

Position Grades and Classifications

Grade	Administrative - Position Classification
6	Watershed Specialist
7-8	Not used at this time
9	Swim Center Assistant; Transportation Aide
10	Inspection Aide; Golf Course Technician; Meter Services Technician; Second Assistant Golf Pro; Secretary I
11	Cashier; City Hall Facilities Manager; Copy Center and Mail Specialist; Family Services Aide; Fleet Service Mechanic; Parking Enforcement Officer
12	Accounts Payable Assistant I; Aquatics Facilities Operator; Fleet Clerk; Golf Course Equipment Mechanic/Operator; Maintenance Communications Operator; Payroll Assistant I; Photo Enforcement Analyst; Permit Technician; Records Management Clerk; Revenue Assistant I; Secretary II; Senior Center Facility Coordinator; Video Technician
13	Accounts Payable Assistant II; Assistant Facilities Engineer; Box Office Manager; Computer Operator; Facility Coordinator; Fleet Mechanic I; Inventory Services Specialist; Lead Photo Enforcement Analyst; Management Assistant; Parks Equipment Mechanic; Secretary/Bookkeeper; Secretary III; Sports Field Specialist
14	Administrative Assistant I; Assistant to the City Clerk; Community Outreach Worker; Crew Supervisor; Crime Analyst; Human Resources Assistant; Payroll Assistant II; Permit Technician; Photo Enforcement Supervisor; Police Equipment and Budget Coordinator; Revenue Assistant II; Special Operations Technician; Senior Services Fleet Supervisor; Water Treatment Plant Operator Trainee
15	Administrative Assistant II; Fleet Mechanic II; Housing Codes Inspector; Inventory Services Supervisor; Meter Services Supervisor; Neighborhood Services Officer; Operations Maintenance Crew Supervisor I; Parks Equipment Mechanic; Planning Technician; Printing Specialist I; Public Safety Communications Dispatcher; Sports Facilities and Athletic Fields Maintenance Supervisor
16	Administrative Support Coordinator; Aging in Place Specialist; Arts Programs Specialist; Assistant Community Center Supervisor; Events Specialist; Environmental Compliance Inspector I; Facilities Engineer; Graphics Specialist; Legal Secretary; Management Assistant; Planner I; Printing Specialist II; Recreation Program Specialist; Traffic and Signal Technician I; Transportation Planner I; Victim Advocate; Water Treatment Plant Operator; Web/Graphics Assistant; Zoning Inspector I

Grade	Administrative - Position Classification
17	Assistant Golf Course Superintendent; Associate Producer/Director; Buyer I; Cable TV Production Specialist II; Commercial Property Codes Inspector; Community Services Specialist; Construction Codes Inspector I; Construction Inspector I; Engineering Technician I; Environmental Technician; First Assistant Golf Pro; Fire Codes Inspector I; Forestry Crew Supervisor; Operations Maintenance Crew Supervisor II; Parks Maintenance Specialist; Public Information Specialist; Senior Citizens Fitness Specialist; Sports Programs Specialist; Theatre Production Specialist; Traffic and Signal Technician II ; Zoning Inspector II
18	Aquatics Facility Manager; Buyer II; Community Services Program Analyst; Community Services Program Coordinator; Community Services Referral Coordinator; Construction Codes Inspector II; Construction Inspector II; Engineering Technician II; Environmental Compliance Inspector II; Facilities Maintenance Specialist; Fleet Maintenance Supervisor; Fire Code Inspector II; Network and PC Support Specialist; Parking Enforcement Supervisor; Parks and Facilities Development Specialist; Payroll Supervisor; Permit Software Support Specialist; Program Support Coordinator; Sanitation Supervisor; Senior Center Wellness Coordinator; Special Operations Supervisor; Telecommunications Systems Administrator; Youth, Family, and Community Specialist I
19	Accountant; Aquatics Supervisor; Assistant Sports Programs Supervisor; Community Services Program Analyst; Construction Codes Specialist; Deputy City Clerk; Fire Codes Plans Examiner; Forestry Inspector; Network and Systems Administrator I; Parks and Facilities Administrative Supervisor; Planner II; PW Data and GIS Specialist; Rehabilitation Specialist; Senior Construction Inspector; Theater/Civic Center Supervisor; Transportation Planner II; Zoning Inspector II; Youth and Family Counselor
20	Assistant to the City Attorney; Civil Engineer I; Council Support Specialist; Health and Wellness Coordinator; Landlord/Tenant Specialist; Nature Center Supervisor; Network and Systems Administrator II; Outreach and Comm. Specialist I; Plans Examiner; Senior Sports & Fitness Supervisor; Teen Program Coordinator
21	Assistant City Forester; Community Center Supervisor; Community Planning and Development Services (CPDS) Administrator; Community Program/ Outreach Specialist II; Graphics/Printing Supervisor; Human Rights/Community Mediation Administrator; Neighborhood Resource Coordinator; Parks Maintenance Supervisor; Planner III; Public Works Administrator; Senior Citizens Recreation Coordinator; Support Services Coordinator

Position Grades and Classifications

Grade	Administrative - Position Classification
22	Arts Programs Supervisor; Civil Engineer II; Computer Analyst/Programmer; Coordinator of Senior Social Services; Environmental Specialist; Fire Codes Plans Examiner; Management and Budget Analyst; Operations Maintenance Assistant Superintendent; Recreation Programs Supervisor; Senior Accountant, Senior Citizen Support Services Supervisor; Sports Programs Supervisor; Transportation Engineer
23	Assistant to the City Manager; City Forester; Civic Center Superintendent; Community Planning and Development Services (CPDS) Specialist; Community Recreation Manager; Contracts Specialist; Financial Systems Senior Support Analyst; Fire Marshall; Fleet Manager; Golf Course Superintendent; Horticulturist; Human Resources Administrator; Network and PC Support Manager; Network Engineer; Parks and Facilities Development Manager; Parks Services Manager; Recreation Program Manager; Security and Application Administrator; Senior Center Program Manager; Senior Neighborhood Resource Coordinator; Special Events Manager; Supervisor of Community Enhancement and Code Enforcement; Supervisor of Inspection Services; Systems Analyst/Project Leader
24	Civil Engineer III; Community Services Manager; Cable Television Production Manager; GIS Manager; Principal Planner; Revenue Supervisor; Safety and Risk Manager; Security and Application Administrator; Station Manager; Stormwater Manager; Swim Center Superintendent, Transportation Engineer; Web Administrator
25	Community Projects Administrator; Facilities Property Manager; Senior Network Engineer; Senior Systems Analyst/Project Leader
26	Chief of Contract Management; Chief of Inspection Services; Community Development Program Manager; Purchasing Manager; Support Services Manager; Telecommunications and IT Operations Manager; Water Treatment Plant Superintendent
27	Assistant City Attorney; Budget and Finance Manager; Chief Engineer/Environment; Chief of Environmental Management; Chief Engineer/Transportation; Financial Accounting Manager; Financial Systems Manager; Operations Maintenance Superintendent; Chief of Long Range Planning and Redevelopment; Recreation and Parks Administration Manager; Superintendent of Parks and Facilities; Superintendent of Recreation
28	Chief of Planning
29	Not used at this time
30	Deputy Director of Utilities; Senior Assistant City Attorney

Grade	Recreation and Parks - Position Classification
1	Not used at this time
2	Activity Instructor I; Clerk II
3	Not used at this time
4	Clerk III; Facilities Supervisor II; Third Assistant Golf Pro
5	Bus Driver; Childcare After-School Director; Childcare Preschool Staff; Custodian III; Enrichment Club Leader; Groundskeeper; Kids Club Director; Kids Room Director; Program Assistant II
6	Lifeguard II; Personal Trainer; Program Assistant III
7	Childcare Asst Site Director; Head Swim Coach; Senior Outreach Worker II
8	Childcare Preschool Director; Childcare Program Assistant; Enrichment Club Director; Senior Swim Instructor
9	Not used at this time
10	Not used at this time

Grade	Senior Staff - Position Classification
SA I	Assistant City Manager; Communication Manager; Organizational Development Manager
SA II	Chief of Police; Director of Community Planning and Development Services; Chief Financial Officer; Chief Human Resources Officer; Chief Information Officer; Director of Public Works; Director of Recreation and Parks
SA III	Not used at this time

Grade	Mayor and Council Appointed Positions
N/A	City Attorney; City Clerk; City Manager

Admin., Recreation and Parks, Senior Admin. Pay Scales

Administrative Scale		
Pay Grade	Minimum Annual	Maximum Annual
6	26,803	43,386
7	28,143	45,556
8	29,551	47,833
9	31,028	50,225
10	32,580	52,736
11	34,208	55,373
12	35,919	58,142
13	37,715	61,049
14	39,601	64,101
15	41,581	67,306
16	43,660	70,672
17	45,843	74,205
18	48,135	77,916
19	50,542	81,811
20	53,069	85,902
21	55,722	90,197
22	58,508	94,707
23	61,434	99,442
24	64,505	104,414
25	67,730	109,635
26	71,117	115,117
27	74,673	120,873
28	78,406	126,916
29	82,327	133,262
30	86,443	139,925

Recreation and Parks Scale (hourly rates)		
Pay Grade	Minimum	Maximum
1	7.37	11.93
2	8.62	13.96
3	9.52	15.41
4	10.03	16.23
5	11.59	18.77
6	13.49	21.84
7	15.63	25.30
8	19.02	30.79
9	21.02	34.03
10	24.38	39.46

Senior Administrative Scale		
Pay Grade	Minimum Annual	Maximum Annual
SA I	98,179	148,355
SA II	103,088	155,772
SA III	108,242	163,561

AFSCME Union and Police Pay Scales

AFSCME Union Scale Employees

Grade	Position Classification	Grade Progression
1	Laborer	Step 1-12
2	Maintenance Worker	Step 1-12
2	Sanitation Worker	Step 2-12
3	Equipment Operator	Step 1-12
3	Sanitation Operator	Step 2-12
3	Traffic Maintenance Worker	Step 1-12
4	Facilities Maintenance Trades Worker	Step 1-12
4	Tree Climber	Step 2-12
5	Certified Tree Climber	Step 2-12

Grade	Step 1	Step 2	Step 3	Step 4
1	30,086	31,064	32,074	33,116
2	32,643	33,704	34,800	35,931
3	35,418	36,569	37,758	38,985
4	38,429	39,678	40,967	42,299
5	41,695	43,050	44,449	45,894

Grade	Step 5	Step 6	Step 7	Step 8
1	34,192	35,303	36,451	37,635
2	37,099	38,304	39,549	40,834
3	40,252	41,560	42,911	44,305
4	43,673	45,093	46,558	48,071
5	47,386	48,926	50,516	52,157

Grade	Step 9	Step 10	Step 11	Step 12
1	38,859	40,122	41,425	42,772
2	42,162	43,532	44,947	46,407
3	45,745	47,232	48,767	50,352
4	49,634	51,247	52,912	54,632
5	53,853	55,603	57,410	59,276

Police Scale Employees

Grade	Position Classification	Grade Progression
PO 1	Police Officer	Step 3-17
PO 2	Police Officer	Step 3-17
PO 3	Police Officer	Step 3-18
PO 4	Police Corporal	Step 3-18
PO 5	Not used at this time	Step 3-16
PO 6	Police Sergeant	Step 3-18
PO 9	Police Manager Lieutenant	Step 1-16
PO 10	Police Manager Captain	Step 1-16

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
PO 1	-	-	45,115	46,694	48,328	50,020	51,771	53,583	55,458
PO 2	-	-	47,371	49,029	50,745	52,521	54,359	56,262	58,231
PO 3	-	-	49,739	51,480	53,282	55,147	57,077	59,075	61,142
PO 4	-	-	52,226	54,054	55,946	57,904	59,931	62,029	64,200
PO 5	-	-	54,838	56,757	58,744	60,800	62,928	65,130	67,410
PO 6	-	-	57,580	59,595	61,681	63,840	66,074	68,387	70,780
PO 9	65,843	68,148	70,533	73,002	75,557	78,201	80,938	83,771	86,703
PO 10	70,718	73,193	75,755	78,406	81,151	83,991	86,931	89,973	93,122

Grade	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
PO 1	57,399	59,408	61,487	63,639	65,867	68,172	70,558	73,028	-
PO 2	60,269	62,378	64,562	66,821	69,160	71,581	74,086	76,679	-
PO 3	63,282	65,497	67,790	70,162	72,618	75,160	77,790	80,513	83,331
PO 4	66,447	68,772	71,179	73,671	76,249	78,918	81,680	84,539	87,497
PO 5	69,769	72,211	74,738	77,354	80,061	82,864	85,764	88,766	-
PO 6	73,257	75,821	78,475	81,222	84,064	87,007	90,052	93,204	96,466
PO 9	89,738	92,878	96,129	99,494	102,976	106,580	110,310	-	-
PO 10	96,382	99,755	103,246	106,860	110,600	114,471	118,478	-	-

Organizational Structure Listing

Below is the organizational structure for the City of Rockville. The organizational structure is broken down by Fund, by Department within the Fund, by Division and by Cost Center where appropriate. Each Division and Cost Center is assigned a number listed to the right of the column:

GENERAL FUND (110)	
Department of the City Attorney (400)	
Office of the City Attorney	0100
Department of Human Resources (450)	
Human Resources	2101
Safety & Risk Management	2102
Learning, Performance, & Development	2103
Employee Wellness Program	2104
Department of the Mayor and Council (500)	
Office of the Mayor and Council	0100
Office of the City Clerk	1100
Department of the City Manager (550)	
Executive Office	
Administration	0101
Management Systems & Intergovernmental Affairs	0102
Organizational Development	0103
Communication and Public Information	
Public Information Office (PIO)	1101
Website and Intranet	1102
Cable Television	0300
Graphics and Printing	1111
Neighborhood Resources Program	
Human Rights & Community Mediation	1201
Neighborhood Resource Program	1202
Department of Community Planning and Development Services (600)	
CPDS Executive	0100
CPDS Management and Support	
Administration and Support	0101
Housing	0200
Planning and Zoning	
Development Review	0300
Zoning Ordinance	0301
Historic Preservation	0302

GENERAL FUND (110) Continued	
Department of Community Planning and Development Services (600)	
Inspection Services	
Application, Processing & Permit Issuance	0501
Inspection & Code Enforcement	0502
Long-Range Planning and Implementation	
Long-Range Planning	0400
Department of Finance (700)	
Financial Administration	0100
Budget	0101
Accounting and Control	
Accounting and Audit	0200
Systems Support & Control	0800
Revenue	0300
Purchasing and Stockroom	
Purchasing and Contracts	0600
Stockroom	0700
Department of Information and Technology (750)	
I.T. Operations	0100
Voice Communications Operations	0400
GIS Operations	0500
Police Department (800)	
Office of the Chief of Police	
Management & Support	1001
Community Services Office	1002
Field Services Bureau	
Management & Support	1101
Patrol Teams	1102
Administrative Services Bureau	
Management & Support	1201
Public Safety Communications	1202
Special Operations Bureau	
Management & Support	1401
Neighborhood Services	1402
Redlight Camera	1405
Specialty Patrol/Investigations	1404
Codes Enforcement & Community Enhancement	1406

Organizational Structure Listing

GENERAL FUND (110) Continued	
Department of Public Works (850)	
Management and Support	0100
Contract Management	0201
Traffic and Transportation	
Protect Neighborhoods	0402
Mobility	0403
Accessibility	0404
Safety/Maintenance	0405
Engineering	
Development Review	3302
Engineering	3305
Environmental Management	
Environmental Management	9401
Operations and Maintenance	
Street Maintenance	0702
Snow and Ice Removal	0703
Fleet Services	0803
Department of Recreation and Parks (900)	
Recreation and Parks Administration	
Recreation and Parks Administration and Support	0101
Special Events	0150
Capital Projects	0105
Recreation Services	
Administration and Support	1001
Adult Sports	5061
Afterschool	2006
Arts	2021
Childcare	3115
Classes	3016
Outdoor Recreation	2017
Summer Playgrounds	2011
Summer Camps	3012
Teens	2008
Youth Sports	5062
Senior Citizen Services	
Senior Center Operations	4041
Senior Citizen Social Services	4043
Senior Citizen Recreation	4045
Senior Citizen Sports and Exercise	4047

GENERAL FUND (110) Continued	
Department of Recreation and Parks (900)	
Community Services	
Community Programs Administration	9100
Community Programs	9101
Youth and Family Services	9600
Linkages to Learning	9601
Facilities	
Civic Center Complex	1101
Croydon Creek Nature Center	2133
Facilities Maintenance Services	8511
Lincoln Park Community Center	2131
Swim Center	8601
Thomas Farm Community Center	2135
Twinbrook Community Recreation Center	2132
Park and Open Space	
Administration and Support	7501
Athletic Field Services	7531
Forestry Development Review	7520
Horticultural Services	7522
Parks East Services	7532
Parks West Services	7530
Right-of-Way Services	7533
Urban Forestry Maintenance	7521
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200
WATER FUND (210)	
Department of Finance (700)	
Revenue	0300
Department of Public Works (850)	
Contract Management	0201
Engineering	
Development Review	3302
Water and Sewer Utility Projects	3304
Engineering	3305

Organizational Structure Listing

WATER FUND (210) Continued	
Department of Public Works (850)	
Fleet Services	0803
Operations and Maintenance	
Water Systems Maintenance	0502
Management and Support	
Management and Support	0100
Water Treatment Plant	0901
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

SEWER FUND (220)	
Department of Public Works (850)	
Contract Management	0201
Engineering	
Development Review	3302
Water and Sewer Utility Projects	3304
Engineering	3305
Fleet Services	0803
Management and Support	
Sewage Disposal	0300
Operations and Maintenance	
Sanitary Sewer Systems Maintenance	0602
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

REFUSE FUND (230)	
Department of the Mayor and Council (500)	
City Attorney's Office	0500
Department of Public Works (850)	
Fleet Services	0803

REFUSE FUND (230) Continued	
Department of Public Works (850)	
Environmental Management	
Refuse Collection	1702
Recycling Collection	1703
Yardwaste Collection	1704
Leaf Collection	1705
Special Collection	1706

PARKING FUND (320)	
Police Department (800)	
Special Operations Bureau	
Parking Enforcement Services	1403
Department of Public Works (850)	
Fleet Services	0803
Department of Recreation and Parks (900)	
Facilities	
Town Center Parking Garages	8511
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

STORMWATER MANAGEMENT FUND (330)	
Department of the Mayor and Council (500)	
City Attorney's Office	0500
Department of Public Works (850)	
Contract Management	0201
Engineering	
Development Review	3302
Stormwater Resources	3303
Engineering	3305

Organizational Structure Listing

STORMWATER MANAGEMENT FUND (330) Continued	
Department of Public Works (850)	
Fleet Services	0803
Environmental Management	
Environmental Management	9401
Operations and Maintenance	
Stormwater Maintenance	0603
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

GOLF FUND (340)	
Department of Recreation and Parks (900)	
Fleet Services	0803
RedGate Golf Course	
Course Operations	3401
Clubhouse Services	3402
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

SPECIAL ACTIVITIES FUND (350)	
Department of the City Manager (550)	
Cable TV Equipment Fund	7401
Department of Community Planning and Development Services (600)	
Housing Opportunities	6801
Department of Public Works (850)	
Transportation Demand Management	6501
Department of Recreation and Parks (900)	
Recreation and Parks Administration	
Bike Program Fund	6701
Recreation Services	
Recreation Fund	6001
Art in Public Architecture	7601
Art in Public Places	7701
Friends of the Arts	6601
Senior Citizens Services	
Senior Assistance Fund	6201
Community Services	
Holiday Drive	6301

SPECIAL ACTIVITIES FUND (350) Continued	
Department of Recreation and Parks (900)	
Community Services	
REAP Endowment Fund	6401
Facilities	
Glenview Mansion Fund	6101
Nature Center Fund	7101
Parks and Open Space	
Forest and Tree Preservation	6901
Park Maintenance Fund	7301
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

CDBG FUND (360)	
Department of Community Planning and Development Services (600)	
CPDS Management and Support	
CDBG Year 33	33xx
CDBG Year 34	34xx

TOWN CENTER MANAGEMENT FUND (370)	
Department of Recreation and Parks (900)	
Town Center Management District	8503

SPEED CAMERA FUND (380)	
Police Department (800)	
Special Operations Bureau	
Speed Camera Officers	1404
Speed Camera	1407
Department of Public Works (850)	
Fleet Services	0803
Engineering	
Engineering	3305
Non-Departmental (950)	
Other Charges	0100

DEBT SERVICE FUND (550)	
Non-Departmental (950)	
Other Charges	0100
Debt Service	0200

Non-Routine Capital Improvement Program (CIP) Projects

The following charts contain the non-routine CIP projects as listed in the FY10 CIP budget (for more detail please see separate CIP document). The projects are listed by program area with the FY10 budget appropriation. These projects are consistent with the Mayor and Council Vision for FY10 and focus on pedestrian safety and infrastructure improvements. Non-routine CIP projects are defined as projects that are not ongoing or routine, but are one-time infrastructure improvements.

Recreation and Parks Program Area		
Project	Approps	Fund
College Gardens Park Improv.	782,125	CP
F. Scott Fitzgerald Theatre	270,177	CP
Fallsgrove Park	633,334	CP, PO
HVAC Replacement	367,686	CP
King Farm "Farmstead" Park	75,185	CP
Maryvale Park Improvements	50,460	CP
Mattie J. T. Stepanek Park	1,393,817	CP, PO
Park Pedestrian Bridge Replace.	26,943	CP, PO
Pedestrian Bikeway Sys. Improv.	1,448,664	CP, SP
Playground Equip. Replacement	772,245	CP
Pumphouse Facility Improv.	453,314	CP
RedGate Golf Course Improv.	180,098	O
Roofing Replacement	140,000	CP
Senior Center Improv.	2,668,267	CP,O
Swim Center Improv.	723,497	CP
Swim Center -- Meet/Fit	122,669	CP, PO
Thomas Farm Community Cntr	132,255	CP, PO
Veirs Mill Road Streetscape	91,497	CP
Total	10,332,233	

Utilities Program Area		
Project	Approps	Fund
Air Release Valve	270,271	W
Blue Plains Wastewater Plant	2,467,461	S
Lewis Wat. Main Upg.— Phase I	194,809	W
Meter Replacement — Comm.	447,758	W
Meter Replacement — Resid.	1,599,289	W
Pump Stations Upgrade	134,812	S
SCADA Assessment	100,000	W
Sewer Main Rehabilitation	1,540,222	S
Sewer Rehab — Cabin John	474,982	S
Sewer Rehab — Watts Branch	501,928	S
Southlawn Lane Sewer Main	258,299	S
Southlawn Lane Water Main	169,995	W
Water Distribution Study	92,093	W
Water Main Rehabilitation	6,981,730	W
Water Plant — Generator	312,889	W
Water Plant Maint. and Repair	631,656	W
Water Plant Upgrades	3,897,518	W
Water Tank Upgrades	759,615	W
Total	20,835,327	

Stormwater Management Program Area		
Project	Approps	Fund
College Gardens Park — SWM	636,300	SWM
Glenora Tributary — Middle	100,000	SWM
Horizon Hill Park — SWM	245,000	SWM
Lakewood — SWM	198,000	CP, SWM
Storm Sewer Rehabilitation	637,603	CP, SWM
Woodley Gardens — Stream	171,514	SWM
Total	1,988,417	

General Government Program Area		
Project	Approps	Fund
City Hall Improvement	411,290	CP
Gude Drive Facility Improv.	5,971,221	CP
Police Station	6,566,883	CP
Police Technology	185,290	CP
Recycling/Refuse Carts	876,445	O
Rockville Arts and Innov. Cntr	1,163,842	CP
Town Center -- Parking Facilities	1,527,038	O
Town Square -- Public Improv.	2,326,889	CP
Vehicles for City Use	2,961,710	CP, W, S, SWM, O, SP
Total	21,990,608	

Transportation Program Area		
Projects	Approps	Fund
Accessible Pedestrian Signals	750,000	SP
Battery Back-up Systems	105,000	SP
Bus Shelters	42,693	CP
Illuminated Street Name Signs	65,000	SP
Rockville Intermodal Access	4,000,000	CP
Sidewalks	1,327,535	CP,SP
Traffic Controls: Citywide	473,368	O
Transportation Improvements	861,659	O
West Montgomery Alley	146,265	CP
Total	7,771,520	

Key	
CP	Capital Projects Fund
W	Water Fund
SWM	Stormwater Management Fund
PO	POS Grant
O	Other (includes Refuse, Parking and Golf)
S	Sewer Fund
SP	Speed Camera Fund

Glossary

Definitions of terms used in this book are listed below and on the pages that follow.

Accounting System – The total structure of records and procedures that identify, record, classify, summarize, and report information on the financial position and results of operations of a government.

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. This federal act gives civil rights protections to individuals with disabilities; similar to those provided to individuals on the basis of race, sex, national origin, and religion.

AFSCME – American Federation of State, County and Municipal Employees. Largest public employee and health care workers union in the United States.

Annexation – The incorporation of additional territory 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.

APWA – American Public Works Association.

Art in Public Architecture — An ordinance devoted to the furtherance of art intended to beautify the City. This ordinance identifies construction projects within the City in which an amount is reserved for permanent artwork at the site. Additional details regarding this ordinance can be found in chapter four of the Rockville City Code.

ASCE – American Society of Civil Engineers.

Assessed Valuation – A percent of appraisal value assigned to real estate and certain personal property for use as a basis for levying property taxes.

A Ten-year Storm – Refers to the frequency of rainfall in a given duration (from 30 minutes to 24 hours). If rainfall exceeds the given amount for that duration period then the storm is bigger than the typical drainage system can handle.

AWWA – American Water Works Association.

Balanced Budget – A budget that has operating revenues equal to operating expenditures.

Bond – A written promise to pay a designated sum of money (called the principal), at a specific date in the future, together with periodic interest at a specified rate. In the Operating Budget, these payments are identified as debt service. Bonds are generally used to obtain long-term financing for capital improvements.

Bond Anticipation Notes – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Bonds Issued – Bonds sold.

Bond Rating – A rating that indicates the probability of timely repayment of principal and interest on bonds issued.

Budget – A plan of financial operation comprised of an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures to fund City services in accordance with adopted policy.

Budget Year – The fiscal year for which the budget is being considered.

Bulletin Board Programming – On-screen text graphics that run throughout Rockville 11 programming that inform viewers about City services, programs and events.

Capital Budget – The annual adoption by the Mayor and Council of project appropriations. Project appropriations are for the amount necessary to carry out a capital project's expenditure plan, including multi-year contracts for which a total appropriation covering several years planned expenditures may be required.

Capital Improvements Program (CIP) – The annual updated 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. For financial planning and general management, the CIP is a plan of work and expenditures, and is the basis for annual appropriations and bond issues.

Capital Outlays – Expenditures that result in the acquisition of or addition to fixed assets. Any item with an expected life of three or more years and a value of more than \$5,000, such as an automobile, truck, or furniture, is categorized as a capital outlay.

Glossary

Capital Project – A governmental effort involving expenditures and funding for the creation of usually permanent facilities and other public assets having a relatively long life. Certain planning studies, consultant fees, City staff charges, and major equipment, furniture, and fixtures necessary to make facilities operational also may be considered part of capital projects.

Capital Projects Fund – A governmental fund used to account for general capital construction including streets, parks, and public buildings.

CIP – See Capital Improvements Program.

Citizen Service Request (CSR) – A request from the community for information and/or assistance with a City service or program that comes into the City Manager's Office or the Office of the Mayor and Council.

Client-Server – A computing platform where desktop personal computers (PCs), known as clients, access large pools of information stored on high-speed data servers. User interaction takes place at the PC, typically through graphical interfaces such as Windows. The server manages information storage. This approach combines the PC's innovation and ease-of-use with access to large pools of data traditionally associated with mainframe computers.

CPDS – The Department of Community Planning and Development Services is a department within the City's organizational structure.

Current Year – The fiscal year that is prior to the budget year.

DCWASA – District of Columbia Water and Sewer Authority

Debt Issuance – The sale or issuance of any type of debt instrument, such as bonds.

Debt Limit – The statutory or constitutional maximum debt that an issuer can legally incur.

Debt Ratios – The ratios that provide measures of assessing debt load and ability to repay debt, which play a part in the determination of credit ratings. They also are used to evaluate the City's debt position over time and against its own standards and policies.

Debt Service – The payment of interest on and repayment of principal on borrowed funds. The term also may be used to refer to payment of interest alone.

Debt Service Fund – A governmental fund that accounts for the payment of principal and interest on the general long-term debt of the City.

Deficit – The amount by which a government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.

Department – A major administrative unit of the City that indicates overall management responsibility for an operation or a 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.

Disbursement – The expenditure of monies from an account.

Disinfectants and Disinfection By-Product Rule (Stage 1 D/BPR) – The Stage 1 Disinfection By-Product Rule (Stage 1 D/BPR) regulates specific chemical contaminants in drinking water. The Stage 1 D/BPR (effective in 2004) focuses on regulation and control of the chemical contaminants classes known as Disinfection By-Products (DBPs). This rule requires sampling for DBPs, but allowed the samples to be averaged across the entire water distribution system.

Disinfectants and Disinfection By-Product Rule (Stage 2 D/BPR) – The Stage 2 Disinfection By-Product Rule (Stage 2 D/BPR) regulates specific chemical contaminants in drinking water. The Stage 2 D/BPR (effective in 2013 for the City of Rockville) strengthens the Stage 1 D/BPR by providing specific guidance on where to draw water samples from the distribution system to ensure samples are drawn from areas with greater potential for DBP formation. The goal of this U.S. EPA regulation was to protect public health by limiting exposure to these DBPs. An additional component of the Stage 2 D/BPR is that the sample data must be averaged at each sample location for four consecutive quarters (called a locational running annual average).

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 – A categorization of organizational unit, indicating management responsibility for an operation or a group of related operations within a functional area, subordinate to the department level of organizational unit.

Glossary

Encumbrance – A firm commitment to pay for future goods and services formally documented with a contract or agreement that may extend over more than one budget year. Both encumbrances and planned expenditures on a project must fit within an agency's appropriation.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to a private business, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City's enterprise funds include Water Facility, Sewer, Refuse, Parking, Stormwater Management (SWM), and RedGate Golf Course.

Expenditure (Governmental funds) – The issuance of checks, disbursement of cash, or electronic transfer of funds made to liquidate an obligation. Where accounts are kept on an expense accrual or modified expenditure accrual basis, expenditures are recognized whether or not cash payments have been made. Where accounts are kept on a cash basis, they are recognized only when cash payments have been made.

Expense (Enterprise funds) – The outflow of assets or incurrence of liabilities (or both) during a period as a result of rendering services, delivering or producing goods, or carrying out other normal operating activities.

Fees and Credits – Income resulting from a billing for services or a sale made by the City. For example, athletic program registration fees, building permit fees, and animal licenses.

Fiscal Policy – The City's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides a set of principles for the planning and programming of government budgets and their funding.

Fiscal Year (FY) – A twelve-month accounting period that has no 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, FY10 begins on July 1, 2009, and ends on June 30, 2010.

Fixed Assets – Assets of a long-term character which are intended to continue to be held and used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

Full Faith and Credit – A pledge of the City's taxing power to repay debt obligations.

Full-Time Equivalent (FTE) – A measure of authorized personnel calculated by dividing hours of work per year by the number of hours worked per year by a full-time employee.

Fund – A fiscal entity with revenues and expenses that are segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations and constituting an independent fiscal and accounting entity.

Fund Balance – The cumulative difference between revenues and expenditures over the life of a fund. This is used for the City's governmental funds.

FY – See Fiscal Year.

GAAP – See Generally Accepted Accounting Principles.

GASB – See Governmental Accounting Standards Board.

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.

General Government Program Area – The section in the CIP that focuses on: construction, renovation, and replacement of City-owned facilities; enhancements to the City's information and communications systems; development of the central business district; enhancement of the gateways to the City; and other projects that do not clearly fit into one of the other program areas of the CIP.

General Obligation Bonds – The type of bonds that are backed by the full faith and credit of the issuing government.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

GFOA – Government Finance Officers Association.

GIS – Geographic Information Systems provide geographic and mapping data.

Glossary

Golf Fund – An enterprise fund used to account for the financial activity associated with the City's public golf course. Also called the RedGate Golf Course Fund.

Governmental Accounting Standards Board (GASB) – This organization was established as an arm of the Financial Accounting Foundation in April 1984 to promulgate standards of financial accounting and reporting with respect to activities and transactions of state and local governmental entities.

Governmental Fund – The funds through which most government functions are financed. The City's governmental funds are the General, Debt Service, Capital Projects, and Special Revenue Funds.

Grant – County, State, or Federal funding in cash or in kind used for a specified program.

Gross Bonded Debt – The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.

HVAC – Heating, ventilation, and air conditioning equipment.

I-net – Institutional network. The I-net is a fiber optic network linking key City facilities to enable/enhance telephone, data and video communications

I/I – Inflow and infiltration process for the sanitary sewer and stormwater management projects.

Infrastructure – The physical assets of a city (streets, water, sewer, public buildings, and/or parks) upon which the continuance and growth of a community depend.

Interfund Operating Transfers – Payments made from one operating fund to another as a contribution to defray a portion of the recipient fund's costs.

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

Intranet – Internal network, similar to the Internet, except access is limited to an organization's internal members.

IT – Department of Information and Technology.

ITE – Institute of Transportation Engineers.

LEED – The Leadership in Energy and Environmental Design (LEED) Green Building Rating System was developed by the U.S. Green Building Council. LEED is a third-party certification program and is the nationally accepted benchmark for the design, construction and operation of high performance green buildings.

Levy – (Verb) To impose taxes or special assessments for the support of governmental activities. (Noun) A tax or special assessment imposed by a government.

Liabilities – Debts or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

Long-Term Debt – A type of debt with a maturity date of greater than one year after the date of issuance.

Long-Term 2 Enhanced Surface Water Treatment Rule (LT2 Rule) – LT2 regulations are part of a group of EPA regulations focused on regulation and control of the microbial contaminants, such as Legionella and Giardia lamblia and Cryptosporidium. Based on the level of vulnerability of the water supply to the contaminants, systems will be required to implement additional treatment processes. LT2 is effective in 2013 for the City of Rockville.

Lost Time – Percent based on available work time per employee less sick leave, family sick leave, disability leave, and leave without pay divided by available work time per employee.

Maryland Public Information Act (MPIA) Request -- A request made by any citizen for access to government records as granted under the Maryland Public Information Act.

Matured Bonds Payable – A liability account reflecting unpaid bonds that have reached or passed their maturity date.

MC-MAPS – A consortium of government organizations within Montgomery County, Maryland to share information, enforce standards, and promote the development of GIS information and layers.

MDE – Maryland Department of the Environment.

MGD – Million gallons per day.

MNCPPC – Maryland National Capital Park and Planning Commission.

Glossary

Modified Accrual Basis of Accounting – The accrual basis of accounting adapted to the governmental fund type. It is a modified version of the full accrual basis of accounting in that it, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

MPDU – Moderately Priced Dwelling Unit.

Net Bonded Debt – Gross bonded debt less any cash or other assets available and earmarked for its retirement.

NFPA – National Fire Protection Association.

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

NPDES – National Pollutant Discharge Elimination System; requirements imposed through the Clean Water Act.

NRCS – Natural Resource Conservation Service.

Objective – The desired output-oriented activities that can be measured and achieved within a given time frame such as the current fiscal year. Achievement of the objective advances an organization toward a corresponding long-range goal.

Obligations – Amounts that a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

Operating Expenditures – Costs other than expenditures for personnel directly employed by the City (salaries, wages, and fringe benefits) and capital outlays. Examples of operating expenditures include office supplies, telephone expense, consulting or professional services, travel expenses, and contracts.

Ordinance – A formal legislative enactment by the governing board of a municipality. 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 municipality to which it applies. The difference between an ordinance and resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be enacted by ordinance and those which may be enacted by resolution.

Overlapping Debt – The proportionate share of the debts of local governments located wholly or in part within the limits of the reporting government that must be borne by property within each government.

Parking Fund – The enterprise fund used to account for the revenue and expenses from parking related activities, including the issuance of parking tickets, the parking meter program, and costs associated with the planning, design, construction, and operation of parking garages in Town Center.

Parks, Recreation and Open Space (PROS) Plan – A long-range policy document that sets overall goals and objectives for the Department of Recreation and Parks for the next 5 to 20 years.

Pay-As-You-Go (or pay-go) – Capital expenditures included in the CIP, which are funded by a contribution from an operating fund.

PC – Personal Computer.

Per Capita – Per unit of population; by or for each person.

Pepco – Potomac Electric Power Company.

Personnel (Costs) – Expenditures that include salary costs for full-time, part-time, temporary, and contract employees, overtime expenses, and all associated fringe benefits.

Prior Year(s) – The fiscal year(s) preceding the current year.

PRI – Primary Rate Interface, an integrated services digital network.

Program Area – CIP projects with a common focus. The five program areas in the City's CIP are: Recreation and Parks; Transportation; Water Resources; Utilities; and General Government.

Projections – The estimate of budget authority, outlays, receipts, or other amounts extending several years into the future. Projections generally are intended to indicate the budgetary implications of existing or proposed programs.

Property Tax – A tax levied on all real and certain personal property, tangible and intangible, according to the property's assessed valuation. The power to impose and collect property taxes is given to the Mayor and Council in Article IV, Section 1 of the City Charter.

Glossary

Reappropriation Ordinance – Changes made to the appropriation ordinance during the fiscal year to reflect encumbered amounts added to the current budget from the prior fiscal year and adjustments to revenues and expenditures.

Receipts – Collections from the public based on a government's exercise of its sovereign powers. Governmental receipts consist of receipts from taxes, court fines, gifts and contributions, and compulsory licenses.

Recreation and Parks Program Area – The section of the CIP focused on projects that provide for an environment where citizens can enjoy nature and leisure time activities.

RedGate Golf Course Fund – See Golf Fund.

Refuse Fund – An enterprise fund used to account for the financial activity associated with the collection and disposal of refuse and yard waste.

Regional Stormwater Management (SWM) Participation – Fees paid by developers based on the amount of impervious area to be developed to finance the City's construction and maintenance of facilities.

Regular Employee – An employee who is hired to fill a position anticipated to have continuous service duration of longer than one year, whose compensation is derived from the City's Administrative, Police, or Union classification tables, and whose position is established in the Position Control System.

Reimbursement – A sum (1) that is received by the government as a repayment for commodities sold or services furnished either to the public or to another government account and (2) that is authorized by law to be credited directly to specific appropriation and fund accounts.

Repurchase Agreement – An agreement in which a governmental entity transfers cash to a broker-dealer or financial institution; the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities.

Resolution – A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

Retained Earnings – The increase or decrease to net assets of an enterprise fund reduced by amounts transferred to capital accounts.

Revenue – Monies received or collected by the City as income, including such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, shared revenues, and interest income.

Revenue Anticipation Notes – Notes (sometimes called warrants) issued in anticipation of collection of non-tax revenues, retired after the collection of such revenues.

Revenue Bonds – The type of bonds where principal and interest payments are payable exclusively from the earnings from an enterprise fund. In addition to a pledge of revenues, such bonds sometimes contain mortgages on enterprise fund property.

RFP – Request for Proposals. Federal mandate to request proposals from potential contractors for outsourced government services.

RHE – Rockville Housing Enterprises.

RockNet – Rockville Community Electronic Network.

SDWA – Safe Drinking Water Act.

Sewer Fund – An enterprise fund used to account for the financial activity associated with the collection and treatment of sewage.

SHA – State Highway Administration.

Special Activities Fund – A fund in the governmental fund type used to account for funds earmarked for various purposes such as to assist financially disadvantaged citizens to participate in City programs, to enhance the historic Glenview Mansion, or to enhance the Citywide Bike Program.

Special Assessment – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund – A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes. The City's special revenue funds are the Special Activities Fund, the Community Development Block Grant Fund, and the Town Center Management Fund.

Speed Camera Fund – A fund used to account for proceeds of the City's Speed Camera revenues that are restricted by law, and are to be used for new traffic or pedestrian safety expenditures.

SQL/Server – Database for transaction processing.

SSSES – Sanitary Sewer Evaluation Study (SSSES).

Glossary

Stormwater Management (SWM) – A means of controlling the quantity and quality of stormwater runoff flowing downstream. SWM can refer to structural practices such as underground storage facilities, dams for retention, and detention facilities, or it can refer to non-structural practices such as lower density of development and wider stream buffers.

Stormwater Management Fund – An enterprise fund used to account for costs of maintaining existing stormwater management facilities and the construction of new facilities.

Stormwater Management Program Area – The section in the CIP focused on projects that provide for the preservation, restoration, and care of the City's natural and man-made physical resources, specifically through stormwater management and stream restoration.

Structural Deficit – When annual budgeted expenditures exceed annual budgeted revenues in a given fiscal year.

Surplus – The amount by which the City's budget actual receipts exceed its budget actual outlays for a given period, usually a fiscal year.

SWM – See Stormwater Management. This is a division of the Department of Public Works.

Tax Anticipation Notes – Notes, sometimes called warrants, issued in anticipation of collection of taxes, retired from tax collections, and frequently from the proceeds of the tax levy whose collection they anticipate.

Tax Base – All forms of wealth under the City's jurisdiction that are taxable.

Tax Duplication – A state of affairs whereby both Montgomery County and the City of Rockville levy property taxes on property in Rockville to pay for services rendered by the City. The County makes a lump sum payment to the City as a mechanism for alleviating the inequities otherwise created by the duplicate taxation.

Tax Rate – The amount levied per \$100 of assessed property value, as determined by the State assessor, on property within the City of Rockville. The Mayor and Council establish the tax rate each year in order to finance General Fund activities.

TDD – Telecommunications Device for the Deaf.

Telecommunications – Communicating by electronic or electric means.

Temporary Employee – An employee who is hired to fill a position anticipated to have continuous service duration of less than one year, whose compensation is not derived from the City's Administrative, Police, Union, or Recreation and Parks classification tables, and whose position is not established in the Position Control System. These employees do not receive fringe benefits.

TMDL – Total Maximum Daily Loads. Requirements imposed through the Clean Water Act.

Transfer – Shifting of all or parts of the budget authority in one appropriation or fund account to another as specifically authorized by law.

Transportation Program Area – The section in the CIP focused on projects that provide for the maintenance and construction of public ways and participation in the planning of mass transit.

Unaccounted for Water – A measure of the amount of water produced (gallons) less the total water metered (gallons). Water produced is measured at the City's Water Treatment Plant. Metered water is comprised of billed, unbilled water usage and estimates based on field operations. Unaccounted for water is tracked to identify infrastructure and/or areas to target for maintenance and repair.

Undesignated Fund Balance – Funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

Unreserved Fund Balance – That portion of a fund balance for which no binding commitments have been made.

User Fees – Payments for direct receipt of a public service by the party benefiting from the service. Also known as user charges.

Utilities Program Area – The section in the CIP focused on projects that provide for the planning, study, design and construction of water projects to provide adequate and safe water for consumption and fire suppression.

Waiver Fees – See Regional SWM Participation.

Water Fund – An enterprise fund used to account for the financial activities associated with the treatment and distribution of potable water.

Working Capital – A term used to describe the unreserved fund balance calculated by subtracting current liabilities from current assets. This is used for the City's enterprise funds.

WSSC – Washington Suburban Sanitary Commission.

Glossary

Zoning – The partitioning of a city, borough, or township by ordinance into sections reserved for different purposes (i.e. residential, offices, manufacturing).

Index

The Budget Book is divided into sections numbered from 1 to 16. Each divider tab has a section number. The sections are as follows: 1 – Executive Summary, 2 – Policies and Goals, 3 – Fund Summaries, 4 – Five-Year Forecast, 5 – Mayor and Council, 6 – City Attorney, 7 – City Manager, 8 – Community Planning and Development Services, 9 – Finance, 10 – Human Resources, 11 – Information and Technology, 12 – Police, 13 – Public Works, 14 – Recreation and Parks, 15 – General Government, 16 – Appendix. To find an item please use the first number in the sequence to identify the section and the second number to identify the page number in that section.

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