - Telephone (Landline)	\$12,000	\$11,000	-8.33%	\$11,000	0.00%
572000 - Repair & Maintenance - Build	\$58,835	\$0	-100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$128,199	\$71,386	-44.32%	\$63,115	-11.59%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$128,199	\$71,386	-44.32%	\$63,115	-11.59%

1152 Building & Grounds - Police Station

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Pest Control	500	500
<i>Subtotal</i>	500	500
536300 Contract Cleaning Services		
Contract Cleaning	19,000	19,000
<i>Subtotal</i>	19,000	19,000
550000 Electric		
Electric	24,495	24,495
<i>Subtotal</i>	24,495	24,495
550100 Gas (Natural)		
Natural Gas	1,920	1,920
<i>Subtotal</i>	1,920	1,920
550200 Water		
WSSC	4,500	4,500
<i>Subtotal</i>	4,500	4,500
550700 Recycling Services/Trash Collection		
Trash Collection	1,700	1,700
<i>Subtotal</i>	1,700	1,700
551000 Telephone (Landline)		
Telephones	11,000	11,000
<i>Subtotal</i>	11,000	11,000

1152 Building & Grounds - Police Station

Subtotal Operating Expenses	63,115	63,115
Total	63,115	63,115



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

PG 15
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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1152 BUILDING & GROUNDS-POLICE STAT							
152 BUILDING & GROUNDS-POLICE STAT							
1152 522000 GEN OPERAT	0	0	0	65.62	.00	-65.62	100.0%*
1152 536000 MISC PROF	2,012	0	2,012	360.00	208.00	1,444.00	28.2%
1152 536300 CONTRACT C	22,637	0	22,637	17,555.20	.00	5,081.80	77.6%
1152 550000 ELECTRIC	24,495	0	24,495	19,772.82	.00	4,722.18	80.7%
1152 550100 GAS	1,920	0	1,920	1,753.68	.00	166.32	91.3%
1152 550200 WATER	4,500	0	4,500	4,427.59	.00	72.41	98.4%
1152 550700 SOLID WAST	4,822	0	4,822	2,512.62	.00	2,309.38	52.1%
1152 551000 TELEPHONE	11,000	0	11,000	8,991.05	.00	2,008.95	81.7%
1152 572000 R&M-BLDG F	0	0	0	994.60	.00	-994.60	100.0%*
TOTAL BUILDING & GROUNDS-POLICE STAT	71,386	0	71,386	56,433.18	208.00	14,744.82	79.3%
TOTAL BUILDING & GROUNDS-POLICE STAT	71,386	0	71,386	56,433.18	208.00	14,744.82	79.3%



Public Works

1153 - Building & Grounds - Public Service Facility

SERVICES PROVIDED:

This activity area involves cleaning, maintenance, and repairs of the Public Service Facility (800 Rabbitt Road). 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:

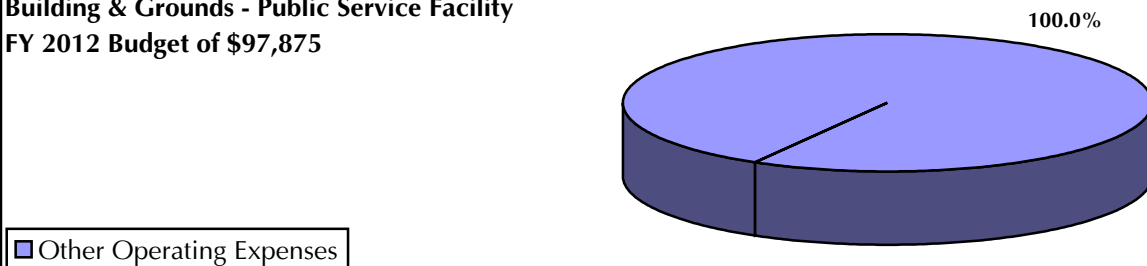
- Maintain a clean, attractive, safe, and functional, facility.
- Minimize disruption of services and address deferred maintenance issues.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	236,260	98,289	97,875	97,875
Capital Outlay	0	0	0	0
TOTAL	\$236,260	\$98,289	\$97,875	\$97,875

Building & Grounds - Public Service Facility
FY 2012 Budget of \$97,875



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.74	.22	.10

Activity Analysis Report - Adopted

1153 - Building & Grounds - Public Service Facility

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
522000 - General Operating Supplies	\$4,300	\$0	-100.00%		100.00%
525000 - Furniture & Fixtures	\$0	\$0	100.00%		100.00%
536000 - Miscellaneous Professional S	\$1,240	\$3,100	150.00%	\$1,000	-67.74%
536300 - Contract Cleaning Services	\$23,706	\$24,654	4.00%	\$25,640	4.00%
536800 - Security Services	\$0	\$0	100.00%		100.00%
550000 - Electric	\$39,000	\$41,535	6.50%	\$41,535	0.00%
550100 - Gas (Natural)	\$20,000	\$21,300	6.50%	\$22,000	3.29%
550200 - Water	\$2,500	\$2,500	0.00%	\$2,500	0.00%
551000 - Telephone (Landline)	\$5,200	\$5,200	0.00%	\$5,200	0.00%
560000 - Miscellaneous	\$0	\$0	100.00%		100.00%
567000 - Rental & Use Charges	\$1,200	\$0	-100.00%		100.00%
572000 - Repair & Maintenance - Build	\$139,114	\$0	-100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$0	\$0	100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$236,260	\$98,289	-58.40%	\$97,875	-0.42%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$236,260	\$98,289	-58.40%	\$97,875	-0.42%

1153 Building & Grounds - Public Service Facility

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Fire Alarm Monitoring	500	500
Pest Control	500	500
<i>Subtotal</i>	1,000	1,000
536300 Contract Cleaning Services		
Contract Cleaning	25,640	25,640
<i>Subtotal</i>	25,640	25,640
550000 Electric		
Electric	41,535	41,535
<i>Subtotal</i>	41,535	41,535
550100 Gas (Natural)		
Natural Gas	22,000	22,000
<i>Subtotal</i>	22,000	22,000
550200 Water		
WSSC	2,500	2,500
<i>Subtotal</i>	2,500	2,500
551000 Telephone (Landline)		
Telephones	5,200	5,200
<i>Subtotal</i>	5,200	5,200
Subtotal Operating Expenses	97,875	97,875

1153 Building & Grounds - Public Service Facility

Total	97,875	97,875

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1153 BUILDING & GROUNDS-PUBLIC SERV							
153 BUILDING & GROUNDS-PUBLIC SERV							
1153 522000 GEN OPERAT	0	0	0	2,345.41	.00	-2,345.41	100.0%*
1153 536000 MISC PROF	3,100	0	3,100	360.00	208.00	2,532.00	18.3%
1153 536300 CONTRACT C	24,654	0	24,654	18,904.12	.00	5,749.88	76.7%
1153 550000 ELECTRIC	41,535	0	41,535	47,926.04	.00	-6,391.04	115.4%*
1153 550100 GAS	21,300	0	21,300	18,420.79	.00	2,879.21	86.5%
1153 550200 WATER	2,500	0	2,500	.00	.00	2,500.00	.0%
1153 551000 TELEPHONE	5,200	0	5,200	4,894.11	.00	305.89	94.1%
1153 572000 R&M-BLDG F	0	0	0	12,814.23	.00	-12,814.23	100.0%*
1153 573000 R&M-MACH/E	0	0	0	665.00	.00	-665.00	100.0%*
TOTAL BUILDING & GROUNDS-PUBLIC SERV	98,289	0	98,289	106,329.70	208.00	-8,248.70	108.4%
TOTAL BUILDING & GROUNDS-PUBLIC SERV	98,289	0	98,289	106,329.70	208.00	-8,248.70	108.4%



Public Works

1155 - Building & Grounds - Train Station/Freight House

SERVICES PROVIDED:

This activity area 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:

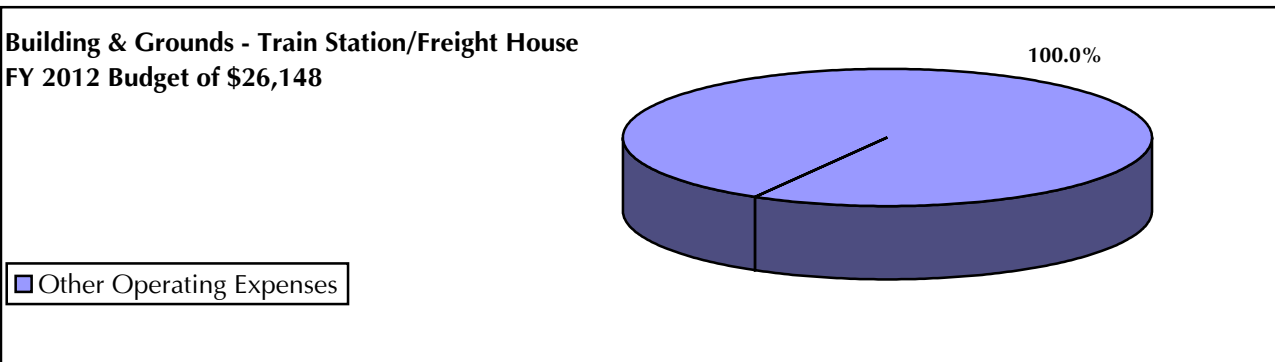
- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of services and avoid costly unplanned replacements.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	132,453	27,355	26,148	26,148
Capital Outlay	0	0	0	0
TOTAL	\$132,453	\$27,355	\$26,148	\$26,148

Building & Grounds - Train Station/Freight House
FY 2012 Budget of \$26,148



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.34	.03	.02

Activity Analysis Report - Adopted

1155 - Building & Grounds - Train Station/Freight House

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
522000 - General Operating Supplies	\$400	\$0	-100.00%		100.00%
536000 - Miscellaneous Professional S	\$690	\$500	-27.54%	\$500	0.00%
536300 - Contract Cleaning Services	\$2,700	\$2,710	0.37%	\$2,608	-3.76%
550000 - Electric	\$16,000	\$17,040	6.50%	\$17,040	0.00%
550100 - Gas (Natural)	\$6,200	\$6,605	6.53%	\$5,500	-16.73%
550200 - Water	\$0	\$0	100.00%		100.00%
551000 - Telephone (Landline)	\$500	\$500	0.00%	\$500	0.00%
572000 - Repair & Maintenance - Build	\$105,963	\$0	-100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$132,453	\$27,355	-79.35%	\$26,148	-4.41%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$132,453	\$27,355	-79.35%	\$26,148	-4.41%

1155 Building & Grounds - Train Station/Freight House

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Pest Control	500	500
<i>Subtotal</i>	500	500
536300 Contract Cleaning Services		
Contract Cleaning	2,608	2,608
<i>Subtotal</i>	2,608	2,608
550000 Electric		
Freight House	4,260	4,260
Train Station	12,780	12,780
<i>Subtotal</i>	17,040	17,040
550100 Gas (Natural)		
Freight House and Train Station	5,500	5,500
<i>Subtotal</i>	5,500	5,500
551000 Telephone (Landline)		
Telephones	500	500
<i>Subtotal</i>	500	500
Subtotal Operating Expenses	26,148	26,148

Total	26,148	26,148

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1155 BUILDING & GROUNDS-TRAIN STATI							
155 BUILDING & GROUNDS-TRAIN STATI							
1155 522000 GEN OPERAT	0	0	0	110.67	.00	-110.67	100.0%*
1155 536000 MISC PROF	500	0	500	486.00	110.00	-96.00	119.2%*
1155 536300 CONTRACT C	2,710	0	2,710	3,732.42	.00	-1,022.42	137.7%*
1155 550000 ELECTRIC	17,040	0	17,040	14,187.04	.00	2,852.96	83.3%
1155 550100 GAS	6,605	0	6,605	3,993.99	.00	2,611.01	60.5%
1155 551000 TELEPHONE	500	0	500	236.76	.00	263.24	47.4%
1155 572000 R&M-BLDG F	0	0	0	130.92	.00	-130.92	100.0%*
TOTAL BUILDING & GROUNDS-TRAIN STATI	27,355	0	27,355	22,877.80	110.00	4,367.20	84.0%
TOTAL BUILDING & GROUNDS-TRAIN STATI	27,355	0	27,355	22,877.80	110.00	4,367.20	84.0%



Public Works

1156 - Building & Grounds - Kentlands Firehouse

SERVICES PROVIDED:

This activity area involves the care and maintenance of the City-owned Kentlands Firehouse.

WORK PLAN GOALS:

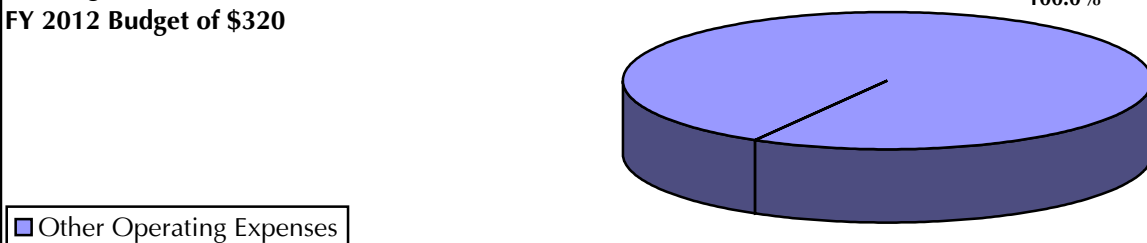
- Maintain facility exterior to ensure a clean and attractive public appearance.
- Maintain facility security prohibiting public access until facility is renovated.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	3,800	320	320	320
Capital Outlay	0	0	0	0
TOTAL	\$3,800	\$320	\$320	\$320

Building & Grounds - Kentlands Firehouse
FY 2012 Budget of \$320



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.63	.63	.63

Activity Analysis Report - Adopted

1156 - Building & Grounds - Kentlands Firehouse

Object			% Change		% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12	
522000 - General Operating Supplies	\$500	\$0	-100.00%		100.00%	
550000 - Electric	\$300	\$320	6.67%	\$320	0.00%	
572000 - Repair & Maintenance - Build	\$3,000	\$0	-100.00%		100.00%	
Personnel			0.00%		0.00%	
Operating Expenses	\$3,800	\$320	-91.58%	\$320	0.00%	
Contingency Funds			0.00%		0.00%	
Transfer Funds			0.00%		0.00%	
Capital Outlay			0.00%		0.00%	
Total	\$3,800	\$320	-91.58%	\$320	0.00%	

1156 Building & Grounds - Kentlands Firehouse

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

550000 Electric		
Electric	320	320
<i>Subtotal</i>	320	320
Subtotal Operating Expenses	320	320

Total	320	320

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 CITY OF GAITHERSBURG
 YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1156 BLDG & GRD-KENTLANDS FIREHOUSE							
156 BLDG & GRD-KENTLANDS FIREHOUSE							
<u>1156 550000 ELECTRIC</u>	320	0	320	109.38	.00	210.62	34.2%
TOTAL BLDG & GRD-KENTLANDS FIREHOUSE	320	0	320	109.38	.00	210.62	34.2%
TOTAL BLDG & GRD-KENTLANDS FIREHOUSE	320	0	320	109.38	.00	210.62	34.2%



Public Works

1158 - Building & Grounds - Kentlands Mansion

SERVICES PROVIDED:

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

WORK PLAN GOALS:

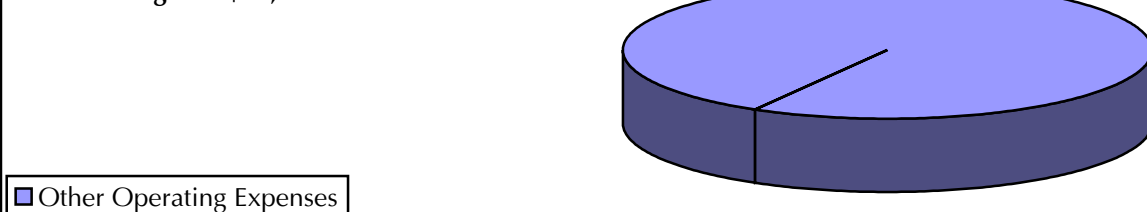
- Maintain the interior and exterior appearance of Kentlands Mansion at a high level, recognizing this is a revenue-generating facility used by the public for various special events and ceremonies.
- Minimize disruption of services ensuring facility can be rented a maximum number of hours.

SIGNIFICANT CHANGES:

- Gas (Natural) decreased \$5,650 to reflect FY 2010 actual expenditures and end of year projection for FY 2011.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	85,165	43,164	36,660	36,660
Capital Outlay	0	0	0	0
TOTAL	\$85,165	\$43,164	\$36,660	\$36,660

Building & Grounds - Kentlands Mansion
FY 2012 Budget of \$36,660



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.08	.07	.05

Activity Analysis Report - Adopted

1158 - Building & Grounds - Kentlands Mansion

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
522000 - General Operating Supplies	\$4,700	\$0	-100.00%		100.00%
536000 - Miscellaneous Professional S	\$2,140	\$1,920	-10.28%	\$1,920	0.00%
536800 - Security Services	\$0	\$0	100.00%		100.00%
550000 - Electric	\$16,000	\$17,040	6.50%	\$19,040	11.74%
550100 - Gas (Natural)	\$10,000	\$10,650	6.50%	\$5,000	-53.05%
550200 - Water	\$3,000	\$3,000	0.00%	\$3,500	16.67%
550700 - Recycling Services/Trash Col	\$6,700	\$6,554	-2.18%	\$2,800	-57.28%
551000 - Telephone (Landline)	\$4,000	\$4,000	0.00%	\$4,400	10.00%
572000 - Repair & Maintenance - Build	\$38,625	\$0	-100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$85,165	\$43,164	-49.32%	\$36,660	-15.07%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$85,165	\$43,164	-49.32%	\$36,660	-15.07%

1158 Building & Grounds - Kentlands Mansion

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Elevator Inspections	700	700
Elevator Monitoring	360	360
Fire Alarm Monitoring	360	360
Pest Control	500	500
<i>Subtotal</i>	1,920	1,920
550000 Electric		
Electric	19,040	19,040
<i>Subtotal</i>	19,040	19,040
550100 Gas (Natural)		
Natural Gas	5,000	5,000
<i>Subtotal</i>	5,000	5,000
550200 Water		
WSSC	3,500	3,500
<i>Subtotal</i>	3,500	3,500
550700 Recycling Services/Trash Collection		
Trash Collection	2,800	2,800
<i>Subtotal</i>	2,800	2,800
551000 Telephone (Landline)		
Telephones	4,400	4,400
<i>Subtotal</i>	4,400	4,400
Subtotal Operating Expenses	36,660	36,660

1158 Building & Grounds - Kentlands Mansion

Total	36,660	36,660



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1158 BUILDING & GROUNDS-KENTLANDS							
158 BUILDING & GROUNDS-KENTLANDS							
1158 522000 GEN OPERAT	0	0	0	147.15	.00	-147.15	100.0%*
1158 536000 MISC PROF	1,920	0	1,920	360.00	208.00	1,352.00	29.6%
1158 550000 ELECTRIC	17,040	0	17,040	14,583.52	.00	2,456.48	85.6%
1158 550100 GAS	10,650	0	10,650	.00	.00	10,650.00	.0%
1158 550200 WATER	3,000	0	3,000	1,977.13	.00	1,022.87	65.9%
1158 550700 SOLID WAST	6,554	0	6,554	3,665.59	.00	2,888.41	55.9%
1158 551000 TELEPHONE	4,000	0	4,000	4,138.37	.00	-138.37	103.5%*
1158 572000 R&M-BLDG F	0	0	0	24,290.05	.00	-24,290.05	100.0%*
TOTAL BUILDING & GROUNDS-KENTLANDS	43,164	0	43,164	49,161.81	208.00	-6,205.81	114.4%
TOTAL BUILDING & GROUNDS-KENTLANDS	43,164	0	43,164	49,161.81	208.00	-6,205.81	114.4%



Public Works

1159 - Building & Grounds - Senior Center

SERVICES PROVIDED:

This activity area 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:

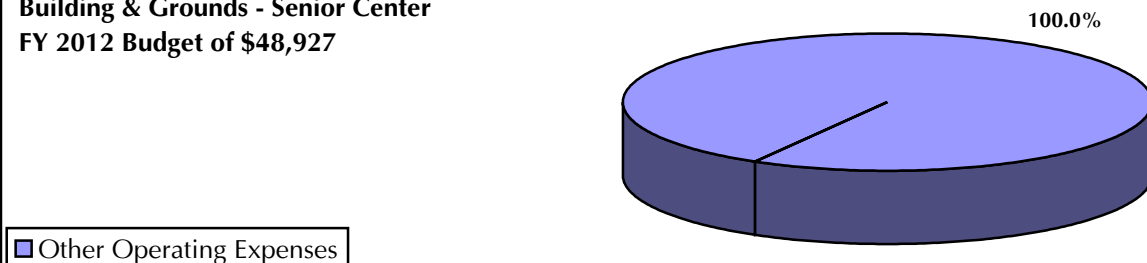
- Minimize disruption of senior program activities while maintaining a clean, attractive, safe, and functional facility.

SIGNIFICANT CHANGES:

- Recycling Services/Trash Collection decreased \$5,602 to reflect an adjustment to the same rates as in the Montgomery County contract.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	77,897	54,529	48,927	48,927
Capital Outlay	0	0	0	0
TOTAL	\$77,897	\$54,529	\$48,927	\$48,927

Building & Grounds - Senior Center
FY 2012 Budget of \$48,927



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.07	.07	.02

Activity Analysis Report - Adopted

1159 - Building & Grounds - Senior Center

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
522000 - General Operating Supplies	\$1,600	\$0	-100.00%		100.00%
536000 - Miscellaneous Professional S	\$2,782	\$2,782	0.00%	\$2,782	0.00%
536300 - Contract Cleaning Services	\$0	\$0	100.00%		100.00%
550000 - Electric	\$28,000	\$29,820	6.50%	\$29,820	0.00%
550100 - Gas (Natural)	\$5,000	\$5,325	6.50%	\$5,325	0.00%
550200 - Water	\$4,500	\$4,500	0.00%	\$4,500	0.00%
550700 - Recycling Services/Trash Col	\$7,800	\$9,102	16.69%	\$3,500	-61.55%
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	\$25,215	\$0	-100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$0	\$0	100.00%		100.00%
575000 - Repair & Maintenance - Furni	\$0	\$0	100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$77,897	\$54,529	-30.00%	\$48,927	-10.27%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$77,897	\$54,529	-30.00%	\$48,927	-10.27%

1159 Building & Grounds - Senior Center

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Pest Control	782	782
Snow Removal Services	2,000	2,000
<i>Subtotal</i>	2,782	2,782
550000 Electric		
Electric	29,820	29,820
<i>Subtotal</i>	29,820	29,820
550100 Gas (Natural)		
Natural Gas	5,325	5,325
<i>Subtotal</i>	5,325	5,325
550200 Water		
WSSC	4,500	4,500
<i>Subtotal</i>	4,500	4,500
550700 Recycling Services/Trash Collection		
Trash Collection	3,500	3,500
<i>Subtotal</i>	3,500	3,500
551000 Telephone (Landline)		
Telephones	3,000	3,000
<i>Subtotal</i>	3,000	3,000
Subtotal Operating Expenses	48,927	48,927

1159 Building & Grounds - Senior Center

Total	48,927	48,927

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1159 BUILDING & GROUNDS-SENIOR CTR							
159 BUILDING & GROUNDS-SENIOR CTR							
1159 522000 GEN OPERAT	0	0	0	338.98	.00	-338.98	100.0%*
1159 536000 MISC PROF	2,782	0	2,782	6,201.25	212.00	-3,631.25	230.5%*
1159 550000 ELECTRIC	29,820	0	29,820	32,988.31	.00	-3,168.31	110.6%*
1159 550100 GAS	5,325	0	5,325	6,687.21	.00	-1,362.21	125.6%*
1159 550200 WATER	4,500	0	4,500	5,342.75	.00	-842.75	118.7%*
1159 550700 SOLID WAST	9,102	0	9,102	4,963.28	.00	4,138.72	54.5%
1159 551000 TELEPHONE	3,000	0	3,000	2,631.76	.00	368.24	87.7%
1159 572000 R&M-BLDG F	0	0	0	2,246.75	.00	-2,246.75	100.0%*
TOTAL BUILDING & GROUNDS-SENIOR CTR	54,529	0	54,529	61,400.29	212.00	-7,083.29	113.0%
TOTAL BUILDING & GROUNDS-SENIOR CTR	54,529	0	54,529	61,400.29	212.00	-7,083.29	113.0%



Public Works

1160 - Building & Grounds - Casey Community Center

SERVICES PROVIDED:

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

WORK PLAN GOALS:

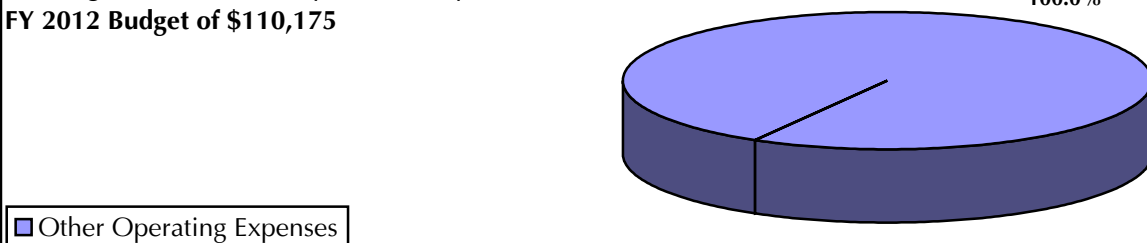
- Maintain a clean, attractive, safe, and functional facility.
- Minimize disruption of recreation programs and services provided to the public.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	274,744	110,195	110,175	110,175
Capital Outlay	0	0	0	0
TOTAL	\$274,744	\$110,195	\$110,175	\$110,175

Building & Grounds - Casey Community Center
FY 2012 Budget of \$110,175



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.38	.02	.00

Activity Analysis Report - Adopted

1160 - Building & Grounds - Casey Community Center

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
522000 - General Operating Supplies	\$6,400	\$0	-100.00%		100.00%
536000 - Miscellaneous Professional S	\$4,642	\$3,385	-27.08%	\$3,385	0.00%
536300 - Contract Cleaning Services	\$53,240	\$53,240	0.00%	\$53,240	0.00%
550000 - Electric	\$30,000	\$31,950	6.50%	\$35,950	12.52%
550100 - Gas (Natural)	\$8,000	\$8,520	6.50%	\$7,000	-17.84%
550200 - Water	\$2,500	\$2,500	0.00%	\$2,500	0.00%
550700 - Recycling Services/Trash Col	\$6,500	\$6,500	0.00%	\$4,500	-30.77%
551000 - Telephone (Landline)	\$4,100	\$3,600	-12.20%	\$3,600	0.00%
557000 - Laundry & Uniforms	\$500	\$500	0.00%		-100.00%
572000 - Repair & Maintenance - Build	\$158,862	\$0	-100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$274,744	\$110,195	-59.89%	\$110,175	-0.02%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$274,744	\$110,195	-59.89%	\$110,175	-0.02%

1160 Building & Grounds - Casey Community Center

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Elevator Inspections	250	250
Elevator Monitoring	275	275
Fire Alarm Monitoring	360	360
Floor Stripping	2,000	2,000
Pest Control	500	500
<i>Subtotal</i>	3,385	3,385
536300 Contract Cleaning Services		
Contract Cleaning	53,240	53,240
<i>Subtotal</i>	53,240	53,240
550000 Electric		
Electric	35,950	35,950
<i>Subtotal</i>	35,950	35,950
550100 Gas (Natural)		
Natural Gas	7,000	7,000
<i>Subtotal</i>	7,000	7,000
550200 Water		
WSSC	2,500	2,500
<i>Subtotal</i>	2,500	2,500
550700 Recycling Services/Trash Collection		
Trash Collection	4,500	4,500
<i>Subtotal</i>	4,500	4,500

1160 Building & Grounds - Casey Community Center

551000 Telephone (Landline)			
Telephones	3,600	3,600	
Subtotal		3,600	3,600
Subtotal Operating Expenses		110,175	110,175

Total		110,175	110,175



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1160 BUILDING & GROUNDS-CASEY C.C.							
160 BUILDING & GROUNDS-CASEY C.C.							
1160 536000 MISC PROF	3,385	0	3,385	360.00	208.00	2,817.00	16.8%
1160 536300 CONTRACT C	53,240	0	53,240	54,283.98	.00	-1,043.98	102.0%*
1160 550000 ELECTRIC	31,950	0	31,950	33,168.12	.00	-1,218.12	103.8%*
1160 550100 GAS	8,520	0	8,520	6,120.15	.00	2,399.85	71.8%
1160 550200 WATER	2,500	0	2,500	3,295.61	.00	-795.61	131.8%*
1160 550700 SOLID WAST	6,500	0	6,500	4,783.13	.00	1,716.87	73.6%
1160 551000 TELEPHONE	3,600	0	3,600	3,020.02	.00	579.98	83.9%
1160 557000 UNIFORM/LA	500	0	500	.00	.00	500.00	.0%
1160 572000 R&M-BLDG F	0	0	0	7,514.61	1,565.06	-9,079.67	100.0%*
TOTAL BUILDING & GROUNDS-CASEY C.C.	110,195	0	110,195	112,545.62	1,773.06	-4,123.68	103.7%
TOTAL BUILDING & GROUNDS-CASEY C.C.	110,195	0	110,195	112,545.62	1,773.06	-4,123.68	103.7%



Public Works

1161 - Building & Grounds - Olde Towne Pavilion

SERVICES PROVIDED:

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

WORK PLAN GOALS:

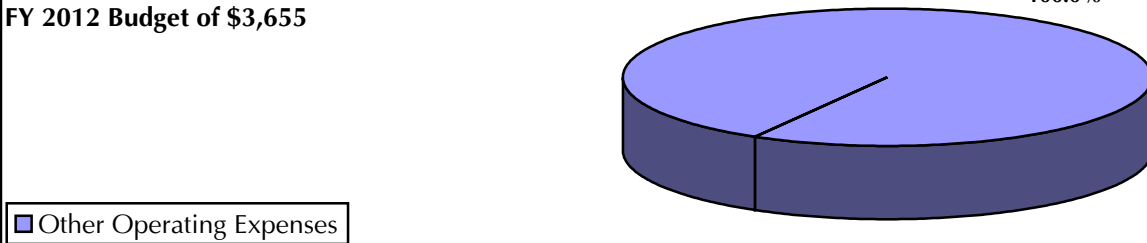
- Ensure the facility is prepared to operate for spring and summer recreation events and activities.
- Maintain a clean, attractive, safe, and functional, facility.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	9,010	3,590	3,655	3,655
Capital Outlay	0	0	0	0
TOTAL	\$9,010	\$3,590	\$3,655	\$3,655

Building & Grounds - Olde Towne Pavilion
FY 2012 Budget of \$3,655



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.01	.01	.01

Activity Analysis Report - Adopted

1161 - Building & Grounds - Olde Towne Pavilion

Object			% Change		
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
522000 - General Operating Supplies	\$600	\$0	-100.00%		100.00%
536300 - Contract Cleaning Services	\$1,610	\$1,670	3.73%	\$1,735	3.89%
550000 - Electric	\$1,800	\$1,920	6.67%	\$1,920	0.00%
550200 - Water	\$0	\$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	\$5,000	\$0	-100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$0	\$0	100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$9,010	\$3,590	-60.16%	\$3,655	1.81%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$9,010	\$3,590	-60.16%	\$3,655	1.81%

1161 Building & Grounds - Olde Towne Pavilion

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536300 Contract Cleaning Services		
Contract Cleaning	1,735	1,735
<i>Subtotal</i>	1,735	1,735
550000 Electric		
	1,920	1,920
<i>Subtotal</i>	1,920	1,920
Subtotal Operating Expenses	3,655	3,655

Total	3,655	3,655



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1161 BLDG & GRD-OLDE TOWNE PAVILION							
161 BLDG & GRD-OLDE TOWNE PAVILION							
1161 536300 CONTRACT C	1,670	0	1,670	1,668.00	.00	2.00	99.9%
1161 550000 ELECTRIC	1,920	0	1,920	917.14	.00	1,002.86	47.8%
1161 550200 WATER	0	0	0	14.44	.00	-14.44	100.0%*
TOTAL BLDG & GRD-OLDE TOWNE PAVILION	3,590	0	3,590	2,599.58	.00	990.42	72.4%
TOTAL BLDG & GRD-OLDE TOWNE PAVILION	3,590	0	3,590	2,599.58	.00	990.42	72.4%



Public Works

1164 - Building & Grounds - GAC

SERVICES PROVIDED:

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

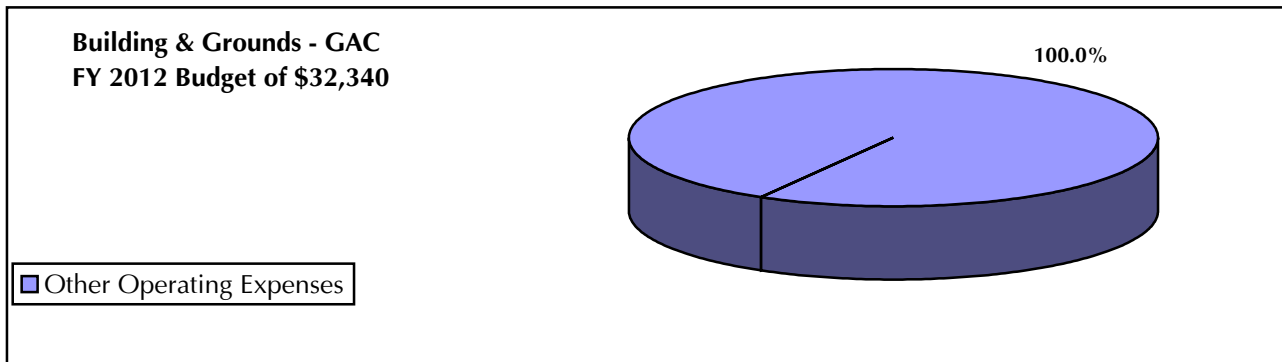
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	93,795	31,402	32,340	32,340
Capital Outlay	0	0	0	0
TOTAL	\$93,795	\$31,402	\$32,340	\$32,340



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.20	.20	.15

Activity Analysis Report - Adopted

1164 - Building & Grounds - GAC

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
522000 - General Operating Supplies	\$5,000	\$0	-100.00%		100.00%
536000 - Miscellaneous Professional S	\$1,442	\$500	-65.33%	\$500	0.00%
536300 - Contract Cleaning Services	\$28,560	\$29,702	4.00%	\$30,890	4.00%
550700 - Recycling Services/Trash Col	\$1,000	\$1,200	20.00%	\$950	-20.83%
572000 - Repair & Maintenance - Build	\$57,793	\$0	-100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$93,795	\$31,402	-66.52%	\$32,340	2.99%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$93,795	\$31,402	-66.52%	\$32,340	2.99%

1164 Building & Grounds - GAC

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Pest Control	500	500
<i>Subtotal</i>	500	500
536300 Contract Cleaning Services		
Contract Cleaning	30,890	30,890
<i>Subtotal</i>	30,890	30,890
550700 Recycling Services/Trash Collection		
Trash & Recycling	950	950
<i>Subtotal</i>	950	950
Subtotal Operating Expenses	32,340	32,340

Total	32,340	32,340



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1164 BUILDING & GROUNDS-GAC							
164 BLDG & GRD-GAC							
1164 536000 MISC PROF	500	0	500	370.00	268.00	-138.00	127.6%*
1164 536300 CONTRACT C	29,702	0	29,702	29,700.98	.00	1.02	100.0%
1164 550700 SOLID WAST	1,200	0	1,200	1,121.03	.00	78.97	93.4%
1164 572000 R&M-BLDG F	0	0	0	5,644.60	.00	-5,644.60	100.0%*
TOTAL BLDG & GRD-GAC	31,402	0	31,402	36,836.61	268.00	-5,702.61	118.2%
TOTAL BUILDING & GROUNDS-GAC	31,402	0	31,402	36,836.61	268.00	-5,702.61	118.2%



Public Works

1165 - Building & Grounds - Activity Center at Bohrer Park

SERVICES PROVIDED:

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

WORK PLAN GOALS:

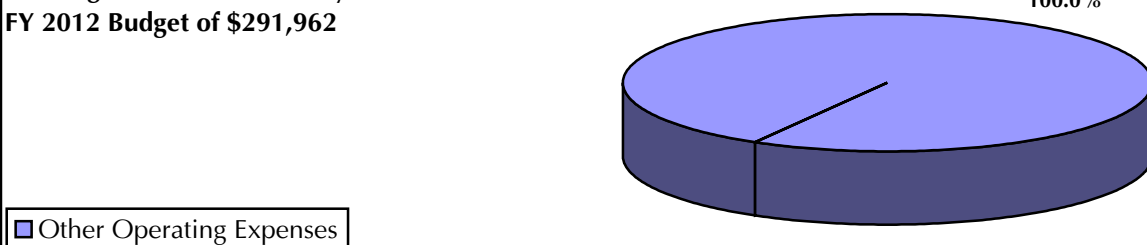
- Maintain a clean, attractive, safe, and functional, facility.
- Minimize disruption of recreation programs and services and avoid costly unplanned replacements.

SIGNIFICANT CHANGES:

- Recycling Services/Trash Collection decreased \$11,500 to reflect an adjustment to the same rates as in the Montgomery County contract.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$8,134	\$0	\$0	\$0
Other Operating Expenses	424,862	301,602	291,962	291,962
Capital Outlay	0	0	0	0
TOTAL	\$432,996	\$301,602	\$291,962	\$291,962

Building & Grounds - Activity Center at Bohrer Park
FY 2012 Budget of \$291,962



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.06	.04	.01

Activity Analysis Report - Adopted

1165 - Building & Grounds - Activity Center at Bohrer Park

Object	FY '10	FY '11	% Change		% Change
			FY '10 - FY '11	FY '12	FY '11 - FY '12
509000 - Salaries, Part-Time Employee	\$7,556	\$0	-100.00%		100.00%
510000 - Social Security & Medicare T	\$578	\$0	-100.00%		100.00%
522000 - General Operating Supplies	\$4,000	\$0	-100.00%		100.00%
525000 - Furniture & Fixtures	\$0	\$0	100.00%		100.00%
536000 - Miscellaneous Professional S	\$12,100	\$2,240	-81.49%	\$5,240	133.93%
536300 - Contract Cleaning Services	\$99,662	\$99,662	0.00%	\$99,622	-0.04%
550000 - Electric	\$125,000	\$133,125	6.50%	\$130,000	-2.35%
550100 - Gas (Natural)	\$15,000	\$15,975	6.50%	\$17,000	6.42%
550200 - Water	\$14,000	\$14,000	0.00%	\$14,000	0.00%
550700 - Recycling Services/Trash Col	\$23,000	\$24,600	6.96%	\$13,100	-46.75%
551000 - Telephone (Landline)	\$13,000	\$12,000	-7.69%	\$13,000	8.33%
560000 - Miscellaneous	\$0	\$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	\$119,100	\$0	-100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$0	\$0	100.00%		100.00%
Personnel	\$8,134	\$0	0.00%		0.00%
Operating Expenses	\$424,862	\$301,602	-29.01%	\$291,962	-3.20%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$432,996	\$301,602	-30.35%	\$291,962	-3.20%

1165 Building & Grounds - Activity Center at Bohrer Park

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Fire Alarm Monitoring	340	340
Floor Stripping	3,000	3,000
Pest Control	1,900	1,900
<i>Subtotal</i>	5,240	5,240
536300 Contract Cleaning Services		
Contract Cleaning	99,622	99,622
<i>Subtotal</i>	99,622	99,622
550000 Electric		
Electric	130,000	130,000
<i>Subtotal</i>	130,000	130,000
550100 Gas (Natural)		
Natural Gas	17,000	17,000
<i>Subtotal</i>	17,000	17,000
550200 Water		
WSSC	14,000	14,000
<i>Subtotal</i>	14,000	14,000
550700 Recycling Services/Trash Collection		
Dumpster Service	13,100	13,100
<i>Subtotal</i>	13,100	13,100

1165 Building & Grounds - Activity Center at Bohrer Park

551000 Telephone (Landline)			
Telephones	13,000	13,000	
Subtotal		13,000	13,000
Subtotal Operating Expenses		291,962	291,962

Total		291,962	291,962

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1165 BLDG & GRD-ACTIVITY CTR BOHRER							
165 BLDG & GRD-ACTIVITY CTR BOHRER							
1165 522000 GEN OPERAT	0	0	0	55.50	.00	-55.50	100.0%*
1165 536000 MISC PROF	2,240	0	2,240	1,211.00	1,252.00	-223.00	110.0%*
1165 536300 CONTRACT C	99,662	0	99,662	91,397.92	.00	8,264.08	91.7%
1165 550000 ELECTRIC	133,125	0	133,125	99,669.57	.00	33,455.43	74.9%
1165 550100 GAS	15,975	0	15,975	13,957.29	.00	2,017.71	87.4%
1165 550200 WATER	14,000	0	14,000	.00	.00	14,000.00	.0%
1165 550700 SOLID WAST	24,600	0	24,600	19,724.71	.00	4,875.29	80.2%
1165 551000 TELEPHONE	12,000	0	12,000	11,982.33	.00	17.67	99.9%
1165 572000 R&M-BLDG F	0	0	0	4,583.96	.00	-4,583.96	100.0%*
TOTAL BLDG & GRD-ACTIVITY CTR BOHRER	301,602	0	301,602	242,582.28	1,252.00	57,767.72	80.8%
TOTAL BLDG & GRD-ACTIVITY CTR BOHRER	301,602	0	301,602	242,582.28	1,252.00	57,767.72	80.8%



Public Works

1166 - Building & Grounds - Gaithersburg Arts Barn

SERVICES PROVIDED:

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

WORK PLAN GOALS:

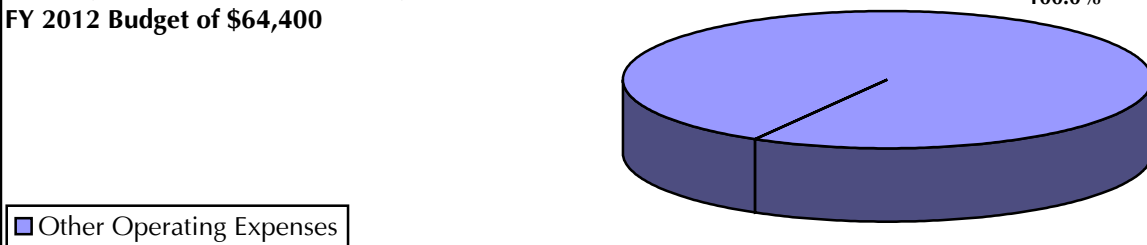
- Maintain the interior and exterior appearance of the Kentlands Arts Barn at a high level, recognizing this is a revenue-generating facility used by the public for performances and special events.
- Minimize disruption of Arts programs and services.

SIGNIFICANT CHANGES:

- Electric increased \$8,180 to reflect FY 2010 actual expenditures and FY 2011 end-of-year projection. According to the staff, the number of performances and attendance have increased.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	126,224	55,125	64,400	64,400
Capital Outlay	0	0	0	0
TOTAL	\$126,224	\$55,125	\$64,400	\$64,400

Building & Grounds - Gaithersburg Arts Barn
FY 2012 Budget of \$64,400



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.10	.10	.05

Activity Analysis Report - Adopted

1166 - Building & Grounds - Gaithersburg Arts Barn

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
522000 - General Operating Supplies	\$2,500	\$0	-100.00%		100.00%
536000 - Miscellaneous Professional S	\$2,318	\$3,100	33.74%	\$3,100	0.00%
536300 - Contract Cleaning Services	\$10,265	\$10,680	4.04%	\$9,500	-11.05%
536800 - Security Services	\$0	\$0	100.00%		100.00%
550000 - Electric	\$28,000	\$29,820	6.50%	\$38,000	27.43%
550100 - Gas (Natural)	\$5,000	\$5,325	6.50%	\$7,000	31.46%
550200 - Water	\$4,000	\$4,000	0.00%	\$4,600	15.00%
551000 - Telephone (Landline)	\$2,200	\$2,200	0.00%	\$2,200	0.00%
572000 - Repair & Maintenance - Build	\$71,941	\$0	-100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$126,224	\$55,125	-56.33%	\$64,400	16.83%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$126,224	\$55,125	-56.33%	\$64,400	16.83%

1166 Building & Grounds - Gaithersburg Arts Barn

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Elevator Inspections	700	700
Elevator Monitoring	720	720
Fire Alarm Monitoring	720	720
Pest Control	500	500
Security Alarm Monitoring	460	460
<i>Subtotal</i>	3,100	3,100
536300 Contract Cleaning Services		
Contract Cleaning and Day Porter Services	9,500	9,500
<i>Subtotal</i>	9,500	9,500
550000 Electric		
Electric	38,000	38,000
<i>Subtotal</i>	38,000	38,000
550100 Gas (Natural)		
Natural Gas	7,000	7,000
<i>Subtotal</i>	7,000	7,000
550200 Water		
WSSC	4,600	4,600
<i>Subtotal</i>	4,600	4,600
551000 Telephone (Landline)		
Telephones	2,200	2,200
<i>Subtotal</i>	2,200	2,200

1166 Building & Grounds - Gaithersburg Arts Barn

Subtotal Operating Expenses	64,400	64,400
Total	64,400	64,400



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1166 BLDG & GRD-KENTLANDS C.ARTS C.							
166 BLDG & GRD-KENTLANDS C.ARTS C.							
1166 536000 MISC PROF	3,100	0	3,100	360.00	208.00	2,532.00	18.3%
1166 536300 CONTRACT C	10,680	0	10,680	9,075.96	.00	1,604.04	85.0%
1166 550000 ELECTRIC	29,820	0	29,820	39,158.96	.00	-9,338.96	131.3%*
1166 550100 GAS	5,325	0	5,325	10,282.59	.00	-4,957.59	193.1%*
1166 550200 WATER	4,000	0	4,000	1,140.34	.00	2,859.66	28.5%
1166 551000 TELEPHONE	2,200	0	2,200	2,073.67	.00	126.33	94.3%
1166 572000 R&M-BLDG F	0	0	0	2,299.65	2,844.75	-5,144.40	100.0%*
TOTAL BLDG & GRD-KENTLANDS C.ARTS C.	55,125	0	55,125	64,391.17	3,052.75	-12,318.92	122.3%
TOTAL BLDG & GRD-KENTLANDS C.ARTS C.	55,125	0	55,125	64,391.17	3,052.75	-12,318.92	122.3%



Public Works

1167 - Building & Grounds - Water Park at Bohrer Park

SERVICES PROVIDED:

This activity area 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:

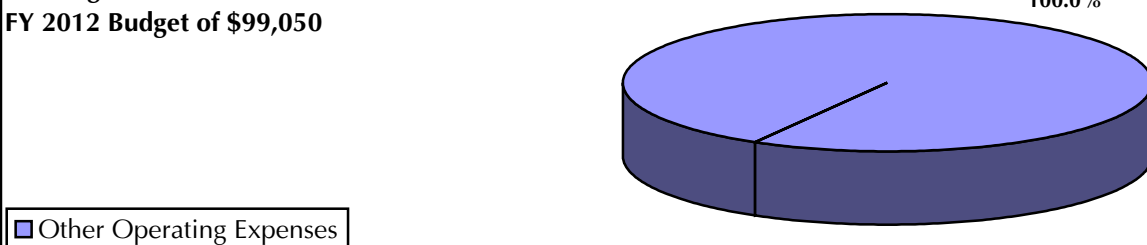
- Ensure pool facility is prepared for summer operations and is properly winterized during the off-season.
- Maintain a clean, attractive, safe, and functional, outdoor public pool facility.

SIGNIFICANT CHANGES:

- Recycling Services/Trash Collection decreased \$8,600 to reflect an adjustment to the same rates as in the Montgomery County contract.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	152,606	105,660	99,050	99,050
Capital Outlay	0	0	0	0
TOTAL	\$152,606	\$105,660	\$99,050	\$99,050

Building & Grounds - Water Park at Bohrer Park
FY 2012 Budget of \$99,050



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.41	.41	.04

Activity Analysis Report - Adopted

1167 - Building & Grounds - Water Park at Bohrer Park

Object	% Change				% Change
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
522000 - General Operating Supplies	\$5,050	\$0	-100.00%		100.00%
536000 - Miscellaneous Professional S	\$950	\$750	-21.05%	\$450	-40.00%
536300 - Contract Cleaning Services	\$8,250	\$8,580	4.00%	\$9,000	4.90%
550000 - Electric	\$40,000	\$42,600	6.50%	\$45,000	5.63%
550100 - Gas (Natural)	\$3,500	\$3,730	6.57%	\$3,200	-14.21%
550200 - Water	\$25,000	\$25,000	0.00%	\$25,000	0.00%
550700 - Recycling Services/Trash Col	\$19,000	\$21,600	13.68%	\$13,000	-39.81%
551000 - Telephone (Landline)	\$3,400	\$3,400	0.00%	\$3,400	0.00%
572000 - Repair & Maintenance - Build	\$47,456	\$0	-100.00%		100.00%
573000 - Repair & Maintenance - Mac	\$0	\$0	100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$152,606	\$105,660	-30.76%	\$99,050	-6.26%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$152,606	\$105,660	-30.76%	\$99,050	-6.26%

1167 Building & Grounds - Water Park at Bohrer Park

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Pest Control	450	450
<i>Subtotal</i>	450	450
536300 Contract Cleaning Services		
Contract Cleaning	9,000	9,000
<i>Subtotal</i>	9,000	9,000
550000 Electric		
Electric	45,000	45,000
<i>Subtotal</i>	45,000	45,000
550100 Gas (Natural)		
Natural Gas	3,200	3,200
<i>Subtotal</i>	3,200	3,200
550200 Water		
WSSC	25,000	25,000
<i>Subtotal</i>	25,000	25,000
550700 Recycling Services/Trash Collection		
Trash Collection	13,000	13,000
<i>Subtotal</i>	13,000	13,000
551000 Telephone (Landline)		
Coin Operated Phones	1,000	1,000
Telephones	2,400	2,400
<i>Subtotal</i>	3,400	3,400

1167 Building & Grounds - Water Park at Bohrer Park

Subtotal Operating Expenses	99,050	99,050
Total	99,050	99,050

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1167 BUILDING & GROUNDS-WATER PARK							
167 BUILDING & GROUNDS-WATER PARK							
1167 536000 MISC PROF	750	0	750	594.00	26.00	130.00	82.7%
1167 536300 CONTRACT C	8,580	0	8,580	9,537.90	.00	-957.90	111.2%*
1167 550000 ELECTRIC	42,600	0	42,600	44,497.05	.00	-1,897.05	104.5%*
1167 550100 GAS	3,730	0	3,730	2,926.26	.00	803.74	78.5%
1167 550200 WATER	25,000	0	25,000	18,739.55	.00	6,260.45	75.0%
1167 550700 SOLID WAST	21,600	0	21,600	15,036.00	.00	6,564.00	69.6%
1167 551000 TELEPHONE	3,400	0	3,400	3,104.25	.00	295.75	91.3%
1167 572000 R&M-BLDG F	0	0	0	9,553.17	13,500.00	-23,053.17	100.0%*
TOTAL BUILDING & GROUNDS-WATER PARK	105,660	0	105,660	103,988.18	13,526.00	-11,854.18	111.2%
TOTAL BUILDING & GROUNDS-WATER PARK	105,660	0	105,660	103,988.18	13,526.00	-11,854.18	111.2%



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.

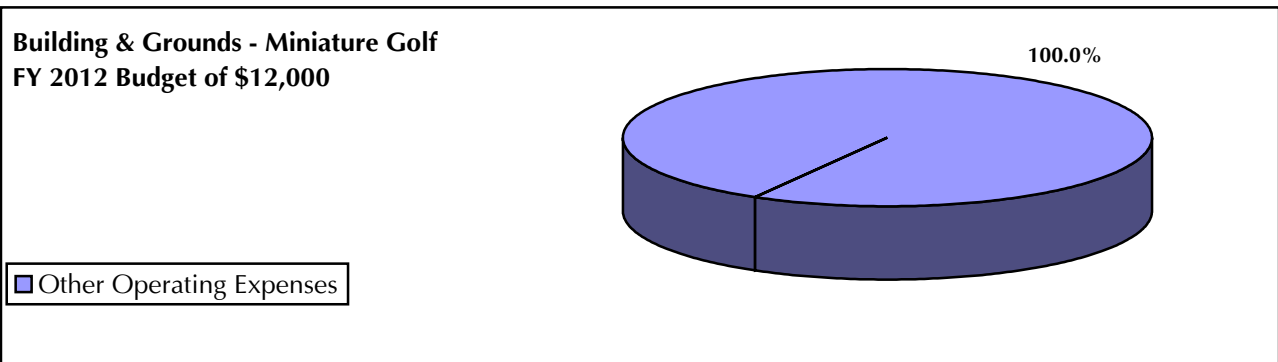
WORK PLAN GOALS:

- 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 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	36,300	15,975	12,000	12,000
Capital Outlay	0	0	0	0
TOTAL	\$36,300	\$15,975	\$12,000	\$12,000



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.05	.03	.03

Activity Analysis Report - Adopted

1168 - Building & Grounds - Miniature Golf

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
522000 - General Operating Supplies	\$1,500	\$0	-100.00%		100.00%
550000 - Electric	\$15,000	\$15,975	6.50%	\$12,000	-24.88%
551000 - Telephone (Landline)	\$0	\$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	\$19,800	\$0	-100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$36,300	\$15,975	-55.99%	\$12,000	-24.88%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$36,300	\$15,975	-55.99%	\$12,000	-24.88%

1168 Building & Grounds - Miniature Golf

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

550000 Electric		
Electric	12,000	12,000
<i>Subtotal</i>	12,000	12,000
Subtotal Operating Expenses	12,000	12,000

Total	12,000	12,000

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

PG 27
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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1168 BUILDING & GROUNDS-MINI-GOLF C							
168 BUILDING & GROUNDS-MINI-GOLF C							
<u>1168 550000 ELECTRIC</u>	15,975	0	15,975	6,600.59	.00	9,374.41	41.3%
<u>1168 572000 R&M-BLDG F</u>	0	0	0	134.73	.00	-134.73	100.0%*
TOTAL BUILDING & GROUNDS-MINI-GOLF C	15,975	0	15,975	6,735.32	.00	9,239.68	42.2%
TOTAL BUILDING & GROUNDS-MINI-GOLF C	15,975	0	15,975	6,735.32	.00	9,239.68	42.2%



Public Works

1169 - Building & Grounds - Skate Park

SERVICES PROVIDED:

This activity area involves the care and maintenance of the City-owned Skate Park.

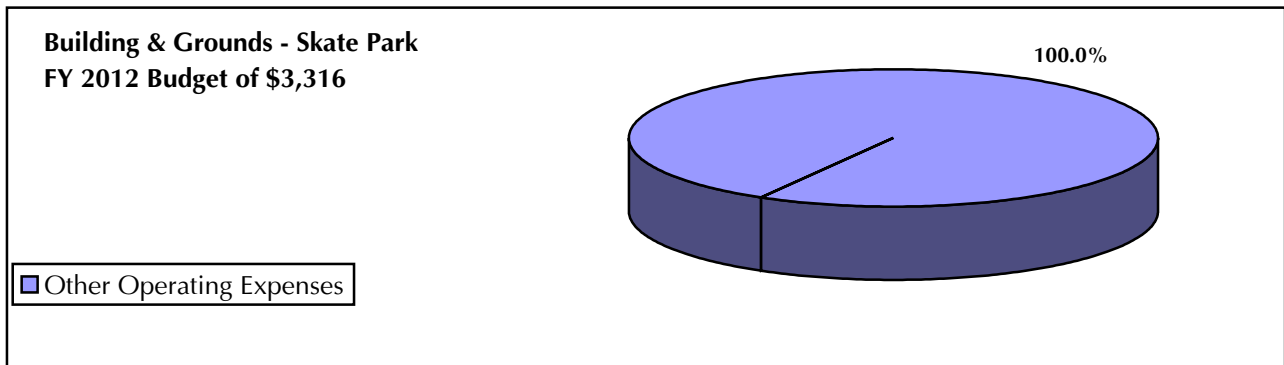
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	4,200	3,210	3,316	3,316
Capital Outlay	0	0	0	0
TOTAL	\$4,200	\$3,210	\$3,316	\$3,316



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.04	.03	.02

Activity Analysis Report - Adopted

1169 - Building & Grounds - Skate Park

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
522000 - General Operating Supplies	\$700	\$0	-100.00%		100.00%
536300 - Contract Cleaning Services	\$0	\$2,710	100.00%	\$2,816	3.91%
551000 - Telephone (Landline)	\$500	\$500	0.00%	\$500	0.00%
572000 - Repair & Maintenance - Build	\$3,000	\$0	-100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$4,200	\$3,210	-23.57%	\$3,316	3.30%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$4,200	\$3,210	-23.57%	\$3,316	3.30%

1169 Building & Grounds - Skate Park

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536300 Contract Cleaning Services		
Contract Cleaning	2,816	2,816
<i>Subtotal</i>	2,816	2,816
551000 Telephone (Landline)		
Telephones	500	500
<i>Subtotal</i>	500	500
Subtotal Operating Expenses	3,316	3,316

Total	3,316	3,316

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1169 BUILDING & GROUNDS-SKATE PARK							
169 BUILDING & GROUNDS-SKATE PARK							
1169 536300 CONTRACT C	2,710	0	2,710	2,707.98	.00	2.02	99.9%
1169 551000 TELEPHONE	500	0	500	264.61	.00	235.39	52.9%
TOTAL BUILDING & GROUNDS-SKATE PARK	3,210	0	3,210	2,972.59	.00	237.41	92.6%
TOTAL BUILDING & GROUNDS-SKATE PARK	3,210	0	3,210	2,972.59	.00	237.41	92.6%



Public Works

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

SERVICES PROVIDED:

This activity area involves the care and maintenance of the Youth Center in Olde Towne.

WORK PLAN GOALS:

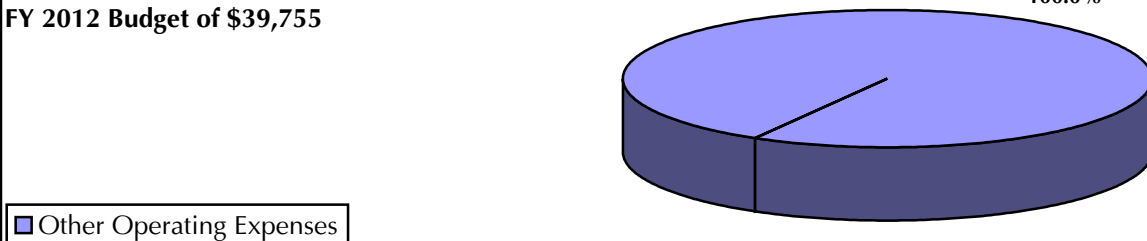
- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of services and avoid costly unplanned replacements.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	55,705	51,284	39,755	39,755
Capital Outlay	0	0	0	0
TOTAL	\$55,705	\$51,284	\$39,755	\$39,755

Building & Grounds - Gaithersburg Youth Center at Olde Towne
FY 2012 Budget of \$39,755



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.00	.00	.00

Activity Analysis Report - Adopted

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

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
522000 - General Operating Supplies	\$1,500	\$0	-100.00%		100.00%
536000 - Miscellaneous Professional S	\$1,485	\$2,255	51.85%	\$2,255	0.00%
536300 - Contract Cleaning Services	\$14,300	\$17,925	25.35%	\$17,000	-5.16%
550000 - Electric	\$19,700	\$20,980	6.50%	\$16,000	-23.74%
550100 - Gas (Natural)	\$1,650	\$0	-100.00%		100.00%
550200 - Water	\$4,600	\$4,600	0.00%	\$2,000	-56.52%
550700 - Recycling Services/Trash Col	\$3,920	\$4,024	2.65%	\$1,000	-75.15%
551000 - Telephone (Landline)	\$1,500	\$1,500	0.00%	\$1,500	0.00%
572000 - Repair & Maintenance - Build	\$7,050	\$0	-100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$55,705	\$51,284	-7.94%	\$39,755	-22.48%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$55,705	\$51,284	-7.94%	\$39,755	-22.48%

1170 Building & Grounds - Gaithersburg Youth Center at Olde Towne
Expenditure Statement by Object
**Proposed
2011 - 2012**
**Adopted
2011 - 2012**
Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Fire Alarm Monitoring	625	625
Pest Control	700	700
Security Alarm Monitoring	930	930
<i>Subtotal</i>	2,255	2,255
536300 Contract Cleaning Services		
Contract Cleaning	17,000	17,000
<i>Subtotal</i>	17,000	17,000
550000 Electric		
OTYC	16,000	16,000
<i>Subtotal</i>	16,000	16,000
550200 Water		
WSSC	2,000	2,000
<i>Subtotal</i>	2,000	2,000
550700 Recycling Services/Trash Collection		
Trash Collection	1,000	1,000
<i>Subtotal</i>	1,000	1,000
551000 Telephone (Landline)		
Telephones	1,500	1,500
<i>Subtotal</i>	1,500	1,500
Subtotal Operating Expenses	39,755	39,755

1170 Building & Grounds - Gaithersburg Youth Center at Olde Towne

Total	39,755	39,755



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1170 BLDG & GRD-OLDE TOWNE YOUTH CT							
170 BUILDING & GROUNDS-YC OLDE TN							
1170 536000 MISC PROF	2,255	0	2,255	288.00	.00	1,967.00	12.8%
1170 536300 CONTRACT C	17,925	0	17,925	16,323.00	.00	1,602.00	91.1%
1170 550000 ELECTRIC	20,980	0	20,980	12,301.10	.00	8,678.90	58.6%
1170 550100 GAS	0	0	0	1,564.59	.00	-1,564.59	100.0%*
1170 550200 WATER	4,600	0	4,600	.00	.00	4,600.00	.0%
1170 550700 SOLID WAST	4,024	0	4,024	1,400.83	.00	2,623.17	34.8%
1170 551000 TELEPHONE	1,500	0	1,500	1,204.71	.00	295.29	80.3%
1170 572000 R&M-BLDG F	0	0	0	1,260.98	.00	-1,260.98	100.0%*
TOTAL BUILDING & GROUNDS-YC OLDE TN	51,284	0	51,284	34,343.21	.00	16,940.79	67.0%
TOTAL BLDG & GRD-OLDE TOWNE YOUTH CT	51,284	0	51,284	34,343.21	.00	16,940.79	67.0%



Public Works

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

SERVICES PROVIDED:

This activity area 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:

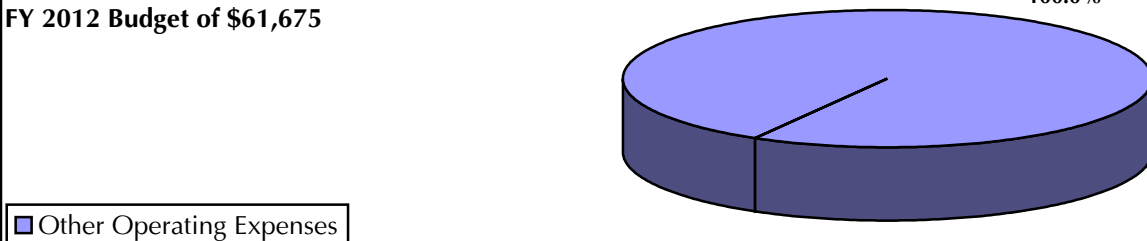
- Maintain a clean, attractive, safe, and functional facility.
- Minimize disruption of youth programs and services.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	74,826	64,000	61,675	61,675
Capital Outlay	0	0	0	0
TOTAL	\$74,826	\$64,000	\$61,675	\$61,675

Building & Grounds - Gaithersburg Youth Center at Robertson Park
FY 2012 Budget of \$61,675



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.0	.0	.0

Activity Analysis Report - Adopted

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

Object	% Change				% Change
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
522000 - General Operating Supplies	\$950	\$0	-100.00%		100.00%
529000 - Building & Construction Supp	\$0	\$0	100.00%		100.00%
536000 - Miscellaneous Professional S	\$1,424	\$1,200	-15.73%	\$1,200	0.00%
536300 - Contract Cleaning Services	\$15,000	\$15,000	0.00%	\$15,000	0.00%
536800 - Security Services	\$0	\$0	100.00%		100.00%
550000 - Electric	\$35,000	\$37,275	6.50%	\$37,275	0.00%
550200 - Water	\$8,000	\$6,000	-25.00%	\$6,000	0.00%
550700 - Recycling Services/Trash Col	\$3,900	\$4,025	3.21%	\$1,700	-57.76%
551000 - Telephone (Landline)	\$500	\$500	0.00%	\$500	0.00%
572000 - Repair & Maintenance - Build	\$10,052	\$0	-100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$74,826	\$64,000	-14.47%	\$61,675	-3.63%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$74,826	\$64,000	-14.47%	\$61,675	-3.63%

1172 Building & Grounds - Gaithersburg Youth Center at Robertson Park
Expenditure Statement by Object
**Proposed
2011 - 2012**
**Adopted
2011 - 2012**
Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Fire Alarm Monitoring	300	300
Pest Control	500	500
Security Alarm Monitoring	400	400
<i>Subtotal</i>	1,200	1,200
536300 Contract Cleaning Services		
Contract Cleaning	15,000	15,000
<i>Subtotal</i>	15,000	15,000
550000 Electric		
Electricity including Ball Field Lighting	37,275	37,275
<i>Subtotal</i>	37,275	37,275
550200 Water		
WSSC	2,500	2,500
WSSC - Ball Field Irrigation	3,500	3,500
<i>Subtotal</i>	6,000	6,000
550700 Recycling Services/Trash Collection		
Trash Collection	1,700	1,700
<i>Subtotal</i>	1,700	1,700
551000 Telephone (Landline)		
Telephones	500	500
<i>Subtotal</i>	500	500
Subtotal Operating Expenses	61,675	61,675

1172 Building & Grounds - Gaithersburg Youth Center at Robertson Park

Total	61,675	61,675

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1172 BUDG & GRD-G'BURG YOUTH CENTER							
172 BUILDING & GROUNDS-ROBERTSON							
1172 522000 GEN OPERAT	0	0	0	31.00	.00	-31.00	100.0%*
1172 536000 MISC PROF	1,200	0	1,200	288.00	.00	912.00	24.0%
1172 536300 CONTRACT C	15,000	0	15,000	14,689.92	.00	310.08	97.9%
1172 550000 ELECTRIC	37,275	0	37,275	16,663.32	.00	20,611.68	44.7%
1172 550200 WATER	6,000	0	6,000	.00	.00	6,000.00	.0%
1172 550700 SOLID WAST	4,025	0	4,025	2,291.64	.00	1,733.36	56.9%
1172 551000 TELEPHONE	500	0	500	30.68	.00	469.32	6.1%
1172 572000 R&M-BLDG F	0	0	0	854.59	525.00	-1,379.59	100.0%*
TOTAL BUILDING & GROUNDS-ROBERTSON	64,000	0	64,000	34,849.15	525.00	28,625.85	55.3%
TOTAL BUDG & GRD-G'BURG YOUTH CENTER	64,000	0	64,000	34,849.15	525.00	28,625.85	55.3%



Public Works

1175 - Building & Grounds - Parking Facility

SERVICES PROVIDED:

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

WORK PLAN GOALS:

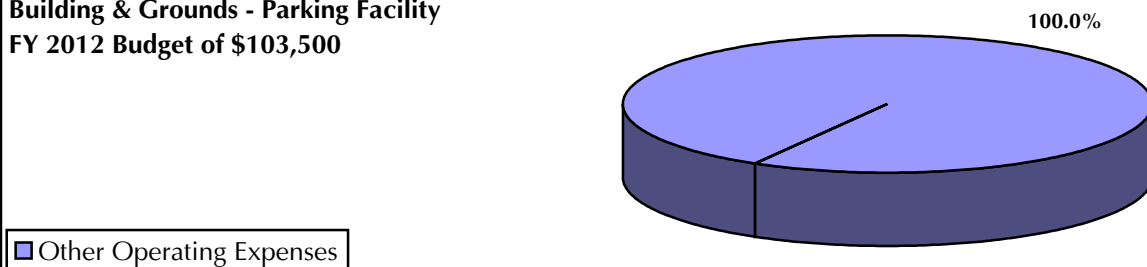
- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of services and avoid costly unplanned replacements.

SIGNIFICANT CHANGES:

- Contract Cleaning decreased \$24,400 to reflect current service levels implemented from the FY 2011 budget reduction strategy.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	155,972	121,105	103,500	103,500
Capital Outlay	0	0	0	0
TOTAL	\$155,972	\$121,105	\$103,500	\$103,500

Building & Grounds - Parking Facility
FY 2012 Budget of \$103,500



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Facility condition index	.05	.03	.02

Activity Analysis Report - Adopted

1175 - Building & Grounds - Parking Facility

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
522000 - General Operating Supplies	\$4,000	\$0	-100.00%		100.00%
536000 - Miscellaneous Professional S	\$4,030	\$3,400	-15.63%	\$7,900	132.35%
536300 - Contract Cleaning Services	\$55,900	\$55,900	0.00%	\$31,500	-43.65%
550000 - Electric	\$57,000	\$60,705	6.50%	\$63,000	3.78%
550200 - Water	\$500	\$500	0.00%	\$500	0.00%
550900 - Utilities, Other	\$0	\$0	100.00%		100.00%
551000 - Telephone (Landline)	\$600	\$600	0.00%	\$600	0.00%
554000 - Signage	\$0	\$0	100.00%		100.00%
572000 - Repair & Maintenance - Build	\$33,942	\$0	-100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$155,972	\$121,105	-22.35%	\$103,500	-14.54%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$155,972	\$121,105	-22.35%	\$103,500	-14.54%

1175 Building & Grounds - Parking Facility

Expenditure Statement by Object

Proposed
2011 - 2012

Adopted
2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

536000 Miscellaneous Professional Services		
Elevator Inspections	1,800	1,800
Elevator Monitoring	1,200	1,200
Pest Control	400	400
Snow Removal	4,500	4,500
<i>Subtotal</i>	7,900	7,900
536300 Contract Cleaning Services		
Contract Cleaning	28,000	28,000
Exterior Window Cleaning	3,500	3,500
<i>Subtotal</i>	31,500	31,500
550000 Electric		
Electric	63,000	63,000
<i>Subtotal</i>	63,000	63,000
550200 Water		
WSSC	500	500
<i>Subtotal</i>	500	500
551000 Telephone (Landline)		
Telephones	600	600
<i>Subtotal</i>	600	600
Subtotal Operating Expenses	103,500	103,500

1175 Building & Grounds - Parking Facility

Total	103,500	103,500



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1175 BUILDING & GROUNDS-PARKING FAC							
1175 BUILDING & GROUNDS-PARKING FAC							
1175 522000 GEN OPERAT	0	0	0	113.80	.00	-113.80	100.0%*
1175 536000 MISC PROF	3,400	0	3,400	346.00	124.00	2,930.00	13.8%
1175 536300 CONTRACT C	55,900	0	55,900	23,819.96	.00	32,080.04	42.6%
1175 550000 ELECTRIC	60,705	0	60,705	76,775.45	.00	-16,070.45	126.5%*
1175 550200 WATER	500	0	500	53.04	.00	446.96	10.6%
1175 551000 TELEPHONE	600	0	600	215.86	.00	384.14	36.0%
1175 572000 R&M-BLDG F	0	0	0	13,564.44	.00	-13,564.44	100.0%*
TOTAL BUILDING & GROUNDS-PARKING FAC	121,105	0	121,105	114,888.55	124.00	6,092.45	95.0%
TOTAL BUILDING & GROUNDS-PARKING FAC	121,105	0	121,105	114,888.55	124.00	6,092.45	95.0%



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.

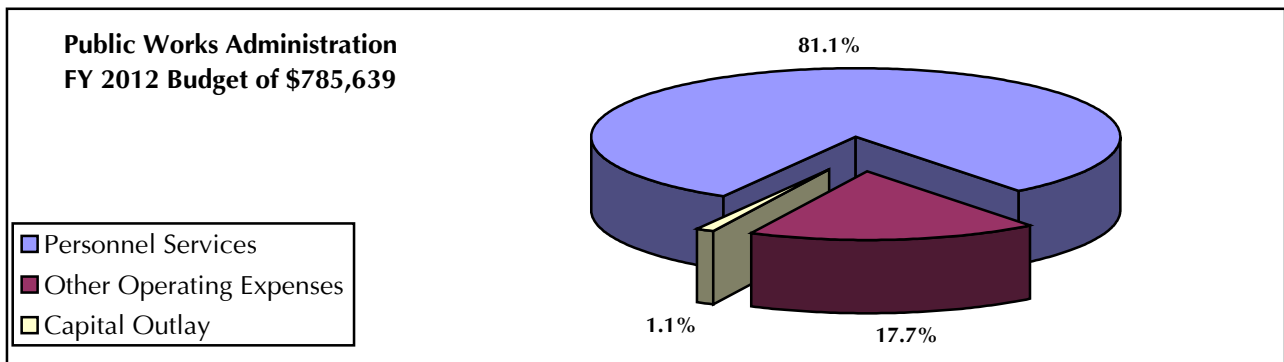
WORK PLAN GOALS:

- Continue presence of mobile speed board in City communities.
- 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.

SIGNIFICANT CHANGES:

- Miscellaneous Professional Services increased \$98,600 to reflect the addition of a watershed improvement contractor.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$638,496	\$631,748	\$639,260	\$637,356
Other Operating Expenses	54,070	39,140	139,290	139,290
Capital Outlay	11,530	5,890	8,993	8,993
TOTAL	\$704,096	\$676,778	\$787,543	\$785,639



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of speed studies conducted	10	10	10
Number of plans submitted and reviewed	250	100	100
Number of mobile speed board setups	5	5	5

Activity Analysis Report - Adopted

1311 - Public Works Administration

Object	FY '10	FY '11	% Change		% Change	
			FY '10 - FY '11	FY '12	FY '11 - FY '12	
501000 - Salaries, Full-Time Employee	\$498,029	\$491,060	-1.40%	\$498,916	1.60%	
505200 - Other taxable comp-Gfit	\$0	\$420	100.00%		-100.00%	
508000 - Salaries, Overtime	\$5,491	\$5,491	0.00%	\$5,579	1.60%	
510000 - Social Security & Medicare T	\$38,519	\$37,986	-1.38%	\$38,594	1.60%	
514000 - Group Insurance	\$32,425	\$32,425	0.00%	\$28,241	-7.03%	
515000 - Retirement Contribution (401	\$39,042	\$39,285	0.62%	\$39,913	1.60%	
515050 - Supplemental Retirement Co	\$6,119	\$6,119	0.00%	\$6,217	1.60%	
515100 - Retirement Health Savings (	\$4,230	\$4,230	0.00%	\$4,929	16.52%	
516000 - Savings Plan Contribution (4	\$14,641	\$14,732	0.62%	\$14,967	1.60%	
521000 - Office Supplies	\$5,000	\$5,000	0.00%	\$5,000	0.00%	
522000 - General Operating Supplies	\$0	\$0	100.00%		100.00%	
522200 - Photographic, Audio, Video S	\$200	\$0	-100.00%		100.00%	
525000 - Furniture & Fixtures	\$1,000	\$0	-100.00%		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	\$1,330	\$2,190	64.66%	\$2,295	4.79%	
532000 - Engineering & Architectural	\$0	\$0	100.00%		100.00%	
536000 - Miscellaneous Professional S	\$15,000	\$4,400	-70.67%	\$103,000	2240.91%	
536100 - Temporary Employment Age	\$0	\$0	100.00%		100.00%	
543000 - Contributions	\$3,100	\$0	-100.00%		100.00%	
544000 - Professional Dues & Certifica	\$650	\$650	0.00%	\$650	0.00%	
545000 - Magazines, Books & Resourc	\$300	\$300	0.00%	\$300	0.00%	
546000 - Conference & Seminar Regis	\$600	\$300	-50.00%	\$300	0.00%	
547000 - Travel Expense	\$3,900	\$1,950	-50.00%	\$1,950	0.00%	
547100 - Travel Mileage Reimburseme	\$0	\$0	100.00%		100.00%	
551100 - Cellular Telephone	\$6,240	\$6,240	0.00%	\$7,640	22.44%	
551200 - Pagers	\$0	\$0	100.00%		100.00%	
552500 - Vehicle & Equipment Gasolin	\$9,000	\$9,000	0.00%	\$9,000	0.00%	
553000 - Printing & Binding	\$0	\$0	100.00%		100.00%	
556000 - Postage	\$0	\$100	100.00%	\$100	0.00%	
556500 - Messenger Services	\$0	\$0	100.00%		100.00%	
557000 - Laundry & Uniforms	\$0	\$0	100.00%		100.00%	
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	\$2,750	\$4,010	45.82%	\$4,055	1.12%	
574000 - Repair & Maintenance - Vehi	\$4,000	\$4,000	0.00%	\$4,000	0.00%	
592000 - Software	\$0	\$0	100.00%		100.00%	
593000 - Improvements - Not Buildings	\$0	\$0	100.00%		100.00%	
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%	
595100 - Furniture & Equipment (Repl	\$7,560	\$3,995	-47.16%	\$6,150	53.94%	
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%	
596100 - Vehicles & Equipment (Repla	\$3,970	\$1,895	-52.27%	\$2,843	50.03%	

Activity Analysis Report - Adopted

1311 - Public Works Administration

Object	% Change			% Change	
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
Personnel	\$638,496	\$631,748	-1.06%	\$637,356	1.19%
Operating Expenses	\$54,070	\$39,140	-27.61%	\$139,290	255.88%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$11,530	\$5,890	-48.92%	\$8,993	52.68%
Total	\$704,096	\$676,778	-3.88%	\$785,639	16.37%

1311 Public Works Administration

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 498,916	\$ 498,916
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	5,579	5,579
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes	38,594	38,594
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	30,145	28,241
514100 Group Insurance - Retirees		
515000 Retirement Contribution	39,913	39,913
515050 Supplemental Retirement Contribution	6,217	6,217
515100 Retirement Health Savings (RHS)	4,929	4,929
516000 Savings Plan Contribution	14,967	14,967
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 639,260	\$ 637,356

Operating Expenses

521000 Office Supplies		
	5,000	5,000
<i>Subtotal</i>	5,000	5,000
526000 Machinery & Equipment		
	1,000	1,000
<i>Subtotal</i>	1,000	1,000
531600 Software Maintenance Agreements		
Maintenance - Software (AutoCAD)	450	450
Maintenance - Software (AutoTurn)	425	425
Maintenance - Software (Microsoft CALs) (8)	1,200	1,200
Maintenance - Software (Network/Anti-Virus) (8)	160	160
Maintenance - Software (Security Camera Software License) (1)	60	60
<i>Subtotal</i>	2,295	2,295
536000 Miscellaneous Professional Services		
Mosquito Monitoring and Control	3,000	3,000
Stormwater Management	100,000	100,000
<i>Subtotal</i>	103,000	103,000
544000 Professional Dues & Certification Fees		
APWA	250	250
ASCE	225	225
Commercial Drivers License	25	25
Maryland Municipal League	75	75
NIPG	75	75
<i>Subtotal</i>	650	650

1311 Public Works Administration

545000 Magazines, Books & Resource Material			
Engineering Publications	300	300	
<i>Subtotal</i>		300	300
546000 Conference & Seminar Registration			
Professional Conferences	150	150	
Trade Shows	150	150	
<i>Subtotal</i>		300	300
547000 Travel Expense			
APWA	1,300	1,300	
Miscellaneous Trade Shows	150	150	
Snow Conference	500	500	
<i>Subtotal</i>		1,950	1,950
551100 Cellular Telephone			
Service - Covert GPS trackers (2)	1,400	1,400	
Service - EVDO for Mobile Data (1)	540	540	
Staff Cell Phones (3)	5,700	5,700	
<i>Subtotal</i>		7,640	7,640
552500 Vehicle & Equipment Gasoline Expense			
	9,000	9,000	
<i>Subtotal</i>		9,000	9,000
556000 Postage			
	100	100	
<i>Subtotal</i>		100	100
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Printers (HP DesignJet 4000)	1,750	1,750	
Maintenance & Supplies - Copier (Ricoh MP 2550SP Upper)	1,000	1,000	
Maintenance & Supplies - Copier (Ricoh MPC 2800 - Color Copyi	325	325	
Maintenance & Supplies - Copier (Ricoh MPC 2800 Lower)	980	980	
<i>Subtotal</i>		4,055	4,055
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (5 Units)	4,000	4,000	
<i>Subtotal</i>		4,000	4,000
Subtotal Operating Expenses		139,290	139,290

Capital Outlay

1311 Public Works Administration

595100 Furniture & Equipment (Replacement)		
Replacement - Computer Hardware (PC - Laptop) (1)	300	300
Replacement - Computer Hardware (PC + Monitors) (8)	2,640	2,640
Replacement - Copier (Ricoh MP 2550SP Upper)	650	650
Replacement - Copier (Ricoh MPC 2500 Lower)	850	850
Replacement - Covert GPS trackers (2)	175	175
Replacement - Fax Machines	85	85
Replacement - Kronos Time Clock (2)	1,200	1,200
Replacement - Printer (HP DesignJet 4000 Plotter)	0	0
Replacement - Security Cameras (2)	250	250
<i>Subtotal</i>	6,150	6,150
596100 Vehicles & Equipment (Replacement)		
Vehicle Replacement (1 Unit)	2,843	2,843
<i>Subtotal</i>	2,843	2,843
Subtotal Capital Outlay	8,993	8,993
Total	787,543	785,639

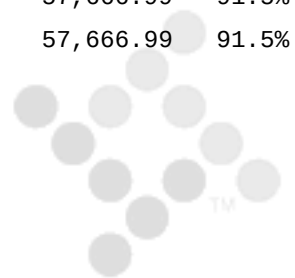
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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1311 PUBLIC WORKS							
311 PUBLIC WORKS							
1311 501000 FULL TIME	491,060	0	491,060	457,094.37	.00	33,965.63	93.1%
1311 505200 OTHER-GFIT	420	0	420	420.00	.00	.00	100.00*
1311 507000 VAC/SICK	0	0	0	16,651.57	.00	-16,651.57	100.00*
1311 508000 OVERTIME	5,491	0	5,491	16.27	.00	5,474.73	.3%
1311 510000 FICA TAXES	37,986	0	37,986	30,895.72	.00	7,090.28	81.3%
1311 514000 GROUP HEAL	32,425	0	32,425	29,188.97	.00	3,236.03	90.0%
1311 515000 RETIRE401A	39,285	0	39,285	38,483.51	.00	801.49	98.0%
1311 515050 401A SUPPL	6,119	0	6,119	5,255.33	.00	863.67	85.9%
1311 515100 RETIRE-RHS	4,230	0	4,230	4,494.47	.00	-264.47	106.3%*
1311 516000 SAVING401K	14,732	0	14,732	13,060.58	.00	1,671.42	88.7%
1311 521000 OFFICE SUP	5,000	0	5,000	1,718.57	.00	3,281.43	34.4%
1311 522000 GEN OPERAT	0	0	0	1,544.04	.00	-1,544.04	100.00*
1311 526000 MACH/EQUIP	1,000	0	1,000	.00	.00	1,000.00	.0%
1311 531600 SOFT MAINT	2,190	0	2,190	.00	.00	2,190.00	.0%
1311 536000 MISC PROF	4,400	0	4,400	845.00	.00	3,555.00	19.2%
1311 542000 AWARDS PRE	0	0	0	500.00	.00	-500.00	100.00*
1311 544000 DUES/MEMBE	650	0	650	419.00	.00	231.00	64.5%
1311 545000 PUBLICATIO	300	0	300	113.42	.00	186.58	37.8%
1311 546000 CONF/SEMIN	300	0	300	119.00	.00	181.00	39.7%
1311 547000 TRAVEL EXP	1,950	0	1,950	20.00	.00	1,930.00	1.0%
1311 547100 LOC TRAVEL	0	0	0	106.57	.00	-106.57	100.00*
1311 551000 TELEPHONE	0	0	0	109.01	.00	-109.01	100.00*
1311 551100 CELLPHONE	6,240	0	6,240	4,268.98	.00	1,971.02	68.4%
1311 552500 GAS EXP	9,000	0	9,000	3,090.63	.00	5,909.37	34.3%
1311 553000 PRINT/BIND	0	0	0	25.00	.00	-25.00	100.00*
1311 556000 POSTAGE	100	0	100	69.32	.00	30.68	69.3%
1311 557000 UNIFORM/LA	0	0	0	298.01	.00	-298.01	100.00*
1311 560000 MISCELLANE	0	0	0	25.00	.00	-25.00	100.00*
1311 573000 R&M-MACH/E	4,010	0	4,010	2,270.59	.00	1,739.41	56.6%
1311 574000 R&M-VEHICL	4,000	0	4,000	2,118.08	.00	1,881.92	53.0%
1311 595100 FURN/EQ RE	3,995	0	3,995	3,995.00	.00	.00	100.0%
1311 596100 VEH/EQ REP	1,895	0	1,895	1,895.00	.00	.00	100.0%
TOTAL PUBLIC WORKS	676,778	0	676,778	619,111.01	.00	57,666.99	91.5%
TOTAL PUBLIC WORKS	676,778	0	676,778	619,111.01	.00	57,666.99	91.5%



Public Works

1312 - Streets & Special Projects

SERVICES PROVIDED:

This activity provides for the maintenance of 88.15 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.

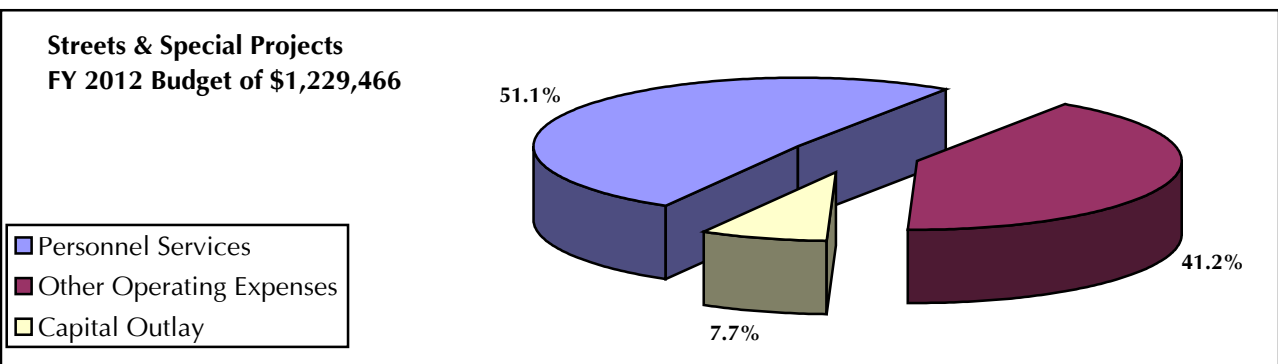
WORK PLAN GOALS:

- 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:

- Vehicle & Equipment decreased \$7,000 for a one time FY 2011 purchase of a salt brine storage tank.
- Vehicles & Equipment (Replacement) increased \$31,465 to reflect the catch up of an additional 25% of annual appropriation which was reduced in the FY 2011 budget.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$774,718	\$694,252	\$635,183	\$628,371
Other Operating Expenses	507,000	506,700	506,700	506,700
Capital Outlay	123,960	69,930	94,395	94,395
TOTAL	\$1,405,678	\$1,270,882	\$1,236,278	\$1,229,466



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Tons of salt used for winter weather events	2,100	1,400	1,600
Tons of asphalt used for road repairs	1,400	800	1,500
Number of catch basins rebuilt	7	8	10
Linear feet of concrete sidewalk replaced	4,290	5,700	5,000

Activity Analysis Report - Adopted

1312 - Streets & Special Projects

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$505,384	\$438,250	-13.28%	\$391,875	-10.58%
505300 - Other taxable comp-housing	\$0	\$0	100.00%	\$2,400	100.00%
508000 - Salaries, Overtime	\$31,347	\$31,347	0.00%	\$31,849	1.60%
509000 - Salaries, Part-Time Employee	\$18,725	\$18,725	0.00%	\$18,725	0.00%
510000 - Social Security & Medicare T	\$42,492	\$37,357	-12.08%	\$33,847	-9.40%
514000 - Group Insurance	\$94,456	\$95,915	1.54%	\$84,089	-5.23%
515000 - Retirement Contribution (401	\$38,831	\$35,060	-9.71%	\$31,350	-10.58%
515050 - Supplemental Retirement Co	\$24,269	\$21,913	-9.71%	\$19,594	-10.58%
515100 - Retirement Health Savings (	\$4,652	\$2,537	-45.46%	\$2,886	13.76%
516000 - Savings Plan Contribution (4	\$14,562	\$13,148	-9.71%	\$11,756	-10.59%
521000 - Office Supplies	\$0	\$0	100.00%		100.00%
522000 - General Operating Supplies	\$134,500	\$134,500	0.00%	\$134,500	0.00%
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 Supp	\$125,500	\$125,500	0.00%	\$125,500	0.00%
531600 - Software Maintenance Agree	\$0	\$0	100.00%		100.00%
536000 - Miscellaneous Professional S	\$4,500	\$4,500	0.00%	\$4,500	0.00%
536400 - Contract Maintenance Servic	\$124,000	\$124,000	0.00%	\$124,000	0.00%
544000 - Professional Dues & Certifica	\$400	\$400	0.00%	\$400	0.00%
546000 - Conference & Seminar Regis	\$200	\$100	-50.00%	\$100	0.00%
547000 - Travel Expense	\$400	\$200	-50.00%	\$200	0.00%
551100 - Cellular Telephone	\$1,000	\$1,000	0.00%	\$1,000	0.00%
552500 - Vehicle & Equipment Gasolin	\$40,000	\$40,000	0.00%	\$40,000	0.00%
557000 - Laundry & Uniforms	\$4,500	\$4,500	0.00%	\$4,500	0.00%
567000 - Rental & Use Charges	\$34,000	\$34,000	0.00%	\$34,000	0.00%
574000 - Repair & Maintenance - Vehi	\$35,000	\$35,000	0.00%	\$35,000	0.00%
596000 - Vehicles & Equipment	\$0	\$7,000	100.00%		-100.00%
596100 - Vehicles & Equipment (Repla	\$123,960	\$62,930	-49.23%	\$94,395	50.00%
Personnel	\$774,718	\$694,252	-10.39%	\$628,371	-8.51%
Operating Expenses	\$507,000	\$506,700	-0.06%	\$506,700	0.00%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$123,960	\$69,930	-43.59%	\$94,395	34.98%
Total	\$1,405,678	\$1,270,882	-9.59%	\$1,229,466	-2.72%

1312 Streets & Special Projects

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$ 391,875	\$ 391,875
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	31,849	31,849
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	18,725	18,725
510000 Social Security & Medicare Taxes	33,847	33,847
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	90,901	84,089
514100 Group Insurance - Retirees		
515000 Retirement Contribution	31,350	31,350
515050 Supplemental Retirement Contribution	19,594	19,594
515100 Retirement Health Savings (RHS)	2,886	2,886
516000 Savings Plan Contribution	11,756	11,756
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 635,183	\$ 628,371

Operating Expenses

522000 General Operating Supplies		
Salt and Sidewalk Deicer	100,000	100,000
Tools, lumber, materials	34,500	34,500
<i>Subtotal</i>	134,500	134,500
526000 Machinery & Equipment		
Small Power Tools	3,000	3,000
<i>Subtotal</i>	3,000	3,000
529000 Building & Construction Supplies		
Asphalt	54,000	54,000
Concrete	60,000	60,000
Steel and Lumber	3,500	3,500
Stone and Filler	8,000	8,000
<i>Subtotal</i>	125,500	125,500
536000 Miscellaneous Professional Services		
Weather Forecasting Service	4,500	4,500
<i>Subtotal</i>	4,500	4,500
536400 Contract Maintenance Services		
Contract Snow Removal: Parking Lots, Subdivisions, Sidewalks	124,000	124,000
<i>Subtotal</i>	124,000	124,000
544000 Professional Dues & Certification Fees		
State Flagging Certification	400	400
<i>Subtotal</i>	400	400

1312 Streets & Special Projects

546000 Conference & Seminar Registration			
Trade shows	100	100	
<i>Subtotal</i>		100	100
547000 Travel Expense			
Trade shows	200	200	
<i>Subtotal</i>		200	200
551100 Cellular Telephone			
Nextel Phone For Team/Snow Area Leader and Work Force Super	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
552500 Vehicle & Equipment Gasoline Expense			
	40,000	40,000	
<i>Subtotal</i>		40,000	40,000
557000 Laundry & Uniforms			
Uniforms and Safety Equipment	4,500	4,500	
<i>Subtotal</i>		4,500	4,500
567000 Rental & Use Charges			
Dump Fees (Concrete and Asphalt)	30,000	30,000	
Equipment Rental	4,000	4,000	
<i>Subtotal</i>		34,000	34,000
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (51 Units)	35,000	35,000	
<i>Subtotal</i>		35,000	35,000
Subtotal Operating Expenses		506,700	506,700

Capital Outlay

596100 Vehicles & Equipment (Replacement)			
Vehicle & Equipment Replacement (32 Units)	94,395	94,395	
<i>Subtotal</i>		94,395	94,395
Subtotal Capital Outlay		94,395	94,395
Total		1,236,278	1,229,466



FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1312 STREETS & SPECIAL PROJECTS							
312 STREETS & SPECIAL PROJECTS							
1312 501000 FULL TIME	438,250	0	438,250	411,906.38	.00	26,343.62	94.0%
1312 505300 OTHER-STIP	0	0	0	2,200.00	.00	-2,200.00	100.0%*
1312 507000 VAC/SICK	0	0	0	4,332.40	.00	-4,332.40	100.0%*
1312 508000 OVERTIME	31,347	0	31,347	23,645.68	.00	7,701.32	75.4%
1312 509000 PART-TIME	18,725	0	18,725	23,566.85	.00	-4,841.85	125.9%*
1312 510000 FICA TAXES	37,357	0	37,357	34,811.98	.00	2,545.02	93.2%
1312 514000 GROUP HEAL	95,915	0	95,915	88,868.35	.00	7,046.65	92.7%
1312 515000 RETIRE401A	35,060	0	35,060	28,415.48	.00	6,644.52	81.0%
1312 515050 401A SUPPL	21,913	0	21,913	15,027.76	.00	6,885.24	68.6%
1312 515100 RETIRE-RHS	2,537	0	2,537	4,597.62	.00	-2,060.62	181.2%*
1312 516000 SAVING401K	13,148	0	13,148	10,219.32	.00	2,928.68	77.7%
1312 521000 OFFICE SUP	0	0	0	8.25	.00	-8.25	100.0%*
1312 522000 GEN OPERAT	134,500	0	134,500	94,025.71	21,492.00	18,982.29	85.9%
1312 526000 MACH/EQUIP	3,000	0	3,000	524.00	.00	2,476.00	17.5%
1312 529000 B&C SUPPLY	125,500	0	125,500	51,257.55	57,596.13	16,646.32	86.7%
1312 531600 SOFT MAINT	0	0	0	309.95	.00	-309.95	100.0%*
1312 536000 MISC PROF	4,500	0	4,500	3,123.00	.00	1,377.00	69.4%
1312 536400 MAINT SVC	124,000	0	124,000	71,890.00	.00	52,110.00	58.0%
1312 542000 AWARDS PRE	0	0	0	100.00	.00	-100.00	100.0%*
1312 544000 DUES/MEMBE	400	0	400	20.00	.00	380.00	5.0%
1312 546000 CONF/SEMIN	100	0	100	.00	.00	100.00	.0%
1312 547000 TRAVEL EXP	200	0	200	.00	.00	200.00	.0%
1312 551100 CELLPHONE	1,000	0	1,000	578.28	.00	421.72	57.8%
1312 552500 GAS EXP	40,000	0	40,000	26,609.12	.00	13,390.88	66.5%
1312 553000 PRINT/BIND	0	0	0	25.00	.00	-25.00	100.0%*
1312 557000 UNIFORM/LA	4,500	0	4,500	3,552.05	1,064.30	-116.35	102.6%*
1312 567000 RENTAL USE	34,000	0	34,000	11,503.48	18,074.25	4,422.27	87.0%
1312 574000 R&M-VEHICL	35,000	0	35,000	41,909.79	.00	-6,909.79	119.7%*
1312 575000 R&M-FURN/E	0	0	0	464.50	.00	-464.50	100.0%*
1312 596000 VEH/EQUIP	7,000	0	7,000	4,650.00	.00	2,350.00	66.4%
1312 596100 VEH/EQ REP	62,930	0	62,930	62,930.00	.00	.00	100.0%
TOTAL STREETS & SPECIAL PROJECTS	1,270,882	0	1,270,882	1,021,072.50	98,226.68	151,582.82	88.1%
TOTAL STREETS & SPECIAL PROJECTS	1,270,882	0	1,270,882	1,021,072.50	98,226.68	151,582.82	88.1%



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.

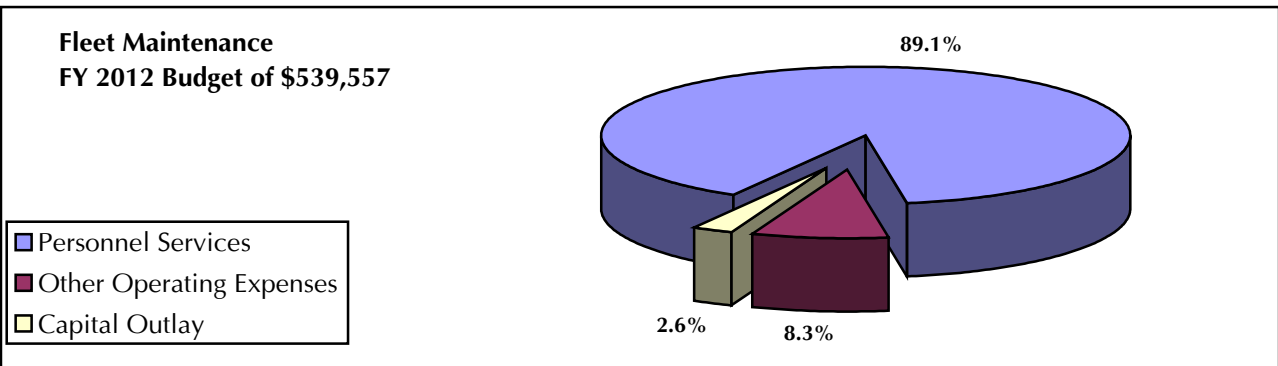
WORK PLAN GOALS:

- 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:

- Repair & Maintenance - Vehicles decreased \$100,000 to reflect the one time cost associated with retrofitting vehicles to diesel.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$468,069	\$467,845	\$484,625	\$480,497
Other Operating Expenses	46,030	141,430	44,910	44,910
Capital Outlay	9,720	10,575	14,150	14,150
TOTAL	\$523,819	\$619,850	\$543,685	\$539,557



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of vehicle and equipment repairs performed	1,144	1,100	1,200
Number of preventative maintenance services performed	374	400	400
Number of pieces of equipment maintained	136	130	130
Number of City vehicles maintained	190	195	195

Activity Analysis Report - Adopted

1315 - Fleet Maintenance

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$325,096	\$323,363	-0.53%	\$328,537	1.60%
508000 - Salaries, Overtime	\$19,644	\$19,644	0.00%	\$19,958	1.60%
510000 - Social Security & Medicare T	\$26,373	\$26,240	-0.50%	\$26,660	1.60%
514000 - Group Insurance	\$44,323	\$44,323	0.00%	\$50,276	22.74%
515000 - Retirement Contribution (401	\$25,048	\$25,869	3.28%	\$26,283	1.60%
515050 - Supplemental Retirement Co	\$15,655	\$16,168	3.28%	\$16,427	1.60%
515100 - Retirement Health Savings (	\$2,537	\$2,537	0.00%		-100.00%
516000 - Savings Plan Contribution (4	\$9,393	\$9,701	3.28%	\$9,856	1.60%
519000 - Tuition Reimbursement	\$0	\$0	100.00%	\$2,500	100.00%
521000 - Office Supplies	\$0	\$0	100.00%		100.00%
522000 - General Operating Supplies	\$28,000	\$23,500	-16.07%	\$23,500	0.00%
526000 - Machinery & Equipment	\$6,000	\$6,000	0.00%	\$6,000	0.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$2,330	\$2,630	12.88%	\$6,110	132.32%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%		100.00%
544000 - Professional Dues & Certifica	\$0	\$0	100.00%		100.00%
546000 - Conference & Seminar Regis	\$300	\$150	-50.00%	\$150	0.00%
547000 - Travel Expense	\$500	\$250	-50.00%	\$250	0.00%
547100 - Travel Mileage Reimburseme	\$0	\$0	100.00%		100.00%
550200 - Water	\$0	\$0	100.00%		100.00%
551100 - Cellular Telephone	\$300	\$300	0.00%	\$300	0.00%
552500 - Vehicle & Equipment Gasolin	\$3,000	\$3,000	0.00%	\$3,000	0.00%
557000 - Laundry & Uniforms	\$2,600	\$2,600	0.00%	\$2,600	0.00%
567000 - Rental & Use Charges	\$0	\$0	100.00%		100.00%
574000 - Repair & Maintenance - Vehi	\$3,000	\$103,000	3333.33%	\$3,000	-97.09%
592000 - Software	\$0	\$0	100.00%		100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$1,110	\$6,765	509.46%	\$8,435	24.69%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repla	\$8,610	\$3,810	-55.75%	\$5,715	50.00%
Personnel	\$468,069	\$467,845	-0.05%	\$480,497	3.59%
Operating Expenses	\$46,030	\$141,430	207.26%	\$44,910	-68.25%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$9,720	\$10,575	8.80%	\$14,150	33.81%
Total	\$523,819	\$619,850	18.33%	\$539,557	-12.29%

1315 Fleet Maintenance

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 328,537	\$ 328,537
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	19,958	19,958
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes	26,660	26,660
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	54,404	50,276
514100 Group Insurance - Retirees		
515000 Retirement Contribution	26,283	26,283
515050 Supplemental Retirement Contribution	16,427	16,427
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	9,856	9,856
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement	2,500	2,500
Subtotal Personnel Services	\$ 484,625	\$ 480,497

Operating Expenses

522000 General Operating Supplies		
Parts, Nuts and Bolts, Wire, Supplies, and Oil	23,500	23,500
<i>Subtotal</i>	23,500	23,500
526000 Machinery & Equipment		
Tools, Meters, Jacks, ect.	6,000	6,000
<i>Subtotal</i>	6,000	6,000
531600 Software Maintenance Agreements		
Maintenance - Software (Fleet Control)	500	500
Maintenance - Software (FuelMaster)	3,600	3,600
Maintenance - Software (Microsoft CALs) (3)	450	450
Maintenance - Software (Mitchell OnDemand)	1,500	1,500
Maintenance - Software (Network/Anti-Virus) (3)	60	60
<i>Subtotal</i>	6,110	6,110
546000 Conference & Seminar Registration		
Technical Training	100	100
Trade Shows	50	50
<i>Subtotal</i>	150	150
547000 Travel Expense		
Mechanics Training	250	250
<i>Subtotal</i>	250	250
551100 Cellular Telephone		
Nextel Phone For Team Leader (1)	300	300
<i>Subtotal</i>	300	300

1315 Fleet Maintenance

552500 Vehicle & Equipment Gasoline Expense			
	3,000	3,000	
<i>Subtotal</i>		3,000	3,000
557000 Laundry & Uniforms			
Uniforms and Safety Equipment	2,600	2,600	
<i>Subtotal</i>		2,600	2,600
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (14 Units)	3,000	3,000	
<i>Subtotal</i>		3,000	3,000
Subtotal Operating Expenses		44,910	44,910

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (3)	990	990	
Replacement - Fuel Management (FuelMaster)	5,145	5,145	
Replacement - Printer (HP LaserJet P2015dn)	150	150	
Replacement - Tank Monitoring System (Veeder-Root)	2,150	2,150	
<i>Subtotal</i>		8,435	8,435
596100 Vehicles & Equipment (Replacement)			
Vehicle & Equipment Replacement (12 Units)	5,715	5,715	
<i>Subtotal</i>		5,715	5,715
Subtotal Capital Outlay		14,150	14,150
Total		543,685	539,557

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1315 FLEET MAINTENANCE							
315 FLEET MAINTENANCE							
1315 501000 FULL TIME	323,363	0	323,363	307,188.39	.00	16,174.61	95.0%
1315 507000 VAC/SICK	0	0	0	2,903.46	.00	-2,903.46	100.0%*
1315 508000 OVERTIME	19,644	0	19,644	21,109.81	.00	-1,465.81	107.5%*
1315 510000 FICA TAXES	26,240	0	26,240	24,922.13	.00	1,317.87	95.0%
1315 514000 GROUP HEAL	44,323	0	44,323	50,934.05	.00	-6,611.05	114.9%*
1315 515000 RETIRE401A	25,869	0	25,869	23,087.77	.00	2,781.23	89.2%
1315 515050 401A SUPPL	16,168	0	16,168	14,430.28	.00	1,737.72	89.3%
1315 515100 RETIRE-RHS	2,537	0	2,537	.00	.00	2,537.00	.0%
1315 516000 SAVING401K	9,701	0	9,701	8,658.14	.00	1,042.86	89.2%
1315 521000 OFFICE SUP	0	0	0	125.60	.00	-125.60	100.0%*
1315 522000 GEN OPERAT	23,500	0	23,500	26,375.26	672.03	-3,547.29	115.1%*
1315 526000 MACH/EQUIP	6,000	0	6,000	3,128.93	.00	2,871.07	52.1%
1315 531600 SOFT MAINT	2,630	0	2,630	1,608.00	.00	1,022.00	61.1%
1315 542000 AWARDS PRE	0	0	0	150.00	.00	-150.00	100.0%*
1315 544000 DUES/MEMBE	0	0	0	597.00	.00	-597.00	100.0%*
1315 546000 CONF/SEMIN	150	0	150	.00	.00	150.00	.0%
1315 547000 TRAVEL EXP	250	0	250	65.00	.00	185.00	26.0%
1315 551100 CELLPHONE	300	0	300	268.79	.00	31.21	89.6%
1315 552500 GAS EXP	3,000	0	3,000	2,337.76	.00	662.24	77.9%
1315 557000 UNIFORM/LA	2,600	0	2,600	1,888.88	610.67	100.45	96.1%
1315 561000 LOCAL MEAL	0	0	0	23.54	.00	-23.54	100.0%*
1315 574000 R&M-VEHICL	103,000	0	103,000	84,865.11	17,239.60	895.29	99.1%
1315 595100 FURN/EQ RE	6,765	0	6,765	6,765.00	.00	.00	100.0%
1315 596100 VEH/EQ REP	3,810	0	3,810	3,810.00	.00	.00	100.0%
TOTAL FLEET MAINTENANCE	619,850	0	619,850	585,242.90	18,522.30	16,084.80	97.4%
TOTAL FLEET MAINTENANCE	619,850	0	619,850	585,242.90	18,522.30	16,084.80	97.4%



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.

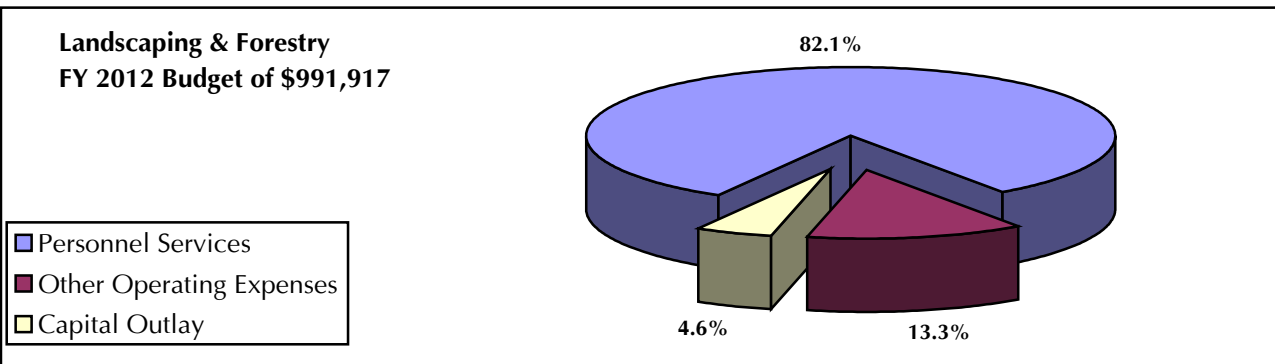
WORK PLAN GOALS:

- 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:

- Vehicles & Equipment (Replacement) increased \$14,920 to reflect the catch up of an additional 25% of annual appropriation which was reduced in the FY 2011 budget.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$943,499	\$798,016	\$822,061	\$814,087
Other Operating Expenses	214,805	130,055	132,080	132,080
Capital Outlay	57,190	30,315	45,750	45,750
TOTAL	\$1,215,494	\$958,386	\$999,891	\$991,917



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of trees planted	35	40	40
Number of street trees pruned	1,310	1,400	1,800
Number of flowers and bulbs planted	27,600	15,000	15,000
Cubic yards of mulch placed	410	380	400

Activity Analysis Report - Adopted

1341 - Landscaping & Forestry

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$591,003	\$500,957	-15.24%	\$498,694	-0.45%
505200 - Other taxable comp-Gfit	\$0	\$761	100.00%		-100.00%
508000 - Salaries, Overtime	\$47,643	\$47,643	0.00%	\$48,405	1.60%
509000 - Salaries, Part-Time Employee	\$51,373	\$33,393	-35.00%	\$33,393	0.00%
510000 - Social Security & Medicare T	\$52,786	\$44,522	-15.66%	\$44,408	-0.26%
514000 - Group Insurance	\$109,040	\$85,934	-21.19%	\$99,545	25.12%
515000 - Retirement Contribution (401	\$45,520	\$40,077	-11.96%	\$39,896	-0.45%
515050 - Supplemental Retirement Co	\$26,949	\$25,048	-7.05%	\$24,935	-0.45%
515100 - Retirement Health Savings (	\$2,115	\$4,652	119.95%	\$5,350	15.00%
516000 - Savings Plan Contribution (4	\$17,070	\$15,029	-11.96%	\$14,961	-0.45%
519000 - Tuition Reimbursement	\$0	\$0	100.00%	\$4,500	100.00%
521000 - Office Supplies	\$0	\$0	100.00%		100.00%
522000 - General Operating Supplies	\$66,000	\$33,000	-50.00%	\$33,000	0.00%
522200 - Photographic, Audio, Video S	\$0	\$0	100.00%		100.00%
526000 - Machinery & Equipment	\$5,000	\$5,000	0.00%	\$5,000	0.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$1,680	\$2,480	47.62%	\$2,610	5.24%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%		100.00%
536400 - Contract Maintenance Servic	\$94,000	\$42,000	-55.32%	\$42,000	0.00%
536500 - Investigations	\$300	\$300	0.00%	\$300	0.00%
544000 - Professional Dues & Certifica	\$725	\$725	0.00%	\$1,820	151.03%
546000 - Conference & Seminar Regis	\$700	\$350	-50.00%	\$750	114.29%
547000 - Travel Expense	\$400	\$200	-50.00%	\$600	200.00%
550200 - Water	\$2,000	\$2,000	0.00%	\$2,000	0.00%
551100 - Cellular Telephone	\$600	\$600	0.00%	\$600	0.00%
552500 - Vehicle & Equipment Gasolin	\$22,000	\$22,000	0.00%	\$22,000	0.00%
556000 - Postage	\$0	\$0	100.00%		100.00%
557000 - Laundry & Uniforms	\$6,000	\$6,000	0.00%	\$6,000	0.00%
560000 - Miscellaneous	\$0	\$0	100.00%		100.00%
567000 - Rental & Use Charges	\$400	\$400	0.00%	\$400	0.00%
574000 - Repair & Maintenance - Vehi	\$15,000	\$15,000	0.00%	\$15,000	0.00%
592000 - Software	\$0	\$0	100.00%		100.00%
595000 - Furniture & Equipment	\$0	\$0	100.00%		100.00%
595100 - Furniture & Equipment (Repl	\$960	\$475	-50.52%	\$990	108.42%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repla	\$56,230	\$29,840	-46.93%	\$44,760	50.00%
Personnel	\$943,499	\$798,016	-15.42%	\$814,087	3.01%
Operating Expenses	\$214,805	\$130,055	-39.45%	\$132,080	1.56%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$57,190	\$30,315	-46.99%	\$45,750	50.92%
Total	\$1,215,494	\$958,386	-21.15%	\$991,917	4.33%

1341 Landscaping & Forestry

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$ 498,694	\$ 498,694
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	48,405	48,405
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	33,393	33,393
510000 Social Security & Medicare Taxes	44,408	44,408
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	107,519	99,545
514100 Group Insurance - Retirees		
515000 Retirement Contribution	39,896	39,896
515050 Supplemental Retirement Contribution	24,935	24,935
515100 Retirement Health Savings (RHS)	5,350	5,350
516000 Savings Plan Contribution	14,961	14,961
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement	4,500	4,500
Subtotal Personnel Services	\$ 822,061	\$ 814,087

Operating Expenses

522000 General Operating Supplies		
Mulch, annuals, plant material, replacement street trees	33,000	33,000
<i>Subtotal</i>	33,000	33,000
526000 Machinery & Equipment		
Replacement - Small Equipment (blowers, trimmers, power shears)	5,000	5,000
<i>Subtotal</i>	5,000	5,000
531600 Software Maintenance Agreements		
Maintenance - Software (ArborPro)	2,100	2,100
Maintenance - Software (Microsoft CALs) (3)	450	450
Maintenance - Software (Network/Anti-Virus) (3)	60	60
<i>Subtotal</i>	2,610	2,610
536400 Contract Maintenance Services		
Contract Landscape Maintenance	7,000	7,000
Hazard Tree Work, Stump Grinding, Tree Pruning	20,000	20,000
Landscape Improvements: Facilities & Right-of-Ways	5,000	5,000
Street Tree Improvement Program	8,000	8,000
Tree Spraying for Insect Problems	2,000	2,000
<i>Subtotal</i>	42,000	42,000
536500 Investigations		
Background Checks	300	300
<i>Subtotal</i>	300	300

1341 Landscaping & Forestry

544000 Professional Dues & Certification Fees			
APWA	170	170	
International Society for Arboricultural	500	500	
Landscaper Contractor's Association	225	225	
Pesticide Certification	200	200	
Professional Grounds Management Society	425	425	
State Flagging Certification	300	300	
<i>Subtotal</i>		1,820	1,820
546000 Conference & Seminar Registration			
International Society of Arboriculture	400	400	
Pesticide Training and Recertification	200	200	
Trade Shows	150	150	
<i>Subtotal</i>		750	750
547000 Travel Expense			
ISA Conference	400	400	
Professional Seminars	200	200	
<i>Subtotal</i>		600	600
550200 Water			
Water Truck To Water New Trees & Annuals	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
551100 Cellular Telephone			
Nextel Phone For Team/Snow Area Leader (1)	600	600	
<i>Subtotal</i>		600	600
552500 Vehicle & Equipment Gasoline Expense			
	22,000	22,000	
<i>Subtotal</i>		22,000	22,000
557000 Laundry & Uniforms			
Uniforms and Safety Equipment	6,000	6,000	
<i>Subtotal</i>		6,000	6,000
567000 Rental & Use Charges			
Miscellaneous Equipment Rentals	400	400	
<i>Subtotal</i>		400	400
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (22 Units)	15,000	15,000	
<i>Subtotal</i>		15,000	15,000
Subtotal Operating Expenses		132,080	132,080

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (3)	990	990	
<i>Subtotal</i>		990	990

1341 Landscaping & Forestry

596100 Vehicles & Equipment (Replacement)		
Vehicle & Equipment Replacement (12 Units)	44,760	44,760
Subtotal	44,760	44,760
Subtotal Capital Outlay	45,750	45,750
Total	999,891	991,917

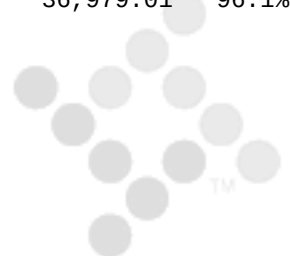
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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1341 LANDSCAPING & FORESTRY							
341 LANDSCAPING & FORESTRY							
1341 501000 FULL TIME	500,957	0	500,957	462,172.52	.00	38,784.48	92.3%
1341 505200 OTHER-GFIT	761	0	761	1,040.00	.00	-279.00	136.7%*
1341 507000 VAC/SICK	0	0	0	7,024.04	.00	-7,024.04	100.0%*
1341 508000 OVERTIME	47,643	0	47,643	34,411.64	.00	13,231.36	72.2%
1341 509000 PART-TIME	33,393	0	33,393	51,361.45	.00	-17,968.45	153.8%*
1341 510000 FICA TAXES	44,522	0	44,522	41,270.94	.00	3,251.06	92.7%
1341 514000 GROUP HEAL	85,934	0	85,934	99,687.19	.00	-13,753.19	116.0%*
1341 515000 RETIRE401A	40,077	0	40,077	34,470.76	.00	5,606.24	86.0%
1341 515050 401A SUPPL	25,048	0	25,048	20,390.23	.00	4,657.77	81.4%
1341 515100 RETIRE-RHS	4,652	0	4,652	4,976.60	.00	-324.60	107.0%*
1341 516000 SAVING401K	15,029	0	15,029	12,233.97	.00	2,795.03	81.4%
1341 521000 OFFICE SUP	0	0	0	63.83	.00	-63.83	100.0%*
1341 522000 GEN OPERAT	33,000	0	33,000	31,286.09	951.08	762.83	97.7%
1341 526000 MACH/EQUIP	5,000	0	5,000	1,560.95	.00	3,439.05	31.2%
1341 531600 SOFT MAINT	2,480	0	2,480	1,750.00	.00	730.00	70.6%
1341 536000 MISC PROF	0	0	0	1,650.00	.00	-1,650.00	100.0%*
1341 536400 MAINT SVC	42,000	0	42,000	31,058.10	4,162.00	6,779.90	83.9%
1341 536500 INVESTIGTE	300	0	300	37.25	.00	262.75	12.4%
1341 542000 AWARDS PRE	0	0	0	200.00	.00	-200.00	100.0%*
1341 544000 DUES/MEMBE	725	0	725	1,840.00	.00	-1,115.00	253.8%*
1341 546000 CONF/SEMIN	350	0	350	2,075.00	.00	-1,725.00	592.9%*
1341 547000 TRAVEL EXP	200	0	200	98.00	.00	102.00	49.0%
1341 550200 WATER	2,000	0	2,000	2,010.28	.00	-10.28	100.5%*
1341 551100 CELLPHONE	600	0	600	987.77	.00	-387.77	164.6%*
1341 552500 GAS EXP	22,000	0	22,000	18,238.53	.00	3,761.47	82.9%
1341 553000 PRINT/BIND	0	0	0	25.00	.00	-25.00	100.0%*
1341 557000 UNIFORM/LA	6,000	0	6,000	3,265.93	1,311.86	1,422.21	76.3%
1341 567000 RENTAL USE	400	0	400	188.95	.00	211.05	47.2%
1341 574000 R&M-VEHICL	15,000	0	15,000	19,292.03	.00	-4,292.03	128.6%*
1341 595100 FURN/EQ RE	475	0	475	475.00	.00	.00	100.0%
1341 596100 VEH/EQ REP	29,840	0	29,840	29,840.00	.00	.00	100.0%
TOTAL LANDSCAPING & FORESTRY	958,386	0	958,386	914,982.05	6,424.94	36,979.01	96.1%
TOTAL LANDSCAPING & FORESTRY	958,386	0	958,386	914,982.05	6,424.94	36,979.01	96.1%



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.

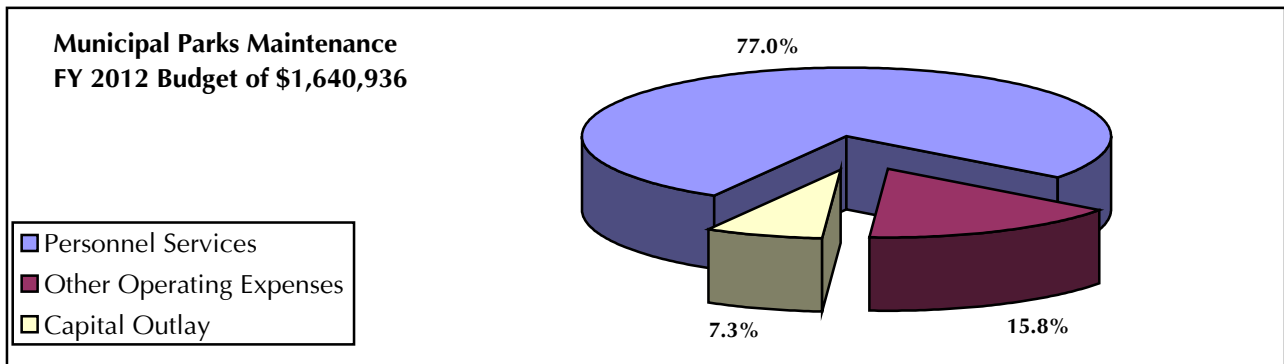
WORK PLAN GOALS:

- Complete major playground replacement projects.
- Provide a routine maintenance schedule that keeps the parks clean and safe.
- Support City events and programs.

SIGNIFICANT CHANGES:

- Contract Maintenance Services decreased \$16,000. These funds will be transferred to 1344 (Mowing & Special Pickups) as a result of restructuring our contract mowing services.
- Furniture & Equipment decreased \$76,000 to reflect the one time equipment purchase in FY 2011.
- Vehicles & Equipment (Replacement) increased \$26,255 to reflect the catch up of an additional 25% of annual appropriation which was reduced in the FY 2011 budget.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$1,290,998	\$1,249,400	\$1,275,436	\$1,262,771
Other Operating Expenses	293,060	274,735	259,070	259,070
Capital Outlay	184,880	168,665	119,095	119,095
TOTAL	\$1,768,938	\$1,692,800	\$1,653,601	\$1,640,936



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Repair & maintenance: buildings and other park amenities (man hours)	6,748	5,800	5,800
Program support (man hours)	7,820	7,800	7,800
Litter & trash pick up (man hours)	3,972	4,000	4,000
Grass mowing (man hours)	6,396	6,500	6,500
Athletic field maintenance (man hours)	2,274	2,200	2,200

Activity Analysis Report - Adopted

1343 - Municipal Parks Maintenance

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$787,013	\$763,695	-2.96%	\$775,915	1.60%
505200 - Other taxable comp-Gfit	\$0	\$35	100.00%		-100.00%
505300 - Other taxable comp-housing	\$0	\$9,600	100.00%	\$12,000	25.00%
508000 - Salaries, Overtime	\$70,205	\$70,205	0.00%	\$71,328	1.60%
509000 - Salaries, Part-Time Employee	\$73,043	\$47,478	-35.00%	\$47,478	0.00%
510000 - Social Security & Medicare T	\$71,165	\$67,425	-5.26%	\$68,446	1.51%
514000 - Group Insurance	\$164,118	\$164,118	0.00%	\$158,108	4.06%
515000 - Retirement Contribution (401	\$60,401	\$61,096	1.15%	\$62,073	1.60%
515050 - Supplemental Retirement Co	\$37,751	\$38,185	1.15%	\$38,796	1.60%
515100 - Retirement Health Savings (	\$4,652	\$4,652	0.00%	\$5,350	15.00%
516000 - Savings Plan Contribution (4	\$22,650	\$22,911	1.15%	\$23,277	1.60%
519000 - Tuition Reimbursement	\$0	\$0	100.00%		100.00%
521000 - Office Supplies	\$0	\$0	100.00%		100.00%
522000 - General Operating Supplies	\$91,000	\$86,500	-4.95%	\$86,500	0.00%
526000 - Machinery & Equipment	\$4,000	\$4,000	0.00%	\$4,000	0.00%
529000 - Building & Construction Supp	\$0	\$0	100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$60	\$160	166.67%	\$170	6.25%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%		100.00%
536400 - Contract Maintenance Servic	\$79,000	\$67,000	-15.19%	\$51,000	-23.88%
536500 - Investigations	\$500	\$500	0.00%	\$500	0.00%
543000 - Contributions	\$0	\$0	100.00%		100.00%
544000 - Professional Dues & Certifica	\$400	\$400	0.00%	\$400	0.00%
546000 - Conference & Seminar Regis	\$1,000	\$500	-50.00%	\$675	35.00%
547000 - Travel Expense	\$500	\$250	-50.00%	\$400	60.00%
550000 - Electric	\$5,000	\$5,325	6.50%	\$5,325	0.00%
550200 - Water	\$12,000	\$12,000	0.00%	\$12,000	0.00%
551100 - Cellular Telephone	\$600	\$600	0.00%	\$600	0.00%
552500 - Vehicle & Equipment Gasolin	\$43,000	\$43,000	0.00%	\$43,000	0.00%
554000 - Signage	\$0	\$0	100.00%		100.00%
556000 - Postage	\$0	\$0	100.00%		100.00%
556500 - Messenger Services	\$0	\$0	100.00%		100.00%
557000 - Laundry & Uniforms	\$9,000	\$9,000	0.00%	\$9,000	0.00%
567000 - Rental & Use Charges	\$1,000	\$1,000	0.00%	\$1,000	0.00%
572000 - Repair & Maintenance - Build	\$14,000	\$9,500	-32.14%	\$9,500	0.00%
574000 - Repair & Maintenance - Vehi	\$32,000	\$35,000	9.38%	\$35,000	0.00%
575000 - Repair & Maintenance - Furni	\$0	\$0	100.00%		100.00%
592000 - Software	\$0	\$0	100.00%		100.00%
595000 - Furniture & Equipment	\$0	\$76,000	100.00%		-100.00%
595100 - Furniture & Equipment (Repl	\$80,320	\$40,155	-50.01%	\$40,330	0.44%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repla	\$104,560	\$52,510	-49.78%	\$78,765	50.00%

Activity Analysis Report - Adopted

1343 - Municipal Parks Maintenance

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
Personnel	\$1,290,998	\$1,249,400	-3.22%	\$1,262,771	2.08%
Operating Expenses	\$293,060	\$274,735	-6.25%	\$259,070	-5.70%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$184,880	\$168,665	-8.77%	\$119,095	-29.39%
Total	\$1,768,938	\$1,692,800	-4.30%	\$1,640,936	-2.32%

1343 Municipal Parks Maintenance

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$ 775,915	\$ 775,915
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	71,328	71,328
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	47,478	47,478
510000 Social Security & Medicare Taxes	68,446	68,446
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	170,773	158,108
514100 Group Insurance - Retirees		
515000 Retirement Contribution	62,073	62,073
515050 Supplemental Retirement Contribution	38,796	38,796
515100 Retirement Health Savings (RHS)	5,350	5,350
516000 Savings Plan Contribution	23,277	23,277
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 1,275,436	\$ 1,262,771

Operating Expenses

522000 General Operating Supplies		
Cleaning Supplies - trash bags, ballfield materials, lumber, tools, b	86,500	86,500
<i>Subtotal</i>	86,500	86,500
526000 Machinery & Equipment		
Small Equipment (Blowers, Trimmers, Edgers)	4,000	4,000
<i>Subtotal</i>	4,000	4,000
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (1)	150	150
Maintenance - Software (Network/Anti-Virus) (1)	20	20
<i>Subtotal</i>	170	170
536400 Contract Maintenance Services		
Contract Mowing: Kentlands Lakes, Mini-Golf	30,000	30,000
Goose Abatement	7,000	7,000
Hazard Tree Work	6,000	6,000
Holiday Decorations in Olde Towne	4,000	4,000
Maintenance of Lighting at Market Square Plaza & Main Street Pa	4,000	4,000
<i>Subtotal</i>	51,000	51,000
536500 Investigations		
Background Checks	500	500
<i>Subtotal</i>	500	500
544000 Professional Dues & Certification Fees		
ISA, MRPA	400	400
<i>Subtotal</i>	400	400

1343 Municipal Parks Maintenance

546000 Conference & Seminar Registration			
Arborist Training and Conference	200	200	
ISA Conference	175	175	
Park Specialty Training: Playground Safety, Hazard Evaluation, et	150	150	
Pesticide Training and Recertification	150	150	
<i>Subtotal</i>		675	675
547000 Travel Expense			
ISA Conference	400	400	
<i>Subtotal</i>		400	400
550000 Electric			
	5,325	5,325	
<i>Subtotal</i>		5,325	5,325
550200 Water			
WSSC - for Ball fields	12,000	12,000	
<i>Subtotal</i>		12,000	12,000
551100 Cellular Telephone			
Nextel Phone For Team/Snow Area Leader (2)	600	600	
<i>Subtotal</i>		600	600
552500 Vehicle & Equipment Gasoline Expense			
	43,000	43,000	
<i>Subtotal</i>		43,000	43,000
557000 Laundry & Uniforms			
Uniforms and Safety Equipment	9,000	9,000	
<i>Subtotal</i>		9,000	9,000
567000 Rental & Use Charges			
Miscellaneous Equipment	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
572000 Repair & Maintenance - Buildings & Facilities			
	9,500	9,500	
<i>Subtotal</i>		9,500	9,500
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (76 Units)	35,000	35,000	
<i>Subtotal</i>		35,000	35,000
Subtotal Operating Expenses		259,070	259,070

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC + Monitors) (1)	330	330	
Replacement - Playground Equipment	40,000	40,000	
<i>Subtotal</i>		40,330	40,330

1343 Municipal Parks Maintenance

596100 Vehicles & Equipment (Replacement)		
Vehicle & Equipment Replacement (55 Units)	78,765	78,765
Subtotal	78,765	78,765
Subtotal Capital Outlay	119,095	119,095
Total	1,653,601	1,640,936



FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1343 PARKS MAINTENANCE DIVISION							
343 PARKS MAINTENANCE DIVISION							
1343 501000 FULL TIME	763,695	0	763,695	726,311.69	.00	37,383.31	95.1%
1343 505200 OTHER-GFIT	35	0	35	28.00	.00	7.00	80.0%
1343 505300 OTHER-STIP	9,600	0	9,600	10,400.00	.00	-800.00	108.3%*
1343 507000 VAC/SICK	0	0	0	5,209.63	.00	-5,209.63	100.0%*
1343 508000 OVERTIME	70,205	0	70,205	78,503.00	.00	-8,298.00	111.8%*
1343 509000 PART-TIME	47,478	0	47,478	48,838.37	.00	-1,360.37	102.9%*
1343 510000 FICA TAXES	67,425	0	67,425	64,629.20	.00	2,795.80	95.9%
1343 514000 GROUP HEAL	164,118	0	164,118	163,958.13	.00	159.87	99.9%
1343 515000 RETIRE401A	61,096	0	61,096	54,119.27	.00	6,976.73	88.6%
1343 515050 401A SUPPL	38,185	0	38,185	33,456.75	.00	4,728.25	87.6%
1343 515100 RETIRE-RHS	4,652	0	4,652	4,879.04	.00	-227.04	104.9%*
1343 516000 SAVING401K	22,911	0	22,911	20,069.42	.00	2,841.58	87.6%
1343 521000 OFFICE SUP	0	0	0	68.68	.00	-68.68	100.0%*
1343 522000 GEN OPERAT	86,500	0	86,500	73,925.04	3,694.00	8,880.96	89.7%
1343 526000 MACH/EQUIP	4,000	0	4,000	4,607.97	.00	-607.97	115.2%*
1343 531600 SOFT MAINT	160	0	160	.00	.00	160.00	.0%
1343 536400 MAINT SVC	67,000	0	67,000	51,922.16	4,313.50	10,764.34	83.9%
1343 536500 INVESTIGTE	500	0	500	37.25	.00	462.75	7.5%
1343 542000 AWARDS PRE	0	0	0	500.00	.00	-500.00	100.0%*
1343 544000 DUES/MEMBE	400	0	400	305.00	.00	95.00	76.3%
1343 546000 CONF/SEMIN	500	0	500	75.00	.00	425.00	15.0%
1343 547000 TRAVEL EXP	250	0	250	.00	.00	250.00	.0%
1343 550000 ELECTRIC	5,325	0	5,325	4,658.43	.00	666.57	87.5%
1343 550200 WATER	12,000	0	12,000	4,642.11	.00	7,357.89	38.7%
1343 551100 CELLPHONE	600	0	600	663.92	.00	-63.92	110.7%*
1343 552500 GAS EXP	43,000	0	43,000	29,069.65	.00	13,930.35	67.6%
1343 553000 PRINT/BIND	0	0	0	25.00	.00	-25.00	100.0%*
1343 554000 SIGNAGE	0	0	0	111.00	.00	-111.00	100.0%*
1343 557000 UNIFORM/LA	9,000	0	9,000	7,009.77	1,271.07	719.16	92.0%
1343 567000 RENTAL USE	1,000	0	1,000	2,188.48	.00	-1,188.48	218.8%*
1343 572000 R&M-BLDG F	9,500	0	9,500	11,399.25	.00	-1,899.25	120.0%*
1343 574000 R&M-VEHICL	35,000	0	35,000	36,900.47	.00	-1,900.47	105.4%*
1343 595000 FURN/EQUIP	76,000	0	76,000	.00	.00	76,000.00	.0%
1343 595100 FURN/EQ RE	40,155	0	40,155	40,155.00	.00	.00	100.0%
1343 596100 VEH/EQ REP	52,510	0	52,510	52,510.00	.00	.00	100.0%
TOTAL PARKS MAINTENANCE DIVISION	1,692,800	0	1,692,800	1,531,176.68	9,278.57	152,344.75	91.0%
TOTAL PARKS MAINTENANCE DIVISION	1,692,800	0	1,692,800	1,531,176.68	9,278.57	152,344.75	91.0%

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.

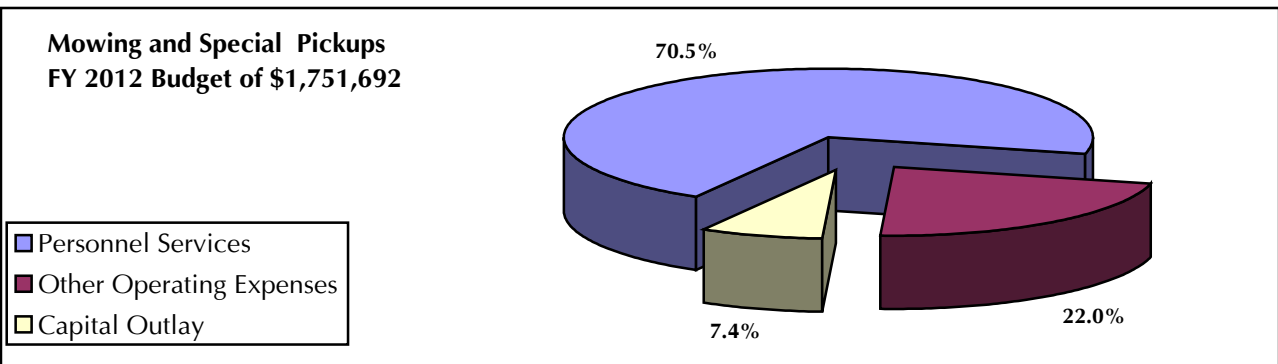
WORK PLAN GOALS:

- 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 increased \$16,000. These funds are transferred from 1343 (Parks Maintenance) as a part of restructuring of our contract mowing services.
- Vehicles & Equipment (Replacement) increased \$43,498 to reflect the catch up of an additional 25% of annual appropriation which was reduced in the FY 2011 budget.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$1,321,376	\$1,259,135	\$1,242,766	\$1,234,999
Other Operating Expenses	451,000	370,200	386,200	386,200
Capital Outlay	177,250	86,995	130,493	130,493
TOTAL	\$1,949,626	\$1,716,330	\$1,759,459	\$1,751,692



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Tons of litter picked up	146	150	150
Tons of bulk items picked up	802	900	1,000
Curb miles swept	517	550	550
Cubic yards of leaves picked up	13,700	14,000	15,000

Activity Analysis Report - Adopted

1344 - Mowing and Special Pickups

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$795,449	\$767,915	-3.46%	\$746,682	-2.77%
505200 - Other taxable comp-Gfit	\$0	\$140	100.00%		-100.00%
505300 - Other taxable comp-housing	\$0	\$7,200	100.00%	\$13,200	83.33%
508000 - Salaries, Overtime	\$75,000	\$75,000	0.00%	\$76,200	1.60%
509000 - Salaries, Part-Time Employee	\$116,524	\$87,394	-25.00%	\$87,394	0.00%
510000 - Social Security & Medicare T	\$75,503	\$71,169	-5.74%	\$69,636	-2.15%
514000 - Group Insurance	\$130,099	\$115,610	-11.14%	\$101,945	-5.10%
515000 - Retirement Contribution (401	\$60,596	\$61,433	1.38%	\$59,735	-2.76%
515050 - Supplemental Retirement Co	\$37,872	\$38,396	1.38%	\$37,334	-2.77%
515100 - Retirement Health Savings (	\$7,610	\$11,841	55.60%	\$16,473	39.12%
516000 - Savings Plan Contribution (4	\$22,723	\$23,037	1.38%	\$22,400	-2.77%
519000 - Tuition Reimbursement	\$0	\$0	100.00%	\$4,000	100.00%
521000 - Office Supplies	\$0	\$0	100.00%		100.00%
522000 - General Operating Supplies	\$13,500	\$9,000	-33.33%	\$9,000	0.00%
526000 - Machinery & Equipment	\$4,000	\$4,000	0.00%	\$4,000	0.00%
531600 - Software Maintenance Agree	\$0	\$0	100.00%		100.00%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%		100.00%
536100 - Temporary Employment Age	\$0	\$0	100.00%		100.00%
536400 - Contract Maintenance Servic	\$147,000	\$71,000	-51.70%	\$87,000	22.54%
536500 - Investigations	\$500	\$500	0.00%	\$500	0.00%
544000 - Professional Dues & Certifica	\$1,000	\$1,000	0.00%	\$1,000	0.00%
546000 - Conference & Seminar Regis	\$200	\$100	-50.00%	\$100	0.00%
547000 - Travel Expense	\$400	\$200	-50.00%	\$200	0.00%
547100 - Travel Mileage Reimburseme	\$0	\$0	100.00%		100.00%
551100 - Cellular Telephone	\$400	\$400	0.00%	\$400	0.00%
551200 - Pagers	\$0	\$0	100.00%		100.00%
552500 - Vehicle & Equipment Gasolin	\$72,000	\$72,000	0.00%	\$72,000	0.00%
557000 - Laundry & Uniforms	\$10,000	\$10,000	0.00%	\$10,000	0.00%
567000 - Rental & Use Charges	\$142,000	\$142,000	0.00%	\$142,000	0.00%
574000 - Repair & Maintenance - Vehi	\$60,000	\$60,000	0.00%	\$60,000	0.00%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repla	\$177,250	\$86,995	-50.92%	\$130,493	50.00%
Personnel	\$1,321,376	\$1,259,135	-4.71%	\$1,234,999	-1.30%
Operating Expenses	\$451,000	\$370,200	-17.92%	\$386,200	4.32%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$177,250	\$86,995	-50.92%	\$130,493	50.00%
Total	\$1,949,626	\$1,716,330	-11.97%	\$1,751,692	2.51%

1344 Mowing and Special Pickups

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$ 746,682	\$ 746,682
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	76,200	76,200
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	87,394	87,394
510000 Social Security & Medicare Taxes	69,636	69,636
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	109,712	101,945
514100 Group Insurance - Retirees		
515000 Retirement Contribution	59,735	59,735
515050 Supplemental Retirement Contribution	37,334	37,334
515100 Retirement Health Savings (RHS)	16,473	16,473
516000 Savings Plan Contribution	22,400	22,400
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement	4,000	4,000
Subtotal Personnel Services	\$ 1,242,766	\$ 1,234,999

Operating Expenses

522000 General Operating Supplies		
Replacement Trash Cans for Bus Stops	1,500	1,500
Tools, Trash Bags and Materials	7,500	7,500
<i>Subtotal</i>	9,000	9,000
526000 Machinery & Equipment		
Replacement - Small Equipment (weed trimmers, blowers, edgers,	4,000	4,000
<i>Subtotal</i>	4,000	4,000
536400 Contract Maintenance Services		
Contract Loose Leaf Removal	40,000	40,000
Contract Mowing: (Route 355, Sam Eig Hwy., Route 124, Park &	35,000	35,000
HOA Mowing Reimbursements	12,000	12,000
<i>Subtotal</i>	87,000	87,000
536500 Investigations		
Background Checks	500	500
<i>Subtotal</i>	500	500
544000 Professional Dues & Certification Fees		
Flagger Certification	1,000	1,000
<i>Subtotal</i>	1,000	1,000
546000 Conference & Seminar Registration		
Snow Conference	100	100
<i>Subtotal</i>	100	100

1344 Mowing and Special Pickups

547000 Travel Expense			
Snow Conference	200	200	
<i>Subtotal</i>		200	200
551100 Cellular Telephone			
Nextel Phone For Team/Snow Area Leader (2)	400	400	
<i>Subtotal</i>		400	400
552500 Vehicle & Equipment Gasoline Expense			
	72,000	72,000	
<i>Subtotal</i>		72,000	72,000
557000 Laundry & Uniforms			
Uniforms and Safety Equipment	10,000	10,000	
<i>Subtotal</i>		10,000	10,000
567000 Rental & Use Charges			
Dump Fees (Leaves)	30,000	30,000	
Dump Fees (Trash and Special Pickups)	112,000	112,000	
<i>Subtotal</i>		142,000	142,000
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (70 Units)	60,000	60,000	
<i>Subtotal</i>		60,000	60,000
Subtotal Operating Expenses		386,200	386,200

Capital Outlay

596100 Vehicles & Equipment (Replacement)			
Vehicle & Equipment Replacement (44 Units)	130,493	130,493	
<i>Subtotal</i>		130,493	130,493
Subtotal Capital Outlay		130,493	130,493
Total		1,759,459	1,751,692

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1344 MOWING & BULK PICK-UP							
344 MOWING & BULK PICK-UP							
1344 501000 FULL TIME	767,915	0	767,915	695,497.92	.00	72,417.08	90.6%
1344 505200 OTHER-GFIT	140	0	140	.00	.00	140.00	.0%
1344 505300 OTHER-STIP	7,200	0	7,200	13,400.00	.00	-6,200.00	186.1%*
1344 507000 VAC/SICK	0	0	0	10,256.82	.00	-10,256.82	100.0%*
1344 508000 OVERTIME	75,000	0	75,000	77,297.41	.00	-2,297.41	103.1%*
1344 509000 PART-TIME	87,394	0	87,394	62,080.12	10,533.80	14,780.08	83.1%
1344 510000 FICA TAXES	71,169	0	71,169	63,043.57	.00	8,125.43	88.6%
1344 514000 GROUP HEAL	115,610	0	115,610	99,528.57	.00	16,081.43	86.1%
1344 515000 RETIRE401A	61,433	0	61,433	51,825.06	.00	9,607.94	84.4%
1344 515050 401A SUPPL	38,396	0	38,396	28,583.60	.00	9,812.40	74.4%
1344 515100 RETIRE-RHS	11,841	0	11,841	11,580.58	.00	260.42	97.8%
1344 516000 SAVING401K	23,037	0	23,037	17,821.77	.00	5,215.23	77.4%
1344 521000 OFFICE SUP	0	0	0	51.85	.00	-51.85	100.0%*
1344 522000 GEN OPERAT	9,000	0	9,000	8,494.91	.00	505.09	94.4%
1344 526000 MACH/EQUIP	4,000	0	4,000	1,738.42	.00	2,261.58	43.5%
1344 536400 MAINT SVC	71,000	0	71,000	99,965.95	17,292.75	-46,258.70	165.2%*
1344 536500 INVESTIGTE	500	0	500	111.75	.00	388.25	22.4%
1344 542000 AWARDS PRE	0	0	0	200.00	.00	-200.00	100.0%*
1344 544000 DUES/MEMBE	1,000	0	1,000	111.00	.00	889.00	11.1%
1344 546000 CONF/SEMIN	100	0	100	150.00	.00	-50.00	150.0%*
1344 547000 TRAVEL EXP	200	0	200	.00	.00	200.00	.0%
1344 551100 CELLPHONE	400	0	400	254.74	.00	145.26	63.7%
1344 552500 GAS EXP	72,000	0	72,000	43,414.08	.00	28,585.92	60.3%
1344 557000 UNIFORM/LA	10,000	0	10,000	6,226.89	1,510.00	2,263.11	77.4%
1344 567000 RENTAL USE	142,000	0	142,000	100,580.36	.00	41,419.64	70.8%
1344 574000 R&M-VEHICL	60,000	0	60,000	54,336.43	.00	5,663.57	90.6%
1344 575000 R&M-FURN/E	0	0	0	77.46	.00	-77.46	100.0%*
1344 596100 VEH/EQ REP	86,995	0	86,995	86,995.00	.00	.00	100.0%
TOTAL MOWING & BULK PICK-UP	1,716,330	0	1,716,330	1,533,624.26	29,336.55	153,369.19	91.1%
TOTAL MOWING & BULK PICK-UP	1,716,330	0	1,716,330	1,533,624.26	29,336.55	153,369.19	91.1%



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 town-houses for recycling.

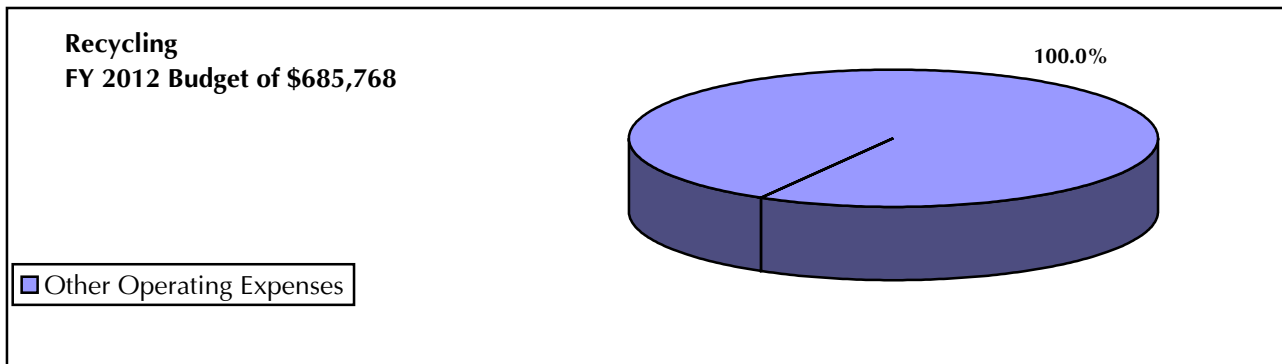
WORK PLAN GOALS:

- 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:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	703,000	682,632	685,768	685,768
Capital Outlay	0	0	0	0
TOTAL	\$703,000	\$682,632	\$685,768	\$685,768



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Tons of yard waste removed from waste stream	1,000	1,100	1,150
Tons of single stream material, by contract, removed from waste stream	2,800	3,000	3,200

Activity Analysis Report - Adopted

1345 - Recycling

Object			% Change		
	FY '10	FY '11	FY '10 - FY '11	FY '12	FY '11 - FY '12
522000 - General Operating Supplies	\$123,000	\$90,100	-26.75%	\$90,100	0.00%
550700 - Recycling Services/Trash Col	\$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	\$580,000	\$592,532	2.16%	\$595,668	0.53%
574000 - Repair & Maintenance - Vehi	\$0	\$0	100.00%		100.00%
Personnel			0.00%		0.00%
Operating Expenses	\$703,000	\$682,632	-2.90%	\$685,768	0.46%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$703,000	\$682,632	-2.90%	\$685,768	0.46%

1345 Recycling

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

522000 General Operating Supplies		
65 Gallon Wheeled Carts (2,000)	80,000	80,000
Bins (500)	4,300	4,300
Bins (w/lids)	5,800	5,800
<i>Subtotal</i>	90,100	90,100
567000 Rental & Use Charges		
Recycling Contract - should this be moved to 550700 recycling an	595,668	595,668
<i>Subtotal</i>	595,668	595,668
Subtotal Operating Expenses	685,768	685,768

Total	685,768	685,768

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1345 RECYCLING							
345 RECYCLING							
1345 522000 GEN OPERAT	90,100	0	90,100	27,698.23	.00	62,401.77	30.7%
1345 552500 GAS EXP	0	0	0	48.60	.00	-48.60	100.0%*
1345 567000 RENTAL USE	592,532	0	592,532	483,771.54	108,760.46	.00	100.0%
1345 574000 R&M-VEHICL	0	0	0	5.69	.00	-5.69	100.0%*
TOTAL RECYCLING	682,632	0	682,632	511,524.06	108,760.46	62,347.48	90.9%
TOTAL RECYCLING	682,632	0	682,632	511,524.06	108,760.46	62,347.48	90.9%



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.

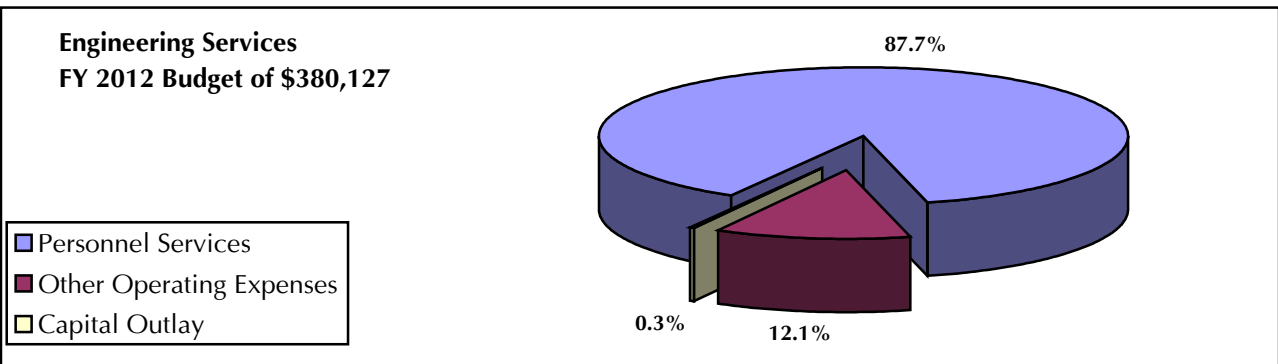
WORK PLAN GOALS:

- 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 increased \$45,240 to reflect additional SWM plan review as a result of the City's requirement to adopt the State of Maryland 2007 Stormwater Act.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$329,467	\$326,529	\$333,714	\$333,317
Other Operating Expenses	2,180	580	45,820	45,820
Capital Outlay	960	475	990	990
TOTAL	\$332,607	\$327,584	\$380,524	\$380,127



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Number of contracts administered	10	15	15

Activity Analysis Report - Adopted

1351 - Engineering Services

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$130,250	\$131,829	1.21%	\$133,938	1.60%
505200 - Other taxable comp-Gfit	\$0	\$420	100.00%		-100.00%
508000 - Salaries, Overtime	\$9,551	\$9,551	0.00%	\$9,704	1.60%
508500 - Salaries, Employment Agree	\$90,130	\$88,130	-2.22%	\$89,540	1.60%
509000 - Salaries, Part-Time Employee	\$54,972	\$47,981	-12.72%	\$47,981	0.00%
510000 - Social Security & Medicare T	\$21,796	\$21,228	-2.61%	\$21,509	1.32%
514000 - Group Insurance	\$6,123	\$10,352	69.07%	\$6,329	-35.03%
515000 - Retirement Contribution (401	\$10,260	\$10,546	2.79%	\$10,715	1.60%
515050 - Supplemental Retirement Co	\$0	\$0	100.00%	\$6,697	100.00%
515100 - Retirement Health Savings (	\$2,537	\$2,537	0.00%	\$2,886	13.76%
516000 - Savings Plan Contribution (4	\$3,848	\$3,955	2.78%	\$4,018	1.59%
521000 - Office Supplies	\$0	\$0	100.00%		100.00%
522000 - General Operating Supplies	\$900	\$0	-100.00%		100.00%
525000 - Furniture & Fixtures	\$1,000	\$0	-100.00%		100.00%
531500 - Software Licenses	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$180	\$480	166.67%	\$480	0.00%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%	\$45,240	100.00%
544000 - Professional Dues & Certifica	\$100	\$100	0.00%	\$100	0.00%
546000 - Conference & Seminar Regis	\$0	\$0	100.00%		100.00%
547100 - Travel Mileage Reimburseme	\$0	\$0	100.00%		100.00%
551100 - Cellular Telephone	\$0	\$0	100.00%		100.00%
551200 - Pagers	\$0	\$0	100.00%		100.00%
557000 - Laundry & Uniforms	\$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	\$960	\$475	-50.52%	\$990	108.42%
Personnel	\$329,467	\$326,529	-0.89%	\$333,317	2.20%
Operating Expenses	\$2,180	\$580	-73.39%	\$45,820	7800.00%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$960	\$475	-50.52%	\$990	108.42%
Total	\$332,607	\$327,584	-1.51%	\$380,127	16.16%

1351 Engineering Services

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 133,938	\$ 133,938
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	9,704	9,704
508500 Salaries, Employee Agreement	89,540	89,540
509000 Salaries, Part-Time	47,981	47,981
510000 Social Security & Medicare Taxes	21,509	21,509
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	6,726	6,329
514100 Group Insurance - Retirees		
515000 Retirement Contribution	10,715	10,715
515050 Supplemental Retirement Contribution	6,697	6,697
515100 Retirement Health Savings (RHS)	2,886	2,886
516000 Savings Plan Contribution	4,018	4,018
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 333,714	\$ 333,317

Operating Expenses

531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (3)	420	420
Maintenance - Software (Network/Anti-Virus) (3)	60	60
<i>Subtotal</i>	480	480
536000 Miscellaneous Professional Services		
For additional plan review required when the City adopted Maryla	45,240	45,240
<i>Subtotal</i>	45,240	45,240
544000 Professional Dues & Certification Fees		
	100	100
<i>Subtotal</i>	100	100
Subtotal Operating Expenses	45,820	45,820

Capital Outlay

595100 Furniture & Equipment (Replacement)		
Replacement - Computer Hardware (PC + Monitors) (3)	990	990
<i>Subtotal</i>	990	990
Subtotal Capital Outlay	990	990
Total	380,524	380,127

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1351 ENGINEERING SERVICES							
351 ENGINEERING SERVICES							
1351 501000 FULL TIME	131,829	0	131,829	123,250.19	.00	8,578.81	93.5%
1351 505200 OTHER-GFIT	420	0	420	315.00	.00	105.00	75.0%
1351 508000 OVERTIME	9,551	0	9,551	.00	.00	9,551.00	.0%
1351 508500 CONTRACT	88,130	0	88,130	81,873.42	.00	6,256.58	92.9%
1351 509000 PART-TIME	47,981	0	47,981	46,102.06	.00	1,878.94	96.1%
1351 510000 FICA TAXES	21,228	0	21,228	18,965.50	.00	2,262.50	89.3%
1351 514000 GROUP HEAL	10,352	0	10,352	6,357.56	.00	3,994.44	61.4%
1351 515000 RETIRE401A	10,546	0	10,546	9,398.24	.00	1,147.76	89.1%
1351 515100 RETIRE-RHS	2,537	0	2,537	2,631.81	.00	-94.81	103.7%*
1351 516000 SAVING401K	3,955	0	3,955	3,524.33	.00	430.67	89.1%
1351 531600 SOFT MAINT	480	0	480	.00	.00	480.00	.0%
1351 544000 DUES/MEMBE	100	0	100	.00	.00	100.00	.0%
1351 547000 TRAVEL EXP	0	0	0	28.00	.00	-28.00	100.0%*
1351 557000 UNIFORM/LA	0	0	0	136.46	.00	-136.46	100.0%*
1351 595100 FURN/EQ RE	475	0	475	475.00	.00	.00	100.0%
TOTAL ENGINEERING SERVICES	327,584	0	327,584	293,057.57	.00	34,526.43	89.5%
TOTAL ENGINEERING SERVICES	327,584	0	327,584	293,057.57	.00	34,526.43	89.5%



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.

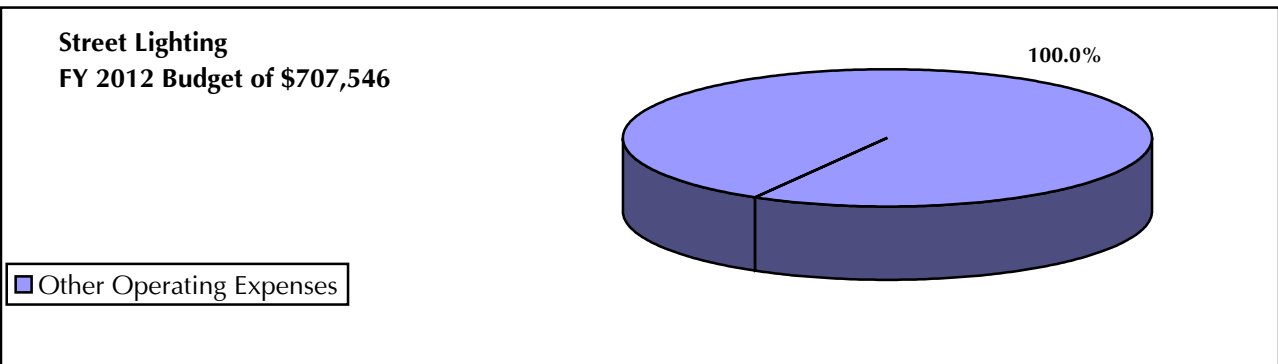
WORK PLAN GOALS:

- Continue bi-weekly inspection program to identify trouble areas (outages).
- Group replacement of lamps/lenses on a scheduled basis.
- Minimize outage time.

SIGNIFICANT CHANGES:

- Electric decreased \$10,000 to reflect FY 2010 actual expenditures and end of year projection for FY 2011.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	672,000	717,546	707,546	707,546
Capital Outlay	0	0	0	0
TOTAL	\$672,000	\$717,546	\$707,546	\$707,546



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Percentage of lights repaired with 2 weeks (Contractor)	93%	95%	95%
Percentage of lights repaired with 1 week (Contractor)	86%	95%	90%
Percentage of lights repaired with 1 month (PEPCO)	62%	95%	75%

Activity Analysis Report - Adopted

1393 - Street Lighting

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
522000 - General Operating Supplies	\$6,000	\$3,000	-50.00%	\$3,000	0.00%
550000 - Electric	\$593,000	\$641,546	8.19%	\$631,546	-1.56%
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	\$672,000	\$717,546	6.78%	\$707,546	-1.39%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay			0.00%		0.00%
Total	\$672,000	\$717,546	6.78%	\$707,546	-1.39%

1393 Street Lighting

Expenditure Statement by Object

**Proposed
2011 - 2012**

**Adopted
2011 - 2012**

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

522000 General Operating Supplies		
Parts and supplies	3,000	3,000
<i>Subtotal</i>	3,000	3,000
550000 Electric		
Miscellaneous	631,546	631,546
<i>Subtotal</i>	631,546	631,546
573000 Repair & Maintenance - Machinery & Equipment		
Maintenance - City Owned Street Lights	73,000	73,000
<i>Subtotal</i>	73,000	73,000
Subtotal Operating Expenses	707,546	707,546

Total	707,546	707,546

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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1393 STREET LIGHTING							
393 STREET LIGHTING							
1393 522000 GEN OPERAT	3,000	0	3,000	.00	.00	3,000.00	.0%
1393 550000 ELECTRIC	641,546	0	641,546	517,274.11	.00	124,271.89	80.6%
1393 573000 R&M-MACH/E	73,000	0	73,000	57,244.03	16,307.14	-551.17	100.8%*
1393 574000 R&M-VEHICL	0	0	0	47.46	.00	-47.46	100.0%*
TOTAL STREET LIGHTING	717,546	0	717,546	574,565.60	16,307.14	126,673.26	82.3%
TOTAL STREET LIGHTING	717,546	0	717,546	574,565.60	16,307.14	126,673.26	82.3%



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 in the City street system.

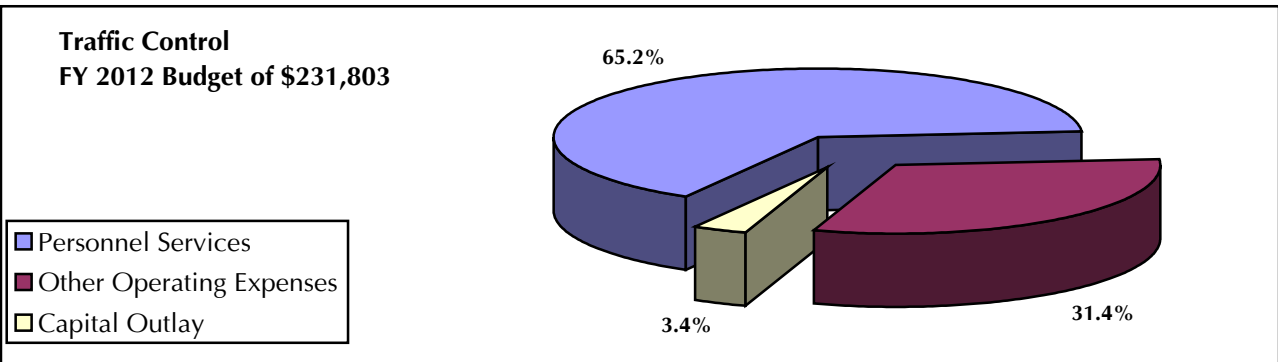
WORK PLAN GOALS:

- Continue sign post repainting/replacement program.
- Maintain signs and markings at a level consistent with the standards as set forth in the Manual on Uniform Traffic Control Devices.

SIGNIFICANT CHANGES:

- No Significant Changes.

Summary	Budgeted 2009 – 10	Budgeted 2010 – 11	Proposed 2011 – 12	Adopted 2011 – 12
Personnel Services	\$167,847	\$157,750	\$152,296	\$151,133
Other Operating Expenses	76,200	72,870	72,870	72,870
Capital Outlay	9,960	4,980	7,800	7,800
TOTAL	\$254,007	\$235,600	\$232,966	\$231,803



Performance Measures	Actual 2009 – 10	Budgeted 2010 – 11	Projected 2011 – 12
Linear feet of "long line" restriping remarked	2,200	2,200	2,200

Activity Analysis Report - Adopted

1397 - Traffic Control

Object	FY '10	FY '11	% Change FY '10 - FY '11	FY '12	% Change FY '11 - FY '12
501000 - Salaries, Full-Time Employee	\$92,331	\$88,331	-4.33%	\$89,745	1.60%
508000 - Salaries, Overtime	\$13,763	\$13,763	0.00%	\$13,983	1.60%
509000 - Salaries, Part-Time Employee	\$15,389	\$10,009	-34.96%	\$10,009	0.00%
510000 - Social Security & Medicare T	\$9,293	\$8,576	-7.72%	\$8,701	1.46%
514000 - Group Insurance	\$22,938	\$22,938	0.00%	\$14,336	-32.43%
515000 - Retirement Contribution (401	\$7,066	\$7,066	0.00%	\$7,180	1.61%
515050 - Supplemental Retirement Co	\$4,417	\$4,417	0.00%	\$4,487	1.58%
516000 - Savings Plan Contribution (4	\$2,650	\$2,650	0.00%	\$2,692	1.58%
521000 - Office Supplies	\$0	\$0	100.00%		100.00%
522000 - General Operating Supplies	\$41,000	\$36,500	-10.98%	\$36,500	0.00%
526000 - Machinery & Equipment	\$0	\$0	100.00%		100.00%
531600 - Software Maintenance Agree	\$0	\$0	100.00%		100.00%
536000 - Miscellaneous Professional S	\$0	\$0	100.00%		100.00%
544000 - Professional Dues & Certifica	\$0	\$0	100.00%		100.00%
550000 - Electric	\$18,000	\$19,170	6.50%	\$19,170	0.00%
552500 - Vehicle & Equipment Gasolin	\$4,200	\$4,200	0.00%	\$4,200	0.00%
554000 - Signage	\$0	\$0	100.00%		100.00%
557000 - Laundry & Uniforms	\$1,000	\$1,000	0.00%	\$1,000	0.00%
567000 - Rental & Use Charges	\$10,000	\$10,000	0.00%	\$10,000	0.00%
573000 - Repair & Maintenance - Mac	\$0	\$0	100.00%		100.00%
574000 - Repair & Maintenance - Vehi	\$2,000	\$2,000	0.00%	\$2,000	0.00%
595100 - Furniture & Equipment (Repl	\$0	\$0	100.00%	\$330	100.00%
596000 - Vehicles & Equipment	\$0	\$0	100.00%		100.00%
596100 - Vehicles & Equipment (Repla	\$9,960	\$4,980	-50.00%	\$7,470	50.00%
Personnel	\$167,847	\$157,750	-6.02%	\$151,133	-3.46%
Operating Expenses	\$76,200	\$72,870	-4.37%	\$72,870	0.00%
Contingency Funds			0.00%		0.00%
Transfer Funds			0.00%		0.00%
Capital Outlay	\$9,960	\$4,980	-50.00%	\$7,800	56.63%
Total	\$254,007	\$235,600	-7.25%	\$231,803	-1.12%

1397 Traffic Control

Expenditure Statement by Object	Proposed 2011 - 2012	Adopted 2011 - 2012

Personnel Services

501000 Salaries, Full-Time Employees	\$ 89,745	\$ 89,745
505000 Other Taxable Compensation		
507000 Vacation Sick Pay		
508000 Salaries, Overtime	13,983	13,983
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	10,009	10,009
510000 Social Security & Medicare Taxes	8,701	8,701
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	15,499	14,336
514100 Group Insurance - Retirees		
515000 Retirement Contribution	7,180	7,180
515050 Supplemental Retirement Contribution	4,487	4,487
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	2,692	2,692
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$ 152,296	\$ 151,133

Operating Expenses

522000 General Operating Supplies		
In road pedestrian signs	2,000	2,000
Signs (Posts and Painting)	25,500	25,500
Solar panel school signs-repair and replacement	6,000	6,000
Traffic counter repair and replacement	3,000	3,000
<i>Subtotal</i>	36,500	36,500
550000 Electric		
Electricity for Traffic Signals	19,170	19,170
<i>Subtotal</i>	19,170	19,170
552500 Vehicle & Equipment Gasoline Expense		
	4,200	4,200
<i>Subtotal</i>	4,200	4,200
557000 Laundry & Uniforms		
Uniforms and Safety Equipment	1,000	1,000
<i>Subtotal</i>	1,000	1,000
567000 Rental & Use Charges		
Traffic Line Striping	10,000	10,000
<i>Subtotal</i>	10,000	10,000
574000 Repair & Maintenance - Vehicles		
Vehicle Maintenance (8 Units)	2,000	2,000
<i>Subtotal</i>	2,000	2,000
Subtotal Operating Expenses	72,870	72,870

1397 Traffic Control

Capital Outlay

595100 Furniture & Equipment (Replacement)		
Replacement - Computer Hardware (PC + Monitors) (1)	330	330
Subtotal	330	330
596100 Vehicles & Equipment (Replacement)		
Vehicle Replacement (7 Units)	7,470	7,470
Subtotal	7,470	7,470
Subtotal Capital Outlay	7,800	7,800
Total	232,966	231,803



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CITY OF GAITHERSBURG
YTD BUDGET REPORT - 06/16/2011 (96%)

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FOR 2011 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1397 TRAFFIC CONTROL							
397 TRAFFIC CONTROL							
1397 501000 FULL TIME	88,331	0	88,331	84,550.92	.00	3,780.08	95.7%
1397 507000 VAC/SICK	0	0	0	629.22	.00	-629.22	100.0%*
1397 508000 OVERTIME	13,763	0	13,763	4,845.27	.00	8,917.73	35.2%
1397 509000 PART-TIME	10,009	0	10,009	8,142.12	203.88	1,663.00	83.4%
1397 510000 FICA TAXES	8,576	0	8,576	6,754.51	.00	1,821.49	78.8%
1397 514000 GROUP HEAL	22,938	0	22,938	18,007.75	.00	4,930.25	78.5%
1397 515000 RETIRE401A	7,066	0	7,066	6,308.18	.00	757.82	89.3%
1397 515050 401A SUPPL	4,417	0	4,417	2,847.39	.00	1,569.61	64.5%
1397 516000 SAVING401K	2,650	0	2,650	2,365.54	.00	284.46	89.3%
1397 522000 GEN OPERAT	36,500	0	36,500	20,755.88	355.50	15,388.62	57.8%
1397 536000 MISC PROF	0	0	0	7,512.24	1,587.76	-9,100.00	100.0%*
1397 542000 AWARDS PRE	0	0	0	100.00	.00	-100.00	100.0%*
1397 550000 ELECTRIC	19,170	0	19,170	11,009.19	.00	8,160.81	57.4%
1397 552500 GAS EXP	4,200	0	4,200	2,124.91	.00	2,075.09	50.6%
1397 557000 UNIFORM/LA	1,000	0	1,000	440.98	280.64	278.38	72.2%
1397 567000 RENTAL USE	10,000	0	10,000	.00	.00	10,000.00	.0%
1397 574000 R&M-VEHICL	2,000	0	2,000	2,168.24	.00	-168.24	108.4%*
1397 596100 VEH/EQ REP	4,980	0	4,980	4,980.00	.00	.00	100.0%
TOTAL TRAFFIC CONTROL	235,600	0	235,600	183,542.34	2,427.78	49,629.88	78.9%
TOTAL TRAFFIC CONTROL	235,600	0	235,600	183,542.34	2,427.78	49,629.88	78.9%



Personnel/Salary Schedule

OFFICE OF THE CITY MANAGER

STAFFING SUMMARY BY POSITION

1101 - Mayor & Council	FY 10	FY 11	FY 12
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 10	FY 11	FY 12
City Attorney	1	1	1
Administrative Assistant III	1	1	1
Subtotal	2	2	2

1131 - Office of the City Manager	FY 10	FY 11	FY 12
City Manager	1	1	1
Assistant City Manager	1	1	0
Executive Assistant	1	1	1
Intergovernmental Affairs Coordinator	0	0	1
Administrative Assistant III	1	1	0
Administrative Assistant II	1	0	0
Part-Time Personnel	1.5	1.5	1.5
Subtotal	6.5	5.5	4.5

1133 - Economic & Business Development	FY 10	FY 11	FY 12
Deputy City Manager	0	1	1
Assistant City Manager	1	0	0
Economic Development Director	0	0	1
Olde Towne Revitalization Coordinator	1	0	0
Part-Time Personnel	0	0.75	0.75
Subtotal	2	1.75	2.75

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	10	8	8
Employment Agreement Personnel	0	0	0
Part-Time Personnel	1.7	2.45	2.45
	11.7	10.45	10.45

HUMAN RESOURCES

STAFFING SUMMARY BY POSITION

1135 - Human Resources	FY 10	FY 11	FY 12
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	1	2	2
Human Resources Generalist I	1	0	0
Subtotal	5	5	5

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	5	5	5
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0	0	0
	5	5	5

COMMUNITY AND PUBLIC RELATIONS STAFFING SUMMARY BY POSITION

1212 - Public Information	FY 10	FY 11	FY 12
Director of Community and Public Relations	1	1	1
Web Administrator	1	1	1
Communication Specialist	0	0	1
Graphics Specialist	1	1	1
Web Assistant	0	0	1
Graphics Artist	1	1	1
Part-Time Personnel	1.1	1.1	1.1
Subtotal	5.1	5.1	7.1

1213 - Gaithersburg Television	FY 10	FY 11	FY 12
Television Productions Manager	1	1	1
Television Production Specialist	1	1	1
Part-Time Personnel	0.4	0.4	0.4
Subtotal	2.4	2.4	2.4

1215 - Community Services	FY 10	FY 11	FY 12
Community Services Director	1	1	1
Community Services Program Manager	1	1	1
Administrative Assistant II	1	1	1
Part-Time Personnel	0.75	0.75	0.75
Subtotal	3.75	3.75	3.75

1216 - Homeless Assistance	FY 10	FY 11	FY 12
Homeless Advocate/Clinical Supervisor	1	1	1
Primary Counselor	1	1	1
Counselor II	1	1	1
Employment Agreement Personnel	1	1	1
Part-Time Personnel	2	2	2.2
Subtotal	6	6	6.2

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	12	12	14
Employment Agreement Personnel	1	1	1
Part-Time Personnel	4.25	4.25	4.45
	17.25	17.25	19.45

FINANCE AND ADMINISTRATION STAFFING SUMMARY BY POSITION

1141 - Finance & Administration	FY 10	FY 11	FY 12
Director of Finance & Administration	1	1	1
Comptroller	1	1	1
Chief Accountant	1	1	1
Procurement Officer	0	0	1
Accounting Specialist	1	1	1
Senior Accounting Technician	1	1	2
Accounting Technician	1	1	0
Administrative Assistant III	1	1	1
Part-Time Personnel	0.3	0.5	0.5
Subtotal	7.3	7.5	8.5

1142 - Housing & Community Development	FY 10	FY 11	FY 12
Housing & Community Development Director	0	1	1
Community Development Director	1	0	0
Employment Agreement Personnel	0.5	0	0
Subtotal	1.5	1	1

1149 - General Services	FY 10	FY 11	FY 12
None	0	0	0

1911 - Non-Departmental	FY 10	FY 11	FY 12
None	0	0	0

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	8	8	9
Employment Agreement Personnel	0.5	0	0
Part-Time Personnel	0.3	0.5	0.5
	8.8	8.5	9.5

INFORMATION TECHNOLOGY STAFFING SUMMARY BY POSITION

1145 - Information Technology	FY 10	FY 11	FY 12
Director of Information Technology	1	1	1
Network Manager/Operations	1	1	1
Systems Support Manager	1	1	1
GIS System Program Manager	0	0	1
Programmer/Analyst II	1	1	2
Network Operations Specialist	1	1	1
Helpdesk Manager	0	0	1
Programmer/Analyst I	1	1	0
Helpdesk Technician II	1	1	0
Helpdesk Technician I	1	1	1
Part-Time Personnel	0.5	0.5	0.5
Subtotal	8.5	8.5	9.5

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	8	8	9
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0.5	0.5	0.5
	8.5	8.5	9.5

PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

1411 - Parks & Recreation Administration	FY 10	FY 11	FY 12
Director of Parks, Recreation and Culture	1	1	1
Administrative Services Division Chief	0	0	1
Facilities Administration Director	1	1	0
Development Specialist	0	0	1
Recreation Systems Support Specialist	0	0	1
Administrative Support Supervisor	1	1	0
Administrative Assistant II	1	1	1
Subtotal	4	4	5

1415 - Recreation Programs and Sports	FY 10	FY 11	FY 12
Recreation & Parks Division Chief	0	0	1
Recreation Program Director	1	1	0
Senior Recreation Supervisor	0	0	1
Recreation Program Specialist	1	1	0
Recreation Program Supervisor	0	0	3
Recreation Program Coordinator III	3	3	0
Part-Time Personnel	4.3	3.3	3.3
Subtotal	9.3	8.3	8.3

1416 - Recreation Classes	FY 10	FY 11	FY 12
Recreation Program Supervisor	0	0	1
Recreation Program Coordinator III	1	1	0
Part-Time Personnel	4.1	4	4
Subtotal	5.1	5	5

1417 - Youth Services	FY 10	FY 11	FY 12
Youth & Senior Services Division Chief	0	0	1
Youth Services Director	1	1	0
Recreation Program Supervisor	0	0	1
Recreation Program Coordinator III	1	1	0
Recreation Program Coordinator II	1	1	1
Part-Time Personnel	4.4	3.56	3.56
Subtotal	7.4	6.56	6.56

1418 - Summer Programs	FY 10	FY 11	FY 12
Part-Time Personnel	21.56	16.37	16.99
Subtotal	21.56	16.37	16.99

PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

1419 – Gaithersburg Youth Center at Robertson Park	FY 10	FY 11	FY 12
Community Facility Director	1	1	1
Part-Time Personnel	4.87	4.49	4.49
Subtotal	5.87	5.49	5.49

1420 - Skate Park	FY 10	FY 11	FY 12
Part-Time Personnel	1.64	1.89	1.89
Subtotal	1.64	1.89	1.89

1421 - Casey Community Center	FY 10	FY 11	FY 12
Community Facility Director	1	1	1
Administrative Support Supervisor	1	1	1
Part-Time Personnel	6.3	3.9	3.9
Subtotal	8.3	5.9	5.9

1422 - Water Park	FY 10	FY 11	FY 12
Aquatic Facility Director	1	1	0
Community Facility Director	0	0	1
Employment Agreement	1	0	0
Part-Time Personnel	10.7	10.6	10.6
Subtotal	12.7	11.6	11.6

1423 - Gaithersburg Arts Barn	FY 10	FY 11	FY 12
Community Facility Director	1	1	1
Part-Time Personnel	2.8	2.6	2.6
Subtotal	3.8	3.6	3.6

1424 - Gaithersburg Olde Towne Youth Center	FY 10	FY 11	FY 12
Community Facility Director	0	1	1
Recreation Program Coordinator III	1	0	0
Part-Time Personnel	4.8	4.12	4.12
Subtotal	5.8	5.12	5.12

PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

1425 - Seniors Program	FY 10	FY 11	FY 12
Community Facility Director	1	1	1
Recreation Program Supervisor	0	0	1
Recreation Program Coordinator III	1	1	0
Recreation Program Coordinator I	1	1	1
Administrative Assistant III	1	1	1
Custodian/Maintenance Worker	1	1	1
Employment Agreement Personnel	0.8	0.8	0.8
Part-Time Personnel	2	1.3	1.3
Subtotal	7.8	7.1	7.1

1426 - Activity Center at Bohrer Park	FY 10	FY 11	FY 12
Community Facility Director	1	1	1
Recreation Support Assistant	3	3	2
Part-Time Personnel	5	4.3	4.3
Subtotal	9	8.3	7.3

1427 - Gaithersburg Aquatic Center	FY 10	FY 11	FY 12
Community Facility Director	0	0	1
Aquatic Manager	1	1	0
Part-Time Personnel	7.7	7.7	7.7
Subtotal	8.7	8.7	8.7

1428 - Miniature Golf Course at Bohrer Park	FY 10	FY 11	FY 12
Recreation Facility Coordinator	0	0	1
Employment Agreement Personnel	1	1	0
Part-Time Personnel	1.6	1.5	1.5
Subtotal	2.6	2.5	2.5

1429 - Picnic Pavilions at Bohrer Park	FY 10	FY 11	FY 12
Part-Time Personnel	0.6	0.5	0.5
Subtotal	0.6	0.5	0.5

1430 - Winter Lights	FY 10	FY 11	FY 12
Part-Time Personnel	1.2	1.2	1.2
Subtotal	1.2	1.2	1.2

PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

1436 - Special Events	FY 10	FY 11	FY 12
Arts & Events Division Chief	0	0	1
Arts/Special Events Director	1	1	0
Senior Recreation Supervisor	0	0	1
Recreation Program Specialist	1	1	0
Recreation Program Supervisor	0	0	2
Recreation Program Coordinator III	2	2	0
Recreation Program Coordinator II	1	1	1
Part-Time Personnel	2.2	1.6	1.6
Subtotal	7.2	6.6	6.6

1437 - Cultural Arts Programs	FY 10	FY 11	FY 12
Cultural Arts Director	1	1	1
Part-Time Personnel	2.4	2	2
Subtotal	3.4	3	3

1438 - Kentlands Mansion	FY 10	FY 11	FY 12
Community Facility Director	1	1	1
Administrative Assistant III	1	1	1
Custodian/Maintenance Worker	0	0	1
Employment Agreement Personnel	1	1	0
Part-Time Personnel	3.1	2	2
Subtotal	6.1	5	5

Total	FY 10	FY 11	FY 12
Full-Time Personnel	37	37	39
Employment Agreement Personnel	3.8	2.8	0.8
Part-Time Personnel	91.27	76.93	77.55
	132.07	116.73	117.35

PLANNING AND CODE STAFFING SUMMARY BY POSITION

1134 - Environmental Affairs	FY 10	FY 11	FY 12
Environmental Services Director	1	1	1
Sustainability Planner	0	0	1
Environmental Specialist	1	1	0
Part-Time Personnel	0.5	0.5	0.5
Subtotal	2.5	2.5	2.5

1194 - Planning	FY 10	FY 11	FY 12
Asst. City Mgr./Dir. of Plng. & Code Admin.	0	0	1
Director of Planning & Code Administration	1	1	0
Planning Director	1	1	1
Community Planning Director	1	1	1
GIS Planner	1	1	1
Planner	3	3	3
Recording Secretary	1	1	1
Administrative Assistant I	1	1	2
Receptionist	1	1	1
Part-Time Personnel	2.1	0.5	0.5
Subtotal	12.1	10.5	11.5

1196 - Code Administration	FY 10	FY 11	FY 12
Permits and Inspections Director	1	1	1
Neighborhood Services Director	1	1	1
Fire Marshal	1	1	1
Permit Coordinator	2	2	2
Site Development Coordinator	1	1	1
Chief Electrical Reviewer	1	1	1
Fire Inspector	1	1	1
Code Inspector	3	3	3
Code Administration Officer III	2	2	2
Code Administration Officer II	0	0	1
Administrative Support Supervisor	1	1	1
Code Administration Officer I	2	2	1
Administrative Assistant III	1	1	1
Permit Technician	0	0	1
Permit Analyst	2	2	0
Administrative Assistant I	1	1	1
Employment Agreement Personnel	2	2	2
Part-Time Personnel	2.2	1.78	1.78
Subtotal	24.2	23.78	22.78

PLANNING AND CODE STAFFING SUMMARY BY POSITION

1198 - Animal Control	FY 10	FY 11	FY 12
Animal Control Director	1	1	1
Animal Control Officer	3	3	3
Administrative Assistant III	1	1	1
Part-Time Personnel	0.4	0.25	0.25
Subtotal	5.4	5.25	5.25

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	37	37	36
Employment Agreement Personnel	2	2	2
Part-Time Personnel	5.2	3.03	3.03
	44.2	42.03	41.03

POLICE

STAFFING SUMMARY BY POSITION

1211 - Police	FY 10	FY 11	FY 12
Chief of Police	1	1	1
Police Captain	1	1	0
Police Lieutenant	2	2	3
Emergency Management Coordinator	1	1	1
Police Sergeant	9	9	8
Police Corporal	9	9	7
Police Officer III	14	18	21
Police Officer II	7	4	9
Police Officer I	11	10	5
Crime Analyst	0	0	1
Community Outreach Specialist	1	1	0
Administrative Support Supervisor	1	1	1
Administrative Assistant II	1	1	2
Administrative Assistant I	0	1	0
Receptionist	1	0	0
Part-Time Personnel	4,125	4,125	4,125
Subtotal	63,125	63,125	63,125

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	59	59	59
Employment Agreement Personnel	0	0	0
Part-Time Personnel	4,125	4,125	4,125
	63,125	63,125	63,125

PUBLIC WORKS STAFFING SUMMARY BY POSITION

1150 - Facilities Management	FY 10	FY 11	FY 12
Capital Projects/Facilities Director	1	1	1
Capital Projects Manager	1	1	1
Building & Equipment Maintenance Supervisor	1	1	1
Project Manager	1	1	1
Building & Equipment Maintenance Specialist III	0	0	1
Building & Equipment Maintenance Specialist II	1	1	0
Building & Equipment Maintenance Specialist I	2	2	2
Building & Grounds Caretaker	0	1	1
Custodian/Maintenance Worker	1	0	0
Part-Time Personnel	0.1	0	0
Subtotal	8.1	8	8

1151 - 1175 - Building & Grounds Maintenance	FY 10	FY 11	FY 12
Part-Time Personnel	0.1	0	0
Subtotal	0.1	0	0

1311 - Public Works, Parks Maintenance & Engineering Administration	FY 10	FY 11	FY 12
Director of Public Works & Engineering	1	1	1
Public Works Operations Director	1	1	1
Engineering Services Director	1	1	1
Administrative Support Supervisor	1	1	1
Administrative Assistant III	1	1	1
Subtotal	5	5	5

1312 - Streets & Special Projects	FY 10	FY 11	FY 12
Supervisor	1	1	1
Work Force Leader II	1	1	1
Equipment Operator III	2	2	2
Work Force Leader I	1	1	1
Lead Maintenance Worker	2	2	2
Equipment Operator I	1	1	1
Maintenance Worker II	2	2	2
Part-Time Personnel	0.4	0.4	0.4
Subtotal	10.4	10.4	10.4

PUBLIC WORKS STAFFING SUMMARY BY POSITION

1315 - Fleet Maintenance	FY 10	FY 11	FY 12
Fleet Maintenance Supervisor	1	1	1
Lead Mechanic	1	1	1
Mechanic II	2	3	3
Service Writer	1	1	1
Maintenance Worker I	1	0	0
Subtotal	6	6	6

1341 - Landscaping & Forestry	FY 10	FY 11	FY 12
Project Manager	2	2	2
Supervisor	1	1	1
Work Force Leader I	2	2	2
Lead Maintenance Worker	2	2	2
Maintenance Worker II	5	5	6
Maintenance Worker I	1	1	0
Part-Time Personnel	2.1	1.2	1.2
Subtotal	15.1	14.2	14.2

1343 - Municipal Parks Maintenance	FY 10	FY 11	FY 12
Project Manager	0	1	1
Supervisor	1	0	0
Work Force Leader II	2	4	4
Equipment Operator III	1	1	1
Work Force Leader I	3	1	1
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	3	1.7	1.7
Subtotal	19	17.7	17.7

1344 - Mowing & Bulk Pickup	FY 10	FY 11	FY 12
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	5	7	7
Maintenance Worker I	2	0	0
Part-Time Personnel	4.6	3.2	3.2
Subtotal	23.6	22.2	22.2

PUBLIC WORKS STAFFING SUMMARY BY POSITION

1351 - Engineering Services	FY 10	FY 11	FY 12
Project Engineer	1	1	1
Senior Engineering Technician	1	1	1
Employment Agreement Personnel	1	1	1
Part-Time Personnel	1.1	0.8	0.8
Subtotal	4.1	3.8	3.8

1397 - Traffic Control	FY 10	FY 11	FY 12
Work Force Leader II	1	1	1
Lead Maintenance Worker	1	1	1
Part-Time Personnel	0.6	0.2	0.2
Subtotal	2.6	2.2	2.2

TOTAL	FY 10	FY 11	FY 12
Full-Time Personnel	81	81	81
Employment Agreement Personnel	1	1	1
Part-Time Personnel	12	7.5	7.5
	94	89.5	89.5

ADOPTED PERSONNEL SCHEDULE

FISCAL YEAR 2012

Position Title	Grade	FY 12 Total Adopted No. Positions
Building & Grounds Caretaker	115	1
Custodian/Maintenance Worker	115	2
Receptionist	116	1
Administrative Assistant I	118	2
Maintenance Worker I	118	1
Maintenance Worker II	119	18
Administrative Assistant II	120	4
Counselor II	120	1
Equipment Operator I	120	4
Recreation Support Assistant	120	2
Equipment Operator II	121	9
Graphics Artist	121	1
Lead Maintenance Worker	121	7
Administrative Assistant III	122	6
Building & Equipment Maintenance Specialist I	122	2
Legal Assistant	122	1
Permit Technician	122	1
Service Writer	122	1
Work Force Leader I	122	4
Code Administration Officer I	123	1
Equipment Operator III	123	3
Senior Accounting Technician	123	2
Administrative Support Supervisor	124	3
Helpdesk Technician I	124	1
Intergovernmental Affairs Coordinator	124	1
Mechanic II	124	3
Recreation Program Coordinator I	124	2
Work Force Leader II	124	8
Accounting Specialist	125	1
Animal Control Officer	125	3
Code Administration Officer II	125	1
Primary Counselor	125	1
Recording Secretary	125	1
Recreation Systems Support Specialist	125	1
Lead Mechanic	126	1
Recreation Facility Coordinator	126	1
Recreation Program Coordinator II	126	2
Building & Equipment Maintenance Specialist III	127	1
Code Administration Officer III	127	2
Executive Assistant	127	1
Municipal Clerk	127	1
Network Operations Specialist	127	1

ADOPTED PERSONNEL SCHEDULE

FISCAL YEAR 2012

Position Title	Grade	FY 12 Total Adopted No. Positions
Crime Analyst	128	1
Graphics Specialist	128	1
Human Resources Generalist II	128	2
Permitting Manager	128	1
Recreation Program Supervisor	128	8
Television Production Specialist	128	1
Web Assistant	128	1
Code Inspector	129	3
Communication Specialist	129	1
Community Services Program Manager	129	1
Fleet Maintenance Supervisor	129	1
Helpdesk Manager	129	1
Planner	129	3
Recreation Resource Development Administrator	129	1
Senior Engineering Technician	129	1
Supervisor	129	3
Sustainability Planner	129	1
Community Facility Manager	130	9
Fire Inspector	130	1
GIS Planner	130	1
GIS System Program Manager	130	1
Homeless Advocate/Clinical Supervisor	130	1
Human Resources Generalist III	130	1
Procurement Officer	130	1
Programmer/Analyst II	130	2
Project Engineer	130	1
Project Manager	130	3
Senior Recreation Supervisor	130	2
Storm Water Management Coordinator	130	1
Web Administrator	130	1
Chief Electrical Reviewer	131	1
Human Resources Program Coordinator	131	1
Animal Control Director	132	1
Building & Equipment Maintenance Supervisor	132	1
Capital Projects Manager	132	1
Cultural Arts Director	132	1
Emergency Management Coordinator	132	1
Environmental Services Director	132	1
Permit Coordinator	132	2
Site Development Coordinator	132	1
Television Productions Manager	132	1
Chief Accountant	133	1

ADOPTED PERSONNEL SCHEDULE

FISCAL YEAR 2012

Position Title	Grade	FY 12 Total Adopted No. Positions
Network Manager/Operations	133	1
Systems Support Manager	133	1
Administrative Services Division Chief	134	1
Arts & Events Division Chief	134	1
Economic Development Director	134	1
Fire Marshal	134	1
Recreation & Parks Division Chief	134	1
Youth & Senior Services Division Chief	134	1
Community Planning Director	135	1
Community Services Director	135	1
Housing & Community Development Director	135	1
Neighborhood Services Director	135	1
Police Lieutenant	135	3
Engineering Services Director	136	1
Capital Projects/Facilities Director	137	1
Comptroller	137	1
Permits and Inspections Director	138	1
Planning Director	138	1
Public Works Operations Director	139	1
Chief of Police	141	1
Director of Community & Public Relations	141	1
Director of Finance & Administration	141	1
Director of Human Resources	141	1
Director of Information Technology	141	1
Director of Parks, Recreation & Culture	141	1
Director of Public Works & Engineering	141	1
Assistant City Manager	142	1
Asst. City Manager/Director of Planning & Code Administration	142	1
City Attorney	143	1
Deputy City Manager	143	1
City Manager	146	1
Police Officer I	220	8
Police Officer II	221	8
Police Officer III	222	17
Police Corporal	223	9
Police Sergeant	224	8
Total Full -Time Employees		262
Total Employment Agreement Employees (FTE)		4.8
Total Part -Time Employees (FTE)		99.485

FISCAL YEAR 2012 ADOPTED SCHEDULE OF SALARY RANGES

Pay Range	Minimum FY12	Mid Point	Maximum FY12	Pay Range
110	\$20,637	\$25,909	\$31,182	110
111	\$21,783	\$27,232	\$32,680	111
112	\$22,817	\$28,606	\$34,394	112
113	\$23,963	\$29,979	\$35,995	113
114	\$25,109	\$31,471	\$37,834	114
115	\$26,370	\$33,021	\$39,673	115
116	\$27,630	\$34,679	\$41,727	116
117	\$29,116	\$36,455	\$43,793	117
118	\$30,501	\$38,237	\$45,974	118
119	\$31,988	\$40,127	\$48,266	119
120	\$33,703	\$42,591	\$51,478	120
121	\$35,314	\$44,713	\$54,112	121
122	\$37,142	\$47,006	\$56,871	122
123	\$38,981	\$49,299	\$59,617	123
124	\$40,933	\$51,768	\$62,603	124
125	\$42,999	\$54,402	\$65,804	125
126	\$45,167	\$57,148	\$69,129	126
127	\$47,346	\$59,957	\$72,569	127
128	\$49,753	\$63,000	\$76,247	128
129	\$52,171	\$66,099	\$80,028	129
130	\$54,804	\$70,049	\$85,294	130
131	\$57,551	\$73,546	\$89,540	131
132	\$60,537	\$77,274	\$94,011	132
133	\$63,397	\$81,054	\$98,712	133
134	\$66,610	\$85,186	\$103,762	134
135	\$69,936	\$89,426	\$108,916	135
136	\$73,488	\$94,358	\$115,228	136
137	\$77,155	\$99,058	\$120,960	137
138	\$81,060	\$104,047	\$127,033	138
139	\$85,067	\$109,773	\$134,479	139
140	\$89,312	\$115,222	\$141,131	140
141	\$93,785	\$121,011	\$148,237	141
142	\$98,484	\$127,033	\$155,581	142
143	\$103,410	\$133,395	\$163,379	143
144	\$108,576	\$140,047	\$171,519	144
145	\$113,956	\$147,034	\$180,112	145
146	\$119,688	\$154,429	\$189,170	146

FISCAL YEAR 2012

ADOPTED SCHEDULE OF SALARY RANGES

POLICE DEPARTMENT

Gaithersburg FY 12 Step	Grade Year	220 PO I	221 PO II	222 PO III	223 CORPORAL	224 SERGEANT
0	1	\$50,800	\$53,340	\$56,007	\$58,807	\$64,688
1	2	\$52,199	\$54,809	\$57,549	\$60,427	\$66,470
2	3	\$53,765	\$56,453	\$59,276	\$62,240	\$68,464
3	4	\$55,378	\$58,147	\$61,054	\$64,107	\$70,518
4	5	\$57,039	\$59,891	\$62,886	\$66,030	\$72,633
5	6	\$58,750	\$61,688	\$64,772	\$68,011	\$74,812
6	7	\$60,513	\$63,539	\$66,716	\$70,051	\$77,056
7	8	\$62,328	\$65,445	\$68,717	\$72,153	\$79,368
8	9	\$64,198	\$67,408	\$70,779	\$74,317	\$81,749
9	10	\$66,124	\$69,430	\$72,902	\$76,547	\$84,202
10	11	\$68,108	\$71,513	\$75,089	\$78,843	\$86,728
11	12	\$70,151	\$73,659	\$77,342	\$81,209	\$89,330
12	13	\$72,256	\$75,868	\$79,662	\$83,645	\$92,009
13	14	\$74,423	\$78,145	\$82,052	\$86,154	\$94,770
14	15	\$76,656	\$80,489	\$84,513	\$88,739	\$97,613
15	16	\$78,956	\$82,904	\$87,049	\$91,401	\$100,541

Cost of Living Adjustment Only After 16 Years of Service



CONCERT HALL PAVILION

Capital Improvements Budget (CIP)

FY 2012 - FY 2016 CAPITAL IMPROVEMENTS PROGRAM

Introduction:

The Capital Improvements Program (CIP) is a projection of the City's capital investments plan over a five-year period. The CIP is both a fiscal and planning device that allows the City to monitor all capital project costs, funding sources, departmental responsibilities and timing schedules. Each year the CIP is reviewed within the context of ongoing City, County, State and federal programs and policies as well as the City's Master Plan and Strategic Directions. Capital investments involve major City projects that normally have long useful lives. Items included within the CIP are usually defined within one of the following categories:

1. Acquisition of land for a public purpose.
2. Construction of a significant facility, i.e., buildings or roads, or the addition to or extension of an existing facility.
3. Nonrecurring rehabilitation, major repair or energy efficiency endeavors to all or part of a facility that is not considered to be recurring maintenance.
4. Any specific planning, engineering study, or design work related to an individual project falling within the above three categories.
5. A significant one-time investment in tangible goods of any nature, that benefit of which will accrue over a multi-year period such as a new telephone system or investments in technology improvements.

The recommended CIP includes five years of projected capital needs. The first year of the program, along with the prior years' appropriation, is combined to total the capital budget for which project money is authorized beginning July 1 of each fiscal year. The remaining four years of the CIP serve as a financial plan for capital investments. The four-year financial plan is reviewed each year as the CIP is updated and prepared. The capital budget is the complement to the City's operating budget. Each year, the Mayor and City Council adopt both the capital and operating budgets and the four-year financial plan after recommendations have been received from staff, and citizens.

Funding Sources Used to Finance the CIP:

The City of Gaithersburg has no debt; therefore, all CIP projects are funded through the General Fund on a Pay-As-You-Go Basis. There are several funding sources used to finance the CIP. The following is a list of the funding sources in the five-year plan.

- Capital Projects Fund - This is the primary source of funding for general capital improvements. Funds are generated from contributions from the General Fund.

- Developer Contribution - Payments by developers for capital facilities, including storm water management, construction of recreation facilities and street improvements.
- Federal Grant - Various grants from the federal government for capital improvement projects.
- American Recovery & Reinvestment Act (ARRA) – funds under the energy efficiency and conservations block grant coupled with CDBG-R funds will allow the City to conduct energy audits in City facilities.
- Federal TEA-21 (Transportation Equity Act for the 21st Century) – Provides federal funding for multi-modal projects, including pedestrian walkways, and greenways.
- Maryland Program Open Space - Contributions from the State of Maryland for the development and acquisition of recreation facilities and parkland. The funding represents a portion of the proceeds from the Real Estate Transfer Tax collected by the State for all property sold in Maryland.
- Maryland Consolidated Capital Bond Loan (State Bond Bill) – A grant from the State of Maryland to fund various capital programs administered by State agencies and other projects for local governments or private instructions.
- Montgomery County - Contributions from Montgomery County for capital improvement projects.
- State of Maryland - Contributions from the State of Maryland for capital improvement projects.

Relationship Between the Operating Budget (General Fund) and CIP:

Most capital projects affect future operating budgets. In general, the additional expenses are reported primarily in the department of Public Works to operate and maintain facilities. During the budget preparation process, Facility Management, Buildings and Grounds accounts, and Landscaping and Forestry are reviewed for maintenance costs in support of CIP projects.

The following chart lists the amounts by account and fiscal year, which will be included in the City's operating budget for CIP projects.

City of Gaithersburg, Maryland
Summary of Operating Cost Impacts

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2011 - FY 2016
<u>Facility & Building Management</u>							
Personnel	722,745	751,488	766,518	781,848	797,485	813,435	4,633,519
Operating	1,851,820	1,890,925	1,928,744	1,967,318	2,006,665	2,046,798	11,692,270
Capital Outlay	3,540	5,888	6,006	6,126	6,248	6,373	34,181
Total Expenditures	<u>2,578,105</u>	<u>2,648,301</u>	<u>2,701,267</u>	<u>2,755,292</u>	<u>2,810,398</u>	<u>2,866,606</u>	<u>16,359,970</u>
	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2011 - FY 2016
<u>Landscaping & Forestry</u>							
Personnel	798,016	822,061	838,502	855,272	872,378	889,825	5,076,054
Operating	130,055	132,080	134,722	137,416	140,164	142,968	817,405
Capital Outlay	30,315	45,750	46,665	47,598	48,550	49,521	268,400
Total Expenditures	<u>958,386</u>	<u>999,891</u>	<u>1,019,889</u>	<u>1,040,287</u>	<u>1,061,092</u>	<u>1,082,314</u>	<u>6,161,859</u>

The City of Gaithersburg summarizes the relationship between the operating budget (General Fund) and CIP so as not to expand the chart for the twenty (20) functional areas which have major impact on the General Fund as both will require additional personnel and operating costs for the growth in programs offered by the City.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME BY CATEGORY	PROJECT	FY 2012 BUDGET
<i>CITY FACILITY</i>		
City Hall	70-2	\$0
Public Service Facility	72-2	(\$13,433)
Latitude Observatory Park	86-3	\$0
Technology Projects	93-1	\$700,000
Facilities Projects	98-1	\$413,433
Kentlands Firehouse	02-1	\$0
Police Station Improvements	09-1	\$0
Energy Efficiency and Conservation	10-1	\$100,000
<i>COMMUNITY ENHANCEMENT</i>		
Street Lighting	71-2	\$165,000
Olde Towne Revitalization	79-5	\$25,000
Property Acquisition And Disposition	81-4	\$0
Olde Towne Park Bell Tower/Plaza	99-4	\$0
"Y" Site Development	00-1	\$0
Community Development Block Grant - HUD	04-1	\$316,235
Emergency Preparedness	07-1	\$0
Contingency And Future Projects	00-0	\$0
Historic Preservation at Crown Farm	09-2	\$0
<i>TRANSPORTATION/ENVIRONMENT</i>		
Sidewalks, Handicapped Ramps & Bike Pathways	79-3	\$200,000
Stormwater Management And Storm Drainage	82-1	\$685,000
Street Resurfacing	83-1	\$650,000
Street Reconstruction	91-3	\$650,000
Traffic Calming And Signalization	92-2	\$50,000
Transit Enhancements	98-7	\$40,000
North Frederick Avenue Corridor Plan Implementation	99-1	\$0
Teachers Way	07-2	\$850,000

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME BY CATEGORY	PROJECT	FY 2012 BUDGET
RECREATION/LEISURE		
Bohrer Park At Summit Hall Farm	83-2	\$1,400,000
Winter Lights	98-2	\$0
Lakelands Park	98-3	\$0
Art In Public Places	98-4	\$120,000
Renovation/Improvements Of Existing Parks	00-4	\$40,000
Kentlands Mansion	01-2	\$110,000
Parks And Facility Signage	02-2	(\$6,957)
Gaithersburg Aquatic/Recreation Center	03-1	(\$1,195,000)
Gaithersburg Youth Center at Olde Towne	06-1	\$0
Gaithersburg Senior Center	09-3	\$0
Rolling Stock Project	09-4	\$137,852

CITY OF GAITHERSBURG - PROJECT TOTALS

\$5,437,130

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **City Hall**

PROJECT NUMBER: 70-2 CATEGORY: City Facility
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 4,424

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 4,382

UNENCUMBERED AS OF: **06/30/11** \$ 42

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$5,226							\$5,226
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-\$802							-\$802
TOTAL	\$4,424	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$4,424

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$50							\$50
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$4,283							\$4,283
FURNITURE & EQUIPMENT	\$49							\$49
TOTAL	\$4,382	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$4,382

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **City Hall**

PROJECT NUMBER: 70-2

CATEGORY: City Facility
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 4,424

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 4,382

UNENCUMBERED AS OF: **06/30/11** \$ 42

Project Description:

Coordinator: Pete Geiling

This project provides funding for renovations and upgrades to the City Hall building, mechanical systems and grounds.

In FY 11 - FY 16, no additional funding is requested.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Street Lighting**

PROJECT NUMBER: 71-2 CATEGORY: Community Enhancement
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 2,426

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 1,892

UNENCUMBERED AS OF: **06/30/11** \$ 534

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$2,086	\$165	\$165	\$165	\$165	\$165	\$165	\$3,076
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	\$175							\$175
TOTAL	\$2,261	\$ 165	\$ 165	\$ 165	\$ 165	\$ 165	\$ 165	\$3,251

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$77	\$22	\$16	\$16	\$16	\$16	\$16	\$180
LAND								
SITE IMPROV. UTIL & SWM	\$13							\$13
CONSTRUCTION	\$1,332	\$205	\$320	\$95	\$95	\$95	\$95	\$2,237
FURNITURE & EQUIPMENT	\$214	\$29	\$75	\$75	\$75			\$469
TOTAL	\$1,636	\$ 256	\$ 411	\$ 186	\$ 186	\$ 111	\$ 111	\$2,899

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$625	\$534	\$288	\$267	\$246	\$300	\$354	\$354

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME:	Street Lighting		
PROJECT NUMBER:	71-2	CATEGORY:	Community Enhancement
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	2,426
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	1,892
UNENCUMBERED AS OF:	06/30/11	\$	534

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 as needed.

In FY 11, available funds of (\$257,589) supported the design for lighting of lights for Washingtonian Townes/ Suffield Drive (\$6,125), Washingtonian Village (\$6,125), the Orchards (\$6,125), as well as the design of lights for Foxwood (\$4,000). Funding also supported new lights in East Deer Park (\$12,000), Fernshire Farms (\$69,000), Park Summit (\$36,000) and the Orchards (\$32,000) as well as PEPCO related costs (\$56,294) to energize these lights. The removal and replacement (\$29,920) of light poles along Edison Park Drive were also supported by this funding.

In FY 12, available funds of (\$411,000) will support future undesignated projects for design (\$16,000) and construction (\$75,000). Funding will also support new lights for Washingtonian Townes/Suffield Drive (\$75,000), Washingtonian Village (\$80,000), and Foxwood (\$30,000). Funding will also support PEPCO related costs (\$60,000) to energize these lights. The replacement of corroded anchor bolts and nuts (\$75,000) in a number of the Lakelands light poles will also be supported by this funding. Photo Radar revenue is projected to fund \$320,000 in FY 12.

In FY13, available funds of (\$186,000) will support future undesignated projects for design (\$16,000), construction (\$75,000) and PEPCO related costs (\$20,000) to energize these lights. The replacement of corroded anchor bolts and nuts (\$75,000) in a number of the Lakelands light poles will also be supported by this funding.

In FY14, available funds of (\$186,000) will support future undesignated projects for design (\$16,000), construction (\$75,000) and PEPCO related costs (\$20,000) to energize these lights. Available funds of (\$75,000) will also support the re-lamping of all City-owned streetlights.

In FY 15, available funds of (\$111,000) will support future undesignated projects for design (\$16,000), construction (\$75,000) and PEPCO related costs (\$20,000) to energize these lights.

In FY 16, available funds of (\$111,000) will support future undesignated projects for design (\$16,000), construction (\$75,000) and PEPCO related costs (\$20,000) to energize these lights.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Public Service Facility**

PROJECT NUMBER: 72-2 CATEGORY: City Facility
(000)

PRIOR APPROPRIATION AS OF: 07/01/09 \$ 3,689

EXPENDED/ENCUMBERED AS OF: 06/30/10 \$ 3,674

UNENCUMBERED AS OF: 06/30/11 \$ 15

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$3,718							\$3,718
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED		-\$29	-\$13					-\$42
TOTAL	\$3,718	\$- 29	\$- 13	\$ 0	\$ 0	\$ 0	\$ 0	\$3,676

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$132							\$132
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$3,497	\$11						\$3,508
FURNITURE & EQUIPMENT	\$34							\$34
TOTAL	\$3,663	\$ 11	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$3,674

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$55	\$15	\$2	\$2	\$2	\$2	\$2	\$2

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME:	Public Service Facility		
PROJECT NUMBER:	72-2	CATEGORY:	City Facility
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	3,689
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	3,674
UNENCUMBERED AS OF:	06/30/11	\$	15

Project Description:***Coordinator: Pete Geiling***

This project provides for capital equipment replacement, upgrades, and new projects at the Public Service Facility.

In FY 11, available funds of (\$11,342) supported various facility repairs.

In FY 12, available funds of (13,433) will be transferred to the Facilities Projects (98-1) and the project will be closed.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME:	Sidewalks, Handicapped Ramps & Bike Pathways		
PROJECT NUMBER:	79-3	CATEGORY:	Transportation/Environment
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	2,493
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	2,200
UNENCUMBERED AS OF:	06/30/11	\$	293

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$1,289	\$200	\$200	\$200	\$200	\$200	\$200	\$2,489
STATE FUNDS	\$253							\$253
COUNTY FUNDS								
FEDERAL FUNDS	\$90							\$90
ESCROW FUNDS	\$527							\$527
TRANSFERRED	\$134							\$134
TOTAL	\$2,293	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$3,493

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$217		\$40	\$40	\$20	\$20	\$20	\$357
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$1,462	\$521	\$233	\$303	\$243	\$125	\$225	\$3,112
FURNITURE & EQUIPMENT								
TOTAL	\$1,679	\$ 521	\$ 273	\$ 343	\$ 263	\$ 145	\$ 245	\$3,469

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$614	\$293	\$220	\$77	\$14	\$69	\$24	\$24

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME:	Sidewalks, Handicapped Ramps & Bike Pathways		
PROJECT NUMBER:	79-3	CATEGORY:	Transportation/Environment
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	2,493
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	2,200
UNENCUMBERED AS OF:	06/30/11	\$	293

Project Description:

Coordinator: Jim Arnoult

This project provides for the construction of various pedestrian facilities including sidewalks, handicap ramps and pathways. The project also provides funding for hiker/biker paths.

In FY 11, available funds of (\$521,560) supported path overlays at Bohrer, Walder, and Brighton East (\$50,000), paving at Roberson Park (\$20,000), Malcolm King Park (\$150,000) and Morris Park (\$20,000), reconstruction of the MD 124 path in the vicinity of Sioux Lane (\$25,560), the construction of the pathway from Still Creek Lane to MD 28 (\$163,000), the construction of the pathway from Ridgepoint Place to MD 124 (\$68,000), as well as sidewalk repair contracts (\$25,000).

In FY 12, available funds of (\$273,000) will support bike lane signing and marking (\$38,000), paving of paths in Kelly Park and the Rosemont bridge path (\$50,000), the design of a pathway connection between Conservation Lane and Quince Orchard Park (\$20,000), sidewalk repair contracts (\$25,000), the design of a pathway connection between the Diamond Farms community and Quince Orchard Blvd. (\$20,000). This funding will also support the city's portion of a construction project to complete the pathway along MD 124 in the vicinity of NIST (\$120,000). Photo Radar revenue is projected to fund all \$273,000 of the available funds in FY 12.

In FY 13, available funds of (\$343,000) will support bike lane signing and marking (\$38,000), the design of a path connection between Hidden Creek and the Forest Oak Middle School (\$20,000), the construction of a pathway connection between Conservation Lane and Quince Orchard Park (\$140,000), future Bicycle Master Plan projects (\$50,000), future sidewalk construction projects (\$50,000), sidewalk repair contracts (\$25,000), and bike path design (\$20,000).

In FY 14, available funds of (\$263,000) will support bike lane signing and marking (\$38,000), the construction of a pathway connection between Hidden Creek and the Forest Oak Middle School (\$80,000), future Bicycle Master Plan projects (\$50,000), future sidewalk construction projects (\$50,000), sidewalk repair contracts (\$25,000), and bike path design (\$20,000).

In FY 15, available funds of (\$145,000) will support future Bicycle Master Plan projects (\$50,000), future sidewalk construction projects (\$50,000), sidewalk repair contracts (\$25,000), and bike path design (\$20,000).

In FY 16, available funds of (\$245,000) will support construction of a pathway connection between the Diamond Farms community and Quince Orchard Blvd. (\$100,000), future Bicycle Master Plan projects (\$50,000), future sidewalk construction projects (\$50,000), sidewalk repair contracts (\$25,000), and bike path design (\$20,000).

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Olde Towne Revitalization**

PROJECT NUMBER: 79-5 CATEGORY: Community Enhancement
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 3,328

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 3,066

UNENCUMBERED AS OF: **06/30/11** \$ 262

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$3,506		\$25	\$25	\$25	\$25		\$3,606
STATE FUNDS	\$134							\$134
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-\$312							-\$312
TOTAL	\$3,328	\$ 0	\$ 25	\$ 25	\$ 25	\$ 25	\$ 0	\$3,428

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$51							\$51
LAND								
SITE IMPROV. UTIL & SWM	\$271							\$271
CONSTRUCTION	\$2,699							\$2,699
FURNITURE & EQUIPMENT	\$45							\$45
TOTAL	\$3,066	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$3,066

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$262	\$262	\$287	\$312	\$337	\$362	\$362	\$362

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Olde Towne Revitalization**

PROJECT NUMBER: 79-5

CATEGORY:
(000)

Community Enhancement

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 3,328

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 3,066

UNENCUMBERED AS OF: **06/30/11** \$ 262

Project Description:

Coordinator: Tony Tomasello

Fund balance will provide a contingency fund to complete ongoing Olde Towne capital projects, provide matching fund requirements under grants that may be received in the future, and/or support a strategic property acquisition if an opportunity presents itself.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Property Acquisition And Disposition**

PROJECT NUMBER: 81-4 CATEGORY: Community Enhancement
(000)

PRIOR APPROPRIATION AS OF: 07/01/09 \$ 14,411

EXPENDED/ENCUMBERED AS OF: 06/30/10 \$ 14,355

UNENCUMBERED AS OF: 06/30/11 \$ 56

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$15,515							\$15,515
STATE FUNDS	\$646							\$646
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-\$1,750							-\$1,750
TOTAL	\$14,411	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$14,411

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND	\$14,355							\$14,355
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT								
TOTAL	\$14,355	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$14,355

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$56	\$56	\$56	\$56	\$56	\$56	\$56	\$56

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Property Acquisition And Disposition**

PROJECT NUMBER: 81-4

CATEGORY:
(000)

Community Enhancement

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 14,411

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 14,355

UNENCUMBERED AS OF: **06/30/11** \$ 56

Project Description:

Coordinator: Tony Tomasello

Available funds will be used for acquisition and disposition activities (including surveys, appraisals, etc.) pending future Council direction.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Stormwater Management And Storm Drainage**

PROJECT NUMBER: 82-1 CATEGORY: Transportation/Environment
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 10,089

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 8,897

UNENCUMBERED AS OF: **06/30/11** \$ 1,192

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$7,993	\$609	\$685	\$610	\$610	\$610	\$610	\$11,728
STATE FUNDS	\$777							\$777
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	\$460							\$460
TRANSFERRED	\$250							\$250
TOTAL	\$9,480	\$ 609	\$ 685	\$ 610	\$ 610	\$ 610	\$ 610	\$13,215

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$1,202	\$67	\$110	\$60	\$60	\$60	\$60	\$1,620
LAND	\$16							\$16
SITE IMPROV. UTIL & SWM	\$1,630							\$1,630
CONSTRUCTION	\$4,898	\$1,084	\$952	\$522	\$397	\$397	\$1,597	\$9,850
FURNITURE & EQUIPMENT								
TOTAL	\$7,746	\$1,151	\$1,062	\$ 582	\$ 457	\$ 457	\$1,657	\$13,116

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$1,734	\$1,192	\$815	\$843	\$996	\$1,149	\$102	\$102

PROJECT NAME:	Stormwater Management And Storm Drainage		
PROJECT NUMBER:	82-1	CATEGORY:	Transportation/Environment
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	10,089
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	8,897
UNENCUMBERED AS OF:	06/30/11	\$	1,192

Project Description:

Coordinator: Jim Arnoult

Storm drains and stormwater management (SWM) facilities are important components of the City's infrastructure. This project provides for major maintenance required by GASB 34 and the National Pollutant Discharge Elimination System (NPDES) Phase II Permit, and includes design and construction of a variety of stormwater management projects (SWM), storm drainage and other projects related to preserving and protecting the City's stormwater infrastructure and the natural environment.

The Water Quality Protection Charge, which is assessed by Montgomery County and passed through to the City, is now the primary source of funding for this project. The funding received through the WQPC is expected to increase in the coming years and expenditures will be adjusted to utilize the available funding from all sources. State funding for stormwater management retrofits and stream stabilization projects will also be utilized if it becomes available in the future.

In FY 11, available funds (\$1,152,000) supported the construction of the Park Summit Stormwater Management Rehabilitation Project (\$500,000), utility location (\$20,900) and construction (\$246,000) of the Lot 5 Stormwater project , construction of an SWM retrofit for the pond at Woodland Hills (\$200,000), the cleaning and maintenance of City SWM facilities (\$20,000), the continuation of the green street program (\$65,000), the rainscape reimbursement program (\$7,500), as well as other miscellaneous construction projects (\$25,000). These funds also supported a bathometric study (\$7,600), SWM facility inspection (\$20,000) and the design of a stream stabilization project (\$40,000).

In FY 12, available funds (\$1,062,500) will support the construction of a stream restoration project on Muddy Branch near the GE tract (\$400,000) and in the vicinity of West Deer Park (\$200,000), participation in a stream project on Longdraft Branch (\$80,000), the cleaning and maintenance of City SWM facilities (\$40,000), the continuation of the green street program (\$80,000), the rainscape reimbursement program (\$7,500), as well as other miscellaneous construction projects (\$25,000). These funds will also support a bathometric study (\$10,000), SWM facility inspection (\$20,000), culvert cleaning and repair (\$45,000), the design of a SWM retrofit for the pond at Old Carriage Hill (\$40,000) the design of a stream stabilization project (\$40,000), and construction of Watershed Implementation Plan projects (\$75,000).

In FY 13, available funds (\$582,500) will support the construction of a SWM retrofit for the pond at Old Carriage Hill (\$150,000), construction of various HOA SWM projects (\$100,000) the cleaning and maintenance of City SWM facilities (\$40,000), the continuation of the green street program (\$80,000), the rainscape reimbursement program (\$7,500), as well as other miscellaneous construction projects (\$25,000). These funds will also support SWM facility inspection (\$20,000), culvert cleaning and repair (\$45,000), the design of a stream stabilization project (\$40,000), and construction of Watershed Implementation Plan projects (\$75,000).

In FY 14, available funds (\$457,500) will support the construction of various HOA SWM projects (\$100,000) the cleaning and maintenance of City SWM facilities (\$40,000), the continuation of the green street program (\$80,000), the rainscape reimbursement program (\$7,500), as well as other miscellaneous construction projects (\$25,000). These funds will also support SWM facility inspection (\$20,000), culvert cleaning and repair (\$45,000), the design of a stream stabilization project (\$40,000), and construction of Watershed Implementation Plan projects (\$100,000).

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Street Resurfacing**

PROJECT NUMBER: 83-1

CATEGORY: Transportation/Environment
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 16,562

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 16,373

UNENCUMBERED AS OF: **06/30/11** \$ 189

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$14,969	\$550	\$650	\$650	\$650	\$650	\$650	\$18,769
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	\$500							\$500
TRANSFERRED	\$543							\$543
TOTAL	\$16,012	\$ 550	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$19,812

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$608							\$608
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$15,225	\$540	\$580	\$570	\$560	\$530	\$560	\$18,565
FURNITURE & EQUIPMENT								
TOTAL	\$15,833	\$ 540	\$ 580	\$ 570	\$ 560	\$ 530	\$ 560	\$19,173

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$179	\$189	\$259	\$339	\$429	\$549	\$639	\$639

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME:	Street Resurfacing		
PROJECT NUMBER:	83-1	CATEGORY:	Transportation/Environment
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	16,562
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	16,373
UNENCUMBERED AS OF:	06/30/11	\$	189

Project Description:

Coordinator: Jim Arnoult

This project provides funding for an annual street and sidewalk maintenance program required by GASB 34. The project is a preventive maintenance and rehabilitation program. It provides for resurfacing 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 10 - FY 15 is adequate to meet GASB requirements, and will build up a project balance to cover emergencies and unexpected resurfacing and maintenance obligations.

In FY11, available funds of (\$540,000) supported the resurfacing of the following streets: Fallbrook Drive and Fallbrook Court, Victory Farm Drive from Fallbrook Drive to Kelly Park, Kentlands Blvd. from MD 119 to the Market Street roundabout as well as portions of Watkins Mill Road and Russell Avenue (\$510,000). Funding will also support the resurfacing of the Public Works Parking lot (\$20,000) and lane marking (\$10,000) replacement on various streets.

In FY 12, available funds of (\$580,000) will support resurfacing of the following streets: Cross Tie Court, Travis View Ct., and Old Game Preserve Road from Travis Avenue to the end of city maintenance (\$170,000). Funding will also support the resurfacing of Firstfield Rd from MD 117 to MD 124 (\$400,000) and lane marking (\$10,000) replacement on various streets.

In FY 13, available funds of (\$570,000) will support resurfacing of the following streets: Quince Orchard Blvd., Southern Night Lane, Travis Avenue from MD 355 to Watkins Mill Rd. (\$550,000). Funding will also support lane marking (\$10,000) and speed hump (\$10,000) replacement on various streets.

In FY14, available funds of (\$560,000) will support resurfacing on various streets along West Deer Park including: Brighton Drive, Brighton Terrace, Brighton Lane, Deer Park Court, Duvall Lane and Sunnyside Court (\$550,000). Funding will also support lane marking (\$10,000) replacement on various streets.

In FY 15, available funds of (\$530,000) will support resurfacing in the Saybrooke subdivision, including Cottage Hill Court (\$500,000). Funding will also support lane marking (\$10,000) and speed hump (\$20,000) replacement on various streets.

In FY 16, available funds of (\$560,000) will support resurfacing in the subdivision of West Riding (\$550,000). Funding will also support lane marking (\$10,000) replacement on various streets.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Bohrer Park At Summit Hall Farm**

PROJECT NUMBER: 83-2 CATEGORY: Recreation/Leisure
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 12,662

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 12,521

UNENCUMBERED AS OF: **06/30/11** \$ 141

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$12,745	\$10		\$130	\$130	\$130	\$240	\$13,385
STATE FUNDS			\$205					\$205
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-\$93		\$1,195					\$1,101
TOTAL	\$12,652	\$ 10	\$1,400	\$ 130	\$ 130	\$ 130	\$ 240	\$14,691

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$11,324	\$52						\$11,376
LAND								
SITE IMPROV. UTIL & SWM	\$92	\$1						\$93
CONSTRUCTION	\$895		\$1,400	\$115	\$50	\$75	\$220	\$2,755
FURNITURE & EQUIPMENT	\$97	\$60	\$20	\$20	\$80	\$60	\$20	\$357
TOTAL	\$12,408	\$ 113	\$1,420	\$ 135	\$ 130	\$ 135	\$ 240	\$14,581

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$244	\$141	\$121	\$116	\$116	\$111	\$111	\$111

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Bohrer Park At Summit Hall Farm			
PROJECT NUMBER:	83-2	CATEGORY:	Recreation/Leisure
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	12,662
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	12,521
UNENCUMBERED AS OF:	06/30/11	\$	141

Project Description:

Coordinator: Michele Potter

This project provides for purchases for the Picnic Pavilions as well as refurbishments to the Activity Center, the Water Park, Skate Park and the Miniature Golf Course.

In FY 11 available funds of (\$113,520) supported resurfacing at the Skate Park and replacement of skate components (\$60,000), facility study for Water Park (\$2,400), entry way construction management for the Activity Center (\$1,120) and planning/design for lifecycle replacement of the Water Park pool gutter system, re-plastering of pools, refurbishments to the water slides and tower, and other needs as recommended by the Facility Study Report (\$50,000).

In FY 12, available funds of (\$1,420,000) and prior year funds will support the replacement of Skate Park components (\$20,000) and replacement of pool liner, gutter system and other pool improvements/renovations (\$1.2 million) will be transferred from Gaithersburg Aquatic/Recreation Center (03-1). A state Bond Bill (\$205,000) has been awarded to facilitate the construction at this facility.

In FY 13, available funds of (\$135,000) will support the replacement of Skate Park components (\$20,000) as well as the design and renovation of designated holes at Miniature Golf Course (\$25,000), and implementation of phase II of the Water Park renovations as recommended by the Facility Study, to include the entrance walkway and cashier booth, locker replacement, slide tower and overhead lighting around the pool (\$90,000).

In FY 14, available funds of (\$130,000) will support the replacement of Skate Park components (\$20,000), major lifecycle repairs and refurbishments to the Water Park filter and disinfectant systems, as recommended by the Facility Study Report (\$60,000) and various Activity Center capital replacement projects (\$50,000).

In FY 15, available funds of (\$135,000) will support the replacement of Skate Park components (\$20,000) and major lifecycle repairs and refurbishments to the Water Park locker/shower room components, as recommended by the Facility Study Report (\$40,000) and for various capital replacement costs (\$75,000).

In FY 16, available funds of (\$240,000) will support the replacement of Skate Park components (\$20,000), renovation of designated holes at the Miniature Golf Course (\$25,000), and replacement of the fiberglass tube slide (\$195,000).

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Latitude Observatory Park**

PROJECT NUMBER: 86-3 CATEGORY: City Facility
(000)

PRIOR APPROPRIATION AS OF: 07/01/09 \$ 333

EXPENDED/ENCUMBERED AS OF: 06/30/10 \$ 332

UNENCUMBERED AS OF: 06/30/11 \$ 1

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$362	-\$129						\$232
STATE FUNDS	\$100							\$100
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED								
TOTAL	\$ 462	\$- 129	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 332

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$166							\$166
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$162							\$162
FURNITURE & EQUIPMENT		\$4						\$4
TOTAL	\$ 328	\$ 4	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 332

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$134	\$1	\$1	\$1	\$1	\$1	\$1	\$1

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Latitude Observatory Park	
PROJECT NUMBER: 86-3	CATEGORY: City Facility
	(000)
PRIOR APPROPRIATION AS OF: 07/01/09	\$ 333
EXPENDED/ENCUMBERED AS OF: 06/30/10	\$ 332
UNENCUMBERED AS OF: 06/30/11	\$ 1

Project Description:

Coordinator: Pete Geiling

This project supports the Parks, Recreation and Open Space Master Plan designating the Latitude Observatory as a pocket park. The Park will include enhanced landscaping, new fencing, walks and plaza leading to and around the Observatory. This Phase of the project was funded in the amount of \$179,000.

In FY11, (\$129,190) was transferred to 04-1. Remaining funds of (\$4,360) supported installation of furniture and fixtures to complete the project. This CIP will close at the end of FY 11.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Street Reconstruction**

PROJECT NUMBER: 91-3

CATEGORY: Transportation/Environment
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 6,595

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 6,281

UNENCUMBERED AS OF: **06/30/11** \$ 314

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$6,002	\$625	\$650	\$675	\$675	\$675	\$675	\$9,977
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	\$596							\$596
TRANSFERRED	-\$628							-\$628
TOTAL	\$5,970	\$ 625	\$ 650	\$ 675	\$ 675	\$ 675	\$ 675	\$9,945

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$144							\$144
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$5,647	\$490	\$530	\$510	\$380	\$460	\$510	\$8,527
FURNITURE & EQUIPMENT								
TOTAL	\$5,791	\$ 490	\$ 530	\$ 510	\$ 380	\$ 460	\$ 510	\$8,671

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$179	\$314	\$434	\$599	\$894	\$1,109	\$1,274	\$1,274

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME:	Street Reconstruction		
PROJECT NUMBER:	91-3	CATEGORY:	Transportation/Environment
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	6,595
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	6,281
UNENCUMBERED AS OF:	06/30/11	\$	314

Project Description:

Coordinator: Jim Arnoult

This project compliments and supplements the street resurfacing CIP. It provides funding for 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 FY11, available funds of (\$490,000) supported the reconstruction of Christopher Avenue from MD 355 to the end of City maintenance as well as portions of Russell Avenue and Watkins Mill Road (\$480,000). Funding also supported lane marking (\$10,000) replacement on these streets.

In FY 12, available funds of (\$530,000) will support the reconstruction of Dalamar Street (\$135,000) as well as Perry Parkway from the roundabout to MD 355 and Lakeforest Blvd. from MD 355 to Russell Avenue (\$385,000). Funding will also support lane marking (\$10,000) replacement on these streets.

In FY 13, available funds of (\$510,000) will support the reconstruction of Professional Drive from MD 355 to the end of City maintenance (\$500,000). Funding will also support lane marking (\$10,000) replacement on this street.

In FY 14, available funds of (\$380,000) will support the reconstruction of Edison Park Drive (\$160,000) as well as the lower (\$140,000) and upper (\$70,000) portions of the parking lot at City Hall. Funding will also support lane marking (\$10,000) replacement in these areas.

In FY 15, available funds of (\$460,000) will support the reconstruction of East Deer Park Drive from MD 355 to the end of City maintenance east of the humpback bridge (\$450,000). Funding will also support lane marking (\$10,000) replacement on this street.

In FY 16, available funds of (\$510,000) will support the reconstruction of North Summit Avenue (\$500,000)). Funding will also support lane marking (\$10,000) replacement on this street

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Traffic Calming And Signalization**

PROJECT NUMBER: 92-2 CATEGORY: Transportation/Environment
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 1,357

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 1,254

UNENCUMBERED AS OF: **06/30/11** \$ 103

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$872	\$50	\$50	\$50	\$50	\$50	\$50	\$1,172
STATE FUNDS	\$110							\$110
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	\$275							\$275
TRANSFERRED	\$50							\$50
TOTAL	\$1,307	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$1,607

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$9	\$4						\$14
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$1,083		\$50	\$50	\$50	\$50	\$50	\$1,333
FURNITURE & EQUIPMENT	\$104	\$54						\$159
TOTAL	\$1,196	\$ 58	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$1,506

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$111	\$103	\$103	\$103	\$103	\$103	\$103	\$103

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Traffic Calming And Signalization	
PROJECT NUMBER: 92-2	CATEGORY: Transportation/Environment (000)
PRIOR APPROPRIATION AS OF: 07/01/09	\$ 1,357
EXPENDED/ENCUMBERED AS OF: 06/30/10	\$ 1,254
UNENCUMBERED AS OF: 06/30/11	\$ 103

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 11, available funds of (\$59,403) supported the purchase of a speed trailer for the Police Department (\$18,999), two solar panel flasher (\$6,068).long line striping (\$4,386), portable traffic counts in the Historic District (\$2,475) and Lakelands (\$2,475) and four solar panel pedestrian signals (\$25,000).

In FY 12 - FY 16, available funds of (\$50,000 each year) will support undesignated projects. Photo Radar revenue is projected to fund all \$50,000 of the available funds in FY 12.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Technology Projects**

PROJECT NUMBER: 93-1 CATEGORY: City Facility
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 4,070

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 2,645

UNENCUMBERED AS OF: **06/30/11** \$ 1,425

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$3,028	\$500	\$700	\$450	\$400	\$400	\$400	\$5,878
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	\$242							\$242
ESCROW FUNDS	\$300							\$300
TRANSFERRED								
TOTAL	\$3,570	\$ 500	\$ 700	\$ 450	\$ 400	\$ 400	\$ 400	\$6,420

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT	\$2,236	\$409	\$1,838	\$682	\$250	\$456		\$5,872
TOTAL	\$2,236	\$ 409	\$1,838	\$ 682	\$ 250	\$ 456	\$ 0	\$5,872

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$1,334	\$1,425	\$287	\$55	\$205	\$149	\$549	\$549

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME:	Technology Projects		
PROJECT NUMBER:	93-1	CATEGORY:	City Facility
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	4,070
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	2,645
UNENCUMBERED AS OF:	06/30/11	\$	1,425

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 11, available funds of (\$409,970) supported cameras for monitoring City facilities (\$15,000), improvements to the City's camera recording system (\$12,000), public Internet access at select City sites (\$3,000), additional work on a Mobile Work Force trial (\$4,970), memory and software for an upgrade of City desktop computers to Windows 7 (\$20,000), advanced web site software (\$60,000), a Geographic Information System (GIS) web server (\$5,000), enhancements to the City's GIS infrastructure and licenses (\$10,000), a data backup system (\$90,000), Olde Towne surveillance cameras (\$150,000), server virtualization (\$20,000), and facility access security improvements (\$20,000).

In FY 12, available funds of (\$1,838,000) will support City Hall network reconfiguration (\$50,000), enhancements to the City's document management system (\$20,000), an enterprise wireless network (\$25,000), facility access security improvements (\$30,000), facility cameras (\$15,000), enhancement of the City's fiber network (\$200,000), intranet web replacement (\$25,000), PCI compliance (\$75,000), a City-wide phone system replacement (\$150,000), additional public computer lab enhancements (\$8,000), a web-based query system for documents (\$15,000), shared storage for City computer servers (\$225,000), Agenda/Minutes/Video Management software (\$75,000), Council/Citizen Request Tracking Software (\$15,000), an Email Archive/Retention system (\$50,000), a Field Asset Inventory system (\$150,000), Field Asset Mapping (\$50,000), GIS upgrades and licenses (\$20,000), development of a remote/redundant Data Center (\$50,000), improvements for the computer server room (\$5,000), Olde Towne Youth Center studio video equipment (\$250,000), Emergency Operations Center improvements (\$50,000), in-car Digital Video Recorders (\$100,000), Quartermaster/Evidence software (\$25,000), Community Museum improvements (\$10,000), Energy Management software (\$50,000), and Fleet Maintenance and Stockroom software (\$100,000).

In FY 13, available funds of (\$682,500) will support City Hall data server room rewiring (\$30,000), an Enterprise Asset Management system (\$110,000), facility access security improvements (\$30,000), cameras for monitoring City facilities (\$15,000), continuing enhancement of the City's fiber network (\$200,000), mobile fleet enhancements (\$100,000), a network access control system (\$15,000), additional Field Asset mapping (\$50,000), network management software (\$10,000), license plate scanning systems (\$50,000), a graffiti surveillance camera (\$7,500), portable/covert Surveillance Camera systems (\$35,000), and enhancements to the City's recreational software system (\$30,000).

In FY 14, available funds of (\$250,000) will support City-wide correspondence and contact tracking (\$20,000), facility access security improvements (\$30,000), cameras for monitoring City facilities (\$15,000), improvements to the City's camera recording system (\$20,000), upgrades of the server room Uninterruptible Power Supply systems (\$25,000), fixed Surveillance Camera systems (\$100,000), and a replacement Parking Ticket system (\$40,000).

In FY 15, available funds of (\$456,000) will support replacement of the City document management system (\$200,000), a Reverse 911 Emergency Management system (\$56,000), and a replacement Speed Camera system (\$200,000).

Funding requests for FY 16 are presently unidentifiable.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Facilities Projects**

PROJECT NUMBER: 98-1 CATEGORY: City Facility
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 2,789

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 2,503

UNENCUMBERED AS OF: **06/30/11** \$ 286

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$2,511	\$200	\$400	\$450	\$350	\$250	\$350	\$4,511
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	\$49	\$29	\$13					\$92
TOTAL	\$2,560	\$ 229	\$ 413	\$ 450	\$ 350	\$ 250	\$ 350	\$4,603

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$207	\$33		\$88				\$328
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$1,843	\$410	\$546	\$279	\$471	\$250	\$342	\$4,141
FURNITURE & EQUIPMENT	\$10		\$55					\$65
TOTAL	\$2,060	\$ 443	\$ 601	\$ 367	\$ 471	\$ 250	\$ 342	\$4,534

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$500	\$286	\$98	\$181	\$60	\$60	\$68	\$68

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Facilities Projects	
PROJECT NUMBER: 98-1	CATEGORY: City Facility
	(000)
PRIOR APPROPRIATION AS OF: 07/01/09	\$ 2,789
EXPENDED/ENCUMBERED AS OF: 06/30/10	\$ 2,503
UNENCUMBERED AS OF: 06/30/11	\$ 286

Project Description:

Coordinator: Pete Geiling

This project provides for the systematic replacement of architectural, structural, mechanical, electrical, and building envelope components on City-owned facilities.

In FY 11, available funds of (\$443,900) supported City Hall roof replacement design (\$25,000), City Hall Front Entry Improvements (\$60,000), Public Works Facility green roof repairs design (\$8,900) and Public Works Facility green roof repairs (\$200,000), and various capital repairs and replacement projects (\$150,000).

In FY 12, available funds of (\$601,300) will support the City Hall roof replacement (\$157,300), Parking Garage joint sealant replacement (\$120,000), Bohrer Park Activity Center gymnasium floor refurbishment (\$64,000), Bohrer Park Smokehouse restoration (\$50,000), carpet and flooring replacement at various facilities (\$45,000), Public Works salt brine equipment water line (\$10,000) Public Works systems furniture (\$55,000) and various capital repairs and replacement projects (\$100,000). City fund (\$13,433) will be transferred in from the Public Service Facility (72-2).

In FY 13, available funds of (\$367,000) will support the Parking Garage restriping (\$22,000), Parking Garage structural assessment (\$38,000), Arts Barn Chiller replacement (\$25,000), Public Works truck wash design (\$50,000), Public Works metal and membrane roof replacement (\$65,000), carpet and flooring replacement at various City facilities (\$67,000) and various capital repairs and replacement projects in support of the 5-year Capital Facilities Maintenance Plan (\$100,000).

In FY 14, available funds of (\$471,000) will support construction of a Public Works vehicle truck wash (\$372,000), Water Park interior renovations (\$22,000), Public Works Park Bay door replacement (\$27,000), and various capital repairs and replacement projects in support of the 5-year Capital Facilities Maintenance Plan (\$50,000).

In FY 15, available funds of (\$250,000) will support replacement of the Water Park, Skate Park, and Golf Park roofs (\$50,000), Parking Garage elevator cab refurbishment (\$45,000), and various capital repairs and replacement projects in support of the 5-year Capital Facilities Maintenance Plan (\$155,000).

In FY 16, available funds of (\$342,000) will support Kentlands Arts Barn brick re-pointing (\$120,000), Parking Garage restriping (\$22,000), City Hall window replacement (\$200,000).

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Winter Lights**

PROJECT NUMBER: 98-2

CATEGORY: Recreation/Leisure
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 177

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 176

UNENCUMBERED AS OF: **06/30/11** \$ 1

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$144	-\$16						\$127
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	\$49							\$49
TRANSFERRED								
TOTAL	\$ 193	\$- 16	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 176

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT	\$176							\$177
TOTAL	\$ 176	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 177

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$17	\$1	\$1	\$1	\$1	\$1	\$1	\$1

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: **Winter Lights**

PROJECT NUMBER: 98-2

CATEGORY: Recreation/Leisure
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 177

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 176

UNENCUMBERED AS OF: **06/30/11** \$ 1

Project Description:

Coordinator: Michele Potter

In FY 11, available funds of (\$783) supported repair & maintenance of current light displays. This project will be closed at the end of FY11.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Lakelands Park**

PROJECT NUMBER: 98-3 CATEGORY: Recreation/Leisure
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 2,876

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 2,872

UNENCUMBERED AS OF: **06/30/11** \$ 4

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$3,164							\$3,163
STATE FUNDS	\$449							\$449
COUNTY FUNDS	\$700							\$700
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-\$1,437							-\$1,437
TOTAL	\$2,876	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$2,875

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$244							\$244
LAND	\$1							\$1
SITE IMPROV. UTIL & SWM	\$1,866							\$1,866
CONSTRUCTION	\$692							\$692
FURNITURE & EQUIPMENT	\$69							\$69
TOTAL	\$2,872	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$2,872

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$4

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Lakelands Park**

PROJECT NUMBER: 98-3

CATEGORY:
(000)

Recreation/Leisure

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 2,876

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 2,872

UNENCUMBERED AS OF: **06/30/11** \$ 4

Project Description:

Coordinator: Michele Potter

In FY 11, available fund balance of (\$983) was transferred back to the General Fund and this project will be closed.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Art In Public Places**

PROJECT NUMBER: 98-4

CATEGORY: Recreation/Leisure
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 451

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 355

UNENCUMBERED AS OF: **06/30/11** \$ 96

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$320		\$20	\$25	\$25	\$25	\$25	\$440
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	\$100		\$100					\$200
TRANSFERRED	\$31							\$31
TOTAL	\$ 451	\$ 0	\$ 120	\$ 25	\$ 25	\$ 25	\$ 25	\$ 671

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$328	\$27	\$33	\$25	\$25	\$25	\$25	\$489
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION			\$102					\$102
FURNITURE & EQUIPMENT								
TOTAL	\$ 328	\$ 27	\$ 135	\$ 25	\$ 25	\$ 25	\$ 25	\$ 591

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$123	\$96	\$81	\$81	\$81	\$81	\$81	\$81

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME:	Art In Public Places		
PROJECT NUMBER:	98-4	CATEGORY:	Recreation/Leisure
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	451
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	355
UNENCUMBERED AS OF:	06/30/11	\$	96

Project Description:

Coordinator: Denise Kayser

Art In Public Places projects are supported by City and developers' funds.

In FY11, available funds of (\$27,500) supported the finalist design fees for the Diamond Farms Skate Spot public art project (\$2,500) and the pre-fabrication designs of the developer-funded Washingtonian South project (\$10,000). Funds will also support the fabrication of the Latitude Observatory Park armillary sundial (\$15,000).

In FY12, available funds of (\$136,000) will support the fabrication and installation of the developer-funded Washingtonian South project (\$30,000), the fabrication and installation of the Diamond Farms Skate Spot public art (\$3,500), the fabrication and installation of Archstone (\$100,000) and the installation of three concrete pads for temporary art installations at Bohrer Park (\$2,500).

In FY13, available funds of (\$25,000) will support the first phase development of public art in Bohrer Park and the competition costs, design, artist fees, fabrication, and installation costs of City-wide, committee-recommended public art projects.

In FY14, available funds of (\$25,000) will support the design, artist fees, fabrication, and installation costs of City-wide, community-based mosaic and painted mural projects and other undesignated, committee-recommended public art projects.

In FY15 - 16, available funds of (\$25,000) will support the design, artist fees, fabrication, and installation costs of undesignated, committee-recommended public art projects.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Transit Enhancements**

PROJECT NUMBER: 98-7 CATEGORY: Transportation/Environment
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 228

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 219

UNENCUMBERED AS OF: **06/30/11** \$ 9

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$100							\$100
STATE FUNDS	\$78							\$78
COUNTY FUNDS	\$28							\$28
FEDERAL FUNDS								
ESCROW FUNDS	\$152	\$20	\$40	\$30	\$20	\$20	\$20	\$302
TRANSFERRED	-\$150							-\$150
TOTAL	\$ 208	\$ 20	\$ 40	\$ 30	\$ 20	\$ 20	\$ 20	\$ 358

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$117	\$60		\$20	\$20	\$20	\$20	\$257
FURNITURE & EQUIPMENT	\$38	\$4	\$40	\$4	\$4	\$4	\$4	\$98
TOTAL	\$ 155	\$ 64	\$ 40	\$ 24	\$ 24	\$ 24	\$ 24	\$ 355

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$53	\$9	\$9	\$15	\$11	\$7	\$3	\$3

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Transit Enhancements	
PROJECT NUMBER: 98-7	CATEGORY: Transportation/Environment
	(000)
PRIOR APPROPRIATION AS OF: 07/01/09	\$ 228
EXPENDED/ENCUMBERED AS OF: 06/30/10	\$ 219
UNENCUMBERED AS OF: 06/30/11	\$ 9

Project Description:

Coordinator: Ollie Mumpower

Project funding 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 11, available funds of (\$64,000) supported the purchase and installation of six (6) non-advertising shelters (\$60,000) and the purchase and installation of replacement benches (\$4,000).

In FY12 available funds of (\$40,000) will support the purchase and installation of bus stop 35 benches with pads (\$40,000). Photo Radar revenue is projected to fund all \$40,000 of the available funds in FY 12.

In FY 13- FY 16, available funds of (\$24,000) will support the purchase and installation of two (2) non-advertising shelter (\$20,000) and replacement benches (\$4,000).

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **North Frederick Avenue Corridor Plan Implementation**

PROJECT NUMBER: 99-1 CATEGORY: Transportation/Environment
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 165

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 125

UNENCUMBERED AS OF: **06/30/11** \$ 40

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$295							\$295
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-\$130							-\$130
TOTAL	\$ 165	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 165

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$67							\$67
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$58							\$58
FURNITURE & EQUIPMENT								
TOTAL	\$ 125	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 125

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME:	North Frederick Avenue Corridor Plan Implementation		
PROJECT NUMBER:	99-1	CATEGORY:	Transportation/Environment
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	165
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	125
UNENCUMBERED AS OF:	06/30/11	\$	40

Project Description:***Coordinator: Jim Arnoult***

This project is for the implementation of the Frederick Avenue Corridor Plan. The plan includes a variety of projects that are to be completed in several phases. No work is currently scheduled for this project.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Olde Towne Clock Tower / Plaza**

PROJECT NUMBER: 99-4 CATEGORY: Community Enhancement
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 1,760

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 248

UNENCUMBERED AS OF: **06/30/11** \$ 1,512

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$975							\$975
STATE FUNDS	\$135							\$135
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	\$50							\$50
TRANSFERRED	\$600							\$600
TOTAL	\$1,760	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$1,760

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$37							\$37
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$95		\$1,000	\$400				\$1,495
FURNITURE & EQUIPMENT	\$56	\$60						\$116
TOTAL	\$ 188	\$ 60	\$1,000	\$ 400	\$ 0	\$ 0	\$ 0	\$1,648

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$1,572	\$1,512	\$512	\$112	\$112	\$112	\$112	\$112

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME:	Olde Towne Clock Tower / Plaza		
PROJECT NUMBER:	99-4	CATEGORY:	Community Enhancement
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	1,760
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	248
UNENCUMBERED AS OF:	06/30/11	\$	1,512

Project Description:

Coordinator: Tony Tomasello

This project originally provided for design and construction of a bell tower and plaza/park area at the corner of Diamond and Summit Avenues in Olde Towne Gaithersburg.

Subsequent to Mayor & City Council guidance, up to \$1,000,000 of fund balance may be re-allocated to be used as an equity investment to make the proposed 315 East Diamond Avenue project viable in the short term (under the terms of a negotiated Development Agreement). This is expected to take place in FY 2012. Funding for the anticipated expansion and renovation of the pedestrian plaza (\$400,000) at the site remains in this project and is expected to be used in FY 2013.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: "Y" Site Development

PROJECT NUMBER: 00-1

CATEGORY: Community Enhancement
(000)

PRIOR APPROPRIATION AS OF: 07/01/09 \$ 13,130

EXPENDED/ENCUMBERED AS OF: 06/30/10 \$ 12,900

UNENCUMBERED AS OF: 06/30/11 \$ 230

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$1,900							\$1,900
STATE FUNDS	\$3,500							\$3,500
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	\$7,730							\$7,730
TOTAL	\$13,130	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$13,130

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$232							\$232
LAND	\$1,570							\$1,570
SITE IMPROV. UTIL & SWM	\$835		\$150					\$985
CONSTRUCTION	\$10,263							\$10,263
FURNITURE & EQUIPMENT								
TOTAL	\$12,900	\$ 0	\$ 150	\$ 0	\$ 0	\$ 0	\$ 0	\$13,050

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$230	\$230	\$80	\$80	\$80	\$80	\$80	\$80

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: "Y" Site Development

PROJECT NUMBER: 00-1

CATEGORY:
(000)

Community Enhancement

PRIOR APPROPRIATION AS OF: 07/01/09 \$ 13,130

EXPENDED/ENCUMBERED AS OF: 06/30/10 \$ 12,900

UNENCUMBERED AS OF: 06/30/11 \$ 230

Project Description:

Coordinator: Tony Tomasello

In FY 12, available fund balance (\$150,000) will support activities related to the sale and subsequent development of the "Y" site, including potential environmental remediation. Staff anticipates using any remaining funding from this account for re-striping and re-caulking of the parking facility after the proposed addition (related to the proposed development on the Y site) is completed.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Renovation/Improvements Of Existing Parks**

PROJECT NUMBER: 00-4 CATEGORY: Recreation/Leisure
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 750

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 577

UNENCUMBERED AS OF: **06/30/11** \$ 173

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$710	\$40	\$40	\$80	\$80	\$80	\$80	\$1,110
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED								
TOTAL	\$ 710	\$ 40	\$ 40	\$ 80	\$ 80	\$ 80	\$ 80	\$1,110

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$108							\$108
LAND								
SITE IMPROV. UTIL & SWM	\$49							\$49
CONSTRUCTION	\$371	\$49	\$145	\$80	\$80	\$80	\$80	\$886
FURNITURE & EQUIPMENT								
TOTAL	\$ 528	\$ 49	\$ 145	\$ 80	\$ 80	\$ 80	\$ 80	\$1,043

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$182	\$173	\$68	\$68	\$68	\$68	\$68	\$68

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Renovation/Improvements Of Existing Parks			
PROJECT NUMBER:	00-4	CATEGORY:	Recreation/Leisure
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	750
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	577
UNENCUMBERED AS OF:	06/30/11	\$	173

Project Description:

Coordinator: Walter DeBord

This project provides funding for the renovation or improvement of buildings, structures, ball field amenities, and recreation courts at existing parks.

In FY 11, available funds (\$49,984) supported the restoration of the water features in the Miniature Golf Course (\$9,984), and the replacement of the fence around City Hall (\$40,000).

In FY 12, available funds (\$145,000) will support the major renovation of 3 tennis courts at Morris Park (\$90,000), replacement of the backstop on Field #1 at Kelley Park (\$30,000), replacement of the fencing at Walder Park (\$20,000), and completing the restoration of the water features in the Miniature Golf Course (\$5,000).

In FY 13 - FY 16, available funds (\$80,000 each year) will support future projects.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Kentlands Mansion**

PROJECT NUMBER: 01-2 CATEGORY: Recreation/Leisure
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 1,033

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 858

UNENCUMBERED AS OF: **06/30/11** \$ 175

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$678		\$110	\$15				\$803
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	\$355							\$355
TOTAL	\$1,033	\$ 0	\$ 110	\$ 15	\$ 0	\$ 0	\$ 0	\$1,158

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$119		\$25					\$144
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$739		\$65	\$210				\$1,014
FURNITURE & EQUIPMENT								
TOTAL	\$ 858	\$ 0	\$ 90	\$ 210	\$ 0	\$ 0	\$ 0	\$1,158

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$175	\$175	\$195	\$0	\$0	\$0	\$0	\$0

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME:	Kentlands Mansion		
PROJECT NUMBER:	01-2	CATEGORY:	Recreation/Leisure
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	1,033
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	858
UNENCUMBERED AS OF:	06/30/11	\$	175

Project Description:***Coordinator: Pete Geiling***

This project supports major repairs and restoration of the Kentlands Mansion building envelope and exterior.

In FY 11, no funds were requested. The design has been deferred until FY 12.

In FY 12, available funds of (\$90,000) will support design of the first level ADA restrooms and ramp (\$25,000) and repair of the windows and installation of interior storm windows (\$65,000).

In FY 13 available funds of (\$210,000) will support construction of ADA toilet rooms and an ADA access ramp.

CIP will be closed after completion of the ADA project and any available funds transferred to the General Fund.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Kentlands Firehouse**

PROJECT NUMBER: 02-1 CATEGORY: City Facility
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 20

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 0

UNENCUMBERED AS OF: **06/30/11** \$ 20

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$20							\$20
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED								
TOTAL	\$ 20	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 20

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT								
TOTAL	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Kentlands Firehouse	
PROJECT NUMBER: 02-1	CATEGORY: City Facility
	(000)
PRIOR APPROPRIATION AS OF: 07/01/09	\$ 20
EXPENDED/ENCUMBERED AS OF: 06/30/10	\$ 0
UNENCUMBERED AS OF: 06/30/11	\$ 20

Project Description:

Coordinator: City Manager

Future plans and funding for this project will depend on the results of future feasibility studies.

The current funding is not adequate to hire a consultant. Staff will be contacting area colleges and universities with architectural programs to ascertain if there would be interest if a feasibility study could be conducted as a class project.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Parks And Facility Signage**

PROJECT NUMBER: 02-2 CATEGORY: Recreation/Leisure
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 103

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 95

UNENCUMBERED AS OF: **06/30/11** \$ 8

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$94							\$94
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	\$31	-\$22	-\$6					\$1
TOTAL	\$ 125	\$- 22	\$- 6	\$ 0	\$ 0	\$ 0	\$ 0	\$ 95

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$39							\$39
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT	\$49	\$7						\$57
TOTAL	\$ 88	\$ 7	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 96

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$37	\$8	\$2	\$2	\$2	\$2	\$2	\$2

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Parks And Facility Signage	
PROJECT NUMBER: 02-2	CATEGORY: Recreation/Leisure
	(000)
PRIOR APPROPRIATION AS OF: 07/01/09	\$ 103
EXPENDED/ENCUMBERED AS OF: 06/30/10	\$ 95
UNENCUMBERED AS OF: 06/30/11	\$ 8

Project Description:

Coordinator: Michele Potter

This project provides for signage for various City parks and facilities, as well as fabrication of gateway entry signs into the City.

In FY 11, available funds of (\$7,623) supported the final design for the City gateway entry markers (\$2,000), the fabrication of the entry markers (\$2,910), and the sign posts (\$2,713).

In FY 12 available fund balance (\$6,957) will be transferred back to the General Fund and this project will be closed.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Gaithersburg Aquatic/Recreation Center**

PROJECT NUMBER: 03-1 CATEGORY: Recreation/Leisure
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 13,543

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 706

UNENCUMBERED AS OF: **06/30/11** \$ 12,837

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$6,448							\$6,448
STATE FUNDS	\$3,412							\$3,412
COUNTY FUNDS	\$1,000							\$1,000
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	\$2,683		-\$1,195					\$1,488
TOTAL	\$13,543	\$ 0	\$-1,195	\$ 0	\$ 0	\$ 0	\$ 0	\$12,348

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$12,837	\$12,837	\$11,642	\$11,642	\$11,642	\$11,642	\$11,642	\$11,642

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Gaithersburg Aquatic/Recreation Center			
PROJECT NUMBER:	03-1	CATEGORY:	Recreation/Leisure
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	13,543
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	706
UNENCUMBERED AS OF:	06/30/11	\$	12,837

Project Description:

Coordinator: Tony Tomasello

This project provides for planning, design and construction of a new recreation center, comprised of an indoor swimming facility, locker rooms, gymnasium, fitness center and multi-purpose rooms. The project was originally scheduled to be funded with a combination of City, Montgomery County and State of Maryland funds, and by contributions provided by developers of recently-approved projects. Site development and construction is anticipated to be \$20 million to \$25 million.

In FY 07, a \$1,200,000 design contract for the facility was awarded to Sorg and Associates. The project was designed up to 75 percent construction documents.

In January of 2008, at the annual retreat, the Mayor and City Council directed that the project should be delayed in order to prioritize other capital budget initiatives. Staff is currently working on a revised development plan that would include substantially increased capital and operating participation from Montgomery County to develop a joint recreational facility that would include an indoor Aquatic/Recreation facility and a new Senior Center.

The City's Five-Year Financial Plan anticipates, approximately \$5 million to be reallocated from this account from FY 2012 through FY 2015 to help fund other future CIP needs. In FY 12, \$1,195,000 is being transferred to City Water Park at Bohrer Park at Summit Hall Farm (83-2) to replace the pool liner and gutter system.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Community Development Block Grant - HUD**

PROJECT NUMBER: 04-1 CATEGORY: Community Enhancement
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 4,417

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 3,868

UNENCUMBERED AS OF: **06/30/11** \$ 549

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS								
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	\$4,101	\$316	\$316	\$289	\$289	\$289	\$289	\$5,891
ESCROW FUNDS								
TRANSFERRED								
TOTAL	\$4,101	\$ 316	\$ 316	\$ 289	\$ 289	\$ 289	\$ 289	\$5,891

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$3,552	\$316	\$316	\$289	\$289	\$289	\$289	\$5,342
FURNITURE & EQUIPMENT								
TOTAL	\$3,552	\$ 316	\$ 316	\$ 289	\$ 289	\$ 289	\$ 289	\$5,342

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$549	\$549	\$549	\$549	\$549	\$549	\$549	\$549

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Community Development Block Grant - HUD			
PROJECT NUMBER:	04-1	CATEGORY:	Community Enhancement
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	4,417
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	3,868
UNENCUMBERED AS OF:	06/30/11	\$	549

Project Description:

Coordinator: Louise Kauffmann

In FY11, prior year unspent CDBG funds were coupled with FY11 CIP funds of \$316,349 to rehabilitate the Casey Community Center, which includes a replacement of the first and second floor HVAC systems, upgrades to the fire suppression system, and replacement of the facility's roof, for a total cost of approximately \$900,000. Additional funds of approximately \$121,000 in prior year and FY11 CIP funds are for the City's expanded homeownership loan program, which is matched by City funds.

In FY 12, available funds of (\$316,349) will support the renovation to the Senior Center (\$150,000), (\$76,349) in down payment and closing assistance, and approximately (\$90,000) for upgrades to the Gaithersburg Aquatic Center at Gaithersburg Middle School.

In FY 13 - FY 16, available funds of (\$289,235) will support other CDBG eligible CIP projects.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Gaithersburg Youth Center at Olde Towne**

PROJECT NUMBER: 06-1 CATEGORY: Recreation/Leisure
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 1,690

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 1,688

UNENCUMBERED AS OF: **06/30/11** \$ 2

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$1,960							\$1,960
STATE FUNDS	\$700							\$700
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-\$770	-\$200						-\$970
TOTAL	\$1,890	\$-200	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$1,690

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$415							\$415
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$1,222							\$1,222
FURNITURE & EQUIPMENT	\$51							\$51
TOTAL	\$1,688	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$1,688

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$202	\$2	\$2	\$2	\$2	\$2	\$2	\$2

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME:	Gaithersburg Youth Center at Olde Towne		
PROJECT NUMBER:	06-1	CATEGORY:	Recreation/Leisure
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	1,690
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	1,688
UNENCUMBERED AS OF:	06/30/11	\$	2

Project Description:***Coordinator: Pete Geiling***

This project will be closed at the end of FY 11 and the available fund balance of (\$200,000) will be transferred to the General Fund.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Emergency Preparedness**

PROJECT NUMBER: 07-1

CATEGORY: Community Enhancement
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 180

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 150

UNENCUMBERED AS OF: **06/30/11** \$ 30

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$180							\$180
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED								
TOTAL	\$ 180	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 180

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$110	\$40						\$150
FURNITURE & EQUIPMENT								
TOTAL	\$ 110	\$ 40	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 150

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$70	\$30	\$30	\$30	\$30	\$30	\$30	\$30

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: **Emergency Preparedness**

PROJECT NUMBER: 07-1

CATEGORY: Community Enhancement
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 180

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 150

UNENCUMBERED AS OF: **06/30/11** \$ 30

Project Description:

Coordinator: Pete Geiling

This project supports improvements to City facilities in support of emergency operations.

In FY 11, available funds of (\$40,000) supported facility upgrades to support Emergency Operations.

In FY 12, no additional funds are being requested.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Teachers Way**

PROJECT NUMBER: 07-2

CATEGORY: Transportation/Environment
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 1,350

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 517

UNENCUMBERED AS OF: **06/30/11** \$ 833

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$1,160		\$850					\$2,010
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	\$190			\$200	\$200	\$200	\$200	\$990
ESCROW FUNDS								
TRANSFERRED				-\$200	-\$200	-\$200	-\$200	-\$800
TOTAL	\$1,350	\$ 0	\$ 850	\$ 0	\$ 0	\$ 0	\$ 0	\$2,200

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$161		\$50					\$211
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION		\$356	\$1,620					\$1,976
FURNITURE & EQUIPMENT								
TOTAL	\$ 161	\$ 356	\$1,670	\$ 0	\$ 0	\$ 0	\$ 0	\$2,187

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$1,189	\$833	\$13	\$13	\$13	\$13	\$13	\$13

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME:	Teachers Way		
PROJECT NUMBER:	07-2	CATEGORY:	Transportation/Environment
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	1,350
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	517
UNENCUMBERED AS OF:	06/30/11	\$	833

Project Description:

Coordinator: Jim Arnoult

This CIP has been created to account for the construction of the proposed Teacher's Way project, an important element of the Olde Towne Master Plan. Construction of the road is closely tied to the proposed redevelopment project along East Diamond Avenue that broke ground in early 2011.

Because the federal funding will be received over 5 fiscal years, City funding is provided "up front" and will be partially reimbursed through the subsequent federal payments. It is anticipated that a total of \$1,007,888 in Federal funds will be provided with a City match of at least \$201,000.

In FY 11, available funds of (\$356,000) supported the reconstruction of the parking lot on the west side of Gaithersburg Middle School including approximately 67 parking spaces to replace spaces on the new Olde Towne Youth Center site. These 67 spaces are not covered by the Federal funds and are not eligible to be counted in the matching funds.

In FY 12, available funds of (\$1,670,000) will support the construction of Teachers Way.

In FY 13, a (\$200,000) federal reimbursement will be transferred to the General Fund.

In FY 14, a (\$200,000) federal reimbursement will be transferred to the General Fund.

In FY 15, a (\$200,000) federal reimbursement will be transferred to the General Fund.

In FY 16, a (\$200,000) federal reimbursement will be transferred to the General Fund. The following year any additional federal reimbursement and all remaining funds in this account will be transferred to the General Fund and the project will be closed.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Police Station Improvements**

PROJECT NUMBER: 09-1 CATEGORY: City Facility
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 124

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 11

UNENCUMBERED AS OF: **06/30/11** \$ 113

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$250							\$250
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED		-\$126						-\$126
TOTAL	\$ 250	\$- 126	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 124

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$11		\$111					\$123
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT								
TOTAL	\$ 11	\$ 0	\$ 111	\$ 0	\$ 0	\$ 0	\$ 0	\$ 123

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$239	\$113	\$2	\$2	\$2	\$2	\$2	\$2

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Police Station Improvements			
PROJECT NUMBER:	09-1	CATEGORY:	City Facility
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	124
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	11
UNENCUMBERED AS OF:	06/30/11	\$	113

Project Description:

Coordinator: Pete Geiling

This project supports design and construction of improvements to the interior and exterior of Police Department Facility.

In FY11, available funds of (\$126,963) was transferred to 09-4, the Rolling Stock Project.

In FY 12, available funds of (111,640) will support a Police Facility and Space Assessment Study. The project will be closed at the end of FY12.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Historic Preservation at Crown Farm**

PROJECT NUMBER: 09-2 CATEGORY: Community Enhancement
(000)

PRIOR APPROPRIATION AS OF: 07/01/09 \$ 70

EXPENDED/ENCUMBERED AS OF: 06/30/10 \$ 70

UNENCUMBERED AS OF: 06/30/11 \$ 0

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$70							\$70
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED								
TOTAL	\$ 70	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 70

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.		\$50						\$50
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION		\$20						\$20
FURNITURE & EQUIPMENT								
TOTAL	\$ 0	\$ 70	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 70

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$70	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Historic Preservation at Crown Farm			
PROJECT NUMBER: 09-2		CATEGORY:	Community Enhancement
		(000)	
PRIOR APPROPRIATION AS OF: 07/01/09	\$	70	
EXPENDED/ENCUMBERED AS OF: 06/30/10	\$	70	
UNENCUMBERED AS OF: 06/30/11	\$	0	

Project Description:

Coordinator: Pete Geiling

This project is for the preservation of several historic farm buildings on the former Crown Farm property. These buildings possess historical and cultural significance, and display important architectural and design characteristics. They provide an 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.

In FY 11, funding of (\$70,000) was appropriated in anticipation of the City acquiring the existing farm buildings. Upon receiving the buildings, the City will conduct a study for the preservation and use of the existing farm buildings recently donated to the City (\$50,000) and the installation of fencing and security for the buildings (\$20,000).

In FY 2012, no additional funding is requested pending further review of this project.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Gaithersburg Senior Center**

PROJECT NUMBER: 09-3 CATEGORY: Recreation/Leisure
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 2,989

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 0

UNENCUMBERED AS OF: **06/30/11** \$ 2,989

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$1,500							\$1,500
STATE FUNDS	\$200							\$200
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	\$1,289							\$1,289
TOTAL	\$2,989	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$2,989

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT								
TOTAL	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$2,989	\$2,989	\$2,989	\$2,989	\$2,989	\$2,989	\$2,989	\$2,989

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Gaithersburg Senior Center			
PROJECT NUMBER:	09-3	CATEGORY:	Recreation/Leisure
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	2,989
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	0
UNENCUMBERED AS OF:	06/30/11	\$	2,989

Project Description:

Coordinator: Tony Tomasello

Staff is currently working on a revised development plan that would include substantially increased capital and operating participation from Montgomery County to develop a joint recreational facility that would include an indoor Aquatic Recreation facility and a new Senior Center.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Rolling Stock Project**

PROJECT NUMBER: 09-4 CATEGORY: Recreation/Leisure
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 1,137

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 1,137

UNENCUMBERED AS OF: **06/30/11** \$ 0

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$99		\$137					\$236
STATE FUNDS	\$250							\$250
COUNTY FUNDS								
FEDERAL FUNDS	\$430							\$430
ESCROW FUNDS								
TRANSFERRED	\$102	\$256						\$358
TOTAL	\$ 881	\$ 256	\$ 137	\$ 0	\$ 0	\$ 0	\$ 0	\$1,274

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$13							\$13
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	\$2	\$1,122	\$137					\$1,262
FURNITURE & EQUIPMENT								
TOTAL	\$ 15	\$1,122	\$ 137	\$ 0	\$ 0	\$ 0	\$ 0	\$1,275

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$866	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Rolling Stock Project	
PROJECT NUMBER: 09-4	CATEGORY: Recreation/Leisure (000)
PRIOR APPROPRIATION AS OF: 07/01/09	\$ 1,137
EXPENDED/ENCUMBERED AS OF: 06/30/10	\$ 1,137
UNENCUMBERED AS OF: 06/30/11	\$ 0

Project Description:

Coordinator: Louise Kauffmann

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.

Prior to creating the Rolling Stock CIP, design and planning expenses were paid out of 79-5 (\$84,000). These funds are eligible as match.

In FY 11, available funds (\$1,122,261) supported construction of landscape and hardscape improvements and refurbishment of the Steam Locomotive. The total project cost, including planning, design, and construction is \$1,360,000, which includes matching funds of \$250,000 to the State Bond Bill and \$430,000 to the federal Transportation Enhancement Program grant. To offset the CDBG contribution, City funds (\$129,190) was transferred in from the Observatory (86-3), and (\$126,963) from the Police Department Improvements (09-1) to support the project.

To complete the project, including the HVAC installation under the Bond Bill, the City will provide an additional (\$137,852) in FY12. The project will be completed and all funds drawn down in FY 12.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Energy Efficiency and Conservation**

PROJECT NUMBER: 10-1 CATEGORY: City Facility
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 528

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 509

UNENCUMBERED AS OF: **06/30/11** \$ 19

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS			\$100	\$100	\$100	\$100	\$100	\$500
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	\$528							\$528
ESCROW FUNDS								
TRANSFERRED								
TOTAL	\$ 528	\$ 0	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$1,028

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$33							\$33
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION		\$476	\$100	\$100	\$100	\$100	\$100	\$976
FURNITURE & EQUIPMENT								
TOTAL	\$ 33	\$ 476	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$1,009

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$495	\$19	\$19	\$19	\$19	\$19	\$19	\$19

CURRENT CIP BUDGET FISCAL YEAR 2012

PROJECT NAME: Energy Efficiency and Conservation			
PROJECT NUMBER:	10-1	CATEGORY:	City Facility
		(000)	
PRIOR APPROPRIATION AS OF:	07/01/09	\$	528
EXPENDED/ENCUMBERED AS OF:	06/30/10	\$	509
UNENCUMBERED AS OF:	06/30/11	\$	19

Project Description:

Coordinator: Jim Arnoult

Funds expended on this CIP project will be eligible for 100% reimbursement up to the amount of the grant (\$528,000) under the Federal Energy Efficiency and Conservation Block Grant (EECBG) that was approved as part of the American Recovery and Reinvestment Act.

In FY 11, available funds of (\$476,025) supported implementation of energy conservation measures identified in the City's 2010 Energy Audit at major City facilities.

In FY 12 - FY 16 available funds of (\$100,000) will support implementation of energy conservation measures identified in the City's 2010 Energy Audit.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Contingency And Future Projects**

PROJECT NUMBER: 00-0 CATEGORY: Community Enhancement
(000)

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 3,340

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 2,025

UNENCUMBERED AS OF: **06/30/11** \$ 1,315

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$4,035			\$200	\$200	\$200	\$200	\$4,835
STATE FUNDS	\$125							\$125
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-\$820							-\$820
TOTAL	\$3,340	\$ 0	\$ 0	\$ 200	\$ 200	\$ 200	\$ 200	\$4,140

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$1,800	\$200	\$200	\$200	\$200	\$200	\$200	\$3,000
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT	\$25							\$25
TOTAL	\$1,825	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$3,025

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$1,515	\$1,315	\$1,115	\$1,115	\$1,115	\$1,115	\$1,115	\$1,115

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: **Contingency And Future Projects**

PROJECT NUMBER: 00-0

CATEGORY:
(000)

Community Enhancement

PRIOR APPROPRIATION AS OF: **07/01/09** \$ 3,340

EXPENDED/ENCUMBERED AS OF: **06/30/10** \$ 2,025

UNENCUMBERED AS OF: **06/30/11** \$ 1,315

Project Description:

Coordinator: Harold Belton

This project provides funding for other projects as identified by the Mayor and City Council.

In FY 12 - FY 16, available funds of (\$200,000) will support miscellaneous future projects.

CURRENT CIP BUDGET

FISCAL YEAR 2012

PROJECT NAME: City of Gaithersburg - Summary Totals

PRIOR APPROPRIATION AS OF: 07/01/09 \$ 150,699

EXPENDED/ENCUMBERED AS OF: 06/30/10 \$ 124,923

UNENCUMBERED AS OF: 06/30/11 \$ 25,776

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
CITY FUNDS	\$116,186	\$2,803	\$4,782	\$3,825	\$3,660	\$3,560	\$3,745	\$138,563
STATE FUNDS	\$11,419		\$205					\$11,624
COUNTY FUNDS	\$1,735							\$1,735
FEDERAL FUNDS	\$7,781	\$316	\$316	\$489	\$489	\$489	\$489	\$10,370
ESCROW FUNDS	\$3,575	\$20	\$140	\$30	\$20	\$20	\$20	\$3,825
TRANSFERRED	\$6,957	-\$93	-\$6	-\$200	-\$200	-\$200	-\$200	\$6,056
TOTAL	\$147,653	\$3,046	\$5,437	\$4,144	\$3,969	\$3,869	\$4,054	\$172,173

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	\$19,706	\$458	\$586	\$429	\$321	\$321	\$321	\$22,143
LAND	\$15,942							\$15,942
SITE IMPROV. UTIL & SWM	\$10,304	\$1	\$150					\$10,455
CONSTRUCTION	\$68,742	\$5,703	\$8,098	\$3,543	\$2,735	\$2,471	\$4,088	\$95,384
FURNITURE & EQUIPMENT	\$3,436	\$631	\$2,028	\$781	\$409	\$520	\$24	\$7,829
TOTAL	\$118,130	\$6,793	\$10,862	\$4,753	\$3,465	\$3,312	\$4,433	\$151,753

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	PROJECT TOTAL
FUND BALANCE	\$29,523	\$25,776	\$20,351	\$19,742	\$20,246	\$20,803	\$20,424	\$20,424



GAITHERSBURG YOUTH CENTER AT ROBERTSON PARK

Appendix

City of Gaithersburg, Maryland

FY 2012 Adopted Fee Schedule

PLANNING AND CODE ADMINISTRATION

**FY 2012
Adopted**

ABANDONMENT PROCEEDINGS (Chapter 19)

\$500

AMUSEMENT MACHINES (Chapter 3)

Fee at Application and Annual Renewal

\$150

ANIMALS AND FOWL (Chapter 4)

Pet Shop Licenses/Commercial Kennels

Fee at Application and Annual Renewal

\$250

Animal Licenses

Dogs & Cats - Unspayed or unneutered

\$35

Dogs & Cats - Spayed or neutered

\$5

Juvenile Dog & Cat License (Under 1 year of Age)

N/C

Late Fee for Renewal of Licenses (More than 30 Days)

\$20

Three Year Licenses (Available Only at City Sponsored Rabies Clinics)

- Dogs & Cats - Unspayed or Unneutered

\$105

- Dogs & Cats - Spayed or Neutered

\$15

Fees for All Senior Citizens (55 and older) and Public Assistance Recipients

- Altered Cat or Dog

\$2

- Unaltered Cat or Dog

\$35

Dog Exercise Area (Chapter 15)

Non-City resident annual membership fee

\$60

Breeder and Litter Permits

10 Days Before Whelping

\$25

After Whelping

\$100

DEVELOPMENT PERMITS

Plan Review Fees - Fees are Non-Refundable

Buildings 750 square feet and under of work area only (new buildings or additions, alterations, remodeling, renovations, interior tenant fit-ups, etc. (no occupancy)

\$80

Buildings 751 square feet to 2,000 square feet of work area only (new buildings or additions, alterations, remodeling, renovations, interior tenant fit-ups, etc.)

\$100

Buildings 2,000 square feet and over of work area only (new buildings or additions, alterations, remodeling, renovations, interior tenant fit-ups, etc.)

\$250

Buildings/spaces with an estimated cost of \$500,000 or more

\$1,000

Each Residential Model Home Plan

\$100

Building Permits (Chapter 5)

New Construction and Additions

- New Residential construction, application filing fee

\$150

Residential, Single-Family, attached or detached, including basement, each floor and roof area **Fee: Twenty-Two cents (22¢) per square foot**

Building Permits (Chapter 5) (Con't):

- Additions, renovations and/or alterations with construction costs of \$20,000 or more - Minimum Fee
- Residential Decks up to 500 square feet
- Decks over 500 square feet

FY 2012**Adopted****\$205****\$85****\$140**

- Commercial, industrial, multi-family and all other construction including basement, each floor and roof area **Fee: Twenty-Two cents (22¢)** per square foot or **1% (.01)** of the total cost of construction, whichever is higher

Structural Alteration & Remodeling (No Enlargements)

Residential, single-family attached or detached **Fee: Twelve Cents (12¢)** per square foot; **\$80 minimum**

Commercial, industrial, multi-family and other **Fee: Twenty Cents (20¢)** per square foot or **1-1/2% (.015) of the total cost of construction**; whichever is higher. (Fee is based upon square foot floor area of entire room or rooms involved with alteration or remodeling. When both additions and alterations or repairs are to be made upon the same building, the fee for the addition shall be figured as new construction and the fee for the alterations and repairs shall be as set forth.)

Building Demolitions and Interior Demolitions

Existing Buildings

\$1,000

Interior Walls & Partitions

\$80Over 5,000 square feet **Fee: \$.03 per square foot**

***In addition, a performance bond for 100 percent of the estimated cost shall be required.**

Building Moving**\$1,000**

***In addition, a performance bond for 100 percent of the estimated cost shall be required. Where moved across a street or highway, a permit shall be obtained from the appropriate jurisdiction where required.**

***NOTE - Resolution R-33-08 exempts fees for moving structures more than 50 years old. Does not exempt performance bonds.**

Erosion/Sediment Control/Stormwater Management (Chapter 8) and Forest Conservation (Chapter 22)**Grading/Sediment Control/Stormwater Management:****Plan Review Fees:**

	Concept	Preliminary	Final
Up to 1 Acre	\$250	\$350	\$400
1 - 3 Acres	\$500	\$700	\$800
3 - 5 Acres	\$750	\$1,050	\$1,200
*Over 5 Acres	*\$1250	*\$1550	*\$1700

***Plus \$100 per Acre**

**Erosion/Sediment Control/Stormwater Management (Chapter 8) and
Forest Conservation (Chapter 22) (Cont.):**

**FY 2012
Adopted**

SWM Plan Extension Fee

\$500

As-Built (SWM) Plan Review Fee *Per Submittal

***\$500**

Permit Application Fee

\$200

Permit Fees - **.05 per sq. ft. of disturbance (Minimum \$200)**

Permit Extension Fee

\$200

Technical Revision to Sediment Control Plan (No Increase in Disturbed Area)

Minimum \$150 or 25% of Original Permit Fee

Permit Renewal Fee

\$500

**Route of Travel - A Route of Travel Bond in the Amount of \$10,000 will be required
for Hauling of any Material over Existing City Streets.**

Stormwater Management:

Permit Application Fee

\$150

Permit Fees - **10% of Approved Bond Estimate (Minimum \$200) both
Public and Private Facilities**

Permit Extension Fee

\$200

Permit Revision Fee **\$200 + 5% of Estimated Cost of Work**

Permit Renewal Fee

\$500

***In addition, a Performance Bond for 100% of the Sediment Control
Forest Conservation and Stormwater Management Permits.**

***NOTE - If grading/sediment control, public works/storm drain, and
on-site are applied for on the same application, maximum plan
review fee is \$150.**

Formula for Stormwater Management Waiver Fees for New Development
and Re-Development $C = A \times I \times F$

C = the waiver fee contribution

A = area (disturbed area for redevelopment, site
area for new development)

I = percent of A that is impervious

F = the maximum fee per acre = \$43,560

***Credit for previously paid re-development Stormwater Management Fee
will be applied to the contribution.**

Administrative Stormwater Management Waiver

\$1,000

Fences on Private Property

\$35

Mechanical Fixtures

Commercial:

**Mechanical/HVAC fee as part of a
building permit shall be 10% of the building
permit fee, but not less than \$100
Mechanical/HVAC fee for work
submitted independently shall be 1% of
the improvement cost, but not less than \$100**

Mechanical Residential**FY 2012
Adopted**

Mechanical (new dwelling units)	\$100
Mechanical Replacements	
- first appliance	\$50
- each additional appliance	\$25

Oil, Gasoline or Other Fuel Storage Tanks and Pumps (Chapter 5)

Tanks up to 1,000 gallons	\$100
Tanks 1,000 gallons or more	\$200

Plan Revisions

The fee for revising building plans for residential, single-family dwellings shall be \$50 for projects under 1,000 sq. ft., \$80 for projects over 1,000 sq. ft.

The minimum fee for revising commercial building plans, including multi-family dwellings, shall be .05 cents per sq. ft. of affected area, Minimum Fee \$100.

Miscellaneous

Residential prefab construction less than 100 sq. ft. in area	\$25
<u>Authorized</u> public requests for overtime field inspections which include travel to and from the construction site	\$100/hour
<u>Authorized</u> public requests to commence a commercial interior fit-up construction prior to fire marshal and permit approvals: Minimum Fee \$200 Plus 10¢ per sq. ft. over 2,000 sq. ft.	
<u>Authorized</u> public request for a foundation only permit Plus 10¢ per sq. ft. over 2,000 sq. ft., Plus 5¢ per sq. ft. if concrete slab is included.	\$200
In all other cases, the minimum building permit shall be, unless otherwise stated	\$80
Request to Amend Permit	\$75
Reactivate Expired New Home Permit	\$100
Occupancy Verification Request (up to 2 tenants/suites/spaces)	\$200
- Each Additional Tenant Above 2	\$100
Fee for Building Code Compliance Letters for properties within the City limits including review of code and zoning violations and compliance - Per Address or Tenant	\$250
Building Plan Retrieval and Duplication Fee	*\$100
*Plus Plan Duplication Fee Pursuant to Sect. XVII	
Request to mail copy of existing Certificate of Occupancy	\$25
<u>Sign Permits (Chapters 5 and 24)</u>	
Each Sign Shall Require a Permit and Fee for Erection, Painting, and Placing or Mounting as Follows:	
- Under 25 sq. ft.	\$50
- 25 to 49 sq. ft.	\$75
- 50 to 74 sq. ft.	\$100
- 75 to 99 sq. ft.	\$150
- 100 square feet and over (add \$2 per sq. ft. over 100 sq. ft.)	\$250

Miscellaneous (Cont.):

Swimming Pools

All private residential pools

Commercial pools - **1% of the total cost of construction; \$300 Minimum**

FY 2012

Adopted

\$180

Site Construction on Private Property (Chapters 5 and 24)

(Parking lot paving, curb and gutters, storm drain systems, fences, landscaping, retaining walls and other required site amenities)

Permit Application Fee

\$100

Permit Fee - **5% of approved cost estimate**

Reinspections

The fee for reinspections because of Code Violations Shall Be as Follows:

Working without a Permit - Residential

\$250

Working without a Permit - Commercial

\$500

Reinspection Fee

\$200

Floodplain Permits (Chapter 10)

Development in a Floodplain Zone

\$1,000

*If grading/sediment control, public works/storm drain and on-site are applied for on the same application, maximum plan review fee is **\$150**.

Fire Safety Code Fees

Fire Alarm and Detection Systems (including main control panel) Per Story to be Controlled

\$250

Fire Alarm and Detection Systems (devices only or household control panel):
\$12 per device; \$100 Minimum

CO2 or Clean Agent Systems (including controls, alarms, detection):

0.50 per lb. of agent; \$100 Minimum

Fire Sprinkler Systems:

\$4 PER SPRINKLER; \$100 Minimum

Fire Safety Code Fees (Con't):**FY 2012
Adopted****Miscellaneous Systems Fee:**

- Standpipe Systems - PER SYSTEM	\$250
- Dry or Wet Chemical Extinguishing Systems (including hood & duct) PER SYSTEM	\$200
- Smoke Control System - PER SYSTEM	\$200

Fire Pump Test - PER PUMP \$250

Fire Main Flush Test or Hydro Test - PER TEST WITNESSED \$100

Emergency Generator Test - PER GENERATOR \$100

Life Safety Review - 10% of Building Permit Fee**General Fire Protection Permit Fees:**

- To install, remove, repair or alter a stationary tank for the storage of flammable or combustible liquids, dispensing devices, or associated piping. Term - 6 months	\$50
- To remove, abandon, place temporarily out of service or otherwise dispose of any flammable or combustible liquid tank. Term - 3 months	\$30
- To use any building, shed, or enclosure as a place of business for the purpose of repairing any motor vehicle. Term - Indefinite	\$50
- To conduct floor resurfacing and refinishing operations involving the use of application of flammable liquids or materials. Term - 30 Days	\$50
- For spraying or dipping operations utilizing more than one gallon flammable or combustible liquids on any working day. Term - Indefinite	\$50
- For the operation of a bulk storage plant and for storage dispensing liquefied petroleum gases. Term - Indefinite	\$50
- To store or handle combustible fibers in excess of 100 cubic feet. Term - Indefinite	\$50
- To conduct or maintain any tire recapping or rebuilding plant. Term - Indefinite	\$50
- To store in excess of 100,000 board feet of lumber. Term - Indefinite	\$50
- To use explosives for up to one month, \$25; \$5 for each additional month. Term - Not to Exceed 12 Months	\$50
- Fire Protection System Operations Permit	\$50
- Late Fee Renewal (more than 30 Days)	\$25
- 2nd Notice Late Renewal (more than 60 Days)	\$38

License Inspections

Family or Group Day Care and Group Homes with 5 or Fewer Clients	\$50
Nursery or Day Care Centers	\$100
Board and Care, 16 or Fewer Residents	\$100
Board and Care, Over 16 Residents	\$200
Health Care	\$300
Private Educational Facilities	\$150
Other Licensed Facility	\$100
Safety Inspection	\$100

Permit Revisions and Re-Inspection Fees

Original fee for fire protection permits includes first (1st) review and one (1) revision as well as first (1st) inspection and one (1) re-inspection. Subsequent plan revisions and/or re-inspections will be charged as follows:

Second (2nd) revision or second (2nd) re-inspection - **75% of original fee Not to Exceed \$3,000**

Each subsequent revision or re-inspection - **100% of original fee Not to Exceed \$5,000**

ENVIRONMENTAL FEES (CHAPTER 22 and ENVIRONMENTAL STANDARDS FOR DEVELOPMENT REGULATION)

FY 2012
Adopted

Natural Resources Inventory/Forest Stand Delineation (NRI/FSD) Application

- Single Family Residential Lot \$125
- Application file fee for other than Single Family Residential Lot \$200
- Plus \$5 per Acre for Every Acre Over 10 Acres**

Forest Conservation Plan Review

- Plus \$10 per Acre for Every Acre Over 10 Acres** \$150

Environmental Waiver Application per Waiver

- Residential Lot \$100
- Other \$1,000

Tree Removal (Chapter 21)

- Permit to Remove 1 Tree \$20
- 2-5 Trees \$25
- Each Tree Over 5 Trees \$5

Fee in Lieu of Forest Conservation - \$3 per sq. ft. of Area Required Planting

ELECTRICAL CODE (CHAPTER 7)

Electrician's License and Renewals

- New Master Electrician's and Master Limited License. Good for 2 Years \$200
- Master Electrician's and Master Limited License Renewal Every 2 Years \$175
- Duplicate license or Identification Card \$10
- Late Renewal Fee \$50
- Master Electrician and Master Limited Change in Affiliation \$10
- Shelving Master Electrician and Master Limited License \$25

Electrical Permits - Non-Residential

- New buildings, additions, complex interior fit-ups, etc., **10% of the building permit fee based on the job.**
- Simple tenant fit-ups, alterations, additions:
 - Up to 20 devices and/or low voltage (minimum fit-up fee) \$110
 - Over 20 devices and 5,000 sq. ft. or less \$175
 - Over 5,000 square feet *\$300
- *Or 10% of Building Permit Fee, (Whichever is Higher)**

- Miscellaneous Electrical Fees:

The fee for miscellaneous electrical work and/or special services or conditions not provided for previously, shall be 1% of the total cost of the improvement. In no case shall the total fee be less than the established minimum fee of \$100.

Electrical Permits - Residential

- Minimum/Maximum Fee
 - In no case shall the total fee be less than \$80 or more than the fee required for new construction.
- New Construction
 - Single-family dwelling not over 200 AMP \$250
 - Single-family dwelling over 200 AMP \$300

Electrical Permits - Residential Continued

- Remodeling/Additions

The fee for electrical work in remodeling, additions, etc., shall be 1% of the total cost of electrical improvements but not less than the established minimum fee of \$80.

- Homeowner Installations:

Approved installations by a qualified homeowner.

\$80

Re-Inspections

The fees for reinspections because of failure to comply with various ordinance and code violations shall be as follows:

Working without a Permit - Residential

\$100

Working without a Permit - Commercial

\$200

MUNICIPAL INFRACTIONS

Fines for violations to certain Chapters of the City Code:

- Chapter 4 - Animals and Fowl - Sec. 4-4 (Public Nuisance)	\$100
- Chapter 4 - Animals and Fowl - Sec. 4-6 (Sanitation)	\$100
- Chapter 4 - Animals and Fowl - Sec. 4-8 (a,c) (Licensing)	\$100
- Chapter 4 - Animals and Fowl - All Other Sections	\$250
- Chapter 5 - Buildings	\$500
- Chapter 5 - Buildings, Repeat Violations	\$1,000
- Chapter 5 - Section R310 and all Subsections thereof (Emergency Egress)	\$500
- Chapter 7 - Electricity	\$200
- Chapter 8 - Erosion, Sediment Control & Storm Water Management	\$200
- Chapter 9 - Excavation of Underground Utility Facilities	\$200
- Chapter 11 - Fire Safety - Initial Violation	\$500
- Chapter 11 - Fire Safety - Repeat Violation(s)	\$1,000
- Chapter 12 - Health and Sanitation	\$200
- Chapter 13 - Landlord-Tenant Relations	\$200
- Chapter 15A - Parks and Other Properties - Sec. 17 (Dog Exercise Area)	\$100
- Chapter 16 - Peddlers, Hawkers and Solicitors	\$200
- Chapter 17AA - Property Maintenance	\$100
- Chapter 17AA - Overcrowding Sections 404.4.1, 404.4.2, 404.4.4, 404.4.5 Initial Violation	\$200
- Chapter 17AA - Overcrowding Sections 404.4.1, 404.4.2, 404.4.4, 404.4.5 Repeat Violation (s)	\$1,000
- Chapter 18 - Refuse and Garbage - Sec. 18-4 (a) (Dumping)	\$500
- Chapter 18 - Refuse and Garbage - All Other Sections	\$200
- Chapter 18AA - Rental Housing Licensing	\$100
- Chapter 18A - Smoking	\$100
- Chapter 19 - Streets and Sidewalks	\$100
- Chapter 19 - Sections 19-2 (Depositing Foreign Material into ROW)	\$200
- Chapter 21 - Trees and Vegetation	\$100
- Chapter 22 - Fee in Lieu of Forest Conservation per sq. ft. in Violation or \$200 per Violation	\$3
- Chapter 24 - Zoning	\$200
- Chapter 24 - Zoning - (Section 24-184) Initial Violation	\$200
- Chapter 24 - Zoning - (Section 24-184) Repeat Violation (s)	\$500

OCCUPANCY PERMITS**FY 2012
Adopted****Single-Family and Townhouse Dwellings**

New Construction Only, One-Time Fee, Per Dwelling

\$150**Multi-Family Dwellings**

New Construction or Condominium Conversion, Per Dwelling Unit

\$150**Commercial or Industrial Buildings or Uses**

New Construction, Changes in Use and/or Tenant and Owner - per each 5,000 sq. ft. of gross floor area or fraction thereof

\$120

Per each lot or parcel devoted to commercial or industrial uses without buildings

\$50**Tents**

More than 120 sq. ft. but Less than 2,000 sq. ft.

\$100

2,000 sq. ft. or more, \$200 plus .02 cents for every sq. ft. over 2,000

Trailers

Per Trailer, including each section of a multi-unit set-up.

\$120**Reinspections Due to Code Violations**

Occupying Without a Permit

\$500

First Re-Inspection

N/C

Each Subsequent Re-Inspection

\$50**PEDDLERS, HAWKERS and SOLICITORS (Chapter 16)**

Fee Per Year (not to be pro-rated on a monthly basis). Permit Expires December 31st of Each Year

\$250**XI. PLANNING AND ZONING FEES****Zoning Map Amendment Applications (Chapter 24)**

Less than 2 Acres

\$1,000

More than 2 Acres

\$2,000**Fee for New Schematic Development Plans and Amendments Submitted on MXD Zoned
Parcels Shall Be as Follows:**

Changes in Use Involved	\$10,000
No Change in Use Involved	\$1,000
Changes Other than to Use Which: 1. Increase the height of the building or signage by ten (10) feet or more or 2. Materially changes the orientation or siting of buildings, parking accessory uses, or 3. Increases non-residential building floor area by more than ten (10) percent or 5,000 square feet whichever is greater, or 4. Increases by more than ten (10) percent or five (5) units the number of residential dwelling units whichever is greater, or 5. Removes more than five (5) percent of area designated for conservation or other environmental preservation purpose	\$1,000 Submission Fee Additional \$500 if Referred to Planning Commission for Approval, or Additional \$4,000 if Referred to Planning Commission for Public Hearing Recommendation and Council Determination.

XI. PLANNING AND ZONING FEES (Cont.):**FY 2012
Adopted**

Fee for Amendment to Sketch Plan for MXD Zoned Parcels - Per Plan

\$1,000

Per Acre Fee for High-Rise Optional Approval (Parcels Zoned C-2)

\$400**Master Plan Amendments (Chapter 24)****\$1,000****D. Site Development Applications (Chapter 24)**

Residential:

Minimum Fee **plus \$50 per dwelling Unit****\$750**

Addition that is More than 50% of Floor Area

\$300

Non-Residential

Minimum Fee **plus \$10 per each 1,000 square feet of gross floor area in structure****\$750**

Residential/Non-Residential - Final Site Plans for MXD Zoned Parcels

Minimum Fee **plus \$10 per Dwelling Unit and/or \$25 per 1,000 sq.ft. gross floor area****\$7,000**

Parking/Traffic Study Review

Parking Study/Waiver Review

\$500

Minor Traffic Study & Supplement

\$250

Major Traffic Study & Supplement

\$1,500

Amendment to Final Site Plan Approval

Minor Amendments (Staff) or Planning Commission

Consent Item:

Single Lot Residential

\$100

Multi-Lot Residential

\$160

Multi-Family Residential

\$200

Non-Residential

\$100

Amendments (Planning Commission)

Residential:

Under 2,500 sq. ft. of additional building area; 2,500 sq. ft. or more of additional building area subject to regular site development fees, (see Section XI.D)

\$300

Non-Residential:

Under 2,500 sq. ft. of additional building area; 2,500 sq. ft. or more of additional building area subject to regular site development fees, (see Section XI.D)

\$500

Extension to Final Site Plan Approval

\$100

Re-Approval of Final Site Plan

\$300

Temporary Use Permit

\$500

Review of Alterations, Additions to Non-Conforming Structures

Conforming Structures:

Residential

\$100

Non-Residential

\$300**Board of Appeals Applications (Chapter 24)**

Uses:

Amusement Centers

\$1,000

Assembly of Electronic Devices/Appliances

\$500

Auto Parts/Body Repair Shops

\$500

Boarding & Rooming Houses

\$500

Care Homes

\$500

Cemeteries

\$500

Child Day Care Facilities for More Than Eight

\$500

Child/Elderly Day Care Facilities in Dwelling Units other than Single Family Detached or

Duplexes for Not More than Eight (8) Individuals

\$200

Commercial Recreation Restaurants

\$650

Board of Appeals Applications (Chapter 24) (Cont.):

Uses:

**FY 2012
Adopted**

Community Theatre	\$650
Conversion of Existing Structures	\$450
Drive-In Theatres	\$650
Golf Course	\$650
Group Residential Facilities	\$500
Medical Practitioner's Office	\$500
Multi-Family Dwellings	\$500
Off-Street Parking Lots/Garages	\$500
Outdoor Recreation	\$650
Private Institutions	\$500
Public Utilities	\$650
Swimming Pools	\$500
Telecommunication Facilities Requiring a New Structure	\$7,500
Telecommunication Facilities Which are Camouflaged	\$5,500
Telecommunications Facilities Located Entirely within an Existing Structure or Located on the Rooftop of an Existing Structure	\$4,000
Bed and Breakfast Establishments	\$200
All Others	\$500

Variances:

Single Family/Townhouses	\$200
Multi-Family Residential	\$500
Non-Residential Including R-B and C-B	\$600
Floodplain Management	\$2,500

Administrative Review (Charging Administrative Error)

Planning Commission Decision	*\$1000
Staff Order, Requirement, Decision or Determination Appealed by an Individual for a Property in which the Applicant Resides	*\$200
Staff Order, Requirement, Decision or Determination Appealed by an Individual for a Property in which the Applicant Does Not Reside	*\$500
Staff Order, Requirement, Decision or Determination Appealed by a Commercial/Business Entity	*\$1000
*Plus Cost of Transcript	

**NOTE: In cases of administrative appeals pursuant to Section 24-187 resulting in favor
of an appellant, the City shall refund the fee and the cost of the transcript.**

Home Based Businesses (Chapter 24) - Minor Impact	\$20

Subdivision Approval (Chapter 20)

Preliminary Review of Subdivision Plans are subject to regular site development fees - see Section X.D.

Does Not Include Record Plat Fee

Final Subdivision (Record Plat) Approval

Residential - Plus \$50 per lot, parcel or outlot	\$500
Non-Residential - Plus \$50 per lot, parcel or outlot	\$500

Annexation Petition

N/C

Zoning Verification LettersFee for Zoning Verification Letter for properties within the City limits including review of code and
zoning violations and compliance - **Per Address and/or Tenant**

\$250

Refundable Signs (3'x4') Deposits/Sign, Per Sign

\$400

PUBLIC WORKS PERMITS (Chapter 19)

FY 2012
Adopted
\$100

Permit Application Fee

Permit Fees

Fee for construction of roads, sidewalks, driveway entrances, curb and gutter, drainage structures, etc., **ten (10%) percent of estimated cost of construction.** In addition, a performance bond for **100 percent of the estimated cost** shall be required.

A cash bond in the amount of **\$2,500** shall be required for each street light located in the public right-of-way, based on the approved site development plan.

A Route of Travel bond shall be required for protection and maintenance of existing City streets impacted by development work. The amount of the bond shall be determined by the Director of Public Works

Road Code Waiver Fee - Individual Streets

\$500

Road Code Waiver Fee for Properties over 50 Acres (MXD/SDP/Sketch Plan)

\$2,000

Fee for Telecommunication, Cable, Data Transport, or Utility Lines Installed Underground in the Public Right-of-Way

Under unimproved areas or sidewalk **\$2 per Linear Foot**

MINIMUM

\$130

Under paved road surfaces - **\$4 per Linear Foot**

MINIMUM

\$130

Alternative fees may be adopted by Resolution of the Mayor and City Council for City wide projects, providing access to service for the entire City.

***If grading/sediment control, public works/storm drain, and on-site are applied for on the same application, maximum plan review fee is \$150**

RENTAL HOUSING LICENSES (CHAPTER 18AA)

Single-Family Dwelling, Including Townhouses

Fee upon application for license and renewal thereof (biennial)

\$150

License Renewal Late Fee (more than 30 days delinquent)

Multi-Family Unit

\$55

Single Family Unit

\$75

Rooming Houses

Minimum fee upon application for license and renewal thereof

\$70

Additional per unit fee for each additional unit above five units in a rooming house

\$7

Multi-Family Dwellings

Per unit fee upon application for license and renewal thereof

\$110

Hotels and Motels

Per unit fee upon application for license and renewal thereof

\$50

A Tenant-Requested Walk-Thru Inspection

\$15

Re-Inspections

The fee for re-inspections because of Code violations, defects and failure to provide access to units for a scheduled inspection visit shall be as follows:

Failure to provide access to the unit for a scheduled inspection

\$50

First re-inspection of Code violations and defects

N/C

Each subsequent re-inspection of Code violations and defects

\$50

Government Owned Facilities Used as Residential Rentals are Required to License

Each facility is subject to required inspections but exempt from fee.

**TRANSCRIPTS OF PROCEEDINGS NOT NORMALLY TRANSCRIBED AND FEE FOR
COPYING REQUESTS**

**FY 2012
Adopted**

Transcript Fee - **\$7 per Page or \$50, whichever is greater**

Copying Fee - **No Charge for first 10 (single-sided pages), Each additional page 20¢**

XVII. GIS/DIGITAL DATA/MAPS:

City Data Set	Format
Zoning	ArcInfo, Shapefile
City Boundary	ArcInfo, Shapefile
Record Plats (State Archives)	TIFF
All Acrobat Maps	PDF
All Other Data/Documents	

FEE for Prints/copies of Existing Paper Maps and Other Documents:

Size	Fee Per Sheet		
Document	B/W	Color-Paper	Color/Photo
Letter (8 1/2x11)	\$0.20	\$1	\$2
Ledger (11x17)	\$0.50	\$2	\$4
Arch C (18x24)	\$3	\$5	\$6
Sm. Zoning (21x24)	N/A	\$6	\$7
Arch D (24x36)	\$6	\$10	\$12
36x36	\$9	\$15	\$18
Arch E (36x48)	\$12	\$20	\$24
Per Square Foot	\$1	\$1.67	\$2

DISHONORED CHECK FEE

\$35

COPY OF VHS TAPE OR DVD OF MAYOR AND CITY COUNCIL

OR PLANNING COMMISSION MEETING

\$25

ELECTRONIC COPIES OF REQUESTED DOCUMENTS (per email)

\$10

CD OF REQUESTED DOCUMENTS (per CD)

\$10

USB KEY OF REQUESTED DOCUMENTS (per key)

\$20

ZONING ORDINANCE

\$20

The fees or charges established by resolution of the Mayor and City Council may, from time to time, be reduced in whole or in part, by separate resolution by the Mayor and City Council.

Automation Fee: The automation enhancement fee is 10% of the regular fee, which has already been set by Mayor and City Council Resolution previously approved, for any permit for which the department is responsible. The automation enhancement fee is in addition to the regular fee and must be paid at the same time that the regular fee is due to the department.

**City of Gaithersburg, Maryland
FY 2012 Adopted Fee Schedule**

**FY 2012
Adopted**

PUBLIC WORKS

**RECYCLING FOR COLLECTION AND DISPOSAL OF RECYCLABLE MATERIALS
FROM SINGLE FAMILY DWELLINGS AND TOWNHOUSES**

Fee per year, per dwelling unit **69.25**

Fee is authorized to be placed on the County's consolidated property tax bill of all properties receiving City 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:

Payment of 3/4 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

Payment of 1/2 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

Payment of 1/4 year fee - Dwelling units added to the tax roll from January 1 to March 30 will be charged the fee of 25% of the annual City fee.

Montgomery County is authorized to bill and collect said fees and remit same to the City of Gaithersburg in the same manner as City property taxes are remitted to the City.

FEE DISCLAIMER: The City of Gaithersburg reserves the right to review and recommend fee adjustments as predicated by economic conditions and maintains the authority to add new charges where appropriate. Rates are based on current market value and cost comparisons with other local jurisdictions.

City of Gaithersburg, Maryland

FY 2012 Adopted Fee Schedule

PARKS, REC & CULTURE

**FY 2012
Adopted**

Recreation Class

Continuing Education

Resident	\$10 to \$68
Non-Resident	\$12 to \$68

Dance

Resident	\$68 to \$88
Non-Resident	\$75 to \$95

Exercise and Meditation

Resident	\$17 to \$110
Non-Resident	\$19 to \$117

Sports Classes and Recreation

Resident	\$39 to \$75
Non-Resident	\$46 to \$85

Senior Center

Facility Rentals

Resident	\$38 to \$80
Non-Resident	\$70 to \$100

Equipment, Permits & Services
(charge per event)

\$200 to \$350

Membership

Resident	\$40
Non-Resident	\$115

	FY 2012 Adopted
Senior Center (Con't):	
Senior Center Classes	\$1 to \$15
Senior Trips	\$5 to \$48
Senior Fitness Programs	\$1 to \$15
Recreation Programs & Sports	
Resident	\$43 to \$80
Non-Resident	\$58 to \$90
Teams and Tournaments	\$85 to \$1,160
Aquatics	
Programs	
Gaithersburg Winter Swim	\$465 to \$495
Member	\$37 to \$155
Resident	\$42 to \$165
Non-Resident	\$47 to \$175
Membership	
Resident	\$40 to \$415
Non-Resident	\$40 to \$415
Daily Admission	
Resident	\$3 to \$5.75
Non-Resident	\$4 to \$7.25
Rentals/Group Fees	\$4.25 to \$150
Winter Lights	
Bus/Limo/Van/Automobile	\$10 to \$70
Trolley Rides & Walk- Resident	\$3 to \$10
Trolley Rides & Walk	
- Non Resident	\$4 to \$12
Items for resale	\$1 to \$5
Arts Barn Rentals	
Rentals / per hour - Non-Profit	
Resident	\$25 to \$100
Non-Resident	\$37.50 to \$150
Recital Rental / per hour	\$75

	FY 2012 Adopted
Arts Barn Rentals (Con't)	
Rentals / per hour - Commercial & Individual	
Resident	\$50 to \$175
Non-Resident	\$75 to \$250
Rentals - Artist in Resident Studios	
Resident	\$9/sq.ft./year
Resident Utility Surcharge	\$25/month
Non-Resident	\$10/sq.ft./year
Non-Resident Utility Surcharge	\$25/month
Equipment, Permits & Services (charge per event)	\$20 to \$250
Arts Barn Programs	
Partnerships: City and artist share costs & proceeds.	
Theater and Concert Tickets (Partnerships)	
Resident	\$8 to \$55
Non-Resident	\$8 to \$60
Classes (Partnerships)	
Resident	\$13 to \$18
Non-Resident	\$15 to \$20
Camps (Partnerships)	
Resident	\$110 to \$440
Non-Resident	\$135 to \$540
City Art Shop	
Commission	30% to the City
Application Fee	\$15
Galleries	
Commission	30% to the City
Application Fee Resident	\$15 to \$25
Application Fee Non-Resident	\$17 to \$30

Cultural Arts Programs

Community Chorus - Members raise additional funds - donations via GAMFC	
Resident	\$50 to \$100
Non-Resident	\$60 to \$100
Arts and Crafts Vendor Permit Program	
Resident - Seasonal Permit	\$70 to \$150
Non-Resident - Seasonal Permit	\$80 to \$200
Gaithersburg Book Festival	
Exhibitor/Vendor - Commercial	\$75 to \$300
Exhibitor/Vendor non-Profit	\$35 to \$300

Special Events

Events and Trips	
Admission - Resident	\$10 to \$150
Admission - Non-Resident	\$12 to \$175
Non-Commercial Vendor/Crafter Fee	
Resident	\$20 to \$125
Non-Resident	\$25 to \$150
Commercial Vendor/Crafter Fee	
Resident	\$30 to \$200
Non-Resident	\$35 to \$250
Food Vendor	
Resident	\$70 to \$300
Non-Resident	\$100 to \$350
Political Candidates - Event Participant	
Resident	\$30 to \$50
Non-Resident	\$40 to \$75
Nonprofit Event Participant/ vendor providing activities	
Resident	\$20 to \$60
Non-Resident	\$40 to \$75

	FY 2012 Adopted
Special Events (Con't)	
Business Event Participant	
Resident	\$75 to \$150
Non-Resident	\$95 to \$175
City Hall Concert Pavilion Rentals (5-hr rental)	
Equipment, Permits & Services (charge per event)	\$100 to \$500
Rental Fees	
Non Profit Resident	\$100 to \$500
Non Profit Non-Resident	\$150 to \$750
Commercial Resident	\$120 to \$600
Commercial Non-Resident	\$180 to \$900
Community Museum Rentals	
Rentals - per hour	\$25 to \$250
Equipment, Permits & Services (charge per event)	\$20 to \$125
Community Museum Programs	
Partnerships: City and artist share costs & proceeds.	
Lectures/Tours - per person	\$2 to \$25
Party Package	\$125 to \$500
Classes/Workshops (Partnerships)	
Resident	\$13 to \$18
Non-Resident	\$15 to \$20
Camps (Partnerships)	
Resident	\$110 to \$440
Non-Resident	\$135 to \$540
Kentlands Mansion Programs	
Craft Show - Vendor Fees	
Resident	\$150 to \$200
Non-Resident	\$175 to \$250
Teas	\$15 to \$30

Kentlands Mansion Programs (Con't)

Partnership Programs - Concerts & Events

Resident

FY 2012**Adopted****\$8 to \$55**

Non-Resident

\$8 to \$60**Kentlands Mansion Rentals**

Social Resident

\$175 to \$1,375

Social Non-Resident

\$200 to \$2,500

Business Resident

\$400

Business Non-Resident

\$475

Conference Resident

\$225

Conference Non- Resident

\$300

Class Room Resident

\$175

Class Room Non-Resident

\$175

Piano Recitals

\$150**Misc Rentals****\$20 to \$250**

Equipment, Permits & Services

(charge per event)

\$20 to \$250**Youth Services****Skate Park**

Admission

Resident

\$3

Non-Resident

\$5

Lessons

Resident

\$42

Non-Resident

\$49

Things That Roll

Resident

\$4

Non-Resident

\$6

School of Skate

Resident

\$125

Non-Resident

\$150

Membership

Resident

\$25

Non-Resident

\$50

Youth Centers

Membership

Resident \$12

Nonresident \$15

Gaithersburg Youth Club Trips **\$5 to \$25**

Early Release Trips **\$20**

Overnight Trips **\$65**

Resident \$60

Nonresident \$65

Studio Rental (One hour)

Resident \$50

Nonresident \$60

Summer Programs

Elementary Camps - Per Two Session

Resident **\$228**

Non-Resident **\$299**

Middle School Camps - Per Two Session

Resident **\$243**

Non-Resident **\$306**

Youth Activity Programs - Per Two Session

Resident **\$115**

Non-Resident **\$139**

Extended Care - Per Two Session

Resident **\$61**

Non-Resident **\$87**

T-Shirts **\$5**

Youth Programs

Break Blast

Resident **\$20**

Non-Resident **\$25**

Early Release Trips

Resident **\$10 to \$25**

Non-Resident **\$15 to \$30**

	FY 2012 Adopted
Spring Break Camp (4 days)	
Resident	\$125
Non-Resident	\$150
Counselor in Training	
Resident	\$45
Non-Resident	\$50
High School Trips	\$5 to \$25
Fitness Zone Admissions & Memberships	
Daily Admissions (adult, youth, senior)	
Resident	\$4 to \$6
Non-Resident	\$5 to \$7
Annual Memberships	
(adult, youth, senior, 2-person, family)	
Resident	\$145 to \$350
Non-Resident	\$215 to \$525
3-Month Membership	
Resident	\$70
Non-Resident	\$105
25-Admission Pass (adult, youth, senior)	
Resident	\$75 to \$125
Non-Resident	\$110 to \$150
Recreation Super Pass - includes Fitness Zone, Aquatic Center, Water Park & Miniature Golf (adult, youth, senior, 2-person, family)	
Resident	\$235 to \$540
Non-Resident	\$375 to \$805

Activity Center Rentals

Activity Room / per hour - Individual / Non Profit	
Resident	\$38 to \$50
Non-Resident	\$55 to \$75
Activity Room / per hour - Commercial	
Resident	\$55 to \$68
Non-Resident	\$80 to \$105
Gymnasium / per hour - Individual / Non Profit	
Resident	\$38 to \$63
Non-Resident	\$55 to \$95
Gymnasium / per hour - Commercial	
Resident	\$70 to \$95
Non-Resident	\$105 to \$140
Gymnasium / per hour - Social Event	
Resident	\$75 to \$110
Non-Resident	\$110 to \$160
Equipment, Permits & Services	
(charge per event)	\$10 - \$50
Additional Staff / per hour for large events	\$20
Set up & Take down (charge per event)	\$20 to \$240

Casey Community Center Rentals

Room Rental / per hour - Individual	
Resident	\$23 to \$90
Non-Resident	\$35 to \$135
Room Rental / per hour - Non Profit	
Resident	\$20 to \$47
Non-Resident	\$30 to \$70
Room Rental / per hour - Commercial	
Resident	\$40 to \$110
Non-Resident	\$60 to \$165

Casey Community Center Rentals (Con't)**FY 2012
Adopted**

Equipment, Permits & Services

(charge per event)

\$20 - \$130

Additional Staff /after hours

\$17.50**Casey Community Center Programs**

Creative Tot Time - School Year

Resident

\$700 to \$975

Non-Resident

\$825 to \$1,150

Creative Tot Time - Summer

Resident

\$160

Non-Resident

\$195**Miniature Golf**

Daily Admission -1 round or unlimited

(individual, senior, group)

Resident

\$4 to \$7

Non-Resident

\$5 to \$8

Birthday Party (per participant)

\$10 to \$15**Picnic Pavilion Rentals**

Bohrer Park Pavilion (5-hr rental)

Resident

\$195 to \$285

Non-Resident

\$290 to \$425

Bohrer Park Pavilion (5-hr rental) -

Commercial/Business

Resident

\$245 to \$405

Non-Resident

\$365 to \$600

City Hall Park Pavilion (5-hr rental)

Resident

\$160

Non-Resident

\$240

Picnic Pavilion Rentals (Con't)

City Hall Park Pavilion (5-hr rental) -

Commercial/Business

Resident

Non-Resident

Duvall Park

Resident

Non-Resident

School / Scout Groups (weekdays only) per event

Resident

Non-Resident

Equipment, Permits & Services (charge per event)

Additional Staff / per hour for large events

Special Event Permit Fee**under 1,000 attendees**

1,000 - 5,000 attendees

5,000 - 10,000 attendees

Over 10,000 attendees

Street Closing Permit Fee**Street closure Request (2 blocks or less)****Festival****Parade****Race/Walk****Safety and Security****Police Officer****Public Works****FY 2012****Adopted****\$200****\$300****\$60****\$90****\$25 to \$80****\$75 to \$150****\$20 to \$130****\$20****\$20****\$500****\$1,000****\$1,500****\$0****\$100****\$30****\$50****\$55 hrly****\$40 hrly**

City of Gaithersburg, Maryland
FY 2012 Adopted Fee Schedule

POLICE

**FY 2012
Adopted**

MOTOR VEHICLES AND TRAFFIC (CHAPTER 14)

Fines for Handicapped Parking, Fire Lane/Yellow Curb and Parking next to Fire Hydrant Violations	\$250
Fines for Fire Lane/Yellow Curb Parking Violations	\$250
Fines for All Other Parking Violations	\$60

POLICE SERVICES

Copy of Police In-Car Camera Recording	\$0
Fingerprinting (per card)	\$3 per resident
Surveillance Video - In Station	\$50

**City of Gaithersburg, Maryland
FY 2012 Adopted Fee Schedule**

	FY 2012 Adopted
COMMUNITY SERVICES	
Wells Robertson House- Resident Monthly Service Fee 1	Based on HUD recommendations service fees are now being calculated utilizing a sliding scale ranging from \$0-\$250/mos with an average payment of approximately ~~\$110/mos/resident~~ *On avge. # 5 residents will not be obligated to pay the service fee based on the sliding scale and #9 residents will pay between \$55 - ~~\$250/month~~
Desellum House-Resident Monthly Service Fee 1 2 3 4 5 * On avg. 1 bed vacancy per/month	\$300 \$275 \$250 \$230 \$230 \$1,285 * On avg. #1 bed vacancy every 6 months for an avg. period of #1 month.

CITY OF GAITHERSBURG, MARYLAND
NET ASSETS BY COMPONENT
Last Eight Fiscal Years
(accrual basis of accounting)
June 30, 2010

	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Governmental Activities								
Invested in Capital Assets	\$ 99,881,968	\$ 101,308,114	\$ 101,079,002	\$ 102,235,261	\$ 103,385,743	\$ 105,089,489	\$ 104,360,134	\$ 102,590,615
Unrestricted	<u>59,946,586</u>	<u>59,499,836</u>	<u>56,869,084</u>	<u>50,679,018</u>	<u>49,091,738</u>	<u>41,301,909</u>	<u>39,171,939</u>	<u>37,736,850</u>
Total Governmental Activities Net Assets	<u>\$ 159,828,554</u>	<u>\$ 160,807,950</u>	<u>\$ 157,948,086</u>	<u>\$ 152,914,279</u>	<u>\$ 152,477,481</u>	<u>\$ 146,391,398</u>	<u>\$ 143,532,073</u>	<u>\$ 140,327,465</u>

CITY OF GAITHERSBURG, MARYLAND
CHANGES IN NET ASSETS
Last Eight Fiscal Years
(accrual basis of accounting)
June 30, 2010

	2010	2009	2008	2007	2006	2005	2004	2003
Expenses								
Governmental Activities:								
General Government	\$ 12,907,455	\$ 11,641,478	\$ 10,536,978	\$ 8,745,788	\$ 8,210,925	\$ 6,929,027	\$ 6,978,070	\$ 6,605,324
Public Safety	11,148,695	11,281,073	10,918,534	9,118,647	7,876,021	6,479,474	5,976,365	5,545,727
Public Works	12,246,680	11,438,388	10,811,440	9,746,888	9,412,588	9,237,552	9,222,580	5,946,142
Park, Recreation & Culture	7,280,057	7,255,705	9,118,751	8,538,526	7,940,172	6,858,152	6,591,139	6,332,747
Community Services & Development	2,151,366	2,103,765	2,148,811	1,897,647	1,871,188	1,777,491	1,582,419	1,499,289
Miscellaneous	- *	1,536,547	1,797,067	4,258,951	1,174,091	1,263,435	642,433	1,039,064
<i>Total Governmental Activities Expenses</i>	<u>45,734,253</u>	<u>45,256,956</u>	<u>45,331,581</u>	<u>42,306,447</u>	<u>36,484,985</u>	<u>32,545,131</u>	<u>30,993,006</u>	<u>26,968,293</u>
 Program Revenues								
Governmental Activities:								
Charges for Services:								
General Government	\$ 2,121,622	\$ 1,703,735	\$ 1,855,587	\$ 1,175,102	\$ 1,649,170	\$ 2,343,286	\$ 1,880,197	\$ 148,008
Public Safety	2,705,648	1,381,525	1,897,490	799,743	782,440	950,677	906,313	110,452
Public Works	1,527,357	1,400,167	1,631,297	1,333,515	1,375,813	999,598	738,210	899,183
Park, Recreation & Culture	3,092,053	3,014,450	3,049,408	3,072,008	2,989,088	2,929,167	2,084,867	2,605,305
Operating Grants and Contributions	2,246,034	1,202,924	1,569,161	2,141,875	1,561,444	938,266	1,103,083	3,766,654
Capital Grants and Contributions	464,815	2,206,960	2,696,447	2,364,816	2,386,066	2,789,941	3,794,716	5,485,835
<i>Total Governmental Activities</i>								
<i>Program Revenues</i>	<u>\$ 12,157,529</u>	<u>\$ 10,909,761</u>	<u>\$ 12,699,390</u>	<u>\$ 10,887,059</u>	<u>\$ 10,744,021</u>	<u>\$ 10,950,935</u>	<u>\$ 10,507,386</u>	<u>\$ 13,015,437</u>

* The City began combining Miscellaneous Expenses with General Government beginning FY10.

CITY OF GAITHERSBURG, MARYLAND
CHANGES IN NET ASSETS
Last Eight Fiscal Years
(accrual basis of accounting)
June 30, 2010
(continued)

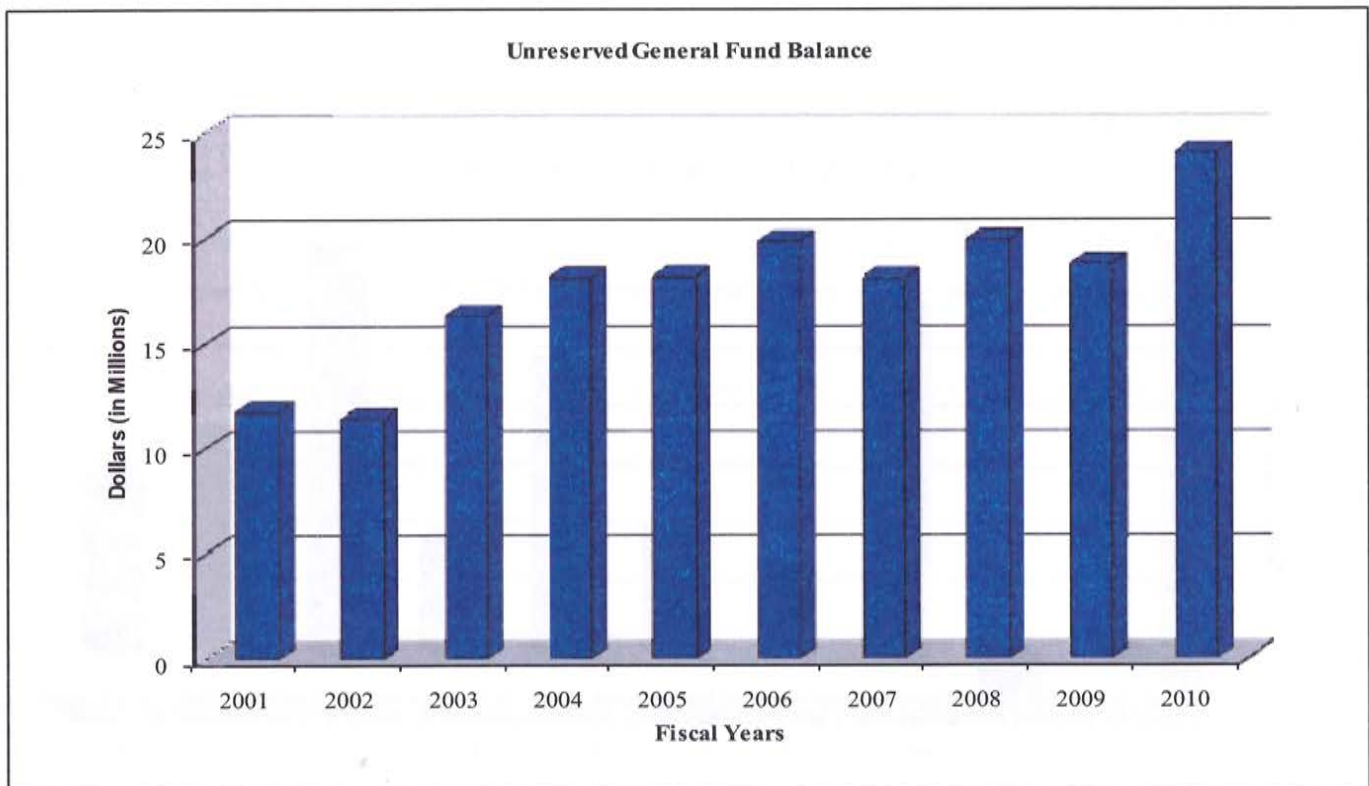
	2010	2009	2008	2007	2006	2005	2004	2003
Net (Expense)/Revenue								
Governmental Activities	\$ (33,576,724)	\$ (34,347,195)	\$ (32,632,191)	\$ (31,419,388)	\$ (25,740,964)	\$ (21,594,196)	\$ (19,765,620)	\$ (13,952,856)
Total Primary Government Net Expense	<u>\$ (33,576,724)</u>	<u>\$ (34,347,195)</u>	<u>\$ (32,632,191)</u>	<u>\$ (31,419,388)</u>	<u>\$ (25,740,964)</u>	<u>\$ (21,594,196)</u>	<u>\$ (19,765,620)</u>	<u>\$ (13,952,856)</u>

General Revenues and Other Changes in Net Assets

Governmental Activities:								
Property Taxes	\$ 20,357,547	\$ 20,455,347	\$ 18,516,490	\$ 16,454,046	\$ 14,114,464	\$ 13,310,028	\$ 12,538,737	\$ 11,151,698
Franchise Fees	553,860	494,925	599,253	557,181	483,125	444,881	440,892	380,807
Admissions, Amusement, Hotel & Motel Tax	1,952,656	1,718,650	830,156	985,453	1,165,087	1,008,836	887,000	672,731
Intergovernmental not Restricted to Specific Programs	9,393,667	9,889,917	10,108,343	9,808,731	8,779,326	8,008,710	7,900,819	7,413,523
Investment Earnings	135,532	930,421	2,212,859	2,627,160	1,925,574	870,163	424,765	527,717
Gain (loss) on Sale of Capital Assets	(478,113)	1,497,522	-	-	1,860,248	-	-	-
Miscellaneous	682,179	683,730	5,398,897	1,423,615	853,929	810,903	778,015	1,105,466
Total Governmental Activities	<u>\$ 32,597,328</u>	<u>\$ 35,670,512</u>	<u>\$ 37,665,998</u>	<u>\$ 31,856,186</u>	<u>\$ 29,181,753</u>	<u>\$ 24,453,521</u>	<u>\$ 22,970,228</u>	<u>\$ 21,251,942</u>

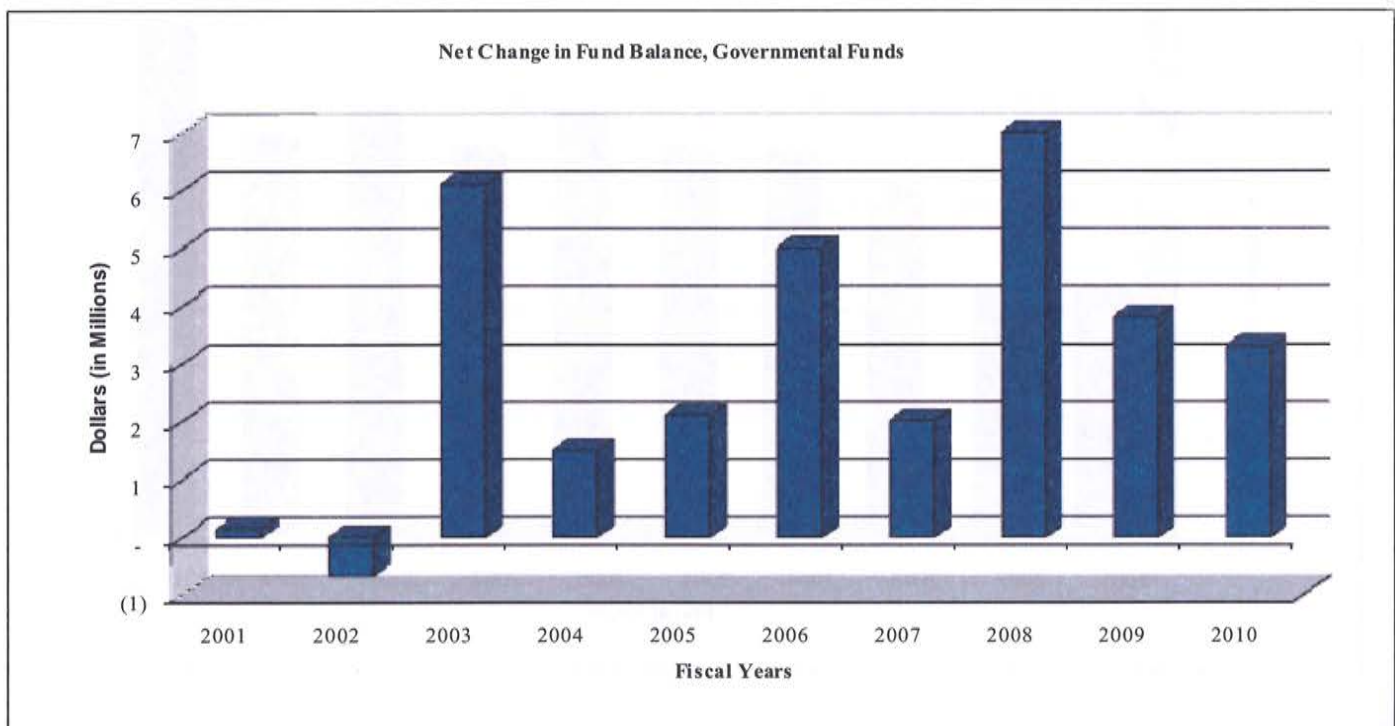
CITY OF GAITHERSBURG, MARYLAND
FUND BALANCES, GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(modified accrual basis of accounting)
June 30, 2010

	2010	2009	2008	2007	2006
General Fund					
Reserved for Encumbrances and Other	\$ 8,954,030	\$ 12,431,003	\$ 11,224,516	\$ 10,629,786	\$ 12,437,949
Unreserved and undesignated	24,039,806	18,723,646	19,902,437	18,055,440	19,827,024
Total General Fund	\$ 32,993,836	\$ 31,154,649	\$ 31,126,953	\$ 28,685,226	\$ 32,264,973
All Other Governmental Funds					
Reserved for Encumbrances	\$ 2,608,276	\$ 3,772,000	\$ 3,238,750	\$ 3,993,897	\$ 1,686,943
Designated, Reported in:					
Capital Projects Funds	28,110,103	25,496,419	22,259,138	16,549,764	13,255,730
Total All Other Governmental Funds	30,718,379	29,268,419	25,497,888	20,543,661	14,942,673
Total Governmental Funds	\$ 63,712,215	\$ 60,423,068	\$ 56,624,841	\$ 49,228,887	\$ 47,207,646
 Unreserved General Fund Balance as a Percentage of Expenditures	 61.2%	 51.7%	 59.5%	 61.3%	 71.7%



CITY OF GAITHERSBURG, MARYLAND
FUND BALANCES, GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(modified accrual basis of accounting)
June 30, 2010
(continued)

	2005	2004	2003	2002	2001
General Fund					
Reserved for Encumbrances and Other	\$ 12,934,815	\$ 10,068,026	\$ 9,544,154	\$ 8,806,011	\$ 9,330,420
Unreserved and undesignated	18,148,339	18,076,256	16,271,512	11,385,958	11,708,168
Total General Fund	\$ 31,083,154	\$ 28,144,282	\$ 25,815,666	\$ 20,191,969	\$ 21,038,588
All Other Governmental Funds					
Reserved for Encumbrances	\$ 3,375,847	\$ 4,592,300	\$ 3,937,907	\$ 2,509,092	\$ 4,573,523
Designated, Reported in:					
Capital Projects Funds	7,741,939	7,383,977	8,899,014	9,868,484	7,621,150
Total All Other Governmental Funds	11,117,786	11,976,277	12,836,921	12,377,576	12,194,673
Total Governmental Funds	\$ 42,200,940	\$ 40,120,559	\$ 38,652,587	\$ 32,569,545	\$ 33,233,261
Unreserved General Fund Balance as a Percentage of Expenditures	69.7%	73.2%	62.4%	51.2%	54.5%



CITY OF GAITHERSBURG, MARYLAND
CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(modified accrual basis of accounting)
June 30, 2010

	2010	2009	2008	2007	2006
Revenues					
Taxes and special assessments	\$ 22,288,431	\$ 22,136,525	\$ 19,262,581	\$ 17,563,444	\$ 15,329,572
Licenses and Permits	3,298,308	2,887,975	3,006,104	2,350,832	2,839,355
Intergovernment	13,128,144	13,427,699	14,237,049	14,365,733	12,376,203
Charges for Services	4,693,924	4,496,354	4,652,709	4,421,041	4,255,294
Fines and Forfeitures	2,008,308	610,473	1,374,222	165,676	184,987
Investment earnings	135,532	930,421	2,212,859	2,627,160	1,925,574
Miscellaneous	682,179	683,730	5,472,964	1,421,317	853,929
Total Revenues	\$ 46,234,826	\$ 45,173,177	\$ 50,218,488	\$ 42,915,203	\$ 37,764,914
Expenditures					
Current:					
General Government	\$ 9,400,030	\$ 8,783,798	\$ 8,285,566	\$ 7,428,673	\$ 6,778,533
Public Safety	10,039,331	10,464,470	9,586,914	8,402,909	7,163,130
Public Works	9,270,532	8,626,303	6,668,288	6,339,144	5,492,217
Parks, Recreation and Culture	6,491,537	6,517,399	7,806,505	7,698,543	7,006,072
Community Services and Development*	2,074,583	2,052,646	2,081,517	1,883,026	1,860,500
Transfer to retiree benefit trust	-	455,000	-	-	-
Other	2,022,587	1,074,042	1,391,404	1,693,749	1,168,328
Capital Outlay	3,680,679	5,557,414	6,629,977	4,914,067	5,401,735
Total Expenditures	\$ 42,979,279	\$ 43,531,072	\$ 42,450,171	\$ 38,360,111	\$ 34,870,515
Excess of Revenues Over (Under) Expenditures	\$ 3,255,547	\$ 1,642,105	\$ 7,768,317	\$ 4,555,092	\$ 2,894,399
Other Financing Sources (Uses)					
Sales of capital assets	\$ 33,600	\$ 2,156,122	\$ 28,637	\$ 18,199	\$ 2,112,309
Transfers In	5,130,639	9,327,945	11,584,204	10,515,055	9,226,622
Transfers out	(5,130,639)	(9,327,945)	(11,584,204)	(10,515,055)	(9,226,622)
Transfers to GASB 43 Trust	-	-	(401,000)	(2,552,050)	-
Total Other Financing Sources (Uses)	\$ 33,600	\$ 2,156,122	\$ (372,363)	\$ (2,533,851)	\$ 2,112,309
Adjustments to Reclassify Liabilities				-	-
Net Change in Fund Balances	\$ 3,289,147	\$ 3,798,227	\$ 7,395,954	\$ 2,021,241	\$ 5,006,708

CITY OF GAITHERSBURG, MARYLAND
CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(modified accrual basis of accounting)
June 30, 2010
(continued)

	2005	2004	2003	2002	2001
Revenues					
Taxes and special assessments	\$ 14,288,983	\$ 13,497,432	\$ 12,299,149	\$ 11,044,580	\$ 10,338,771
Licenses and Permits	3,546,026	2,846,186	2,393,830	3,342,405	3,231,719
Intergovernment	11,736,917	10,618,001	14,652,989	9,949,156	11,985,809
Charges for Services	3,851,601	3,653,432	3,664,998	3,457,067	3,039,498
Fines and Forfeitures	269,982	270,861	97,950	197,949	204,358
Investment earnings	870,163	424,765	527,717	831,396	1,837,086
Miscellaneous	810,903	2,958,632	1,105,466	397,026	549,331
Total Revenues	\$ 35,374,575	\$ 34,269,309	\$ 34,742,099	\$ 29,219,579	\$ 31,186,572
Expenditures					
Current:					
General Government	\$ 6,272,714	\$ 6,111,467	\$ 5,780,224	\$ 5,530,902	\$ 5,683,711
Public Safety	6,573,228	6,201,423	5,584,233	5,090,247	4,944,825
Public Works	5,051,478	5,059,108	4,777,453	4,149,430	3,869,722
Parks, Recreation and Culture	6,713,263	6,384,575	6,023,875	9,122,557	5,719,980
Community Services and Development	1,777,491	1,582,419	1,487,092	-	-
Transfer to retiree benefit trust	-	-	-	-	-
Other	1,283,143	681,245	1,039,064	2,191,188	2,013,389
Capital Outlay	6,049,046	6,796,200	3,985,566	7,846,247	8,806,856
Total Expenditures	\$ 33,720,363	\$ 32,816,437	\$ 28,677,507	\$ 33,930,571	\$ 31,038,483
Excess of Revenues Over (Under) Expenditure	\$ 1,654,212	\$ 1,452,872	\$ 6,064,592	\$ (4,710,992)	\$ 148,089
Other Financing Sources (Uses)					
Sales of capital assets	\$ 426,169	\$ 15,100	\$ 18,450	\$ 4,047,276	\$ -
Transfers In	5,190,555	3,920,537	4,444,911	8,029,150	8,634,600
Transfers out	(5,190,555)	(3,920,537)	(4,444,911)	(8,029,150)	(8,634,600)
Total Other Financing Sources (Uses)	\$ 426,169	\$ 15,100	\$ 18,450	\$ 4,047,276	\$ -
Adjustments to Reclassify Liabilities	-	-	-	-	-
Net Change in Fund Balances	\$ 2,080,381	\$ 1,467,972	\$ 6,083,042	\$ (663,716)	\$ 148,089

CITY OF GAITHERSBURG, MARYLAND
TAX REVENUES BY SOURCE, GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(modified accrual basis of accounting)
June 30, 2010

Year	Property Taxes	Hotel and Admissions and Amusement Taxes	Income Taxes	Total
2010	\$ 20,272,244	\$ 1,952,656	\$ 9,187,114	\$ 31,412,014
2009	20,336,651	1,718,650	8,787,634	30,842,935
2008	18,344,598	830,156	8,741,260	27,916,014
2007	16,379,040	985,453	8,628,861	25,993,354
2006	14,183,160	1,165,087	7,305,720	22,653,967
2005	13,227,493	1,008,836	6,958,212	21,194,541
2004	12,539,373	887,000	6,732,747	20,159,120
2003	11,564,983	672,731	6,484,421	18,722,135
2002	10,281,266	710,998	6,330,861	17,323,125
2001	9,718,500	545,637	7,016,500	17,280,637
Change 2001-2010	108.6%	257.9%	30.9%	81.8%

CITY OF GAITHERSBURG, MARYLAND
ASSESSED VALUATION OF TAXABLE PROPERTY
Last Ten Fiscal Years
June 30, 2010

Year	Real Property	Personal Property	Corporate Personal Property	Total	Estimated Actual Values of Taxable Property	Direct Tax Rate (1)	Percentage Of Change
2010	\$ 8,826,640,580	\$ 90,363,370	\$ 221,516,130	\$ 9,138,520,080	\$ 9,138,520,080	\$ 2.23	-0.02%
2009	8,822,557,075	88,708,679	229,259,434	9,140,525,188	9,140,525,188	2.23	11.0%
2008	7,902,294,340	88,986,405	244,650,566	8,235,931,311	8,235,931,311	2.23	12.0%
2007	7,029,366,190	96,571,060	228,289,623	7,354,226,873	7,354,226,873	2.23	0.3%
2006	7,010,239,417	95,085,977	224,084,580	7,329,409,974	7,329,409,974	2.23	36.0%
2005	6,435,021,700	107,679,883	225,612,110	6,768,313,693	5,388,270,239	2.23	11.2%
2004	5,005,439,589	111,987,078	221,531,600	5,338,958,267	4,844,344,068	2.23	5.2%
2003	4,464,294,558	116,466,561	225,771,450	4,806,532,569	4,602,994,028	2.23	4.4%
2002 *	4,288,476,868	121,125,223	239,989,990	4,649,592,081	4,408,996,816	2.23	0.8%
2001	1,619,152,641	125,970,232	227,587,400	1,972,710,273	4,375,798,932	2.23	6.4%

(1) direct tax rate per every \$100 of assessed value.

* Fiscal Year 2002 is the first year that all real property in the State of Maryland is assessed at 100 percent of actual values instead of the previous 40 percent assessment method.
All Personal Property has always been valued at 100 percent of actual value.

CITY OF GAITHERSBURG, MARYLAND
ESTIMATED ACTUAL VALUES OF TAXABLE PROPERTY
Last Ten Fiscal Years
June 30, 2010

Year	Total Tax Levy	Current Tax Collections	Percent of Current Tax Collections To Tax Levy		Delinquent Tax Collections	Total Tax Collections*	Percent of Total Tax Collections To Tax Levy	
2010	\$ 21,389,471	\$ 20,228,821	94.57	%	\$ 43,423	\$ 20,272,244	94.78	%
2009	21,179,664	20,206,336	95.40		130,315	20,336,651	96.02	
2008	18,566,771	18,257,510	98.33		87,088	18,344,598	98.80	
2007	16,483,710	16,479,710	99.97		(100,669)	16,379,041	99.37	
2006	14,507,688	14,275,316	98.40		(92,156)	14,183,160	97.76	
2005	13,642,246	13,311,314	97.67		(1,286)	13,310,028	97.56	
2004	12,640,534	12,533,437	99.15		114,394	12,647,831	100.06	
2003	11,478,573	11,351,057	98.89		22,345	11,373,402	99.08	
2002	10,951,176	10,547,730	96.32		(32,447)	10,515,283	96.02	
2001	10,237,743	9,891,868	96.62		74,617	9,966,485	97.35	

* "Total Tax Levy" and "Current Tax Collections" represent the Original tax levy, less real property tax credits for State of Maryland Homeowners Tax Credit program.

CITY OF GAITHERSBURG, MARYLAND
PRINCIPAL TAXPAYERS
Current Fiscal Year and Ten Years Ago
June 30, 2010

Taxpayer	2010	
	Property Assessed Valuation (1)	Percentage of Total Assessed Valuation
ARE LLC	193,638,400	2.19 %
Asbury Atlantic Inc.	163,251,180	1.85
Medimmune, Inc	124,679,900	1.41
Lake Forest Associates	121,591,200	1.38
Chi Two Washingtonian LLC ET AL	119,886,400	1.36
TRT 270 Center Owner LLC	92,679,200	1.05
Federal Realty Investments TR	90,187,700	1.02
Saul Holdings LTD Partnership	87,196,100	0.99
893 Clopper Road Investors Corp	76,431,500	0.87
MR 270 NMD I LLC	73,845,200	0.84
	<u>\$ 1,143,386,780</u>	<u>12.95 %</u>
<i>Total Assessed Valuation</i>	<u>\$ 8,826,640,580</u>	

Taxpayer	2001	
	Property Assessed Valuation (1)	Percentage of Total Assessed Valuation
Lake Forest Associates	50,491,660	3.12 %
Asbury Methodist Home, Inc	44,536,210	2.75
ARE - 19 Firstfield Road LLC	30,800,030	1.90
Washingtonian Associates LC	22,009,360	1.36
9801 Washinton Office, Inc	18,614,970	1.15
Federal Realty Investment Trust	18,473,670	1.14
Loral Federal Systems	17,237,710	1.06
Jamestown 17 LP	17,127,140	1.06
IBM Corporation	17,000,220	1.05
Saul Holding LP	16,110,570	1.00
	<u>\$ 252,401,540</u>	<u>15.59 %</u>
<i>Total Assessed Valuation</i>	<u>\$ 1,619,152,641</u>	

(1) Assessed valuation based on the valuation of property for taxes collected in 2010 and 2001 respectively, and a review of the 10 largest taxpayers for the City.

Source: City of Gaithersburg Finance Department

CITY OF GAITHERSBURG, MARYLAND
REAL PROPERTY TAX RATES – DIRECT AND OVERLAPPING GOVERNMENTS
(Per \$100 of Assessed Valuation*)
Last Ten Fiscal Years
June 30, 2010

Year	Direct Rate	Overlapping Rates			Total
	City of Gaithersburg	Montgomery County	State of Maryland	Service Areas & Transit	
2010	\$ 0.212	\$ 0.699	\$ 0.112	\$ 0.171	\$ 1.194
2009	0.212	0.661	0.112	0.165	1.150
2008	0.212	0.627	0.112	0.185	1.136
2007	0.212	0.624	0.112	0.188	1.136
2006	0.212	0.679	0.112	0.177	1.180
2005	0.212	0.734	0.132	0.167	1.245
2004	0.212	0.751	0.132	0.125	1.220
2003	0.212	0.754	0.132	0.125	1.223
2002	* 0.212	0.741	0.084	0.141	1.178
2001	0.530	1.857	0.084	0.323	2.794

- NOTES:
- Taxes are levied as of July 1, are due by September 30, and become delinquent the following October 1.
 - Unless homeowners elect to pay their real property taxes annually, taxes are paid on a semi-annual basis with payments due by September 30 and December 31.
 - Interest and penalty at 20 percent are assessed on delinquent tax bills.

Source: City of Gaithersburg, Maryland Department of Finance & Administration, State Department of Assessments and Taxation, and Montgomery County Department of Finance.

* Fiscal Year 2002 is the first year that all real property in the State of Maryland is assessed at 100 percent of actual value instead of the previous 40 percent assessment method.

CITY OF GAITHERSBURG, MARYLAND
COMPUTATION OF DIRECT AND OVERLAPPING DEBT
June 30, 2010

Jurisdiction	Total Debt Outstanding	Percentage Applicable to City	Amount Applicable to City of Gaithersburg
Direct			
City of Gaithersburg	\$ 0	0.0%	\$ 0
Overlapping	0	0.0%	0
Montgomery County	2,594,583,242	0.0%	0
Total Direct and Overlapping Debt	<u>\$ 2,594,583,242</u>	<u>0.0%</u>	<u>0</u>

Source: Montgomery County Department of Finance

CITY OF GAITHERSBURG, MARYLAND
COMPUTATION OF LEGAL DEBT MARGIN
June 30, 2010

Neither state law nor the City Charter mandates a limit on the amount of municipal debt that may be issued.

CITY OF GAITHERSBURG, MARYLAND
DEMOGRAPHIC STATISTICS
Last Ten Fiscal Years
June 30, 2010

Year	(1) Population	Personal Income (\$ thousands)	(2) Per Capita Income	Median Age	(3) Montgomery County Avg. School Enrollment	(4) Montgomery County Unemployment Rate	%
2010	58,017	\$ 4,049,761	\$ 69,803	N/A	140,500	5.6	
2009	57,818	3,990,251	69,014	N/A	137,763	5.3	
2008	59,912	4,045,917	67,531	N/A	137,745	3.3	
2007	60,736	4,057,833	66,811	N/A	137,798	2.7	
2006	58,607	3,789,822	64,665	N/A	139,387	2.8	
2005	57,812	3,486,237	60,303	N/A	139,337	3.1	
2004	56,365	3,206,548	56,889	N/A	139,203	3.2	
2003	55,253	2,942,885	53,262	N/A	138,891	3.3	
2002	53,141	2,760,356	51,944	N/A	136,832	3.5	
2001	53,095	2,703,438	50,917	N/A	134,180	3.1	

(1) City of Gaithersburg, Department of Planning & Code Administration

(2) Bureau of Economic Analysis (BEA), U. S. Department of Commerce (Montgomery County information)

(3) Office of Management and Budget, Montgomery County Government

(4) Montgomery County Department of Finance

* U.S. Census Bureau

CITY OF GAITHERSBURG, MARYLAND
PRINCIPAL EMPLOYERS
Current Fiscal Year
Number of employees for quarter ending June 30, 2010

2010		
Employer	Employees	Percentage of Total City Employment
National Institute of Standards and Technology	2,115	1.83 %
IBM	1,021	0.88
Medimmune	1,100	0.95
Sodexo USA	1,000	0.86
Asbury Atlantic, Inc.	805	0.70
The Gazette Newspaper	390	0.34
Gene Logic	362	0.31
Broadsoft, Inc.	200	0.17
Digene	300	0.26
Airline Foods	185	0.16
Total	7,478	6.46 %
Total Montgomery County Employees	115,791	
(Data for total employees available for county only)		

Source: City of Gaithersburg Department of Economic and Community Development & Department of Finance and Administration. Amounts are estimates generated from correspondence with the companies.
The City of Gaithersburg only started to keep track of this information beginning in FY 2006; therefore, comparative information for nine years ago is not available.

CITY OF GAITHERSBURG, MARYLAND
FULL-TIME CITY GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM
Last Ten Fiscal Years
June 30, 2010

Function/Program	2010	2009	2008	2007	2006
General Government:					
Mayor and City Council	1	1	1	1	1
Legal Services	2	2	-	-	-
Registrations & Elections	-	-	-	-	-
Office of the City Manager	3	5	5	5	6
Economic & Community Development	1	2	3	3	2
Environmental Affairs	1	2	2	2	2
Human Resources	4	5	4	4	4
Finance & Administration	7	6	6	6	6
Housing & Community Development	1	1	-	-	-
Information Technology	8	8	7	6	5
Facilities Management	8	8	8	7	5
Buildings and Grounds	-	-	-	-	2
General Services	-	-	-	-	-
Public Information	4	4	4	4	4
Cable Television Channel 13	2	2	2	2	2
Planning	10	10	11	11	12
Public Safety					
Police Services	63	58	56	51	47
Code Administration	20	20	20	19	15
Traffic Engineering	2	2	2	2	2
Animal Control	5	4	4	4	4
Public Works					
Public Works Administration	5	5	5	5	5
Parks Maintenance Division	16	16	16	16	17
Streets & Special Projects	10	10	9	9	9
Fleet Maintenance	5	5	5	5	5
Landscaping & Forestry	13	13	13	12	11
Mowing & Bulk Pick-Up	20	20	19	17	18
Recycling	-	-	-	-	-
Engineering Services	2	2	2	1	1
Street Lighting	-	-	-	-	-
Parks, Recreation & Culture					
Parks, Recreation & Culture	5	5	5	5	5
Recreation Programs & Sports	5	5	5	5	5
Recreation Classes	1	1	1	1	1
Youth Services	3	3	3	3	4
Summer Programs	-	-	-	-	-
Gaithersburg Youth Center	1	1	1	1	-
Olde Towne Youth Center	1	1	1	-	1
Casey Community Center	2	2	2	2	2
Water Park	1	1	1	1	1
Gaithersburg Arts Barn	1	1	1	2	1
Kentlands Mansion	2	2	2	2	2
Cultural Arts Programs	1	1	1	1	1
Special Events	4	4	4	4	4
Gaithersburg Aquatic Center	1	1	1	1	1
Picnic Pavilions	-	-	-	-	-
Winter Lights	1	1	1	1	1
Miniature Golf Course	-	-	-	-	-
Activity Center	4	4	4	4	4
Skate Park	-	-	-	-	-
Food Service	-	-	-	-	-
Community Services and Development					
Seniors Program	5	5	5	5	5
Human Services	3	3	3	3	3
Homeless Assistance	3	3	3	3	3
Full-Time Employee Totals:	257.0	255.0	248.0	236.0	228.0
Employment Agreement Employee Totals:	8.3	8.4	10.6	11.6	17.6
Part-Time Employee Totals:	119.4	117.5	117.4	115.8	113.4
Total Employees	384.7	380.9	376.0	363.4	359.0

Source: City of Gaithersburg, Maryland 2000-2009 Adopted Budgets
Method: Using 1.0 for each full-time employee (FTE).

CITY OF GAITHERSBURG, MARYLAND
FULL-TIME CITY GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM
Last Ten Fiscal Years
June 30, 2010
(continued)

General Government:					
Mayor and City Council	1	1	1	1	1
Legal Services	-	-	-	-	-
Registrations & Elections	-	-	-	-	-
Office of the City Manager	6	7	6	6	6
Economic & Community Development	2.5	2	2	2	2
Environmental Affairs	1.5	-	-	-	-
Human Resources	3	3	3	3	3
Finance & Administration	6	6	6	6	6
Housing & Community Deve	-	-	-	-	-
Information Technology	5	4	4	5	4
Facilities Management	5	4	5	5	5
Buildings and Grounds	2	2	2	2	2
General Services	-	-	-	-	-
Public Information	4	4	4	4	4
Cable Television Channel 13	3	3	3	3	2
Planning	11	11	11	12	12
Public Safety					
Police Services	45	41	39	39	39
Code Administration	17	17	17	17	17
Traffic Engineering	2	2	2	2	2
Animal Control	4	4	4	4	3
Public Works					
Public Works Administration	5	7	6	6	6
Parks Maintenance Division	16	6	14	13	12
Streets & Special Projects	7	6	6	7	8
Fleet Maintenance	5	5	5	5	5
Landscaping & Forestry	11	11	11	10	10
Mowing & Bulk Pick-Up	18	17	17	18	16
Recycling	-	-	-	-	2
Engineering Services	1	1	1	1	1
Street Lighting	-	-	-	-	-
Parks, Recreation & Culture					
Parks, Recreation & Culture	5	16	7	6	6
Recreation Programs & Sports	4	4	4	5	5
Recreation Classes	1	1	1	1	1
Youth Services	4	4	4	4	3
Summer Programs	-	-	-	-	-
Gaithersburg Youth Center	1	-	-	-	-
Olde Towne Youth Center	-	1	-	-	-
Casey Community Center	2	1	2	2	2
Water Park	1	2	1	1	1
Gaithersburg Arts Barn	1	1	1.5	1	1
Kentlands Mansion	2	4	1.5	1	1
Cultural Arts Programs	1	1	1	1	1
Special Events	4	-	4	2	2
Gaithersburg Aquatic Center	1	1	1	1	1
Picnic Pavilions	-	-	-	-	-
Winter Lights	1	2	1	1	1
Miniature Golf Course	-	-	-	-	-
Activity Center	4	-	2	3	3
Skate Park	-	-	-	-	-
Food Service	-	-	-	-	-
Community Services and Development					
Seniors Program	4	2	4	4	4
Human Services	3	2	2	2	2
Homeless Assistance	2	-	2	2	2
Full-Time Employee Totals:					
	221.0	209.0	208.0	208.0	204.0
Employment Agreement Employee Totals:					
	18.7	19.5	16.6	19.1	23.3
Part-Time Employee Totals:					
	108.6	105.3	102.2	110.6	119.5
Total Employees					
	<u>348.3</u>	<u>333.8</u>	<u>326.8</u>	<u>337.7</u>	<u>346.8</u>

Source: City of Gaithersburg, Maryland 2000-2009 Adopted Budgets
Method: Using 1.0 for each full-time employee (FTE).

CITY OF GAITHERSBURG, MARYLAND
OPERATING INDICATORS BY FUNCTION/PROGRAM
Last Ten Fiscal Years
June 30, 2010

Function/Program	2010	2009	2008	2007	2006
General Information					
Population	58,017	57,818	59,912	60,736	58,607
Registered Voters	28,115	25,469	25,469	27,725	25,936
General Government					
Commercial Construction Permits Issued	1	11	4	7	9
Residential Construction Permits Issued	125	72	89	126	134
Estimated Value of Construction	\$ 24,799,660	\$ 46,746,126	\$ 36,022,880	\$ 30,177,912	\$ 40,815,382
Transitional Housing to Permanent Housing	13	11	3	6	8
Public Safety					
Police Officers	52	53	49	46	45
Traffic Citations	7,858	8,085	5,966	6,803	7,818
Calls for Service	8,653	7,805	7,955	11,956	17,844
Fire Marshall Inspections	1	1	1	1	1
Animal Control Officers	4	3	3	3	3
Fire Marshall Inspections	1,291	1,262	979	1,094	1,527
Animal Licenses	2,596	2,508	2,467	2,477	2,454
Solid Waste					
Co-Mingled (tons)	3,171	2,474	907	579	804
Newspaper (tons)	N/A *	N/A	1,432	1,449	1,407
Yard Waste (tons)	993	1,014	1,036	934	902

* In FY09, the City single stream recycling materials and combined Co-Mingled goods with newspaper.

CITY OF GAITHERSBURG, MARYLAND
OPERATING INDICATORS BY FUNCTION/PROGRAM
Last Ten Fiscal Years
June 30, 2010
(continued)

2005	2004	2003	2002	2001
57,812	56,365	55,253	53,141	53,095
25,936	25,936	25,936	24,631	24,631
17	11	13	27	33
94	77	273	544	389
\$ 74,313,532	\$ 25,020,215	\$ 38,415,978	\$ 110,686,357	\$ 80,143,840
6	8	9	10	7
43	39	36	36	36
7,066	4,699	8,733	8,033	9,367
30,995	28,643	24,431	25,145	23,311
1	1	1	1	1
3	3	3	3	3
1,302	2,118	2,313	2,222	2,546
2,472	2,624	2,498	2,249	2,164
972	745	831	699	667
2,013	1,812	1,873	1,525	1,561
967	1,322	888	543	497

CITY OF GAITHERSBURG, MARYLAND
COMBINED SCHEDULE OF CASH AND INVESTMENTS -
BY FINANCIAL INSTITUTIONS
June 30, 2010

Description	Total Bank Balances
Bank of America	\$1,062,382
PNC Bank	\$78,677
PNC Bank Certificate of Deposit	\$314,260
Total Financial Institutions	<u>\$1,455,319</u>
Petty Cash, Change Funds, Trust Funds and Safe Deposit Escrow:	
General Fund	\$9,186
Pension Trust Fund	\$37,141,270
Retiree Benefit Trust Fund	\$2,253,707
Private-Purpose Trust Fund	\$13,421
Total Petty Cash, Change Funds, Trust Funds and Safe Deposit Escrow	<u>\$39,417,584</u>
Total Cash Deposits in Financial Institutions and on Hand	<u>\$40,872,903</u>
Investments, State Treasurer's Investment Pool	\$28,781,101
Montgomery County's General Investment Fund	\$35,490,555
Total Investments	<u>\$64,271,656</u>
Total Cash and Investments	<u><u>\$105,144,559</u></u>

CITY OF GAITHERSBURG, MARYLAND
CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM
Last Ten Fiscal Years
June 30, 2010

Function/Program	2010	2009	2008	2007	2006
General Information					
Area in Square Miles	10.33	10.33	10.33	10.33	10.04
Public Safety - Police					
Stations	1	1	1	1	1
Number of Patrol Units	33	36 *	58	46	57
Highways and Streets					
City Streets (miles)	87.95	87.95	87.95	87.95	87.95
County Streets (miles)	6.06	6.06	6.06	6.06	5.75
State Streets (miles)	17.54	17.54	17.54	17.54	17.54
Private Streets (miles)	3.98	3.98	3.98	3.98	3.98
Street Lights	4,367	4,377	4,368	4,323	3,550
Recreation and Culture					
Park Acreage	853.48	853.48	853.48	853.48	853.48
Parks	25	25	25	25	25
Museums	1	1	1	1	1
Performance Pavilions	1	1	1	1	1
Skate Parks	1	1	1	1	1
Swimming Pools	2	2	2	2	2
Miniature Golf	1	1	1	1	1
Community Centers	5	5	5	5	5
Performance Arts	1	1	1	1	1
Tennis Courts	14	14	14	14	12
Mansion	1 **				

* The number of patrol units show in FY 2009 no longer include command staff, detectives or parking ticket processing units.

** The Mansion operation was transferred to Recreation and Culture in FY10.

CITY OF GAITHERSBURG, MARYLAND
CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM
Last Ten Fiscal Years
June 30, 2010
(continued)

2005	2004	2003	2002	2001
10.04	10.01	10.01	10.01	10.01
1	1	1	1	1
50	47	47	34	47
88.24	87.61	84.92	82.17	87.61
5.34	5.34	5.32	5.25	5.32
17.54	17.54	17.61	19.01	17.54
4.28	4.93	4.93	4.93	4.93
3,350	3,150	2,950	2,775	2,500
853.48	853.48	853.48	853.48	777.71
25	24	23	22	21
1	1	-	-	-
1	1	1	-	-
1	1	1	-	-
2	2	2	2	2
1	1	1	1	1
4	4	4	4	4
1	1	1	-	-
12	12	12	12	12

CITY OF GAITHERSBURG, MARYLAND
SCHEDULE OF CUMULATIVE APPROPRIATIONS, EXPENDITURES,
AND ENCUMBRANCES – CAPITAL PROJECTS
From Project Inception Through June 30, 2010

Project Number	Project Name	Cumulative Appropriation	Cumulative Expenditures Plus Encumbrances	Variance Favorable (Unfavorable)
CITY FACILITY:				
70-2	City Hall	\$ 4,423,852	\$ 4,383,704	\$ 40,148
72-2	Public Service Facility	3,718,894	3,664,555	54,339
86-3	Latitude Observatory	462,168	354,305	107,863
92-1	Americans With Disabilities Act	446,957	446,957	-
93-1	Technology Projects	3,570,863	2,236,083	1,334,780
98-1	Facilities Projects	2,560,323	2,060,548	499,775
01-2	Kentlands Mansion	1,034,473	858,863	175,610
02-1	Kentlands Firehouse	20,000	-	20,000
07-1	Emergency Preparedness	180,000	110,781	69,219
09-1	Police Station Improvement	250,000	11,397	238,603
10-1	Energy Efficiency and Conservation	528,000	33,955	494,045
Total City Facility		17,195,530	14,161,148	3,034,382
COMMUNITY ENHANCEMENT				
71-2	Street Lighting	2,261,406	1,638,321	623,085
79-5	Olde Towne Revitalization	3,328,523	3,067,724	260,799
81-4	Property Acquisition and Disposition	14,411,544	14,355,049	56,495
82-3	Landscape Improvement	1,341,549	1,341,549	-
99-4	Olde Towne Park Bell Tower	1,760,000	190,216	1,569,784
00-1	Y Site Development	13,131,052	12,901,874	229,178
04-1	Community Development Block Grant - HUD	4,101,614	3,552,384	549,230
09-2	Historic Preservation at Crown Farm	70,000	-	70,000
09-4	Rolling Stock Project	881,995	15,886	866,109
00-0	Contingency and Future Projects	3,339,448	1,768,229	1,571,219
Total Community Enhancement		44,627,131	38,831,232	5,795,899
TRANSPORTATION/ENVIRONMENT				
79-3	Sidewalks, Handicapped Ramps & Bike Pathways	2,294,016	1,679,491	614,525
82-1	Stormwater Management and Storm Drainage	9,481,478	7,747,070	1,734,408
83-1	Street Resurfacing	16,013,175	15,834,353	178,822
91-3	Street Reconstruction	5,970,661	5,791,825	178,836
92-2	Traffic Calming and Signalization	1,307,536	1,197,856	109,680
98-7	Transit Enhancements	208,800	155,344	53,456
99-1	North Frederick Avenue Corridor Plan Implementation	165,000	125,457	39,543
07-2	Teachers Way	1,350,400	161,607	1,188,793
Total Transportation/Environment		36,791,066	32,693,003	4,098,063

CITY OF GAITHERSBURG, MARYLAND
SCHEDULE OF CUMULATIVE APPROPRIATIONS, EXPENDITURES,
AND ENCUMBRANCES – CAPITAL PROJECTS
From Project Inception Through June 30, 2010
(continued)

Project Number	Project Name	Cumulative Appropriation	Cumulative Expenditures Plus Encumbrances	Variance Favorable (Unfavorable)
RECREATION/LEISURE				
83-2	Bohrer Park at Summit Hall Farm	\$ 12,651,514	\$ 12,410,130	\$ 241,384
87-3	Recreation Courts Renovation	622,253	622,253	-
93-2	Ballfield Projects	525,975	525,975	-
98-2	Winter Lights	193,555	176,738	16,817
98-3	Lakelands Park	2,875,985	2,875,001	984
98-4	Art In Public Places	451,509	328,803	122,706
00-2	Casey Community Center Renovations	539,118	539,118	-
00-3	Gaithersburg Youth Center At Robertson Park	2,174,481	2,174,481	-
00-4	Renovation/Improvements Of Existing Parks	710,086	529,789	180,297
02-2	Parks and Facility Signage	126,308	89,196	37,112
03-1	Gaithersburg Aquatic/Recreation Center	13,544,332	706,321	12,838,011
06-1	Gaithersburg Youth Center in Olde Towne	1,890,000	1,722,716	167,284
09-3	Gaithersburg Senior Center	2,989,040	-	2,989,040
Total Recreation/Leisure		39,294,156	22,700,521	16,593,635
Grand Total		\$ 137,907,883	\$ 108,385,904	\$ 29,521,979



GAITHERSBURG FLEA MARKET



STRATEGIC PLAN

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



FISCAL YEAR 2012
WWW.GAITHERSBURGMD.GOV



STRATEGIC PLAN

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STRATEGIC PLAN COMPONENTS

VISION STATEMENT:	Description of what Gaithersburg should look like in the future (10-20 years); what the City is striving to become.
MISSION STATEMENT:	Description of why and/or what the City government exists to do.
GUIDING PRINCIPLES:	Description of the manner in which the City government will conduct business, pursue the vision, and fulfill its mission.
STRATEGIC DIRECTIONS:	Broad areas of emphasis that focus the City's resources and actions for a period of time; goals that will move the City closer to achieving the vision.
GOALS:	Specific actions that will help to implement a strategic direction.
ACTION PLANS:	Detailed plans for achieving a specific goal.
CRITICAL MEASURES:	Specific data providing objective verification that strategic directions are being achieved.

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 liveable 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 citizens and institutions that value cultural diversity and seeks ways to promote involvement from all cultural groups.
- 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.

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,



GUIDING PRINCIPLES

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.

STRATEGIC DIRECTIONS OVERVIEW

- Ensure that all planning and development considers and responds to the City's environmental, transportation, economic, social, and civic needs.
- Improve ease of travel in Gaitherburg by implementing traffic and transportation planning and management strategies that address safety, structure and function of streets, transit, bikeways, and sidewalks.
- Actively pursue economic and business development programs and strategies.
- Maintain and enhance priority City services.
- Implement programs that improve current housing stock and pursue development and redevelopment opportunities that provide an appropriate mix of housing types in inclusive communities.
- Maintain support of neighborhood Community Public safety programs.
- Provide quality parks, diverse cultural, artistic, and recreational opportunities for all ages and interests.
- Meet the environmental, social and economic needs of the City without compromising future generations ability to meet these same needs.
- Ensure effective and consistent communication activities and implement programs that promote and enhance citizen involvement.
- Maintain and improve the City's existing infrastructure and invest in new facilities, roadways, and real property assets.
- Identify needs and collaborate on service provision to strengthen and enhance the quality of life for all City Residents.



Planning

STRATEGIC DIRECTION #1	Ensure that all planning and development considers and responds to the City's environmental, transportation, economic, social, and civic needs.
Team Leader	Greg Ossont, Director of Planning and Code Administration
Contributing Members	The Planning Division, Tony Tomasello

BACKGROUND

- The City has adopted a Smart Growth Policy as a broad guidance document that relates to many facets of City government. This Strategic Direction is primarily focused on planning, zoning and development issues. The Mayor and City Council have determined that these issues are paramount in maintaining and establishing the high quality of life the City enjoys.
- Many residents and businesses in the City have expressed great interest in land use decisions, and these decisions can have significant impact on their lives.
- It is essential that the City's remaining vacant land be developed in a high quality manner. It is also essential that in-fill development utilize Smart Growth and traditional neighborhood design as appropriate, and be developed in accordance with the themes in the Master Plan.

APPROACH

- Consider the impact on transportation, schools, other public facilities, and the environment when approving new development and redevelopments.
- Ensure that public participation is all-inclusive by involving all of the major interest groups in the City.
- Work in close partnership with the State of Maryland, Montgomery County, the Board of Education, and the Maryland Department of Transportation to address transportation, open space and school capacity issues.
- Utilize effective methods of educating participants on the issues at hand using appropriate visionary and graphic techniques and advanced technology tools.

- Utilize creative tools for presenting proposed ideas so that citizens, staff and appointed/elected officials can easily envision the existing and future state of the City
- Address broad areas of concern such as: Future fiscal health of the City; future housing mix and affordability and demographic makeup of the City; future of the City's transportation network; and quality of life issues (i.e., health of aging neighborhoods and businesses).
- Educate Gaithersburg residents, businesses and developers about Smart Growth principles, new urbanism, planning trends, etc.

GOALS	FY11	FY12 & Beyond
1. Ensure City's Master Plans and other planning documents accurately reflect land use and municipal planning best practices, and applicable state and federal requirements.	SD1-1 Public hearing for the Land Use Element scheduled for March 2011. Ensure wide range communications to stakeholders to maximize participation and public input. Participate in the Great Seneca Life Sciences (GSLs) Corridor Plan and position the City on GSLs Advisory Committee. Establish the City as participants on the Region Forward Coalition. Meet with representatives of the County, Montgomery County Planning Board, the City of Rockville, and Montgomery County Board of Education to coordinate on regional issues.	SD1-1 Engage stakeholders in all planning activities. Create opportunities to educate the public on relevant planning issues. Ensure City actions on land use and planning decisions are consistent with region Forward goals. Meet regularly with representatives of the County, Montgomery County Planning Board, the City of Rockville, and Montgomery County Board of Education to coordinate on regional issues.

2. Carefully weigh impacts of development on public infrastructure and the environment with the City's economic development, smart growth and quality of life objectives.	SD1-2 Evaluate the City's Maximum Expansion Limit (MEL) regularly to ensure consistency with City's values. Identify properties which present opportunities for adding value to the City and aggressively pursue annexations. Work with Montgomery County Agricultural Center, Inc. (MCAC) on future plans for the Montgomery County Fairgrounds. Take proactive approach in assessing Lake Forest Mall and adjacent properties to identify long term opportunities.	SD1-2 Evaluate the City's Maximum Expansion Limit (MEL) regularly to ensure consistency with City's goals and values. Identify properties which present opportunities for adding value to the City and aggressively pursue annexations. Identify future development nodes and establish well balanced approach applicable planning activities.
3. Ensure adherence to City Smart Growth principles.	SD1-3 Ensure compatible development patterns that are phased and constructed in a manner that creates least amount of disruption. Consider development and construction impacts on surrounding areas as part for the entitlements process and mitigate to fullest extent. Monitor Montgomery County Executive's Smart Growth Initiative and participate on County Executive's Smart Growth Advisory Board.	SD1-3 Evaluate implementation of development plans to measure effectiveness of existing development management techniques. Monitor Montgomery County Executive's Smart Growth Initiative, and participate on the County Executive's Smart Growth Advisory Board.



Transportation

Strategic Direction #2	Improve ease of travel in Gaithersburg by implementing traffic and transportation planning and management strategies that address safety, structure and function of streets, transit, bikeways, and sidewalks.
Team Leader	Ollie Mumpower, Engineering Services Director
Contributing Members	Rob Robinson and Scott Scarf, Transportation Committee

BACKGROUND

- The City is committed to safe and convenient roads, sidewalks, parking areas, and bikeways.
- One of the most common concerns raised by City residents is managing traffic in residential neighborhoods.
- The City recognizes that a comprehensive approach to traffic management must include planning, engineering, education, and enforcement that integrate new transportation policies with design and construction of modern transportation facilities.
- The City's proximity within the I-270 Corridor creates both opportunities and constraints on our road network, and demands a regional approach to traffic mitigation.
- The Transportation Element of the Master Plan recommends eliminating gaps in the pedestrian and bicycle network, and encouraging the use of transit facilities to reduce traffic congestion, conserve energy and maintain air quality goals.
- The City's concern for pedestrian safety creates a need for new and innovative design standards that can provide both identity and improvement to pedestrian safety.

APPROACH

- Identify specific areas of concern in conjunction with community stakeholders.
- Implement traffic calming measures in existing communities where appropriate and consider in new developments through the review process.
- Utilize speed and traffic studies to assist in determining where speed enforcement would be effective.
- Aggressively enforce parking ordinances and traffic laws to address hazardous situations and community concerns.
- Encourage state and county officials to fund transit, sidewalks, bikeways, and traffic improvements to decrease congestion.
- Maximize the location and utilization of parking through site plan review and by permitting parking on existing streets where appropriate.
- Coordinate with Maryland Department of Transportation and Montgomery County on road projects, making sure that all new state and county roads in Gaithersburg contain appropriate design features.
- Promote Smart Growth and reduce automobile dependence through the implementation of the Bikeways and Pedestrian Master Plan as well as the transit components of the Transportation Master Plan.
- Integrate bicycle and pedestrian design elements into road design and traffic calming measures.

GOALS	FY11	FY12 & Beyond
1. Use design and enforcement initiatives to ensure maximum vehicular, bicycle and pedestrian safety in City neighborhoods.	SD2-1 Aggressively enforce traffic laws. Use photo-radar system for school and neighborhood speed enforcement.	SD2-1 Budget Impacts in Bold Establish new criteria, to supplement national guidelines, to address neighborhood traffic issues in a safe, consistent and uniform manner. Utilize new traffic calming strategies, including the use of photo radar sites as conditions warrant Implement recommendations from the City's Transportation Master Plan through development approvals and the CIP Existing requests can be absorbed with monies shown in FY11 budget for FY 12 and beyond
2. Collaborate with other municipalities, private entities and the Transportation Committee to realize transportation goals in Gaithersburg.	SD2-2 Cooperate with Montgomery County, Washington Grove and CSX in plan to modify bridge to permit double stacked cars.	SD2-2 Work with Transportation Committee members to advise the Mayor and City Council on important transportation issues within or affecting the City

GOALS	FY11	FY12 & Beyond
	Work with Montgomery County to periodically review the signal timing at various intersections to insure optimal performance. Coordinate with Maryland Department of Transportation and Montgomery County on road projects in Gaithersburg: ☐ Mid-County Highway (M-83) extension project (pending) ☐ Corridor Cities Transitway (CCT) (pending) ☐ Watkins Mill Road Interchange (ongoing) ☐ Inter County Connector (ICC) (ongoing) ☐ Goshen Road widening (pending) ☐ Work with State Highway Administration (SHA) to install a median strip on MD 355 between Brookes Ave. and Odend'hal Ave. (pending) ☐ Work with the SHA to update the SB I-270 signing to include Gaithersburg as part of the guide signage south of Frederick (ongoing) ☐ Work with the SHA thru their new tourist area corridor signage and community wayfinding signing program to sign destination areas in the City (ongoing)	Coordinate with other agencies on regional transportation issues within or affecting the City Coordinate with other agencies regarding local traffic issues affecting the City Work with Montgomery County to periodically review the signal timing at various intersections to ensure optimal performance. Work with CSX and MARC to improve safety in and around railroad crossings in the City Ensure collaboration with Maryland Department of Transportation and Montgomery County DPWT on road projects in Gaithersburg Support Bus Rapid Transit initiatives that have the potential to reduce vehicular traffic on major arteries

GOALS	FY11	FY12 & Beyond
3. Promote the use of public transit.	SD2-4 Install shelters at bus stops with 30 or more boardings per day. Pending – Six non-advertising bus shelters to be purchased and installed. Install benches at bus stops with between 10 and 30 boarding per day. Pending – No change	SD2-4 Encourage increased ridership by the expansion of the shelter and bench installation program to make the use of public transit more convenient and comfortable Determine feasibility of creating a “Circulator” system to serve transit nodes to be created within the City TBD; but could have substantial up-front and operating costs Work with Montgomery County to maintain or improve current Ride-On service levels in the City. Work with Maryland Department of Transportation to support increased MARC service



Economic Development

STRATEGIC DIRECTION #3	Actively pursue economic and business development programs and strategies.
	Team Leader Tony Tomasello, Deputy City Manager
	Contributing Members Cindy Hines, Greg Ossont, Denise Kayser, Economic & Business Development Committee, and the Olde Towne Advisory Committee.

BACKGROUND
▪ Economic development provides a larger tax base, giving the City the financial resources needed to achieve its vision, improve quality of life, and provide both necessary and desired services. ▪ A growing and sustainable economic base is necessary to provide a diversity of jobs and services for City residents. Citizen Survey responses indicate that job growth is a major desire of City residents. ▪ While acknowledging that all commercial areas of the City are important, the City Council has determined that special emphasis should be placed on achieving the vision of the Gaithersburg Olde Towne District Master Plan to re-establish that area as a vibrant, pedestrian-friendly urban center capable of sustaining a thriving business and residential mix.

APPROACH
▪ Focus primarily on retaining businesses currently in Gaithersburg and helping them to grow and prosper. ▪ Attract new businesses from desired industries by using a variety of outreach efforts to market Gaithersburg, including comprehensive economic and business development information on the City’s website. ▪ Facilitate Work Force Development initiatives with educational partners. ▪ Coordinate City exposure in local and national business media and at trade shows/events of targeted industries.

- Play to the City's strength in the technology industries by working with the county and state, and coordinate with them on other business retention and attraction efforts.
- Lead implementation of the Gaithersburg Olde Towne District Master Plan:
 - * Ensure that revitalization activities are in substantial conformance with Olde Towne Gaithersburg District Master Plan.
 - * Promote Olde Towne's unique development opportunities within the Enterprise Zone.
 - * Leverage the MARC commuter rail station to encourage transit-oriented development.
- Assure that Gaithersburg is competitive with other jurisdictions by maintaining an attractive business environment.
- Develop business outreach and ombudsman initiatives to build stronger relationships with businesses.
- Track office space vacancy rates and commercial real property assessments as indicators of economic trends.

GOALS	FY11	FY12 & Beyond
1. Implement Olde Towne District Master Plan	SD3-1 Administer Olde Towne Enterprise Zone Enterprise Zone expansion was approved in December of 2010 Implement short term cultural arts initiatives within existing budget, including open-air performers, vendors, banners, promotions, and monthly special events, etc. The first initiative implemented, a second vendor market in the center of Olde Towne, was unsuccessful. New initiatives being considered Facilitate development of "Y" site Ongoing	SD3-1 – Updates & Budget Impacts in Bold Promote the benefits of the Olde Towne Enterprise Zone as it relates to incentivizing new development and business relocation Utilize cultural arts initiatives, focusing on partnerships with local businesses, to bring repeat and new visitors to the CBD Budget impact to be determined Facilitate development of City-owned parcels in the CBD to bring in new residents and marketable commercial/office space.

GOALS	FY11	FY12 & Beyond
	Develop Olde Towne Park/Plaza Bell Tower project. Discussions underway with the development community Ongoing	The City-owned Y Site and 315 East Diamond parcels are in pre-development phases Enhance the draw of Olde Towne as a destination by improving the resident and visitor experience in the CBD by adding/upgrading public areas and cultural amenities The Rolling Stock and Community Museum projects are expected to move forward in FY 2012. A renovated and expanded pedestrian plaza is planned in conjunction with the 315 East Diamond Avenue project. An additional “pocket park” is also being considered for a small City-owned site on Olde Towne Avenue (which may be developer funded) Budget impact – funds are allocated in the existing CIP for these projects Explore the use of alternative funding methods to acquire parking and/or development sites, implement transit enhancements, or improve pedestrian access in the CBD to facilitate implementation of the Olde Towne Plan

GOALS	FY11	FY12 & Beyond
2. Support the success and prosperity of businesses in Gaithersburg	SD3-2 Evaluate initial toolbox program activity and propose needed modifications to eligibility criteria. Modifications to the program were approved mid-2010. The first payments have been made and there are a number of additional requests in the pipeline. \$150,000 Work with MedImmune to facilitate complete development and potential expansion of its headquarters project Ongoing Support business assistance programs at the state and county levels as appropriate. Ongoing	SD3-2 Direct Economic Development “Toolbox” funding to businesses that exhibit growth potential and provide stable, well-paying jobs and to improve marketability of commercial spaces and properties. Funded in the FY 2012 Budget (pending M&CC approval) Utilize a business visitation program to keep current on business issues/trends and use the collected information to refine the City’s strategies. Work with MedImmune to facilitate complete development and potential expansion of its headquarters project Area 6 is substantially complete. FY 2010 interior fit ups commenced for two floors and the subsequent floors are in review for fit up. The company also purchased adjacent properties and are focused on those sites with no near term plans to expand main campus site. Staff is working with the company on pedestrian improvements Support and promote the targeted business assistance programs at the state and county levels as appropriate. State and County programs have experienced

GOALS	FY11	FY12 & Beyond
		dramatic reductions as a result of budget-cutting initiatives. Pending available resources, partner with the State and County to support these programs.
3. Market the City of Gaithersburg as a desirable business location	SD3-3 Participate in Maryland Department of Business and Economic Development (DBED), Technology Council of Maryland, Montgomery County DED, and Chamber of Commerce events and initiatives as appropriate. Ongoing Highlight economic development initiatives using City website, Cable TV channel and publications as appropriate. Ongoing Work with “Accelerator” partner to continue to attract viable tenants to the facility. The Accelerator is now 50% leased to two biotechnology firms (Zyngenia and Integrated BioTherapeutics).	SD3-3 Participate in Maryland Department of Business and Economic Development (DBED), Technology Council of Maryland, Montgomery County DED, and Chamber of Commerce events and initiatives as appropriate. Ongoing Highlight economic development initiatives using City website, Cable TV channel and publications as appropriate. Ongoing Work with “Accelerator” partner to continue to attract growing biotechnology and pharmaceutical tenants to the facility. Develop web presence to provide an effective point of contact to business and development prospects An “off-site” web page will be developed as part of the overall City website redesign Utilize a “Business to Business” strategy that involves existing City business leaders in the business retention and attraction process

GOALS	FY11	FY12 & Beyond
4. Position Gaithersburg favorably for local investment via business expansion and/or real estate development.	SD3-4 Identify the City's key strengths, weaknesses, and opportunities and develop appropriate strategies The City contracted with Orion Ventures to assist in refining its economic development strategy. A work session is scheduled for April 25, 2011 Work with site and/or industry specific local business groups on cooperative efforts. Staff is currently working with the Fair Board on its rezoning application and with the Kentlands Downtown Partnership on signage, promotion, and event activities	SD3-4 Utilize Economic Development Program funding to incentivize and leverage extraordinary opportunities that present major job relocation and/or development prospects Facilitate redevelopment and assemblage opportunities including the properties in the Land Use Master Plan Employ the Economic & Business Development and Olde Towne Advisory Committees EDC to act as ombudsman for their respective business communities

CRITICAL MEASURES

- Increase in Commercial Real Property assessable base - Track the change in the City's real property tax assessable base.

Commercial Real Property Base (Market Value); 10 Year Trend		
Levy Year	Base	Trend
2001	\$1,838,159,500	+17.80%
2002	\$1,783,366,100	(-02.95%)
2003	\$2,179,652,310	+22.2%
2004	\$2,097,206,520	(-03.80%)
2005	\$2,115,435,920	+00.01%
2006	\$3,051,046,640	+44.20%
2007	\$3,003,550,260	(-01.60%)
2008	\$2,959,154,620	(-01.47%)
2009	\$3,297,853,890	+11.44%
2010	\$3,134,707,819	(-4.94%)

Source: State Department of Assessment and Taxation (TXP340-2)

- Increase in Business Personal Property assessable base – Track the change in the City's business property tax assessable base.

Business Personal Property Tax Base (Depreciated); 5 Year Trend		
6/30/06	\$315,078,110	(-6.6%)
6/30/07	\$318,695,472	+1.1%
6/30/08	\$315,422,264	(-1.0%)
6/30/09	\$329,032,802	+4.3%
6/30/10	\$301,306,391	(-8.4%)

Source: Comprehensive Annual Financial Statement - City of Gaithersburg

CRITICAL MEASURES (Continued.)

- Office Vacancy - Compare the change in the City “Class A” and “Market” (combined Class A & B) office vacancy rates with county and regional data.

Direct Office Vacancy (February 2011 data); 7 Year Trend						
Year	Gaithersburg Class A	Gaithersburg (Market)*	Montgomery County	Germantown	Rockville	Silver Spring
2003	9.8%	7.9%	9.9%	15.5%	10.15	10.2%
2004	9.9%	9.7%	8.9%	15.7%	9.2%	9.0%
2005	8.8%	9.5%	7.7%	11.7%	7.3%	2.3%
2006	8.4%	8.6%	7.4%	13.6%	8.7%	2.2%
2007	13.4%	13.9%	9.2%	11.4%	10.1%	5.3%
2008	19.4%	13.0%	9.0%	11.4%	11.1%	6.0%
2010	16.2%	14.5%	11.9%	14.3%	13.8%	7.6%

* The above data is for comparison purposes; vacancy rates change daily. “Gaithersburg Class A” includes larger office properties and signature owner-occupied properties only. “Gaithersburg Market” generally includes properties in Class A, Class B, and selected lab/flex spaces within the City. The other statistical areas include existing Class A & Class B commercial and flex spaces.

Source: CoStar Realty Information, Inc.

CRITICAL MEASURES (Continued)

- Change in average apartment rental rates in Olde Towne

Year	1 Bedroom	2 Bedroom	3 Bedroom
2005	\$796/mo	\$909/mo	\$1,133/mo
2006	\$865/mo	\$1,017 mo	\$1,268/mo
2007	\$858/mo	\$1,018/mo	\$1,280/mo
2008	\$955/mo	\$1,101/mo	\$1,409/mo
2009	N/A	N/A	N/A
2010	\$920/mo	\$1101/mo	\$1445/mo

- Olde Towne Development Pipeline

Title	Description	Status
Archstone Project	389 units market rate multi-family + 17,000 sq feet of retail space	Construction phase commenced January, 2011
315 East Diamond Avenue	20,000 to 40,000 sq feet of office and commercial space anticipated	Development Agreement complete; Pre-Development phase
"Y" Site	Approx. 212 units market rate multi-family	Preliminary Site Plan phase
Summit Shopping Center	Approx. 300 units market rate multi-family +8,000 sq feet of retail space	Site development work underway



City Services

STRATEGIC DIRECTION #4	Maintain and enhance priority City services.
Team Leader	Angel Jones
Contributing Members	Tony Tomasello, Jim Arnoult, Harold Belton, Peter Cottrell, Margaret Daily, Britta Monaco, Greg Ossont, Mark Sroka and Michele Potter

BACKGROUND

- As the City continues to grow in population and land area, it is important to plan and budget for the maintenance and enhancement of basic City services on a citywide basis.
- Priority services include police protection, street maintenance, beautification, street lighting, snow removal, bulk pickup, recycling, site plan review and building permit issuance and inspections, animal control, facility maintenance, public information, parks and recreation programs, and administrative services such as elections, maintenance of the City Code, human resources, information technology, and finance.
- The City operates under a “pay as you go” philosophy. Maintenance and growth of services is dependent upon growth of revenue.

APPROACH	
▪ Identify how to maintain and/or enhance the provision of priority City services due to growth in population or land area, changes in demographics, or economic downturn. ▪ Ensure ongoing training of staff to improve the delivery of City services. ▪ Evaluate new cost-effective equipment, technologies and best practices to increase staff efficiency and ensure staff effectiveness. ▪ Encourage staff at all levels to interact and network with their peers in other jurisdictions and the private sector to identify “best practices.” ▪ Develop contingency and succession plans to ensure priority services are not interrupted if key employees leave the City without notice. ▪ Regularly review and update personnel ordinance. ▪ Evaluate potential cost savings through privatization of service. ▪ Maintain a competitive benefits package to recruit and retain a high caliber of employees. ▪ Empower staff to be accountable for their area of responsibility to ensure high quality service delivery.	

Goals	FY11	FY12 & Beyond
1. Ensure that City policies and processes reflect the City’s values, mission, and vision	SD4–1	SD4-1 Administer fair, accurate and responsive elections processes Emphasize the importance of ethical conduct through employee training, adherence to the City Ethics Code, and hiring and procurement practices Ensure an open and transparent government Implement Character Counts! Initiatives to reflect the City’s values in programs, events and activities

2. Ensure that Gaithersburg receives its fair share of county, state and federal funding and services and work with other government entities to enhance quality of life for City residents.	SD4-2 Work with local municipalities and Montgomery County on issues associated with tax duplication. Ongoing	SD4-2 Maintain close working relationships with representatives of all levels of government and continue to seek funding and grant opportunities for City priorities. Evaluate services and programs that are duplicated by other levels of government and work to eliminate/reduce redundancies Work with local municipalities and Montgomery County on issues associated with tax duplication.
4. Ensure that City of Gaithersburg employees have the talent, tools and motivation to continue delivery of services at the highest level possible.	SD4-3 Review workloads of all departments to make sure adequate personnel are authorized to provide necessary services. Ongoing Perform a review of employee benefits and salaries to ensure staff is appropriately compensated. Implement changes as identified. Ongoing Review and update personnel ordinance.	SD4-3 Compare workloads of all departments with target service levels to make sure adequate personnel are authorized and trained to provide necessary services Identify opportunities for employees to gain knowledge in multiple disciplines to advance the mission of the City Catalog organizational needs on an ongoing basis; reorganize/restructure when appropriate to utilize current resources to balance needs throughout the organization. Ensure that the City's compensation programs are market-competitive and allow us the opportunity to attract and retain the most qualified employees Develop succession plan for key staff to ensure City services continue to be met when key staff leave City service or retire

5. Ensure adequate staffing and resources to meet community needs	SD4-4	SD4-4 Utilize bi-annual Community Survey data to allocate resources to areas of greatest need Offer appropriate incentives and subsidies to motivate employees deemed essential to reside within the City Ensure employee base is reflective of the diverse attributes of the community we serve
6. Use technology to gain efficiencies and improve operational effectiveness	SD4-5 Determine long term viability of City fiber optic data connection between City facilities. Plan redundant fiber optic loop of City facilities. Pending Continue to install new hardware and software to insure staff has the appropriate technology resources. Projects initiated in FY10 include Time and Attendance, HR Payroll, PermitsPlus, Microsoft Office 2007 upgrade and Cable system upgrade completed. Pending	SD4-5 Engineer and implement paperless solutions to streamline workflows and reduce costs Will be working on M&CC paperless package refinements and paperless digital design review for site plans within the new permitting system Improve employee productivity and responsiveness by providing information access outside of the traditional office-based environment Currently evaluating additional wireless access points in City Facilities and field-based reporting for Animal Control and P&C Inspectors Implement E-Government solutions to provide better access to information, responsiveness, and service to City residents 2012 projects include on-line campaign financial reporting, and evaluation of web-based Citizen Request Management (CRM), and GIS-based problem reporting

		Identify areas where new technology can reduce energy costs and implement solutions Desktop Wake-on-LAN power management and centralized HVAC/Energy management planned



Housing

STRATEGIC DIRECTION #5	Implement programs that improve current housing stock and pursue development and redevelopment opportunities that provide an appropriate mix of housing types in inclusive communities.
	Team Leader Greg Ossont, Director of Planning and Code Administration
	Contributing Members Louise Kauffmann, Harold Belton and Kevin Roman

BACKGROUND

- Current housing mix reflects mid-1980’s housing policy to promote home ownership after realization in the late 1970’s that 68% of all housing in the City was apartments.
- Many apartments are aging or functionally obsolete and have been overlooked for conversion or are in dense areas of the City.
- Without incentives, many multi-family property owners can afford to do little more than meet minimal code requirements.

APPROACH

- Use aggressive, but reasonable, enforcement of stringent housing code to continue to distinguish City from other jurisdictions.
- The City’s adopted Housing Policy recommends that the City offer a wide range of housing types with an emphasis on single-family detached housing, preferably in a mixed-use setting.
- Rejuvenate City’s multi-family housing stock. Avoid concentrations of like housing types, while retaining the best qualities of a small town.
- Encourage adaptive reuse coupled with sensitive relocation of tenants.
- Adhere to the tenets of New Urbanism with aesthetic considerations dependent on the recently adopted urban design policies within the Master Plan - Smart Growth Policy Document for new housing development and re-development

GOALS	FY11	FY12 & Beyond
1. Develop strategies and policies that prevent long term degradation of the City's existing housing stock.	SD5-1 Encourage renovations of existing apartment communities. Encourage redevelopment of functionally obsolete and aging apartments with emphasis on Olde Towne, South Frederick Avenue, Water Street, and West Deer Park Road. Explore established programs designed to prevent blight and evaluate program and potential effectiveness in Gaithersburg.	SD5-1 Identify properties that are functionally obsolete and engage owners on the City's goals for prevention of deterioration of housing stock Utilize incentives and code enforcement strategies to prevent demolition by neglect. Ensure all City code and Ordinances are up to date and explore opportunities for progressive strategies.
2. Use multifaceted approach for enhanced response to housing and residential property maintenance complaints.	SD5-2 Continue overcrowding task force efforts and coordination with MML and other jurisdictions. Analyze housing and property maintenance complaint data to establish trends and patterns within the City's neighborhoods and develop strategies to address. Solicit collaboration with City neighborhoods and homeowner associations to address specific neighborhood concerns.	SD5-2 Ensure available housing and code enforcement staffing and resources are proportionate to development and growth rates. Develop and implement strategies to address trends and patterns. Ensure all City code and Ordinances are up to date and explore opportunities for progressive strategies.

GOALS	FY11	FY12 & Beyond
3. Establish housing policies that are consistent with the City's Strategic Directions.	SD5-3 Evaluate the City's current housing policy for consistency. Educate the Mayor and City Council and residents on other municipalities and regional housing policies. Track and evaluate housing policies with policies adopted as part of Region Forward and other long term sustainability goals.	SD5-3 Ensure that the City's housing policies accurately reflect its current planning and development goals Update the Mayor and City Council and residents on best practices and regional housing policies. Track and evaluate housing policies with policies adopted as part of Region Forward.

Critical Measures			
Property Maintenance Inspections	4268	Notices of Violations Issued	1071
Overcrowding Investigations	20	Neighborhood Inspections	4 (scheduled) GHD, Brighton East, E Deer Park, Wash. Townes
Municipal Infractions Issues	139	City's current housing stock consists of 34% apartments (7,926 units), 16% condominiums (3,596 units), 29% townhouses (6,748 units), and 21% single family detached (4,727).	
Community Meetings	3	Rental housing Inspections	1207



Public Safety

STRATEGIC DIRECTION #6	Maintain Support of Neighborhood Community Public Safety Programs
Team Leader	Chief Mark Sroka
Contributing Members	All members of the Police Department, the Police Advisory Committee and the Gaithersburg Police Foundation.

BACKGROUND

- The Gaithersburg Police Department is a nationally accredited law enforcement agency that shares responsibility for services with the Montgomery County Department of 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 Gaithersburg Police Department operates under a Data Driven Approach to Crime and Traffic Safety (DDACTS). DDACTS focuses the entire police department on overall goal achievement. It's 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. It's important for the community to know that the police department is very focused and specific as to where resources are deployed and that daily decisions are based on data.

APPROACH

- Demonstrate that the Gaithersburg Police Department is here to serve the citizens by developing and implementing proactive strategies that improve the quality of life for all people.
- The cornerstones of Service, Integrity and Respect that are the core of our Values Statement are the principles that guide us in serving the citizens of the City of Gaithersburg.
- Maintain our strong commitment to excellence by ensuring that our officers and staff receive quality training. Fully develop and equip our employees to provide effective and responsive service to the community.
- Fully utilize technology to improve the quality of police services.

Goals	FY11	FY12 & Beyond
1. Deploy Public Safety resources efficiently and effectively	SD6-1 For many years GPD officers have consistently handled 35%-40% of all dispatched calls in the City. Shifts supervisors will continue to focus on strengthening the culture of accountability and discipline. As this number approaches and/or exceeds the 50% mark, the agency may seek to have GPD dispatched as the primary law enforcement agency.	SD6-1 Amend the order of dispatch protocol to have GPD officers dispatched as the primary or “first due” service providers. Focus on strengthening a culture of accountability and discipline across the Department. Monitor crime statistics to assist in determining the best deployment of resources. Conduct foot patrols in each Police Patrol Area (PPA) to facilitate the creation of relationships between the officers and the community. Monitor the operations and deployment of MCP 6th District personnel to avoid duplication of services and maximize visibility of GPD officers.

		Monitor gang activity using a relationship with the ATF Gang Task Force. Keep the public informed of the Department's activities through outreach activities, accessible statistics, and maps.
2. Employ a formal program of officer recruitment, retention, and training to ensure that the department is adequately staffed with the most qualified personnel	SD6-2 Consistent with staffing limitations, PPA's are assigned to specific officers as their area of responsibility. Staffing limitations may result in an officer covering more than one PPA. Conduct foot patrols in each PPA to facilitate the creation of relationships between the officers and the community and to fulfill operational needs.	SD6-2 Utilize national outlets to recruit the most qualified applicants to maintain authorized service levels; acknowledging the unique needs and attributes of the community. Encourage and support officer training initiatives. Participate in criminal justice career fairs and events. Implement use of Guardian Tracking software for testing and evaluation of employee performance.
3. Utilize partnerships to enhance the mission of the department and supplement resources	SD6-3 The City maintains its strong partnership with Gaithersburg High School with the full time Educational Facilities Officer taking the lead. Assistance to and partnering with other schools on a project basis is accomplished through various department employees with the Community Services Officer taking the lead.	SD6-3 Maintain strong partnerships with all schools in the City. Address criminal activity collaboratively with allied agencies. Focus the workload of Special Operations Bureau Personnel to maximize the interaction between the GPD Investigative Section and MCPD investigators. Maintain support for Neighborhood Watch programs throughout the City.

		Work with the Gaithersburg Police Foundation (GPF) in funding programs or activities that promote public safety.
4. Employ advanced technology to improve the quality of police services	SD6-4 Continue to seek grants to assist with technology projects. Ongoing Received a \$117,000 federal grant for police technology. Vendor approved and contract awarded. Ongoing Automatic License Plate Reader Technology is in use. GPD has three (3) units. A \$75,000 Federal grant has been obtained for additional units/infrastructure support. Spending deadline is March 2012.	SD6-4 Employ the Data Driven Approaches to Crime and Traffic Safety (DDACTS) model in the deployment of resources. Utilize automated technology tools such as license plate readers, surveillance cameras, and speed cameras to supplement police personnel resources. Work with Housing and Community Development Director to obtain grants for equipment and technology. Use technology tools to measure and report crime statistics to accurately portray crime in individual neighborhoods.
5. Ensure the City of Gaithersburg is prepared to respond to disasters and emergencies	SD6-5 Implement exercises to test, evaluate and improve emergency operations plans.	SD6-5 Work with other local governments and public utilities to coordinate responses to disasters and emergencies. Ensure the highest level of preparedness by providing opportunities for disaster response exercises and NIMS/ICS training. Ensure that the Continuity of Operation Plan (COOP) is at all times up to date and its components are readily accessible when the need arises. Maintain a Memorandum of Understanding (MOU) with NIST that acknowledges the complex's unique needs.

CRITICAL MEASURES							
Total Calls for Service:							
Calendar Year		Total Number of Calls		Traffic Citations		Arrests	
2010		31,969		7,509		492	
2009		34,119		7,896		545	
2008		33,288		6,550		558	
Part I Crimes:							
Type of Crime	2007	2008	2009	2010 (Jan-Aug)			
Murder	1	2	1	0			
Rape	15	11	17	6			
Robbery	104	86	78	41			
Aggravated Assault	101	107	92	33			
Burglary	273	235	181	127			
Larceny from Vehicle*	707	823	676	255			
Vehicle Theft	173	151	112	91			
TOTAL PART 1	1,374	1,415	1,157	553			

*Data is for "Larceny from Vehicle" only.

2007 to 2009 - Part I Crimes are UCR submission.

2010 - Part I Crimes data was gathered from a CAD extraction of Calls for Service that has not had data verification for Uniform Crime Reporting (UCR) submission so all information is to be considered "preliminary".



Recreation

Strategic Direction #7	Provide quality parks, diverse cultural, artistic, and recreational opportunities for all ages and interests.
Team Leader	Michele Potter, Director of Parks, Recreation & Culture
Contributing Members	Denise Kayser, Terrilyn Lahs, Janet Limmer, Jim McGuire, Laura Sarno, Grace Whipple, and Tim Smith, Cultural Arts Advisory Committee and Sub-Committees, Senior Advisory Committee and Gaithersburg Arts & Monuments Funding Corporation

BACKGROUND

- The City is committed to providing neighborhood and City-wide parks, cultural, entertainment, and recreational opportunities to enhance the quality of life.
- The City recognizes that a comprehensive approach must include citizen input, a needs assessment and planning. The Mayor and City Council adopted the Parks, Recreation and Open Space Plan for the City of Gaithersburg in 1999 and an update to that plan in 2005. Citizen input is also received through standing and ad hoc advisory committees that include the Cultural Arts Advisory Committee and its subcommittees, the Senior Advisory Committee and the Arts and Monuments Funding Corporation.
- The City's current inventory consists of 25 parks, 12 facilities, 853 acres of parkland, 1 plaza, 12 athletic fields, (9 baseball and 3 soccer), 8 basketball courts, 1 dog exercise area, 15 playgrounds, 15 tennis courts, and 18 Art in Public Places installations.

APPROACH

- Preserve green space, flood plains and stream valleys for passive recreation as well as seek opportunities to acquire open space.
- Fully utilize public space in City buildings and schools.
- Improve accessibility of parks and public spaces.
- Encourage partnerships with State and County government, private sector and/or nonprofits to bring to the City diverse leisure-time opportunities.
- Incorporate CHARACTER COUNTS! in all initiatives.
- Continue to offer recreational financial assistance programs for City youth.
- Support comprehensive, high quality, community oriented cultural arts programs, supporting the artists in the community through educational and promotional programs in a variety of venues throughout the year.
- Utilize technology to continually enhance customer service.
- Identify and develop Art in Public Places projects that will enhance the quality of life and sense of place in Gaithersburg.
- Monitor recreation trends and consider additional recreation programming and facilities as appropriate.

GOALS	FY11	FY12 & Beyond
1. Provide safe, functional and engaging recreational activities and amenities.	SD7-1 Install new playground equipment at Washingtonian Woods and Kelley Park. Project will bid in fall of 2010, to be completed in spring of 2011. DNR-CPP grant funded. Explore use of artificial turf for City athletic fields. Priority: Lakelands Park soccer and auxiliary fields; Robertson Park soccer field. Ongoing	SD7-1 Continually evaluate existing amenities relative to community needs and attributes to determine if there is a need for additional sites Utilize online customer survey sites as a means of measuring recreational trends and ensuring programs are relevant to audience. Ensure facilities are marketable and are maximizing

GOALS	FY11	FY12 & Beyond
	Install new playground equipment at the picnic pavilions at Bohrer Park. \$ 15,000 FY12 Replacement Fund. Install additional safety netting at Kelley Park. \$116,000 in FY12 Grant submitted to DNR-CPP for \$64,000, coupled with City funds of \$50,000 FY12 CIP. Pending	their rental potential Evaluate privatization and/or outsourcing of facilities. Work with federal, state and county government agencies as well as the private sector to fund new recreational facilities. Utilize national standards to evaluate City recreational amenities relative to our Parks & Recreation Master Plan
2. Provide exceptional cultural arts opportunities	SD7-2 Pursue developer-funded public art at Casey West, Casey East, and Residences at Olde Towne, Vistas, and Crown Farm as housing market permits. Pending Install public art at Washingtonian South. Artist selected. Contract in negotiation.	SD7-2 Position Gaithersburg as a cultural destination through premier events, drawing local and regional attendees Explore and develop the cross-promotion of events held at the Arts Barn and the Mansion Support and promote the work of local artists Develop a season ticket program at the Arts Barn to increase attendance and revenue

GOALS	FY11	FY12 & Beyond
	Implement City-funded public art at Skate Spots using existing fund balance. Competition for artist selection to be completed Spring of 2011. Implement ongoing projects; identify new projects and funding sources to develop and install public art throughout City. Ongoing Begin developing the Bohrer Park Sculpture Garden. \$25,000 FY11 CIP. Move forward to installation of Washingtonian South and develop Casey East Public Art. No budget impact: developer funded. Install artwork at Observatory Park. An armillary sundial has been selected and is in process of being purchased.	Pursue public art initiatives for community enhancement Provide opportunities for low and moderate income residents to participate in arts programs by offering free or reduced admission to events

GOALS	FY11	FY12 & Beyond
3. Implement recreation strategies for positive youth development	SD7-3 Explore federal or state funding to begin a Sports Academy Program for Gaithersburg High School students at Bohrer Park. Coordinate with Community Services the delivery of nonprofit and school grants that mitigate risk factors and offer opportunities for youth through the Youth Opportunity Coalition members. Youth Opportunities Coalition met monthly to coordinate services in FY11. Provide trips and activities on MCPS professional days in partnership with providers on the Youth Opportunities Coalition and continue to provide mentoring programs at Gaithersburg. Ongoing	SD7-3 Explore federal, state or county funding to begin a Sports Academy Program for Gaithersburg High School students at Bohrer Park. Provide out-of-school activities for Gaithersburg area students that foster and promote constructive and enriching youth experiences. Provide trips and activities on MCPS professional days in partnership with providers on the Youth Opportunities Coalition and continue to provide mentoring programs at Gaithersburg. Expand educational programs at City youth centers via science and technology programs. Emphasize participation in programs by low and moderate income residents through a targeted scholarship program.

GOALS	FY11	FY12 & Beyond
4. Conserve and enhance parks and open space.	SD7-4	SD7-4 Work with our Congressional delegation and National Institute of Standards and Technology officials to have the NIKE site transferred to the City of Gaithersburg Work with GSA to acquire the 9.54 acre site on Darnestown Road that is being vacated by the Consumer Product Safety Commission. Assess the feasibility of implementing a “smoke free” policy at City parks.
5. Provide programs and services to meet the needs of a diverse and growing senior community.	SD7-5 Promote member-organized activities that represent the diversity of the Senior Center. Ongoing Network with state and local senior services for partnerships and awareness of current trends and issues. Ongoing	SD7-5 Provide well-balanced, nutritional meals to Senior Center patrons. Explore transportation partnerships with public and private entities for collaborative service provision. Provide offerings including fitness classes, health

GOALS	FY11	FY12 & Beyond
	Expand the number of service providers participating in the “Active Aging Expo.” Ongoing Cultivate additional partnerships with state and county organizations, local hospitals and older adult interest groups to expand and broaden services to the Senior Center Community. Ongoing Promote social, educational and wellness programs that are stimulating and challenging Seek alternative methods of funding services through grants and foundations Explore opportunities to expand Senior Programs during the day at the Arts Barn and Youth Center in Olde Towne. Planned for spring 2011	and wellness programs, relevant health screenings and other resources that promote a healthy lifestyle

GOALS	FY11	FY12 & Beyond
6. Promote sponsorship and partnership opportunities for the City's facilities, programs, and events.	SD7-6 Develop sponsorship policies. General sponsorship policies. Completed Continue to build strong partnerships with area businesses and organizations. The Arts Barn built strong partnerships with artists and arts organizations to provide affordable and profitable theater and educational programs. The Community Museum continued to work with the Gaithersburg Historic Association and other small museum groups to build strong programs to celebrate and interpret the City's history. Commence new sponsorships for Recreation Programs. A sponsorship with Carman's Ice was developed to raise monies for the Delores Swoyer Camp Scholarship Fund. Ongoing Work with Gaithersburg Arts and Monuments Funding Corporation to continue to develop sponsorship	SD7-6 Develop a comprehensive sponsorship brochure to assist in recruiting sponsors for City events, activities and facilities (in conjunction with Community & Public Relations). Develop new and expand existing revenue streams through active promotion of sponsorship opportunities, fundraising efforts and creative marketing. Strive to make the City's community events revenue supported through building partnerships that sustain event expenses and/or provide profitable amenities. Work with the Celebrate Gaithersburg Ad Hoc Committee and community representatives to evaluate the 30th annual event and make specific recommendations for enhancements. The committee will present these enhancements during the June 27, 2011 Mayor and Council work session. Work with Gaithersburg Arts and Monuments

GOALS	FY11	FY12 & Beyond
	opportunities for area individuals and businesses to support City cultural art programs and facilities. Funds were raised to support the Book Festival, Community Chorus, Arts Barn, Senior Center programs, and Community Museum. Develop and market a department-wide sponsorship packet that provides businesses, individuals, and organizations a catalogue of opportunities to support City programs and promote their contributions to our community. Promotional packet pending. Continue to develop sponsorship policies. Naming Rights Policy drafted and were presented to Mayor and Council in FY11. Pending Partner with “Fundraising Adventures” to help raise monies for the camp scholarship fund. Ongoing Develop RFQ to solicit sponsorships. Pending RFI for Kentlands Mansion to explore privatization for this facility. Pending Strive for Special Events to become revenue neutral.	Funding Corporation to raise funds to support City cultural art programs and facilities. Evaluate the possibility of implementing an “Adopt a Park” program

GOALS	FY11	FY12 & Beyond
	New partnerships for special events to include “Run Under the Lights 5K” with MCRRC during Winter Lights. Partnership with Montgomery County, Humane Society for “Bark in the Park.” New partnerships for sports to include registration nights at Dick’s Sporting Goods and Criswell Chevrolet Soccer Program Ongoing Revamp Celebrate Gaithersburg Day in Olde Towne. Resolution created, Committee formation announced, and date TBD for Mayor and City Council meeting pending Committee members. Ongoing The Community Museum will close for a period of several months, transformed into an upgraded facility with interactive exhibits, model train, featured as a Welcome Center. Ongoing	
7. Promote a City-wide active and healthy lifestyle campaign.	SD7-7	SD7-7 Foster the federal “Let’s Move!” Cities and Towns initiative to promote physical fitness, the importance of healthy foods and the benefits of active recreational pursuits.

GOALS	FY11	FY12 & Beyond
		Promote the benefits of physical activity to combat disease, reduce healthcare costs and foster a healthier society through multi-channeled communication outlets.

CRITICAL MEASURES

Youth Summer Scholarships-

2006	136
2007	108
2008	146
2009	153
2010	127

Senior Center Memberships-

	Resident	Nonresident	Total
FY2006	279	464	743
FY2007	287	494	781
FY2008	298	533	831
FY2009	284	569	853
FY2010	351	618	969

CRITICAL MEASURES

Water Park-

FY2006	76,580
FY2007	83,364
FY2008	80,796
FY2009	78,902
FY2010	83,097

Summer Camp Participation-

	Resident	Nonresident	Total
2008	1,975	767	2,742
2009	1,899	666	2,565
2010	2,060	651	2,711

Youth Center Memberships-

FY2008	325
FY2009	374
FY2010	583



Sustainability

STRATEGIC DIRECTION #8	Meet the environmental, social and economic needs of the City without compromising future generations' ability to meet these same needs
Team Leader	Angel Jones, City Manager
Contributing Members	Greg Ossont, Britta Monaco, Crystal Carr, Louise Kauffman, Harold Belton, Jim Arnoult, Michele Potter, Pete Geiling, Environmental Affairs Committee

BACKGROUND

- The City is known as a leader in regional environmental initiatives
- As the City continues to develop and build out it is imperative that it consider the impact of its policies on the environmental, social, and economic needs of its citizens
- It is imperative that the social, economic, and cultural health and welfare of future generations be acknowledged in current planning activities

APPROACH

- Adopt environmental policies and procedures that exceed minimum standards in regards to storm water management, green building codes and forest conservation
- Lead by example through the operation of the City in a sustainable manner
- Take advantages of opportunities to educate the public on the need for sustainability initiatives
- Ensure that the impact of redevelopment activities acknowledges the impact on current residents
- This Strategic Direction is uniquely positioned to foster cooperation between numerous City committees and advisory bodies; inter-committee liaisons are encouraged

GOALS	FY11	FY12 & Beyond
1. Enhance the City's neighborhoods and promote livable and sustainable communities.	SD8-1 Implement Neighborhood Matching Grant and Rainscapes programs Ongoing Continue Neighborhood Inspections program. 637 inspections were conducted in Pheasant Run, Observatory Heights, Brown's Addition, Newport Estates II and Meems Addition. Ongoing	SD8-1 Maintain a robust property maintenance inspections program (residential, commercial, and rental housing) Showcase sustainable communities initiatives to raise awareness of the issue with the public Utilize Neighborhood Matching Grants to assist HOA's in enhancing their communities and undertaking environmental initiatives
2. Develop and implement policies and programs and develop partnerships that protect the natural environment and promote the City's environmental initiatives.	SD8-2 Develop policies in collaboration with the City's Environmental Affairs Committee for wildlife management, reforestation and green streets. Current partnerships include the City of Rockville, M-NCPPC, USACE, MCDEP, and MWCOG. Ongoing	SD8-2 Pursue State of Maryland's 'Sustainable Maryland' designation Collaborate on MWCOG's Region Forward as part of the regional compact established in 2010 Facilitate collaboration between the Environmental Affairs Committee and the Department of Parks, Recreation and Culture to create and implement environmental awareness programs.

GOALS	FY11	FY12 & Beyond
3. Pursue affordable housing and homeownership initiatives.	SD8-3 Affordable Housing Ordinance and Regulations amended in summer of 2009 to allow individuals with incomes at 50% of AMI to participate in programs; following priority marketing period, eligibility to extend to persons living or working within Montgomery County. Eliminated percentage increase in household income. Ongoing As of July 1, 2009, 23 purchasers at the Summit Crossing project have utilized City and developer funds. 22 units remain unsold. Ongoing 10 MPDUs comprised of 1, 2 and 3 bedroom units at Amber Commons have all been occupied. Complete HUD notified COG that the consortium's application to purchase and rehabilitate foreclosure units in the Greater West Deer Park area was not selected for funding. Complete	SD8-3 Utilize a down payment and closing cost assistance program to help qualified buyers purchase homes within the City Nine loans issued since City absorbed program in March 2010 Administer a Moderately priced Dwelling Unit (MPDU) program Of the 47 MPDUs required at Highland Square Apartments under the City's ordinance, 70 Certificates of Eligibility have been issued and 29 leases executed Utilize developer contributions as available to fund affordable housing initiatives Under the Second Amendment to the Annexation Agreement with Crown, the City will receive \$1.2 Million in FY12 to support affordable housing initiatives Pursue partnerships with nonprofits to add to the stock of affordable housing in the City.

GOALS	FY11	FY12 & Beyond
4. Assist City residents who are displaced due to redevelopment activities	SD8-4 If the Neighborhood Stabilizations funds referenced in Goal #7 below are approved, the former residents who submitted letters of interest will be offered the opportunity to purchase foreclosure units. Ongoing Effective February 2010, the City has terminated its agreement with HOC and has assumed responsibility for this program. To date, three former tenants have received loan funds at settlement. The City has expanded the program to permit any City resident meeting HUD income restrictions to utilize the funds. County residents purchasing within the City limits are now eligible to participate as well. City to expand efforts to increase participation. Ongoing	SD8-4 Work with property owners and developers of potential redevelopment projects to ensure that tenants receive proper notice of potential assistance Offer displaced tenants priority in applying for down payment and closing cost assistance Four loans to displaced tenants have been settled Downpayment assistance loan program expires November 2010 using City funds exclusively. Federal funds will remain available to eligible buyers through FY11.



Communication

STRATEGIC DIRECTION #9	Ensure effective and consistent communication activities and implement programs that promote and enhance citizen involvement.
Team Leader	Britta Monaco, Director of Community and Public Relations
Contributing Members	Cable TV, Web and Graphics Teams, Michele Potter, Peter Cottrell, Skip Lanham, City Manager's Office, Economic Development Director

BACKGROUND

- Citizen involvement is key to the success of local government.
- Citizen needs change, and Gaithersburg must adapt with new ways to encourage involvement.
- Changes in technology provide an opportunity for Gaithersburg to use new and innovative approaches to communicate with and involve citizens.

APPROACH

- Develop innovative ways to involve citizens in carrying out the City's vision, embracing inclusive community principles and recognizing citizens for their contributions.
- Target audiences of various demographics using multi-channel communication methods.
- Foster excellent working relationships with local media and community-based groups to ensure accurate and comprehensive coverage of City news, events and activities.
- Encourage partnerships with businesses and organizations to enhance City programs and services.

GOALS	FY11	FY12 & Beyond
1. Engage Gaithersburg's citizenry in meaningful ways and provide opportunities for two-way communication and involvement.	SD9 – 1 Develop a comprehensive communication plan for City projects/plans/initiatives. Work session scheduled for March, 2011. Continue use of boards, committees and commissions to advise elected officials and staff on strategic initiatives. Encourage citizen participation and conduct annual briefings with Mayor and City Council. Ongoing Conduct neighborhood-specific communication to convey City priorities and discuss unique challenges and opportunities, especially through continuation of Council in the Communities program. Ongoing	SD9 – 1 Use citizen feedback to aid in strategic planning. Bi-annual survey scheduled for Fall, 2011. \$15K included in FY12 budget Analyze Census 2010 data and determine if message and/or delivery system for City communications require modification. Data anticipated spring/summer 2011. Promote election awareness and encourage voter participation with multi-channel promotional campaign. \$14,700 included in FY12 budget. Continue use of boards, committees and commissions to advise elected officials and staff on strategic initiatives. Encourage citizen participation and ensure annual briefings with Mayor and City Council. Conduct neighborhood-specific communication to convey City priorities and discuss unique challenges and opportunities, especially through continuation of Council in the Communities program.

GOALS	FY11	FY12 & Beyond
		Explore opportunities for increased volunteer recognition and make recommendations for FY12. \$5K budgeted in FY12.
2. Utilize electronic communication to provide comprehensive, timely and accurate information to all constituents.	SD9 – 2 Maintain an effective, efficient website that ensures transparency, communicates City strategies, priorities, news, and events, and provides opportunities for two-way communication. Ongoing. Website to be redesigned with implementation of new content management system in 2nd quarter FY12. Leverage social networking opportunities to expand reach of City’s message and opportunities for two-way communication. Ongoing. Facebook currently being used.	SD9 – 2 Maintain an effective, efficient website that ensures transparency, communicates City strategies, priorities, news, and events, and provides opportunities for two-way communication. Ongoing Conduct outreach effort to increase usage and familiarize residents with new website features. Pending conversion. \$3K added to FY12 budget for advertising campaign. Work with departments to maximize their use of the new content management system. Explore e-newsletters and other communication opportunities. Pending conversion. Additional staff may be required. Develop website metrics and reporting mechanisms to enhance effectiveness and ensure relevancy of website. Use social networking opportunities to expand reach of City’s message and opportunities for communication.

GOALS	FY11	FY12 & Beyond
		Consider expansion to Twitter, LinkedIn with enhanced capabilities of new content management system. Additional staff may be required. Leverage technologies to ensure that key City website elements are available on mobile devices as appropriate. Pending conversion.
3. Inform citizens of City news, services, programs and events through 24 hour programming on a municipal television channel (GTV).	SD9 – 3 Ensure transparency through live broadcasts of Mayor and Council and Planning Commission meetings. Ongoing Maintain a programming mix that uses a variety of formats, including public service announcements, interview programs and promotional spots. Ongoing	SD9 – 3 Ensure transparency through live broadcasts of Mayor and Council and Planning Commission meetings. Explore feasibility of expanding live broadcasts to include other regulatory committees as appropriate. Will have a personnel/budget impact. Develop new programming capabilities and formats with the creation of a television studio at the Olde Towne Youth Center. RFP pending (funding available through replacement budget). Additional staffing resources may be needed. Explore opportunity to increase viewership of channel by incorporating live traffic camera feeds during morning/evening commutes. \$6,000/year would need to be budgeted.

GOALS	FY11	FY12 & Beyond
		Monitor industry and leverage opportunities for broader channel exposure and enhanced programming through collaborative efforts with other Public/Education/Government (PEG) entities and service providers.
4. Market/brand the City through effective multi-media campaigns and special events, including opportunities for businesses and organizations to partner with the City to enhance the programs.	SD9 – 4 Continue multi-media messaging efforts to position Gaithersburg as a leader in environmental sustainability and leverage the City’s consistent “Best” rankings. Ongoing Use strategic marketing initiatives to generate awareness and maximize attendance for key special events. Ongoing Enhance revenue opportunities by assisting with multi-department effort to engage sponsors/partners/advertisers for City facilities, events, programs and publications. Ongoing	SD9 – 4 Utilize multi-channel communication approach in supporting achieving economic development objectives. Awaiting hiring of new Economic Development Director. Work with Parks, Recreation and Culture, CVB and other organizations to integrate a Welcome Center into an appropriate City facility.
5. Maximize use and effectiveness of Alert Gaithersburg system.	SD9 – 5 Conduct community outreach to encourage Alert Gaithersburg registration, including advertising, written correspondence, special events, and use of	SD9 – 5 Conduct community outreach to encourage registration, including advertising, written correspondence, special events, and use of

GOALS	FY11	FY12 & Beyond
	Cable TV, social networking and website. Ongoing	Cable TV, social networking and website. Ongoing Maximize reach of system and enhance staffing efficiency by automatically incorporating Alert messages onto homepage of website. Feature included in contract requirements for new content management system.

CRITICAL MEASURES

- Citizen Involvement

- Number of citizens volunteering on Boards, Committees, Commissions:

FY 2006 - 251
 FY 2007 - 241
 FY 2008 - 211
 FY 2009 - 178
 FY 2010 - 159 (some committees eliminated in restructuring initiative)

Elections

- Voter Turnout

2005 – 9.6%
 2007 – 14.6%
 2009 – 12.9%

Communication Activities

- Number of website hits:

FY 2006 – 32,000 weekly average, 4,538 daily average (23% increase in weekly)
 FY 2007 – 36,296 weekly average, 5,260 daily average (13% increase in weekly)
 FY 2008 – 80,974 weekly average, 11,092 daily average (123% increase in weekly)
 FY 2009 – 101,332 weekly average, 14,436 daily average (25% increase in weekly)
 FY 2010 – 101,851 weekly average, 14,410 daily average (0.5% increase in weekly)

Current analytic capabilities no longer provide accurate data due to changes in the way search engines index our website. Enhanced and reliable metrics will be provided following the conversion to the new website content management system.

▪ Number of “myGaithersburg” e-mail subscribers:

FY 2006 – 902
FY 2007 – 1,000 (11% increase)
FY 2008 – 1,183 (18% increase)
FY 2009 – 1,424 (20% increase)
FY 2010 – 1,661 (16% increase)

• Number of Alert Gaithersburg subscribers:

FY 2007 – 666
FY 2008 – 1,184 (77% increase)
FY 2009 – 2,276 (92% increase)
FY 2010 – 5,532 (143% increase)

• Number of press releases issued:

FY 2006 – 225
FY 2007 – 219 (2% decrease)
FY 2008 – 246 (12% increase)
FY 2009 – 209 (15% decrease)
FY 2010 – 294 (40% increase)

• Number of Facebook Fans:

FY 2010 – 951 (Facebook launched December, 2009)

• Number of Facebook Posts:

FY 2010 – 179 (Facebook launched December, 2009)

• Number of informational programs produced by Cable TV (not including meeting broadcasts):

FY 2006 – 38
FY 2007 – 26
FY 2008 – 28
FY 2009 – 19
FY 2010 – 25



Municipal Facilities

**STRATEGIC
DIRECTION #10**

Maintain and improve the City's existing infrastructure and invest in new facilities, roadways, and real property assets

Team Leader

Pete Geiling, Capital Projects/Facilities Director

Contributing Members

Tony Tomasello, Jim Arnoult, Harold Belton, Pete Cottrell, Greg Ossont, and Michele Potter

BACKGROUND

- It is necessary to plan and execute both short and long-term projects to preserve, maintain, improve and grow City infrastructure necessary to continue to provide necessary City programs and services. As the City's infrastructure continues to age and new facilities come into service, it is important and required by the Government Accounting Standards Board (GASB) to plan and budget for the continued upkeep and enhancements to improve efficiency, reduce energy consumption, maximize use of space, and provide safe and environmentally-friendly programs and services.
- Basic support services include preventative maintenance and inspection services, routine and emergency repair services, capital repair and replacement, contract management, space planning and space management, energy conservation, and capital project management.
- Resolution No. R-33-07 requires that all new City buildings be constructed in an environmentally sustainable manner and achieve LEED Silver certification or equivalent.

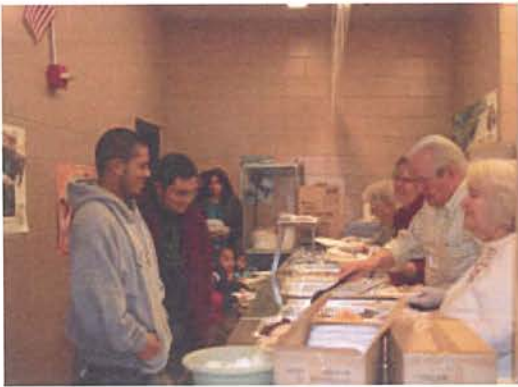
APPROACH

- Frequently assess and evaluate existing City building assets for functionality, code compliance, energy efficiency, deferred maintenance, and space management.
- Provide adequate funding for maintenance, improvements and enhancements to the City's infrastructure.
- Provide best value for City taxpayers.
- Increase emphasis on managing operating costs by evaluating cost-effective solutions and green technologies to increase building efficiency.
- Fund and support capital projects that are in progress and continue to plan for future capital improvement projects.
- Manage projects to provide space and services efficiently and effectively.
- Support the preservation of the City-owned historic resources and designated sites.

GOALS	FY11	FY12 & Beyond
1. Develop a comprehensive asset management/facility action plan to address deficiencies and space needs at City owned properties.	SD10-1 Identify highest priority needs and develop a long-term plan for addressing facility deficiencies. City Hall Facility Assessment is completed	SD10-1 Undertake comprehensive facility assessments for all City facilities Develop a space management plan and adopt space standards to address short and long-term space needs
2. Develop strategy to renovate existing City facilities to reduce deferred maintenance backlog, improve employee work spaces, and provide high quality public program spaces.	SD10-2 Public Works Green Roof Replacement – Original scope included replacing roof. Following design it was recommended to repair around joints, seams, and flashing to extend roof life another ten to fifteen years. \$200,000 requested in FY11 to complete the project. CIP 98-1. Design is completed and construction has been bid. City Hall Flat Roof and Slate Roof Replacement \$157,000 requested in FY12 to complete the project. CIP 98-1. Design is scheduled for FY11. City Hall Front Entrance Door Replacement Design is completed. Construction will be completed in late FY 11.	SD10-2 Update Capital Facilities Maintenance plan annually to schedule maintenance projects to improve the condition of existing City facilities and reduce the maintenance backlog Develop program to address thermal and moisture protection at aging City facilities. Program should include roof and window replacement, brick tuck pointing, and re-caulking expansion joints Develop City building functionality and serviceability standards for design and renovation of City facilities

3. Evaluate City-owned historic facilities for preservation, re-use or disposition.	SD10-3 Crown Farm structures – Project dependent on future development of property. Ownership of these structures not yet transferred to the City. \$70,000 budgeted in prior year CIP funds to secure the structures once property is transferred to the City. Kentlands Firehouse – Find a purchaser or lessee to renovate the building. Pending	SD10-3 Develop long-term ownership and (potential) exit strategies for City-owned facilities and real property Current funding levels support fencing and security measures for the Crown farm Buildings as well as funding for a study to determine preservation requirements. Additional funding will be needed to implement preservation measures
4. Conduct energy audits and perform energy efficiency upgrades at select City facilities utilizing EECBG funds.	SD10-4 Identify Energy Conservation Measures (ECMs) for reducing energy consumption and green house gas emissions and begin implementation ECMs have been identified and an Energy Services Company has been hired to implement first phase.	SD10-4 Implement Energy Conservation strategy in conformance with the adopted plan. Identify other opportunities to reduce energy consumption and utilize renewable energy sources. Current projects are funded through EECBG grants. Additional funding will be needed to complete all of the projects identified during the energy audits Aggressively pursue grants and other funding opportunities completing energy efficiency projects.
5. Maintain and preserve the City's infrastructure in a planned, safe, efficient, and attractive condition.	SD10-5 Inspect streets and sidewalks and prepare annual preventive maintenance and reconstruction programs. Ongoing Inspect storm drains and SWM facilities on a routine basis in compliance Federal and State Regulations and the City Code and make repairs as necessary. Ongoing	SD10-5 Provide timely routine and preventive maintenance. Pursue transfers of state roads such as Olde Towne Ave, which will compliment the City's economic development initiatives. Continuously inspect, clean, and repair SWM facilities and storm drains to ensure longest useful life and highest effectiveness

6. Improve and enhance public safety through efficient and effective roadway and parking lot lighting	10-6 Improve lighting in older neighborhoods through the use of infill lighting. Work with PEPCO to add lights in the East Deer Park neighborhood. Design complete install to occur this construction season Encourage use of LED and other new lighting technologies for cost-savings, effectiveness and sustainability. Ongoing -Metered LED lights are proposed for Parklands and Spectrum developments. New communities are encouraged to pursue metered LED lighting Ensure light outages are repaired in a timely manner	10-6 Evaluate older neighborhoods for potential improvements to street lighting Existing requests can be absorbed with monies Included in FY11 budget for FY 12 and beyond. New projects may require additional funding. Work with PEPCO to establish an equitable, monthly energy rate for LED lighting Evaluate cost of converting City-owned lights to LED fixtures
7. Develop and implement a watershed implementation plan (WIP) for the watersheds in the City to comply with the Environmental Protection Agency's (EPA's) Chesapeake Bay Total maximum Daily Load (TMDL) document.	SD 10-7 Continue with current SWM retrofit projects including Green Street retrofits on existing streets. Prepare watershed management plans and models for the Seneca Creek and Muddy Branch watersheds that would identify opportunities for retrofits of existing SWM facilities, new SWM facilities, and various strategies such as improved street sweeping to reduce nitrogen and phosphorous to meet EPA TMDL targets.	SD 10-7 Continue with current SWM retrofit projects including Green Street retrofits on existing streets. Existing projects and programs s can be absorbed with funds included in FY11 budget for FY 12 and beyond Implement new programs and measures identified in the watershed management plans. New projects may require additional funding Evaluate the need and feasibility of replacing the County Watershed Protection Charge with a Charge that is specifically developed for the City



Human Services

STRATEGIC DIRECTION #11	Identify needs and collaborate on service provision to strengthen and enhance the quality of life for all City residents.
Team Leader	Crystal Carr, Community Services Division Director
Contributing Members	Britta Monaco, Community Services Team, Homeless Advocacy Team, Neighborhood Services Team, Youth Services Team, Community Advisory Committee, Educational Enrichment Committee, Multicultural Affairs Committee

BACKGROUND

- Quality, livable communities ensure that basic human needs are provided to all who reside there, including access to housing, food, medical services, education, and employment.
- Ensuring access to these services involves the cooperation of agencies at many levels, including federal, state, county, local, as well as the business, nonprofit and faith-based communities.
- Collaboration and cooperation between all assisting organizations is essential to maximize resources and reach the broadest audience possible.
- Gaithersburg is committed to caring for the needs of its residents by facilitating collaborative partnerships, outsourcing for vital health and human services, implementing programs and initiatives to fill gaps in services, and addressing emerging community needs.

APPROACH

- Identify and monitor community needs by conducting regular assessments.
- Develop and maintain collaborative partnerships amongst all community stakeholders.
- In cooperation with other agencies and organizations, provide direct service and referrals to Gaithersburg residents in need.
- Administer contracts and grants and offer other means of support for nonprofits, schools and community-based organizations that are collaborating to meet community needs.
- Conduct community outreach and education through special events, workshops, cultural events, conferences, trainings, coalition meetings, and the promotion of volunteer opportunities.

GOALS	FY11	FY12 & BEYOND
1. Collaborate with community partners to ensure comprehensive, integrated, and quality service delivery.	SD11 – 1 Foster the delivery of basic human services for Gaithersburg residents through the support of nonprofit partners. Administer a contract program that uses a strategic, proactive and results-based approach to funding priority services. Ongoing Conduct a regular assessment of community needs using a multi-channel approach. Ongoing Foster relationships, collaborate on the delivery of service and provide information on City programs and initiatives by participating in and facilitating local and regional meetings. Ongoing	SD11 – 1 Aid the delivery of basic human services for Gaithersburg residents through the support of nonprofit partners. Administer a contract program that uses a strategic, proactive and results-based approach to funding priority services. Ongoing Conduct full analysis of the FY11 nonprofit contract program. Consider multi-year contracts if appropriate starting in FY13. Will be conducted after final contract reporting deadline of July 30, 2011. Conduct a regular assessment of community needs using a multi-channel approach. Ongoing Foster relationships, collaborate on the delivery of service and provide information on City programs and initiatives by participating in and facilitating local and regional meetings. Ongoing
2. Promote economic self-sufficiency for City residents.	SD11 – 2 Engage in initiatives to encourage the unbanked to use mainstream financial institutions through the Bank On program. Shared marketing agreement with San Francisco	SD11 – 2 Engage in financial literacy initiatives including Continue Bank On, educational workshops and VITA programs. Ongoing

GOALS	FY11	FY12 & BEYOND
	renewed for an additional. New comprehensive marketing piece underway. Expand initiatives in financial literacy in cooperation with Bank On partners and nonprofit organizations. Expanding class offerings through a partnership with Family Services Agency, Inc. and MD CASH Academy. Ensure ongoing access to income tax preparation assistance through local Volunteer Income Tax Assistance (VITA) program. Ongoing Coordinate a donation program to provide food, clothing and gifts to needy residents during the holiday season. City's Secret Santa program integrated with Holiday Giving in 2010. Developed new partnerships with SHARE Food Network and Toys for Tots Program. Administer and monitor the Positive Youth and Workforce Development Nonprofit Contract. Ongoing	Explore collaborative opportunities for business development training for new/home based entrepreneurs. Pending strategic initiative of Economic Development division. Coordinate a donation program to provide food, clothing and gifts to needy residents during the holiday season. Explore sponsorship and partnership opportunities with businesses, nonprofits and faith-based community to meet the increasing needs of the community. Administer and monitor the Workforce Development Nonprofit Contract to provide employment services. Positive Youth Development was made into a separate contract for FY12 RFP.
3. Provide services for the homeless through advocacy, outreach, shelter, and prevention services.	SD11 – 3 Administer and monitor the Homeless Assistance for Singles and Homeless Assistance for Families Nonprofit Contracts. Ongoing	SD11 – 3 Administer and monitor the Homeless Assistance for Singles and Homeless Assistance for Families Nonprofit Contracts. Ongoing

GOALS	FY11	FY12 & BEYOND
	Support homeless City residents in recovery from chemical addiction by operating the Wells/Robertson House transitional Program and the DeSillum House permanent housing program for Wells/Robertson graduates. Expanded available beds at DeSillum from 4 to 5 by transitioning staffing from a residential management to a case management model. Pursue grants and other funding opportunities to subsidize expenses for the Wells/Robertson House and DeSillum programs. Wells/Robertson Program once again received a \$128,247 grant through the HUD Continuum of Care program. Monitor homeless population, address local and regional needs and raise awareness of homeless issues by participating in local and regional initiatives	Support homeless City residents in recovery from chemical addiction by operating the Wells/Robertson House transitional Program and the DeSillum House Program permanent housing program for Wells/Robertson graduates. Ongoing Pursue grants and other funding opportunities to subsidize expenses for the Wells/Robertson House and DeSillum programs Ongoing Monitor homeless population, address local and regional needs and raise awareness of homeless issues by participating in local and regional initiatives. Ongoing
4. Provide access to safety net services including eviction prevention, emergency assistance and food.	SD11 – 4 Provide case management for City residents that participate in the County’s Supportive Housing program. County reimburses City for one resident under current contract. Prevent eviction and address emergency needs by administering and providing clinical oversight for a	SD – 4 Provide case management for City residents that participate in the County’s Supportive Housing program. Ongoing Prevent eviction and address emergency needs by administering and providing clinical oversight for a nonprofit Housing Counselor contract and federally-

GOALS	FY11	FY12 & BEYOND
	nonprofit Housing Counselor contract and federally-funded emergency assistance funds (CDGB). Ongoing Administer and monitor the Homeless Prevention and Emergency Assistance Nonprofit Contract. Ongoing. With Neighborhood Services Division, assist in eviction prevention and help ensure suitable housing through the City's Hoarding Task Force. Ongoing. Two public workshops held in calendar year 2011. Administer and monitor the Food Assistance Nonprofit Contract. Ongoing Pursue a continuum approach to addressing hunger and access to food by participating in an upcounty Food Policy Council. Assisted Family Services, Inc. with a grant proposal to USDA in Fall, 2010 to establish a Food Policy Council. Ensure access to food for young children by participating in a school lunch subsidy program for qualified City residents. Ongoing.	funded emergency assistance funds (CDGB). Contract in third and final year. Going out for bid in March '11, to be in place by the start of FY12. Administer and monitor the Housing and Emergency Assistance Nonprofit Contract. Title of the RFP contract changed in FY12 to more accurately reflect the services rendered. With Neighborhood Services Division, assist in eviction prevention and help ensure suitable housing through the City's Hoarding Task Force. Ongoing Administer and monitor the Food Assistance Nonprofit Contract. Ongoing Pursue a continuum approach to addressing hunger and access to food by participating in an upcounty Food Policy Council. Ongoing Ensure access to food for young children by participating in a school lunch subsidy program for qualified City residents. Ongoing

GOALS	FY11	FY12 & BEYOND
5. Ensure that the uninsured and underinsured have access to physical and mental health services.	SD11 – 5 Administer and monitor the Health Assistance and Mental Health Assistance Nonprofit Contracts for uninsured and underinsured. Ongoing Provide access to prescription drug discounts through the promotion and administration of the NLC Prescription Drug Program. Ongoing	SD11 – 5 Administer and monitor the Health Assistance and Mental Health Assistance Nonprofit Contracts for uninsured and underinsured. Ongoing Provide access to prescription drug discounts through the promotion and administration of the NLC Prescription Drug Program. Ongoing
6. Ensure that young people are provided educational enrichment supports and opportunities for positive social development.	SD11 – 6 Administer and monitor the Positive Youth and Workforce Development Nonprofit Contract. Ongoing Ensure service integration and collaboration with the various nonprofits serving Gaithersburg High School students. Youth Opportunities Coalition meetings held monthly. Foster educational success and parental involvement through the administration of a school grant program that uses a strategic, results-based approach to funding targeted community-based initiatives. Ongoing Conduct outreach, public awareness and collaboration initiatives that promote involvement,	SD11 – 6 Administer and monitor the Positive Youth Development Nonprofit Contract. Positive Youth Development was separated from Workforce Development for the FY12 RFP contracts. Ensure service integration and collaboration with the various nonprofits serving Gaithersburg High School students. Ongoing Foster educational achievement and parental involvement through the administration of a school grant program that uses a strategic, results-based approach to funding targeted, effective community-based initiatives. Ongoing

GOALS	FY11	FY12 & BEYOND
	engage the entire community, and recognize students for educational and personal achievement. Ongoing	Conduct outreach, public awareness and collaboration initiatives that promote involvement, engage the entire community, and recognize students for educational and personal achievement. Ongoing

CRITICAL MEASURES

FY2011 figures represent projections and/or budgeted figures

Community Outreach and Collaborative Partnerships

City-facilitated meetings with community health and human services stakeholders (i.e. landlords, schools, nonprofits, faith-based organizations, etc.)

- FY2011 – 10

Citizens participating and involved with collaboration meetings, conferences and cultural celebrations:

- FY 2011 – 2,300

Economic Self-Sufficiency

Residents Participating in VITA Program:

- 2010 – (2009 Tax Year) – 731
- 2011 – (2010 Tax Year) – TBD

Households Served through the Holiday Giving Program

- 2011 – 1,446

Citizens Provided Workforce Development Services

- 2011 – 1,220

Homeless Assistance

Homeless Advocate Street Outreach Hours

- FY2011 – 80

Citizens Served in the Homeless Assistance Contracts for Singles & Families

- FY2011 – 280

Number of Residents served in the Wells/Robertson and DeSellum House Programs

- FY2011 – 37

Safety-Net Services

Citizens Provided Interim Case Management and Resource and Referral

- FY2011 – 700

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Households Provided Emergency Rental Assistance Funds (Federally Funded CDBG)

- FY2011 – 25

Citizens Provided with Food Assistance

- FY2011 – 6,440

Mental Health and Physical Health Services

Uninsured/Underinsured Citizens Served through the Health Assistance Contract

- FY2011 – 700

Uninsured/Underinsured Citizens Served through the Mental Health Assistance Contract

- FY2011 – 140

Educational Enrichment and Positive Supports for Youth

Youth Served through the Positive Youth Development Nonprofit Contract

- FY2011 – 249

Youth Served via the Education Support Programs and Initiatives

- FY2011 – 2,000

Glossary

Definitions of terms used in the Operating Budget and Capital Improvements Program are listed below and on the pages that follow.

401 (a). City of Gaithersburg's Money Purchase Retirement Plan.

401 (a) Money Purchase Supplemental Retirement Plan. This retirement plan is available to 40 hour employees that have physically demanding jobs. This retirement plan has a gradual vesting schedule; and employees are fully vested after 10 years of service.

401 (k). City of Gaithersburg's salary deferral Savings Plan.

457 Plan. City of Gaithersburg's Deferred Compensation Plan

Accounting System. The total structure of records and procedures, which identify, record, classify, summarize, and report information on the financial position and results of operations of the City.

Accrual Basis of Accounting. The method of accounting where transactions are recognized when they occur, regardless of the timing of related cash flows.

ADA. Americans with Disabilities Act.

Ad Valorem. Imposed at a rate percent of property value.

Annexation. The incorporation of additional land within the domain of the City.

Appropriation. An authorization made by the Mayor and Council that permits City Departments to make expenditures of governmental resources for specific purposes within a specific time frame.

Assessable Base. The total value of all real and personal property in the City, which is used as a basis for levying taxes. Tax exempt property is excluded from the assessable base.

Assessed Valuation. A percent of appraisal value assigned to real estate and personal property for use as a basis of levying property taxes.

Assets. Resources owned or held by the City, which have a monetary value.

Balanced Budget. A budget that has revenues equal to expenditures.

Budget. A plan of financial operation comprised of an estimate of expenditures for a fiscal year and the means of financing those expenditures to fund City services.

Budget Year. The Fiscal year (July 1st through June 30th) for which the budget is adopted.

Glossary

CAFR. Comprehensive Annual Financial Report. The CAFR is the governmental unit's official annual report.

Capital Budget. The annual adoption by the Mayor and Council of project appropriations used for the acquisition or construction of major capital facilities. Capital budgets may include multi-year contracts for which a total appropriation covering several year's planned expenditures are required.

Capital Outlay. Expenditures which may result in the acquisition of, or addition to, fixed assets. Any item with an expected life of more than one year and a value of more than \$500 is considered a capital outlay.

Capital Improvements Program (CIP). The annual plan or schedule of project expenditures for public facilities and infrastructure with estimated project costs, sources of funding, and timing of work over a five-year period.

Community Development Block Grant (CDBG). A Federal grant program administered by the U. S. Department of Housing and Urban Development.

Constant Yield. The tax rate that maintains the revenue from property taxes at the same level as the prior year. This rate is computed by the State Department of Assessments and Taxation each year on the basis of the new, adjusted assessable base for each jurisdiction. New property appearing on the tax rolls for the first time is excluded from the calculation.

Contingency. Funds budgeted for use in unforeseen circumstances.

Department. A major administrative unit of the City which indicates overall management responsibility for an operation or group of related operations within a functional area.

Depreciation. An allocation made for the decrease in value of physical assets through wear, deterioration, or obsolescence.

Desellum. One of the oldest families in the City of Gaithersburg. The family owned a sod turf farm which was used at the White House and the land from which many of the City's neighborhoods were formed.

Distinguished Budget Presentation Award Program. A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

Division. An area of the governmental activity organized as an administrative or functional unit within a department.

Glossary

Encumbrance. Obligations incurred in the form of purchase orders, contracts, and similar items that will become payable when goods are delivered or services rendered.

Escrow. Money or a bond held by the City for fulfillment of certain conditions, or construction agreements.

Expenditure. An amount of money disbursed for the purchase of goods and services.

Fees and Credits. Income from any billable service or sale made by the City; for example, program registration fees, permit fees, and licenses.

Fiduciary Funds. The funds can not be used to support the government's own programs. It includes pension trust funds and agency funds.

Fiscal Year (FY). Any yearly accounting period, regardless of its relationship to a calendar year. The fiscal year for the City begins on July 1 of each year and ends on June 30 of the following year; it is designated by the calendar year in which it ends. For example, fiscal year 2011 begins on July 1, 2010, and ends on June 30, 2011.

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

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

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

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

Fund Balance. The excess of the assets of a fund over its liabilities.

Fund Balance – Reserved. The portion of fund balance which is segregated because it does not represent available financial resources. Typical examples are encumbrances, inventories, prepaid items, and long term receivables.

Fund Balance – Unreserved. The portion of fund balance in excess of the reserved amount.

Glossary

Fund Balance – Unreserved, Designated. Segregation of a portion of fund balance to indicate tentative plans or intentions for future financial resource use. The City of Gaithersburg uses this to show the amount of Fund Balance used for the subsequent year to balance the budget. In this budget document, it is entitled “Reappropriation.”

General Fixed Assets Account Group (GFAAG). A self-balancing group of accounts set up to account for the general fixed assets of a governmental unit.

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

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

The Governmental Accounting Standards Board (GASB). The independent agency established under the Financial Accounting Foundation in 1984 as the official body designated to set accounting and financial reporting standards for state and local governments.

The Governmental Accounting Standards Board Statement 34 (GASB34). GASB established a new financial reporting model for state and local governments in GASB Statement No. 34, Basic Financial Statements-and Management’s Discussion and Analysis-for the State and Local Governments.

The Governmental Accounting Standards Board Statement 45 (GASB45). GASB issued Statement 45 to provide more complete, reliable, and decision-useful financial reporting regarding the costs and financial obligations that governments incur when they provide postemployment benefits other than pensions (OPEB) as part of the compensation for services rendered by their employees.

Governmental Fund Types. These funds measure changes in financial position, rather than net income. The City includes the majority of its activities in the General Fund and the Capital Projects Fund.

Government Finance Officers Association (GFOA). An association of public finance professionals founded in 1906 as the Municipal Finance Officers Association.

Grant. A county, state, or federal financial assistance award making payment in cash or in kind for a specified program.

HVAC. Heating, Ventilation, and Air Conditioning.

ICMA. International City Manager’s Association.

Glossary

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

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

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

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

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

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

MHz. Megahertz.

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

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

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

N/A. Not available.

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

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

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

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

Glossary

Operating Transfer. Payments made from one operating fund to another as a contribution to defray the recipient fund's costs.

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

Other postemployment benefits (OPEB). Postemployment benefits provided by an employer to plan participants, beneficiaries and covered dependents through a plan or other arrangement that is separate from a plan to provide retirement income. OPEB also include postemployment health care benefits provided through a public employee retirement system or pension plan. In addition to postemployment health care benefits (such as illness, dental, vision and hearing), OPEB may include life insurance and disability income.

Pay-As-You-Go. Capital expenditures included in the Capital Improvements Program, which are fully funded by contributions from the General Fund, State Government or County Government.

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

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

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

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

Purchase Order. A document, which authorizes the delivery of specified merchandise or the rendering of certain services and the making of charge for them.

Reappropriation. Statutory action to continue the availability, whether for the same or different purposes, of all or part of the unobligated portion of a budget into the next fiscal year.

Resolution. A special or temporary order of the City Council; an order requiring less legal formality than an ordinance or statute.

Resources. The actual assets of the City, such as cash, taxes, receivables, land and buildings, including estimated revenues applying to the current fiscal year.

Revenue. Monies received or collected by the City as income, including such items as tax payments, fees, and receipts from other governments, fines, forfeitures, and interest income.

Glossary

Self-Insurance. Refers to the City's participation in the Montgomery County self-insurance fund. Self-insurance allows the City to closely realize the actual claim experience as well as pool insurance buying power with other participating agencies.

Stipend. A fixed and regular payment, such as a salary for services rendered or an allowance.

Storm Water Management. A means of controlling the quantity and quality of storm water runoff.

Strategic Plan. A plan adopted by the City Council which establishes a City government mission statement, a number of high priority strategic goals, and specific strategies and objectives required to achieve the goals.

Tangible Personal Properties. It is everything used in business and other income generating occupations, it includes: machinery, equipment, furniture and fixtures, but does not include real estate.

Tax Base. The part of the economy against which a tax is levied.

Tax Duplication. A state of affairs whereby both Montgomery County and the City of Gaithersburg levy property taxes on property in Gaithersburg to pay for services rendered by the City. The County makes a lump sum payment to the City as a mechanism for the alleviating the inequities otherwise created by the duplicate taxation.

Taxes. Mandatory charge levied by the City for purpose of financing services performed for the common benefit.

Tax Rate. The amount levied per \$100 of assessed property value, as determined by the State assessor, on property within the City of Gaithersburg.

Undesignated Fund Balance. Funds remaining from the prior year which are available for appropriation and expenditure in the current year.

User Fees. Charges for services, such as the use of public property, paid by those actually benefiting from the service.

Vision. A long-term desired end state.

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