



February 8, 2016

Darline D.H. Bell-Zuccarelli  
307 Woodland Road  
Gaithersburg, MD 20877

Re: Request for Public Information

Dear Ms. Bell-Zuccarelli:

The City received your written request on January 22, 2016, in which you requested certain records pursuant to the Maryland Public Information Act ("MPIA"), Annotated Code of Maryland, General Provisions Article, §4-101 *et. seq.* City staff has collected those records in our custody that are responsive to your request and you may inspect all of the records we have compiled as noted below.

In particular, you seek to inspect and copy all records in the City's custody and control pertaining to the following:

Regarding the Police Department:

1. How much has been spent or allocated to purchase, development, and opening of the new police department at 16 Summit Avenue. The information must include both direct and indirect costs, Direct costs being ALL funds spent or allocated directly for the design, acquisition, renovation, equipment, audio visual, and furnishing for the new facility and indirect to include funds spent or will be spent to support the development of the new facility.

Response: Documents responsive to your request are available for inspection and copying.

Regarding Homeless Services:

City of Gaithersburg • 31 South Summit Avenue, Gaithersburg, Maryland 20877-2038  
301-258-6300 • FAX 301-948-6149 • [cityhall@gaithersburgmd.gov](mailto:cityhall@gaithersburgmd.gov) • [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)

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CITY MANAGER  
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2. How many homeless individuals the city have been helped by the City's Homeless Services in the past five years. More importantly I would like to know exactly what has been spent over the past five years to support the homeless. The information should include both direct and indirect costs. Direct cost being funds spent directly to support individuals and indirect to include funds spent to support programs.

Response: The Wells-Robertson House has served 88 individuals during the time period relevant to this request. Additional homeless individuals are served through other City programs, including annual contracts with The Dwelling Place and Interfaith Works, which was budgeted as follows:

FY16: Families: \$44,099/Singles: \$79,102  
FY15: Families: \$44,520/Singles: \$75,135  
FY14: Families: \$52,922/Singles: \$77,457  
FY13: Families: \$50,000/Singles: \$80,000  
FY12: Families: \$40,000/Singles: \$85,000

Documents responsive to your request are available for inspection and copying.

Regarding the Gaithersburg Book Festival:

3. Response: Documents responsive to your request are available for inspection and copying.

The cost of search for and preparing the records for disclosure comes to \$781.78 which represents 17.25 hours of staff time at prorated hourly salaries of: \$207.26 for 5 hours of Department of Community and Public Relations staff, \$586.38 for 10 hours of Department of Finance staff, \$23.77 for 0.75 hours of Department of Parks, Recreation & Culture staff, \$27.49 for 0.5 hours of Department of Public Works staff; and \$82.21 for 1 hour of City Attorney time, which the first two hours provided free of charge. (Note that we have provided the two hours free of charge based on the highest hourly rates or a total of \$927.11 - \$82.21 - \$63.12 - \$ = \$781.78.)

You may also obtain copies of the records. The City charges a fee of \$0.20 per page for copies with the first 10 pages free. The documents available for inspection include 243 pages for a cost of \$46.60. If you prefer to receive the documents via email or on a CD there is a \$10.00 charge in lieu of the per page copy charge. If you wish to inspect the records that are available for inspection under the MPIOA, please call or email my Paralegal, Lauren Klingler, at 301-258-6310 or [lklingler@gaithersburgmd.gov](mailto:lklingler@gaithersburgmd.gov) to arrange for a mutually convenient time.

Pursuant to the MPIOA §4-362, you are entitled to seek judicial review of this decision. You also have the option to file a complaint with the Public Information Act Compliance Board concerning the amount of the fee charged pursuant to the MPIOA §4-1A-01 et seq., and may also refer any concerns about this decision to the Public Access Ombudsman pursuant to the MPIOA §4-1B-01, et seq. Should you have any questions about this letter, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "N. Lynn Board". The signature is written in a cursive, flowing style.

N. Lynn Board,  
City Attorney

cc Mayor and Council