

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 I; Golf Course Technician; Meter Services Technician; Second Assistant Golf Pro; Secretary I |
| 11 | City Hall Facilities Manager; Copy Center and Mail Specialist; 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; Data Specialist; Facility Coordinator; Fleet Mechanic I; Inventory Services Specialist; 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; Human Resources Associate; Legal Secretary; Management Assistant; Planner I; Printing Specialist II; Recreation Program Specialist; Traffic Signal and Lighting Technician I; Transportation Planner I; Victim Advocate; Water Treatment Plant Operator; Web/Graphics Assistant |

| 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 Signal and Lighting Technician II; Zoning Inspector I |
| 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 I; 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; Construction Inspection Supervisor; 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 Coord. |

Position Grades and Classifications

| Grade | Administrative - Position Classification |
|-------|--|
| 22 | Arts Programs Supervisor; Civil Engineer II; Computer Analyst/Programmer; 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; Civil Engineer III; 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; Loss Control 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; Systems Analyst/Project Leader |
| 24 | Community Services Manager; Cable Television Production Manager; GIS Manager; Principal Planner; Revenue Supervisor; Safety and Risk Manager; Security and Application Administrator; Station Manager; Swim Center Superintendent, Transportation Engineer; Web Administrator |
| 25 | Community Development Projects Administrator; Engineering Supervisor; Facilities Property Manager; Senior Network Engineer; Senior Systems Analyst/Project Leader; Stormwater Manager |
| 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 Preschool Staff; Custodian III; Enrichment Club Leader; Groundskeeper; Kids Club Director; Program Assistant II |
| 6 | Lifeguard II; Personal Trainer; Program Assistant III |
| 7 | Head Swim Coach; Senior Outreach Worker II |
| 8 | Childcare Preschool Director; 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 |
| Rockville Economic Development, Inc. (REDI) | 0104 |
| 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 |
| Long-Range Planning and Implementation | |
| Long-Range Planning and Implementation | 0400 |
| Planning and Zoning | |
| Development Review | 0300 |
| Zoning | 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 |
| Housing | |
| Administration and Support | 0101 |
| Housing | 0200 |
| 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 | 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 / Evidence Function | 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 | |
| Administration | 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 Support Services | 4043 |
| Senior Citizen Recreation | 4045 |
| Senior Citizen Sports and Fitness | 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 |
| East Parks Services | 7532 |
| West Parks 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) | |
| Management and Support | |
| Management and Support | 0100 |
| Water Treatment Plant | 0901 |
| Contract Management | 0201 |

Organizational Structure Listing

| WATER FUND (210) Continued | |
|---|------|
| Department of Public Works (850) | |
| Engineering | |
| Development Review | 3302 |
| Water and Sewer Utility Projects | 3304 |
| Engineering | 3305 |
| Fleet Services | 0803 |
| Operations and Maintenance | |
| Water Systems Maintenance | 0502 |
| Non-Departmental (950) | |
| Other Charges | 0100 |
| Debt Service | 0200 |

| SEWER FUND (220) | |
|---|------|
| Department of Public Works (850) | |
| Management and Support | |
| Sewage Disposal | 0300 |
| Contract Management | 0201 |
| Engineering | |
| Development Review | 3302 |
| Water and Sewer Utility Projects | 3304 |
| Engineering | 3305 |
| Fleet Services | 0803 |
| 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) | |
| Environmental Management | |
| Recycling and Refuse Collection | 9401 |
| Fleet Services | 0803 |

| REFUSE FUND (230) Continued | |
|-------------------------------|------|
| Non-Departmental (950) | |
| Other Charges | 0100 |
| Debt Service | 0200 |

| 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 Engineering | 3303 |
| Engineering | 3305 |
| Environmental Management | |
| Stormwater Management and Implementation | 9401 |
| Operations and Maintenance | |
| Stormwater Maintenance | 0603 |
| Fleet Services | 0803 |
| Non-Departmental (950) | |
| Other Charges | 0100 |
| Debt Service | 0200 |

Organizational Structure Listing

| GOLF FUND (340) | |
|---|------|
| Department of Public Works (850) | |
| Fleet Services | 0803 |
| Department of Recreation and Parks (900) | |
| 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 Public Works (850) | |
| Transportation Demand Management | 6501 |
| Department of Recreation and Parks (900) | |
| Recreation Services | |
| Recreation Fund | 6001 |
| Art in Public Architecture | 7601 |
| Art in Public Places | 7701 |
| Friends of the Arts | 6601 |
| Bike Program | 6701 |
| Senior Citizens Services | |
| Senior Assistance Fund | 6201 |
| Community Services | |
| Holiday Drive | 6301 |
| 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 |

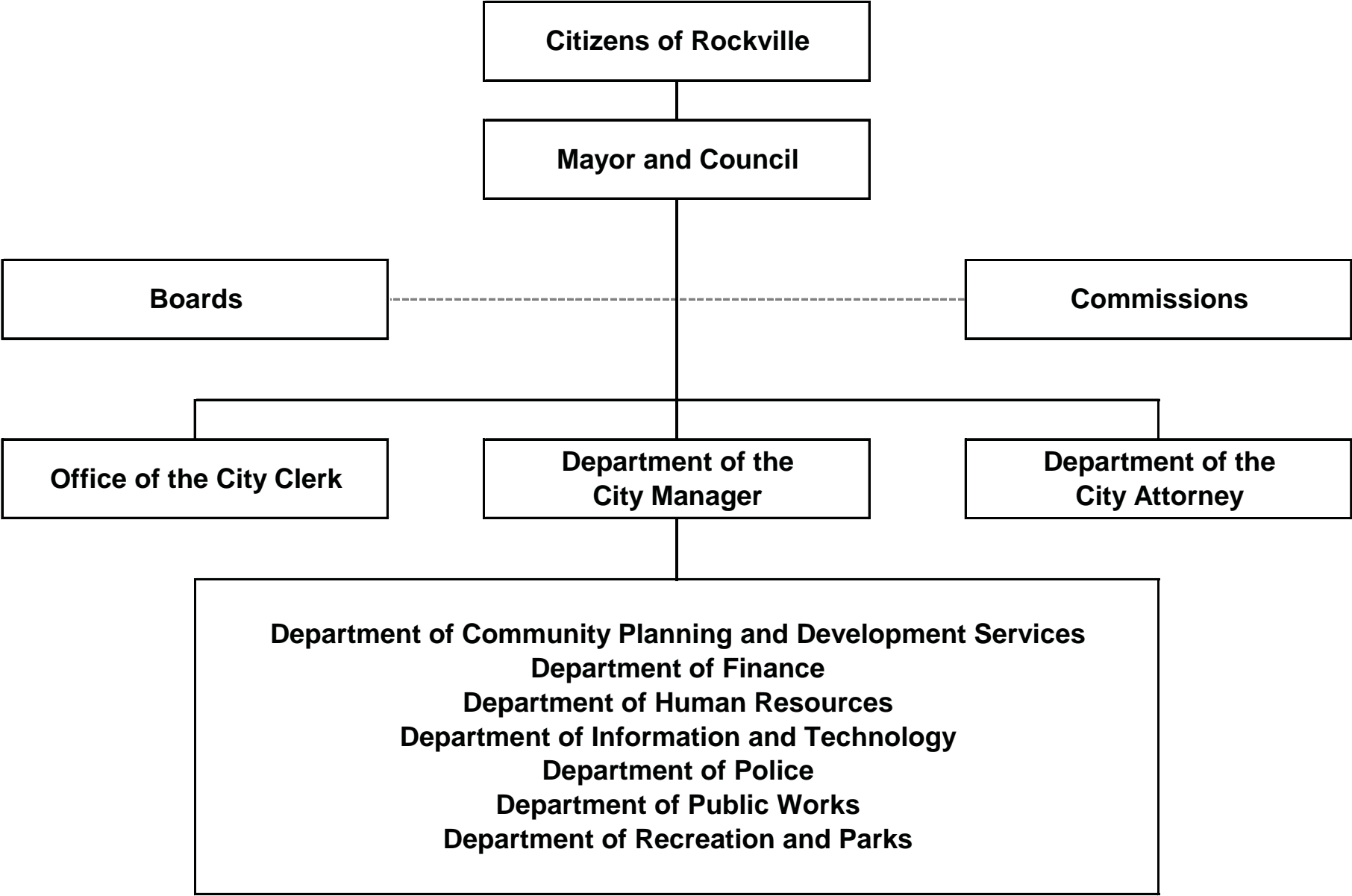
| CDBG FUND (360) | |
|--|------|
| Department of Community Planning and Development Services (600) | |
| CPDS Management and Support | |
| CDBG Year 34 | 34xx |
| CDBG Year 35 | 35xx |

| TOWN CENTER MANAGEMENT FUND (370) | |
|---|------|
| Department of Recreation and Parks (900) | |
| Town Center Management District | 8503 |
| Non-Departmental (950) | |
| Other Charges | 0100 |

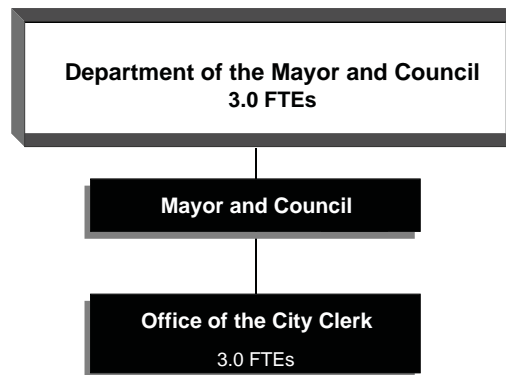
| SPEED CAMERA FUND (380) | |
|---|------|
| Police Department (800) | |
| Special Operations Bureau | |
| Speed Camera Patrol Officers | 1404 |
| Speed Camera | 1407 |
| Department of Public Works (850) | |
| Fleet Services | 0803 |
| Non-Departmental (950) | |
| Other Charges | 0100 |

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

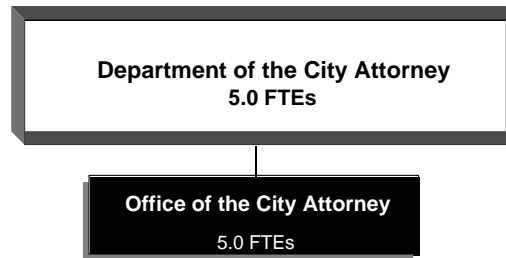
City of Rockville Organizational Chart



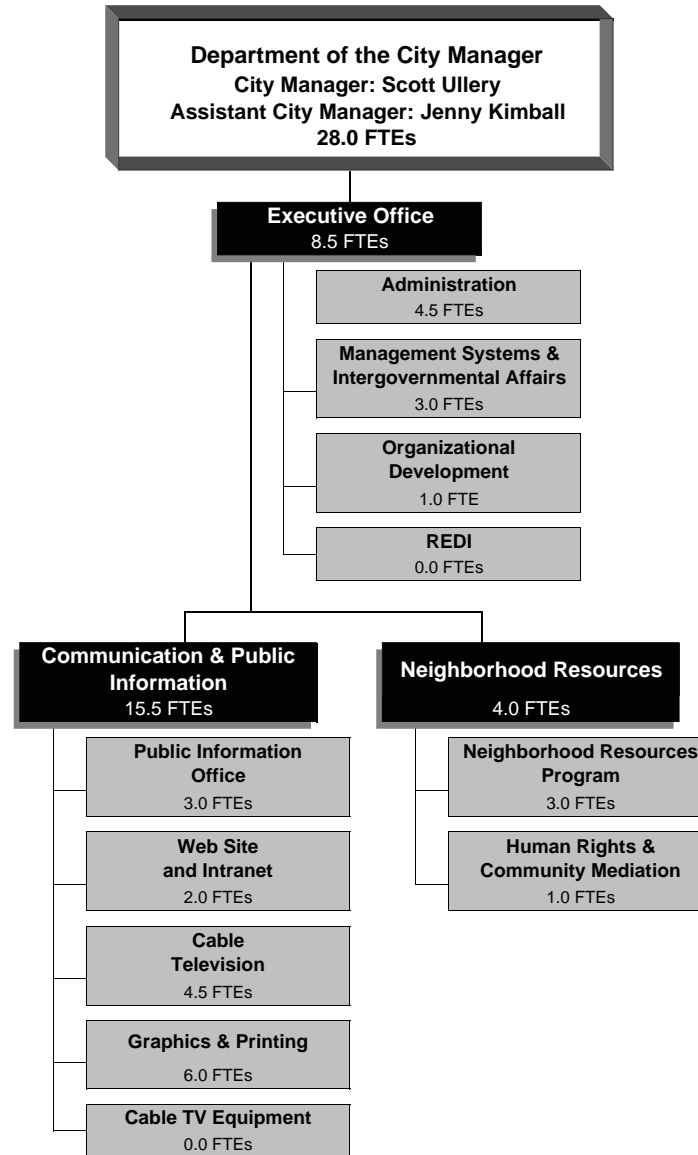
Organizational Chart: Department of the Mayor and Council



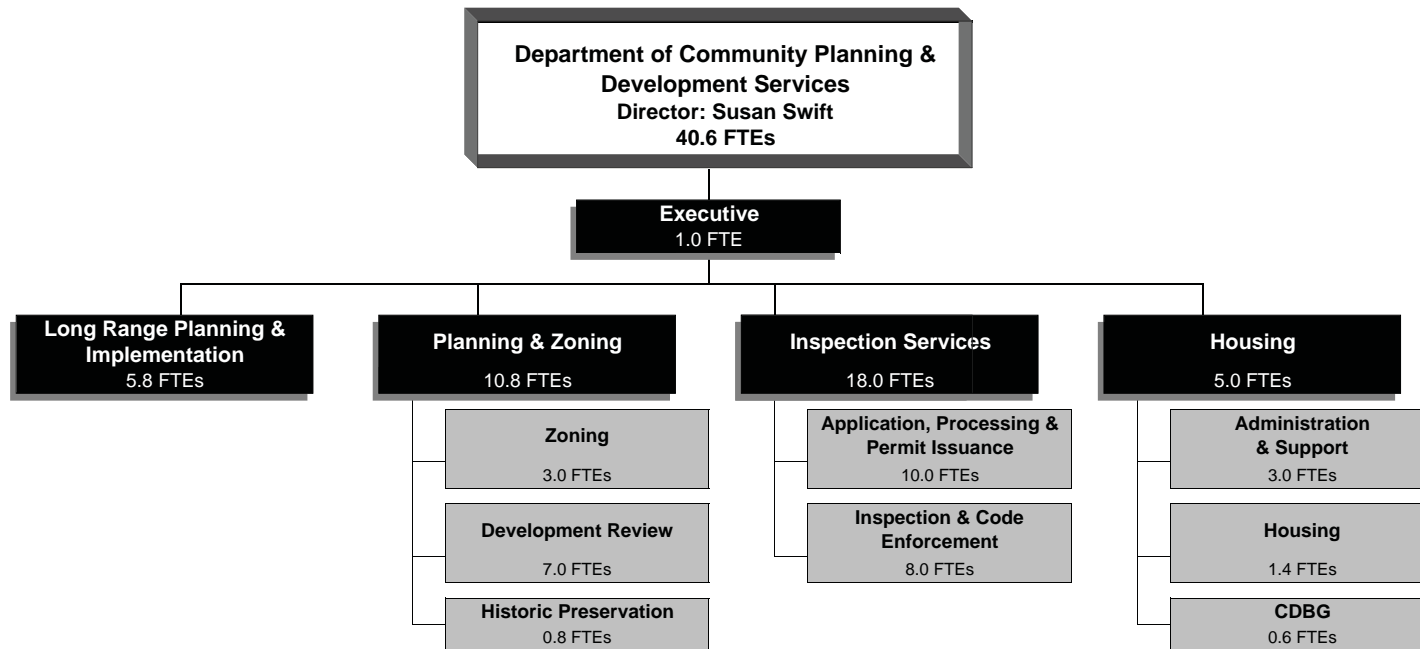
Organizational Chart: Department of the City Attorney



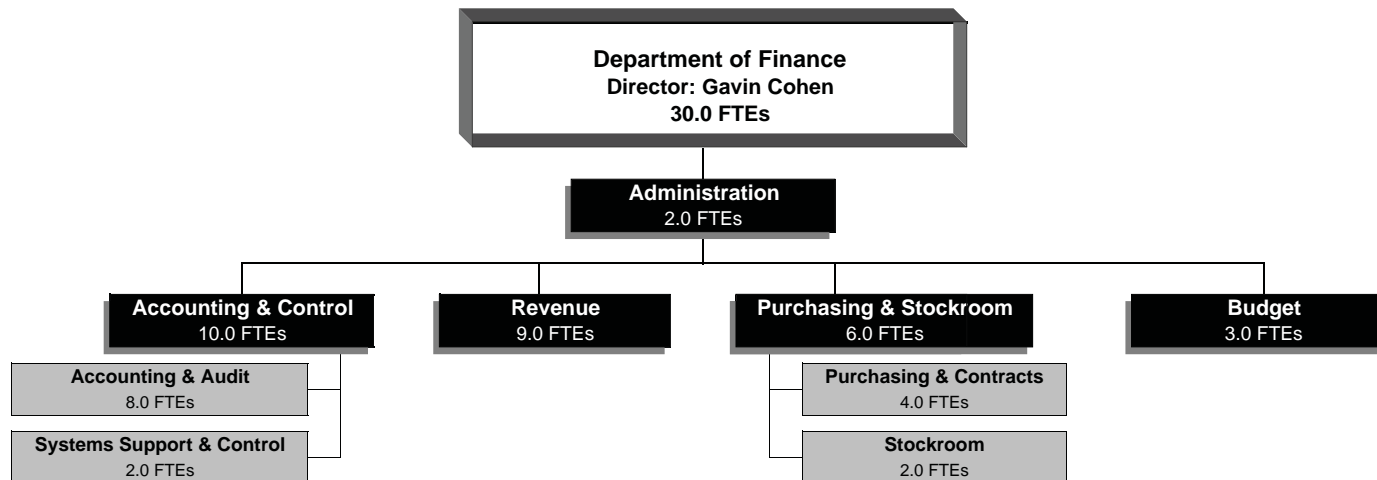
Organizational Chart: Department of the City Manager



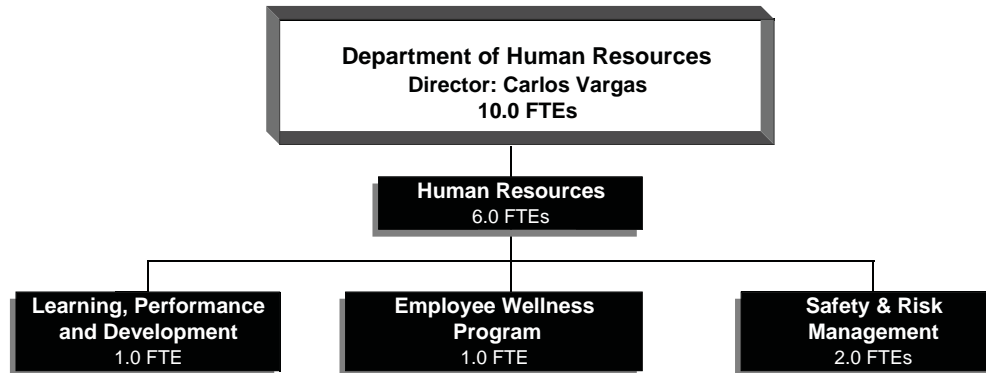
Organizational Chart: Community Planning & Development Services



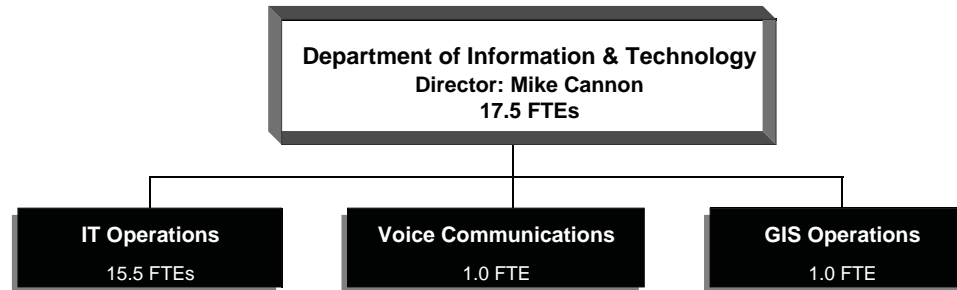
Organizational Chart: Department of Finance



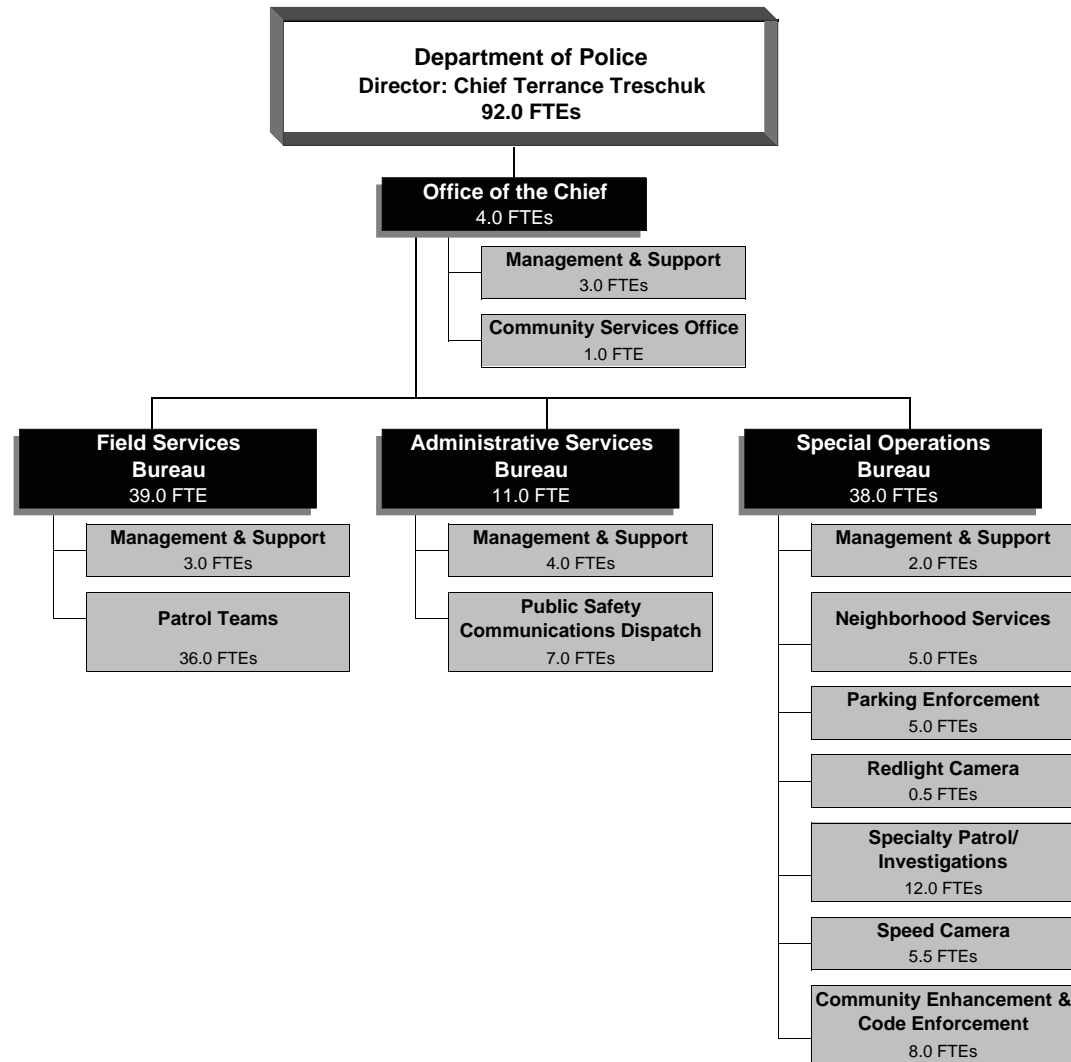
Organizational Chart: Department of Human Resources



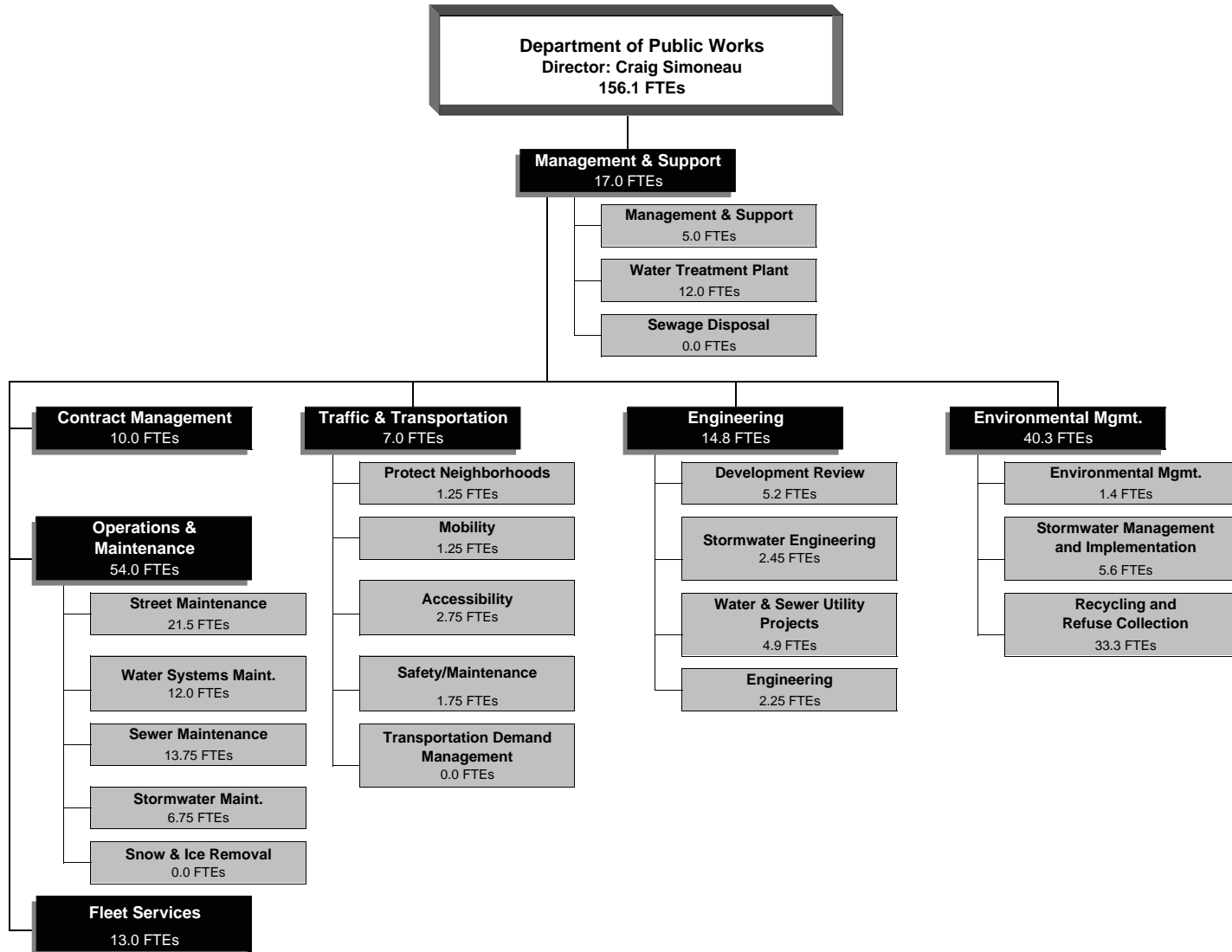
Organizational Chart: Department of Information & Technology



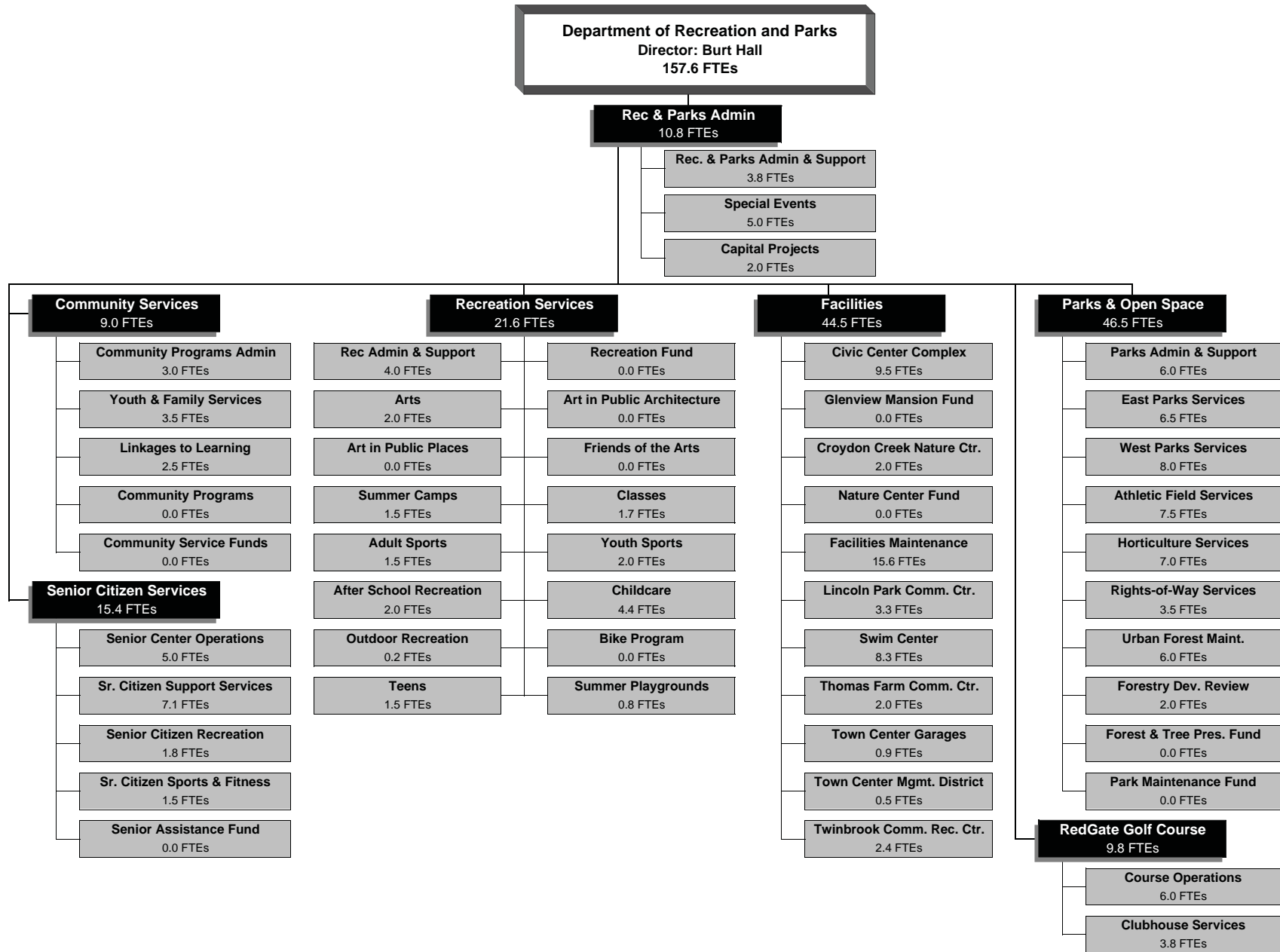
Organizational Chart: Department of Police



Organizational Chart: Department of Public Works



Organizational Chart: Department of Recreation and Parks



Cost Center Summary

Cost Center Summary Fund Key:

| Fund Number | Fund Name | Fund Number | Fund Name |
|-------------|-----------------|-------------|-----------------------------|
| 110 | General Fund | 340 | RedGate Golf Fund |
| 210 | Water Fund | 350 | Special Activities Fund |
| 220 | Sewer Fund | 360 | Community Dev. Block Grant |
| 230 | Refuse Fund | 370 | Town Center Management Fund |
| 320 | Parking Fund | 380 | Speed Camera Fund |
| 330 | Stormwater Fund | 550 | Debt Service Fund |

| Dept | Cost Center | FY 2011 Adopted Expenditure | FY 2011 Adopted Revenue | FTEs | Fund | Page |
|--------------------------------------|--|-----------------------------|-------------------------|-------|------|------|
| M&C | Mayor and Council | 237,110 | - | - | 110 | 5-5 |
| M&C | City Clerk | 361,140 | - | 3.00 | 110 | 5-7 |
| ATTY | City Attorney | 929,350 | - | 5.00 | 110 | 6-3 |
| Executive Office | | | | | | |
| CMO | Administration | 672,000 | - | 4.50 | 110 | 7-5 |
| CMO | Management Systems / Intergov't Affairs | 431,610 | - | 3.00 | 110 | 7-7 |
| CMO | Organizational Development | 181,850 | - | 1.00 | 110 | 7-10 |
| CMO | Rockville Economic Dev., Inc. (REDI) | 530,120 | - | - | 110 | 7-11 |
| Communication and Public Information | | | | | | |
| CMO | Public Information Office | 388,960 | - | 3.00 | 110 | 7-13 |
| CMO | Web Site and Intranet | 167,130 | - | 2.00 | 110 | 7-14 |
| CMO | Cable Television | 422,610 | 71,040 | 4.50 | 110 | 7-15 |
| CMO | Cable TV Equipment | 408,800 | 408,800 | - | 350 | 7-18 |
| CMO | Graphics, Printing, Copy and Mail Center | 894,200 | - | 6.00 | 110 | 7-19 |
| Neighborhood Resources Program | | | | | | |
| CMO | Neighborhood Resources | 270,160 | - | 3.00 | 110 | 7-21 |
| CMO | Human Rights and Community Mediation | 119,890 | - | 1.00 | 110 | 7-23 |
| CPDS | CPDS Executive | 220,195 | - | 1.00 | 110 | 8-5 |
| CPDS | Long Range Plan. and Implementation | 584,470 | - | 5.80 | 110 | 8-9 |
| Planning and Zoning | | | | | | |
| CPDS | Zoning | 308,410 | - | 3.00 | 110 | 8-13 |
| CPDS | Development Review | 722,285 | 50,000 | 7.00 | 110 | 8-14 |
| CPDS | Historic Preservation | 142,015 | - | 0.80 | 110 | 8-16 |
| Inspection Services | | | | | | |
| CPDS | Application, Processing and Permits | 889,040 | 1,135,000 | 10.00 | 110 | 8-19 |
| CPDS | Inspection and Code Enforcement | 695,720 | - | 8.00 | 110 | 8-21 |
| Housing | | | | | | |
| CPDS | Administration and Support | 366,470 | - | 3.00 | 110 | 8-23 |
| CPDS | Housing | 175,160 | - | 1.40 | 110 | 8-24 |
| CPDS | Community Development Block Grant | 614,348 | 614,348 | 0.60 | 360 | 8-25 |

| Dept | Cost Center | FY 2011 Adopted Expenditure | FY 2011 Adopted Revenue | FTEs | Fund | Page |
|--------------------------------|---------------------------------------|-----------------------------|-------------------------|-------|------|-------|
| FIN | Administration | 404,590 | - | 2.00 | 110 | 9-5 |
| Accounting and Control | | | | | | |
| FIN | Accounting and Audit | 742,250 | - | 8.00 | 110 | 9-7 |
| FIN | Systems Support and Control | 441,230 | - | 2.00 | 110 | 9-9 |
| Revenue | | | | | | |
| FIN | Revenue | 33,840 | - | 0.50 | 110 | 9-11 |
| FIN | Revenue | 836,070 | - | 8.50 | 210 | 9-11 |
| Purchasing and Stockroom | | | | | | |
| FIN | Purchasing and Contracts | 403,720 | - | 4.00 | 110 | 9-15 |
| FIN | Stockroom | 176,080 | - | 2.00 | 110 | 9-16 |
| FIN | Budget | 323,520 | - | 3.00 | 110 | 9-19 |
| HR | Human Resources | 787,450 | - | 6.00 | 110 | 10-5 |
| HR | Learning, Performance and Devel. | 192,190 | - | 1.00 | 110 | 10-9 |
| HR | Health and Wellness | 104,610 | - | 1.00 | 110 | 10-11 |
| HR | Safety and Risk Management | 237,940 | - | 2.00 | 110 | 10-13 |
| IT | IT Operations | 2,452,990 | 690,920 | 15.50 | 110 | 11-6 |
| IT | Voice Communications | 326,060 | - | 1.00 | 110 | 11-9 |
| IT | GIS Operations | 179,170 | - | 1.00 | 110 | 11-13 |
| Office of the Chief of Police | | | | | | |
| POL | Management and Support - Chief | 385,790 | - | 3.00 | 110 | 12-7 |
| POL | Community Services Office | 127,690 | - | 1.00 | 110 | 12-9 |
| Field Services Bureau | | | | | | |
| POL | Management and Support - Field Svcs | 427,250 | 403,000 | 3.00 | 110 | 12-11 |
| POL | Patrol Teams | 3,485,970 | 109,000 | 36.00 | 110 | 12-12 |
| Administrative Services Bureau | | | | | | |
| POL | Management and Support - Admin. | 672,570 | - | 4.00 | 110 | 12-15 |
| POL | Public Safety Communications Dispatch | 612,800 | - | 7.00 | 110 | 12-16 |
| Special Operations Bureau | | | | | | |
| POL | Management and Support - Special Ops | 282,490 | - | 2.00 | 110 | 12-20 |
| POL | Neighborhood Services | 394,030 | 28,000 | 5.00 | 110 | 12-20 |
| POL | Parking Enforcement | 353,230 | 1,770,000 | 5.00 | 320 | 12-21 |
| POL | Redlight Camera | 457,910 | 630,000 | 0.50 | 110 | 12-22 |
| POL | Specialty Patrol and Investigations | 1,325,480 | - | 12.00 | 110 | 12-23 |
| POL | Speed Camera | 964,390 | 1,344,000 | 5.50 | 380 | 12-24 |
| POL | Comm. Enhance. and Code Enforcement | 561,350 | 642,000 | 8.00 | 110 | 12-25 |
| Management and Support | | | | | | |
| PW | Management and Support | 480,010 | - | 4.10 | 110 | 13-5 |
| PW | Management and Support | 70,830 | - | 0.50 | 210 | 13-5 |
| PW | Management and Support | 56,850 | - | 0.40 | 220 | 13-5 |
| PW | Water Treatment Plant | 2,555,710 | - | 12.00 | 210 | 13-6 |
| PW | Sewage Disposal | 2,980,700 | - | - | 220 | 13-7 |

Cost Center Summary

| Dept | Cost Center | FY 2011 Adopted Expenditure | FY 2011 Adopted Revenue | FTEs | Fund | Page |
|----------------------------|--|-----------------------------|-------------------------|--------------|------------|--------------|
| Contract Management | | | | | | |
| PW | Contract Management | 566,890 | - | 6.25 | 110 | 13-9 |
| PW | Contract Management | 85,750 | - | 0.75 | 210 | 13-9 |
| PW | Contract Management | 84,630 | - | 0.75 | 220 | 13-9 |
| PW | Contract Management | 421,120 | - | 2.25 | 330 | 13-9 |
| Traffic and Transportation | | | | | | |
| PW | Protect Neighborhoods | 129,780 | - | 1.25 | 110 | 13-11 |
| PW | Mobility | 302,830 | 6,600 | 1.25 | 110 | 13-12 |
| PW | Accessibility | 265,420 | - | 2.75 | 110 | 13-13 |
| PW | Safety and Maintenance | 983,450 | - | 1.75 | 110 | 13-14 |
| PW | Transportation Demand Management | 164,050 | 161,700 | - | 350 | 13-15 |
| Engineering | | | | | | |
| PW | Development Review | 139,370 | 100,000 | 1.50 | 110 | 13-17 |
| PW | Development Review | 62,750 | - | 0.50 | 210 | 13-17 |
| PW | Development Review | 34,030 | - | 0.25 | 220 | 13-17 |
| PW | Development Review | 298,230 | - | 2.95 | 330 | 13-17 |
| PW | Stormwater Engineering | 265,000 | - | 2.45 | 330 | 13-18 |
| PW | Water and Sewer Utility Projects | 373,640 | - | 3.65 | 210 | 13-19 |
| PW | Water and Sewer Utility Projects | 216,440 | - | 1.25 | 220 | 13-19 |
| PW | Engineering | 133,490 | - | 1.25 | 110 | 13-21 |
| PW | Engineering | 27,690 | - | 0.25 | 210 | 13-21 |
| PW | Engineering | 28,640 | - | 0.25 | 220 | 13-21 |
| PW | Engineering | 43,940 | - | 0.50 | 330 | 13-21 |
| Environmental Management | | | | | | |
| PW | Environmental Management | 147,000 | - | 1.40 | 110 | 13-23 |
| PW | Stormwater Management & Implementation | 777,390 | - | 5.60 | 330 | 13-24 |
| PW | Recycling and Refuse Collection | 3,655,230 | - | 33.30 | 230 | 13-26 |
| Operations and Maintenance | | | | | | |
| PW | Street Maintenance | 1,674,960 | - | 21.50 | 110 | 13-29 |
| PW | Snow and Ice Removal | 207,560 | - | - | 110 | 13-30 |
| PW | Water Systems Maintenance | 1,178,990 | - | 12.00 | 210 | 13-31 |
| PW | Sewer Maintenance | 1,321,810 | - | 13.75 | 220 | 13-32 |
| PW | Stormwater Maintenance | 486,410 | - | 6.75 | 330 | 13-33 |
| Fleet Services | | | | | | |
| PW | Fleet Services | 1,335,710 | 14,800 | 8.50 | 110 | 13-35 |
| PW | Fleet Services | 115,600 | 1,750 | 1.00 | 210 | 13-35 |
| PW | Fleet Services | 92,360 | - | 1.00 | 220 | 13-35 |
| PW | Fleet Services | 471,790 | 350 | 2.50 | 230 | 13-35 |
| PW | Fleet Services | 4,520 | - | - | 320 | 13-35 |
| PW | Fleet Services | 14,820 | - | - | 330 | 13-35 |
| PW | Fleet Services | 15,610 | - | - | 340 | 13-35 |
| PW | Fleet Services | 10,060 | - | - | 380 | 13-35 |

| Dept | Cost Center | FY 2011 Adopted Expenditure | FY 2011 Adopted Revenue | FTEs | Fund | Page |
|-------------------------------------|---|-----------------------------|-------------------------|-------------|------------|--------------|
| Recreation and Parks Administration | | | | | | |
| R&P | Rec & Parks Administration & Support | 582,120 | - | 3.80 | 110 | 14-7 |
| R&P | Special Events | 787,970 | 75,000 | 5.00 | 110 | 14-9 |
| R&P | Capital Projects | 225,920 | - | 2.00 | 110 | 14-11 |
| Recreation Services | | | | | | |
| R&P | Recreation Administration & Support | 537,080 | 121,500 | 4.00 | 110 | 14-13 |
| R&P | Recreation Fund | 60,500 | 60,500 | - | 350 | 14-14 |
| R&P | Arts | 268,370 | 61,000 | 2.00 | 110 | 14-15 |
| R&P | Art in Public Architecture | 15,500 | 8,530 | - | 350 | 14-15 |
| R&P | Art in Public Places | 114,000 | - | - | 350 | 14-16 |
| R&P | Friends of the Arts | 113,480 | 7,000 | - | 350 | 14-16 |
| R&P | Summer Camps | 435,280 | 437,560 | 1.50 | 110 | 14-17 |
| R&P | Classes | 344,480 | 346,390 | 1.70 | 110 | 14-17 |
| R&P | Adult Sports | 247,960 | 174,980 | 1.50 | 110 | 14-18 |
| R&P | Youth Sports | 406,670 | 263,755 | 2.00 | 110 | 14-20 |
| R&P | After School Recreation | 325,740 | 165,000 | 2.00 | 110 | 14-21 |
| R&P | Childcare | 399,360 | 408,870 | 4.40 | 110 | 14-22 |
| R&P | Outdoor Recreation | 134,690 | 66,000 | 0.20 | 110 | 14-22 |
| R&P | Bike Program | 21,910 | 10,300 | - | 350 | 14-23 |
| R&P | Teens | 231,120 | 63,000 | 1.50 | 110 | 14-24 |
| R&P | Summer Playgrounds | 204,780 | 64,160 | 0.80 | 110 | 14-25 |
| Senior Citizen Services | | | | | | |
| R&P | Senior Center Operations | 526,630 | 115,100 | 5.00 | 110 | 14-27 |
| R&P | Senior Citizen Support Services | 652,330 | 41,350 | 7.10 | 110 | 14-28 |
| R&P | Senior Assistance Fund | 7,100 | 4,200 | - | 350 | 14-30 |
| R&P | Senior Citizen Recreation | 243,970 | 62,000 | 1.80 | 110 | 14-30 |
| R&P | Senior Citizen Sports & Fitness | 153,970 | 55,500 | 1.50 | 110 | 14-31 |
| Community Services | | | | | | |
| R&P | Community Programs Administration | 296,460 | - | 3.00 | 110 | 14-33 |
| R&P | Community Services Funds | 33,000 | 22,000 | - | 350 | 14-34 |
| R&P | Youth & Family Services | 373,018 | 100,578 | 3.60 | 110 | 14-35 |
| R&P | Linkages to Learning | 216,100 | 167,005 | 2.40 | 110 | 14-37 |
| R&P | Community Programs | 527,270 | - | - | 110 | 14-38 |

Cost Center Summary

| Dept | Cost Center | FY 2011 Adopted Expenditure | FY 2011 Adopted Revenue | FTEs | Fund | Page |
|----------------------|-------------------------------------|-----------------------------------|-------------------------------|----------|------------|-------------|
| Facilities | | | | | | |
| R&P | Civic Center Complex | 1,308,780 | 861,000 | 9.50 | 110 | 14-45 |
| R&P | Glenview Mansion | 21,000 | 21,000 | - | 350 | 14-46 |
| R&P | Croydon Creek Nature Center | 246,100 | 66,700 | 2.00 | 110 | 14-47 |
| R&P | Nature Center Fund | 16,300 | 2,700 | - | 350 | 14-48 |
| R&P | Facilities Maintenance | 2,745,340 | 44,150 | 15.60 | 110 | 14-48 |
| R&P | Lincoln Park Community Center | 349,490 | 52,600 | 3.30 | 110 | 14-49 |
| R&P | Swim and Fitness Center | 1,730,430 | 1,694,000 | 8.30 | 110 | 14-50 |
| R&P | Thomas Farm Community Center | 417,480 | 180,000 | 2.00 | 110 | 14-52 |
| R&P | Town Center Parking Garages | 1,090,375 | - | 0.90 | 320 | 14-53 |
| R&P | Town Center Management District | 728,595 | - | 0.50 | 370 | 14-54 |
| R&P | Twinbrook Community Recreation Ctr | 372,530 | 135,100 | 2.40 | 110 | 14-55 |
| Parks and Open Space | | | | | | |
| R&P | Parks Administration & Support | 598,350 | - | 6.00 | 110 | 14-58 |
| R&P | East Parks Services | 485,830 | - | 6.50 | 110 | 14-59 |
| R&P | West Parks Services | 567,720 | - | 8.00 | 110 | 14-60 |
| R&P | Athletic Fields Services | 555,900 | - | 7.50 | 110 | 14-61 |
| R&P | Horticulture Services | 854,700 | - | 7.00 | 110 | 14-62 |
| R&P | Rights-of-Way Services | 424,830 | - | 3.50 | 110 | 14-64 |
| R&P | Urban Forestry Maintenance | 920,470 | - | 6.00 | 110 | 14-65 |
| R&P | Forestry Development Review | 162,690 | 60,000 | 2.00 | 110 | 14-66 |
| R&P | Forest and Tree Preservation | 6,000 | 6,000 | - | 350 | 14-67 |
| R&P | Park Maintenance Fund | 42,600 | 15,000 | - | 350 | 14-67 |
| RedGate Golf Course | | | | | | |
| R&P | Golf Course Operations | 891,220 | - | 6.00 | 340 | 14-69 |
| R&P | Clubhouse Services | 430,320 | 1,017,710 | 3.80 | 340 | 14-70 |
| ND | Non-Dept Expenses / Revenues | 11,645,030 | 52,340,010 | - | 110 | 15-1 |
| ND | Non-Dept Expenses / Revenues | 3,877,280 | 9,147,300 | - | 210 | 15-2 |
| ND | Non-Dept Expenses / Revenues | 3,359,830 | 7,824,000 | - | 220 | 15-2 |
| ND | Non-Dept Expenses / Revenues | 1,746,370 | 5,553,200 | - | 230 | 15-2 |
| ND | Non-Dept Expenses / Revenues | 2,970,590 | 1,492,000 | - | 320 | 15-2 |
| ND | Non-Dept Expenses / Revenues | 943,740 | 2,111,500 | - | 330 | 15-3 |
| ND | Non-Dept Expenses / Revenues | 354,550 | - | - | 340 | 15-3 |
| ND | Non-Dept Expenditures / Revenues | 98,090 | 930,000 | - | 370 | 15-3 |
| ND | Non-Dept Expenditures / Revenues | 230,420 | 5,000 | - | 380 | 15-3 |
| ND | Non-Dept Expenditures / Revenues | 5,141,084 | 5,300,000 | - | 550 | 15-3 |

All Funds Cost Center Summary Total:

| Fund | FY 2011 Adopted Expenditure | FY 2011 Adopted Revenue | FTEs |
|---------------------------------------|-----------------------------------|-------------------------------|---------------|
| General (110) | 63,122,293 | 62,102,668 | 404.40 |
| Water (210) | 9,184,310 | 9,149,050 | 39.15 |
| Sewer (220) | 8,175,290 | 7,824,000 | 17.65 |
| Refuse (230) | 5,873,390 | 5,553,550 | 35.80 |
| Parking (320) | 4,418,715 | 3,262,000 | 5.90 |
| Stormwater (330) | 3,250,650 | 2,111,500 | 20.50 |
| RedGate Golf (340) | 1,691,700 | 1,017,710 | 9.80 |
| Special Activities (350) | 1,024,240 | 727,730 | - |
| CDBG (360) | 614,348 | 614,348 | 0.60 |
| Town Center Management District (370) | 826,685 | 930,000 | 0.50 |
| Speed Camera (380) | 1,204,870 | 1,349,000 | 5.50 |
| Debt Service (550) | 5,141,084 | 5,300,000 | - |
| All Funds Total: | 104,527,575 | 99,941,556 | 539.80 |

Line Item Summary (All Funds)

| | Attorney | HR | M&C | CMO | CPDS | Finance | IT | Police | PW | R&P | Non-Dept | TOTAL | |
|------|----------------------------------|---------|---------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|------------|
| 0101 | Regular Employee Wages | 559,070 | 825,420 | 367,420 | 2,164,600 | 3,142,430 | 2,181,660 | 1,587,550 | 6,118,150 | 8,897,020 | 9,212,480 | 147,000 | 35,202,800 |
| 0103 | Temporary Employee Wages | - | 2,470 | 2,500 | 12,150 | 6,000 | - | - | 17,000 | 217,450 | 2,032,220 | - | 2,289,790 |
| 0104 | Overtime | - | - | - | 2,700 | 3,400 | 5,000 | - | 571,200 | 434,560 | 206,690 | - | 1,223,550 |
| 0107 | Disability | - | - | - | - | - | - | - | - | - | - | 250,000 | 250,000 |
| 0108 | Allowances | 5,580 | 6,420 | 1,620 | 23,160 | 13,140 | 10,800 | 11,940 | 19,620 | 85,610 | 81,820 | - | 259,710 |
| 0121 | FICA-City | 28,200 | 51,410 | 21,970 | 124,060 | 188,000 | 129,700 | 93,750 | 408,180 | 585,850 | 696,910 | 3,000 | 2,331,030 |
| 0122 | Defined Benefit Retirement-City | 55,940 | 82,700 | 26,000 | 216,800 | 308,920 | 218,200 | 158,800 | 612,070 | 890,750 | 922,000 | - | 3,492,180 |
| 0123 | Thrift Option Retirement-City | 11,290 | 15,860 | 5,210 | 42,510 | 65,300 | 45,340 | 33,100 | 41,580 | 185,450 | 191,990 | 3,000 | 640,630 |
| 0124 | Group Hospitalization-City | 23,520 | 62,150 | 19,950 | 163,250 | 194,440 | 151,570 | 149,150 | 617,960 | 1,032,700 | 933,860 | 60,000 | 3,408,550 |
| 0126 | Group Life-City | 2,580 | 4,030 | 1,820 | 11,410 | 16,560 | 11,650 | 7,410 | 32,230 | 46,820 | 48,310 | 1,500 | 184,320 |
| 0127 | Group Dental-City | 760 | 2,480 | 760 | 7,120 | 7,620 | 5,880 | 4,540 | 19,560 | 32,600 | 30,070 | 1,500 | 112,890 |
| 0128 | Workers Compensation Insurance | - | - | - | - | - | - | - | - | - | - | 878,400 | 878,400 |
| 0129 | Unemployment Insurance | - | - | - | - | - | - | - | - | - | - | 70,000 | 70,000 |
| 0130 | Medicare-City | 7,800 | 12,030 | 5,170 | 30,640 | 45,250 | 30,720 | 22,850 | 96,450 | 139,000 | 164,370 | 1,500 | 555,780 |
| 0131 | Additional Personnel Costs | - | - | - | - | - | - | - | - | - | - | 411,000 | 411,000 |
| 0201 | Consultants | - | 51,700 | - | 184,400 | 20,000 | 43,410 | 57,900 | 4,500 | 360,340 | 78,890 | - | 801,140 |
| 0202 | Audit / Actuarial | - | - | - | - | - | 83,000 | - | - | - | - | - | 83,000 |
| 0204 | Bank / Investment Services | - | - | - | - | - | 5,000 | - | 8,200 | - | - | 49,000 | 62,200 |
| 0205 | Legal Fees | 195,900 | - | - | - | - | - | - | - | - | - | - | 195,900 |
| 0206 | Outside Trainers | - | 45,700 | - | - | - | - | - | - | - | 324,400 | - | 370,100 |
| 0207 | Temporary Agency Personnel | - | - | - | - | 1,000 | - | - | - | 137,200 | 4,600 | - | 142,800 |
| 0208 | Artisans | - | - | - | - | - | - | - | - | - | 141,780 | - | 141,780 |
| 0209 | Veterinary Services | - | - | - | - | - | - | - | 3,300 | - | 700 | - | 4,000 |
| 0210 | Microfilming | - | - | - | - | 35,000 | - | - | - | - | - | - | 35,000 |
| 0211 | Telephone Services | - | - | - | - | - | - | 146,370 | - | 21,000 | 23,000 | - | 190,370 |
| 0212 | Postage | - | - | - | 205,100 | - | 43,200 | - | 1,200 | 2,800 | - | - | 252,300 |
| 0213 | Advertising-Non Recruitment | - | - | 10,600 | - | 600 | - | - | - | - | 111,300 | - | 122,500 |
| 0214 | Data Processing Services | - | - | - | 26,000 | - | 150,500 | 165,700 | - | 9,800 | - | - | 352,000 |
| 0215 | Property Tax Processing | - | - | - | - | - | 25,000 | - | - | - | - | - | 25,000 |
| 0216 | Office Equipment Rentals | - | - | - | 1,000 | - | - | - | - | 3,230 | 4,200 | - | 8,430 |
| 0217 | Communication Equipment Rental | - | - | - | - | - | - | - | 10,600 | - | - | - | 10,600 |
| 0218 | Cellular Services | - | - | - | - | - | - | 22,580 | 38,100 | 27,880 | - | - | 88,560 |
| 0219 | Janitorial Services | - | - | - | - | - | - | - | - | - | 184,460 | - | 184,460 |
| 0220 | Pager Services | - | - | - | - | - | - | 2,440 | - | - | - | - | 2,440 |
| 0221 | Medical Exams | - | 16,300 | - | - | - | - | - | - | - | - | - | 16,300 |
| 0222 | Recruitment Expenses | - | 48,320 | - | - | - | - | - | - | - | - | - | 48,320 |
| 0224 | Travel | 1,000 | - | 19,800 | 2,550 | 10,835 | 3,100 | 2,300 | 4,300 | 11,330 | 300 | - | 55,515 |
| 0225 | Class / Professional Development | 4,000 | 4,100 | - | 800 | 14,070 | 4,540 | 6,000 | 13,600 | 55,490 | 15,400 | - | 118,000 |
| 0226 | Dues, Fees, and Publications | 19,710 | 3,260 | 85,230 | 6,630 | 9,470 | 6,870 | 6,450 | 12,400 | 38,450 | 13,180 | - | 201,650 |

Line Item Summary (All Funds)

| | | Attorney | HR | M&C | CMO | CPDS | Finance | IT | Police | PW | R&P | Non-Dept | TOTAL |
|------|-------------------------------------|----------|--------|-------|--------|---------|---------|--------|-----------|-----------|-----------|----------|-----------|
| 0228 | Tuition Reimbursement | - | 30,000 | - | - | - | - | - | - | - | - | - | 30,000 |
| 0230 | Contract Services-Building | - | - | - | - | - | - | - | - | 14,000 | 795,700 | - | 809,700 |
| 0231 | Contract Services-Grounds | - | - | - | - | - | - | - | - | 199,130 | 1,542,470 | - | 1,741,600 |
| 0232 | Contract Services-Street Repairs | - | - | - | - | - | - | - | - | 119,300 | - | - | 119,300 |
| 0233 | Contract Services-Other | - | 9,580 | 6,200 | - | - | - | 20,000 | 1,035,000 | 15,500 | 392,030 | - | 1,478,310 |
| 0234 | Alarm Systems | - | - | - | - | - | - | - | - | 1,400 | 6,100 | - | 7,500 |
| 0235 | Office Equipment Maintenance | 100 | 3,100 | - | 23,100 | 100 | 7,100 | 100 | 2,600 | 3,000 | 13,950 | - | 53,150 |
| 0236 | Computer Equipment Maintenance | - | - | - | 1,400 | - | - | 35,810 | - | 27,130 | - | - | 64,340 |
| 0237 | Communication Equip Maintenance | - | - | - | 3,000 | - | - | 51,000 | 43,400 | 21,320 | - | - | 118,720 |
| 0238 | Contract Transportation Services | - | - | - | 7,300 | - | - | - | - | 109,000 | 142,820 | - | 259,120 |
| 0239 | Contract Signal / Light Maintenance | - | - | - | - | - | - | - | - | 35,100 | - | - | 35,100 |
| 0240 | Contract Vehicle Repair | - | - | - | - | - | - | - | - | 69,460 | - | - | 69,460 |
| 0241 | Other Contract Equipment Repair | - | - | - | - | - | 5,000 | - | - | 6,500 | 21,400 | - | 32,900 |
| 0242 | Contract Repair-Adds No Value | - | - | - | - | 494,348 | - | - | - | 281,150 | 57,700 | - | 833,198 |
| 0243 | Credit Card Charges | - | - | - | - | - | 60,000 | - | - | - | - | 220,000 | 280,000 |
| 0244 | Vehicle Repairs-Accidents | - | - | - | - | - | - | - | - | 23,850 | - | - | 23,850 |
| 0251 | WSSC Capacity Provision Contracts | - | - | - | - | - | - | - | - | 2,980,700 | - | - | 2,980,700 |
| 0252 | Purchase of WSSC Water | - | - | - | - | - | - | - | - | 35,000 | - | - | 35,000 |
| 0253 | Refuse Dump Fees | - | - | - | - | - | - | - | - | 1,010,750 | 14,700 | - | 1,025,450 |
| 0254 | Uniform Rental | - | - | - | 300 | - | 1,700 | - | - | 51,080 | 18,200 | - | 71,280 |
| 0255 | Uniform Cleaning | - | - | - | - | - | - | - | 19,000 | - | - | - | 19,000 |
| 0256 | Contracted Refuse Service | - | - | - | 250 | - | - | - | - | 101,500 | 2,300 | - | 104,050 |
| 0257 | Facility Rental | - | - | - | - | 750 | - | - | 13,400 | - | 667,640 | - | 681,790 |
| 0258 | Outside Printing | - | - | 2,000 | 47,080 | 9,100 | 2,680 | - | 2,450 | 9,400 | 49,300 | - | 122,010 |
| 0259 | Heavy Equipment Rental | - | - | - | - | - | - | - | - | 9,130 | 93,650 | - | 102,780 |
| 0260 | Internal Use of City Facilities | - | - | - | - | - | - | - | - | - | 19,350 | - | 19,350 |
| 0262 | Contracted Laboratory Services | - | - | - | - | - | - | - | - | 48,000 | - | - | 48,000 |
| 0281 | Insurance Deductible | - | - | - | - | - | - | - | - | - | - | 143,000 | 143,000 |
| 0282 | Liability Insurance | - | - | - | - | - | - | - | - | - | - | 162,600 | 162,600 |
| 0283 | Property Insurance | - | - | - | - | - | - | - | - | - | - | 136,800 | 136,800 |
| 0292 | Color Copier Expense | - | - | - | 11,200 | - | - | - | - | - | - | - | 11,200 |
| 0293 | Other Equipment Leases | 5,000 | - | 4,000 | 46,200 | 8,000 | - | - | 2,000 | - | - | - | 65,200 |
| 0310 | Electricity | - | - | - | - | - | - | - | - | 1,739,050 | 1,344,910 | - | 3,083,960 |
| 0311 | Heating Fuel | - | - | - | - | - | - | - | - | 29,310 | 335,950 | - | 365,260 |
| 0312 | Gasoline and Oil | - | - | - | - | - | - | - | - | 587,970 | 800 | - | 588,770 |
| 0313 | Water Service Payments | - | - | - | - | - | - | - | - | - | 122,500 | - | 122,500 |
| 0314 | Sewer Service Payments | - | - | - | - | - | - | - | - | - | 60,010 | - | 60,010 |
| 0315 | SWM Fees | - | - | - | - | - | - | - | - | 1,040 | 66,670 | - | 67,710 |
| 0320 | Equipment Parts | - | - | - | - | - | - | - | - | 329,270 | 111,000 | - | 440,270 |
| 0322 | Linkages to Learning Program | - | - | - | - | - | - | - | - | - | 2,000 | - | 2,000 |

Line Item Summary (All Funds)

| | | Attorney | HR | M&C | CMO | CPDS | Finance | IT | Police | PW | R&P | Non-Dept | TOTAL |
|------|-----------------------------------|----------|--------|--------|---------|--------|---------|---------|--------|---------|---------|-----------|-----------|
| 0323 | Program Supplies | 3,900 | 18,660 | 17,500 | 148,700 | 19,100 | 16,380 | 5,000 | 93,300 | 466,950 | 747,418 | - | 1,536,908 |
| 0324 | Maintenance Supplies | - | - | - | - | - | 200 | - | - | 54,100 | 269,900 | - | 324,200 |
| 0325 | Computer Supplies | - | - | - | - | - | - | 27,650 | - | 1,000 | - | - | 28,650 |
| 0326 | Chemicals | - | - | - | 2,700 | - | - | - | - | 516,670 | 116,610 | - | 635,980 |
| 0328 | Trophies and Awards | - | - | - | - | - | - | - | - | - | 6,300 | - | 6,300 |
| 0329 | Purchase Uniform / Clothing | - | - | - | - | 5,130 | 200 | - | 89,700 | 20,200 | 10,900 | - | 126,130 |
| 0331 | Board and Commission Supplies | - | - | 500 | - | 1,000 | - | - | - | 1,500 | 600 | - | 3,600 |
| 0332 | Contingency - Regular | - | - | - | - | - | - | - | - | - | - | 596,000 | 596,000 |
| 0333 | Police Special Funds | - | - | - | - | - | - | - | 100 | - | - | - | 100 |
| 0334 | Vehicle Preparation Costs | - | - | - | - | - | - | - | - | 3,670 | - | - | 3,670 |
| 0336 | MRPA Theme Park Tickets | - | - | - | - | - | - | - | - | - | 120,000 | - | 120,000 |
| 0338 | Senior Supper Club Program | - | - | - | - | - | - | - | - | - | 3,740 | - | 3,740 |
| 0350 | Furniture & Equipment < \$5,000 | - | - | - | - | - | - | - | 67,000 | - | 15,720 | - | 82,720 |
| 0412 | Site Preparation and Improvements | - | - | - | - | - | - | - | - | - | 2,000 | - | 2,000 |
| 0421 | Major Repairs | - | - | - | - | - | - | - | - | - | 46,700 | - | 46,700 |
| 0422 | Special Projects | - | - | - | - | - | - | - | - | 40,000 | 5,000 | - | 45,000 |
| 0433 | Communications Equipment | - | - | - | 408,800 | - | - | - | - | - | - | - | 408,800 |
| 0436 | Equipment and Tools | - | - | - | - | - | - | - | - | 49,200 | 98,930 | - | 148,130 |
| 0438 | Computer Hardware | - | - | - | 1,800 | - | - | 253,580 | 32,800 | 5,000 | - | - | 293,180 |
| 0440 | Computer Software | 5,000 | 26,500 | - | - | 850 | - | 86,250 | - | 21,100 | 7,310 | - | 147,010 |
| 0443 | Mansion Furnishings | - | - | - | - | - | - | - | - | - | 21,000 | - | 21,000 |
| 0453 | Water Meters | - | - | - | - | - | 40,000 | - | - | - | - | - | 40,000 |
| 0455 | Plumbers Meters | - | - | - | - | - | 27,000 | - | - | - | - | - | 27,000 |
| 0511 | Principal | - | - | - | - | - | - | - | - | - | - | 3,332,298 | 3,332,298 |
| 0512 | Interest | - | - | - | - | - | - | - | - | - | - | 5,102,446 | 5,102,446 |
| 0513 | Bad Debt Expense | - | - | - | - | - | - | - | - | - | - | 120,000 | 120,000 |
| 0521 | Depreciation | - | - | - | - | - | - | - | - | - | - | 4,600,000 | 4,600,000 |
| 0522 | Amortization Expense | - | - | - | - | - | - | - | - | - | - | 84,600 | 84,600 |
| 0524 | Disposal of Inventory - Scrap | - | - | - | - | - | 7,900 | - | - | - | - | - | 7,900 |
| 0532 | Community Assistance | - | - | - | - | - | - | - | - | - | 77,350 | - | 77,350 |
| 0539 | Misc. Grant Expense | - | - | - | - | - | - | - | - | - | - | 20,000 | 20,000 |
| 0540 | Hotel Tax Payment | - | - | - | - | - | 28,000 | - | - | - | - | - | 28,000 |
| 0541 | Rainscapes Rebate | - | - | - | - | - | - | - | - | 25,000 | - | - | 25,000 |
| 0542 | Rec. & Parks Marketing Expense | - | - | - | - | - | - | - | - | - | 2,000 | - | 2,000 |
| 0601 | Healthy Families | - | - | - | - | - | - | - | - | - | 11,000 | - | 11,000 |
| 0602 | Holiday Drive | - | - | - | - | - | - | - | - | - | 25,000 | - | 25,000 |
| 0603 | Peerless Rockville | - | - | - | - | 54,500 | - | - | - | - | - | - | 54,500 |
| 0604 | REDI | - | - | - | 530,120 | - | - | - | - | - | - | - | 530,120 |
| 0607 | Rainbow Shelter | - | - | - | - | - | - | - | - | - | 17,345 | - | 17,345 |
| 0608 | Other Outside agencies | - | - | - | 25,000 | - | - | - | - | - | 11,000 | - | 36,000 |

Line Item Summary (All Funds)

| | | Attorney | HR | M&C | CMO | CPDS | Finance | IT | Police | PW | R&P | Non-Dept | TOTAL |
|--------------|-------------------------------------|----------------|------------------|----------------|------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| 0609 | Science Center | - | - | - | - | - | - | - | - | - | 35,000 | - | 35,000 |
| 0610 | REAP | - | - | - | - | - | - | - | - | - | 60,000 | - | 60,000 |
| 0611 | Chinese Cultural/Community Center | - | - | - | - | - | - | - | - | - | 10,000 | - | 10,000 |
| 0612 | Manna Food Center | - | - | - | - | - | - | - | - | - | 24,500 | - | 24,500 |
| 0613 | Hope Housing | - | - | - | - | - | - | - | - | - | 8,500 | - | 8,500 |
| 0614 | Rockville Volunteer Fire Department | - | - | - | - | - | 10,000 | - | - | - | - | - | 10,000 |
| 0618 | Korean Community Center | - | - | - | - | - | - | - | - | - | 8,400 | - | 8,400 |
| 0619 | Helping Hands Shelter | - | - | - | - | - | - | - | - | - | 17,000 | - | 17,000 |
| 0620 | Horizon House | - | - | - | - | - | - | - | - | - | 5,000 | - | 5,000 |
| 0622 | Chase Shelter | - | - | - | - | - | - | - | - | - | 16,000 | - | 16,000 |
| 0623 | Montgomery Ave Woman's Shelter | - | - | - | - | - | - | - | - | - | 20,000 | - | 20,000 |
| 0624 | Dorothy Day Shelter | - | - | - | - | - | - | - | - | - | 7,000 | - | 7,000 |
| 0625 | Jefferson House | - | - | - | - | - | - | - | - | - | 7,000 | - | 7,000 |
| 0626 | Home Health Care for the Elderly | - | - | - | - | - | - | - | - | - | 61,500 | - | 61,500 |
| 0627 | Interfaith Clothing | - | - | - | - | - | - | - | - | - | 15,000 | - | 15,000 |
| 0628 | Men's Emergency Shelter | - | - | - | - | - | - | - | - | - | 25,000 | - | 25,000 |
| 0631 | Stepping Stones Shelter | - | - | - | - | - | - | - | - | - | 10,000 | - | 10,000 |
| 0634 | Latino Outreach Program | - | - | - | - | - | - | - | - | - | 75,000 | - | 75,000 |
| 0635 | Sophia House | - | - | - | - | - | - | - | - | - | 20,000 | - | 20,000 |
| 0636 | Friends in Action | - | - | - | - | - | - | - | - | - | 12,500 | - | 12,500 |
| 0639 | Rockville Chamber of Commerce | - | - | - | 5,500 | - | - | - | - | - | - | - | 5,500 |
| 0640 | CMHR Health Program | - | - | - | - | - | - | - | - | - | 70,000 | - | 70,000 |
| 0644 | COG Street Safe Campaign | - | - | - | - | - | - | - | - | 3,300 | - | - | 3,300 |
| 0646 | Montgomery Heritage Alliance | - | - | - | - | 2,000 | - | - | - | - | - | - | 2,000 |
| 0648 | Child Center Adult Services | - | - | - | - | - | - | - | - | - | 12,525 | - | 12,525 |
| 0651 | RHE Reboot Project | - | - | - | - | - | - | - | - | - | 4,000 | - | 4,000 |
| 0652 | CCACC Health Clinic | - | - | - | - | - | - | - | - | - | 10,000 | - | 10,000 |
| 0711 | Transfer to Parking Fund | - | - | - | - | - | - | - | - | - | - | 1,030,000 | 1,030,000 |
| 0715 | Transfer to Debt Service Fund | - | - | - | - | - | - | - | - | - | - | 5,100,000 | 5,100,000 |
| 0754 | Transfer to Water Fund | - | - | - | - | - | - | - | - | - | - | 446,500 | 446,500 |
| 0757 | Transfer to Refuse Fund | - | - | - | - | 41,200 | - | - | - | - | - | - | 41,200 |
| 0762 | Transfer to Special Activities Fund | - | - | - | - | - | - | - | - | - | - | 8,530 | 8,530 |
| 0765 | Administrative Charges | - | - | - | - | - | - | - | - | - | - | 4,247,310 | 4,247,310 |
| 0770 | Contribution to CIP | - | - | - | - | - | - | - | - | - | - | 3,141,000 | 3,141,000 |
| TOTAL | | 929,350 | 1,322,190 | 598,250 | 4,487,330 | 4,718,113 | 3,361,300 | 2,958,220 | 10,050,950 | 22,281,060 | 23,453,828 | 30,366,984 | 104,527,575 |

Non-Routine Capital Improvement Program (CIP) Projects

The following charts contain the non-routine CIP projects as listed in the FY11 CIP budget (for more detail please see the separate CIP document). The projects are listed by program area with the FY11 budget appropriation. 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 |
| F.Scott Fitzgerald Theatre | 31,079 | CP |
| Greenway Streetscape Corridors | 123,000 | CP |
| King Farm "Farmstead" Park | 65,409 | CP |
| Maryvale Park Improvements | 73,088 | CP |
| Mattie J. T. Stepanek Park | 44,009 | CP |
| Pedestrian Bikeway Sys. Improv. | 712,386 | CP, SP |
| Pumphouse Facility Improv. | 630,938 | CP |
| RedGate Golf Course Improv. | 133,373 | O |
| Senior Center Improv. | 2,470,873 | CP |
| Total | 4,284,155 | |

| Transportation Program Area | | |
|-------------------------------|------------------|------|
| Projects | Approps | Fund |
| Accessible Pedestrian Signals | 847,519 | SP |
| Battery Back-up Systems | 210,000 | SP |
| Illuminated Street Signs | 1,960 | SP |
| Rockville Intermodal Access | 4,598,810 | CP |
| West Montgomery Alley | 481 | CP |
| Total | 5,658,770 | |

| Utilities Program Area | | |
|-------------------------------|-------------------|------|
| Project | Approps | Fund |
| Air Release Valve | 242,055 | W |
| Hydraulic Surge Suppression | 907,500 | W |
| Pump Stations Upgrade | 188,881 | S |
| SCADA Assessment | 300,000 | W |
| Sewer Rehab — Cabin John | 709,982 | S |
| Sewer Rehab — Watts Branch | 746,928 | S |
| Southlawn Lane Water Main | 616,961 | W |
| Water Plant Generator | 18,743 | W |
| Water Plant — ARRA Grant | 1,738,450 | W |
| Water Plant Upgrades | 3,723,793 | W |
| Water System Facility Improv. | 1,272,000 | W |
| Water Tank Upgrades | 211,067 | W |
| Total | 10,676,360 | |

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

| Stormwater Management Program Area | | |
|------------------------------------|------------------|------|
| Project | Approps | Fund |
| College Gardens Park — SWM | 188,376 | SWM |
| Glenora Tributary — Middle | 100,000 | SWM |
| Horizon Hill SWM Ponds | 186,312 | SWM |
| Lakewood SWM Pond | 80,087 | SWM |
| Storm Drain Improvements | 550,000 | SWM |
| Watts Branch — Upper Stream | 330,000 | SWM |
| Woodley Gardens — Stream | 864,826 | SWM |
| Total | 2,299,601 | |

| General Government Program Area | | |
|---------------------------------|-------------------|------|
| Project | Approps | Fund |
| City Hall Improvement | 385,953 | CP |
| Gude Drive Facility Improv. | 6,471,207 | CP |
| Police Station | 8,978,465 | CP |
| Recycling/Refuse Carts | 413,234 | O |
| Rockville Arts & Innovation Ctr | 1,137,555 | CP |
| Town Cntr — Parking Facil. | 1,487,145 | O |
| Town Square — Public Improv. | 1,426,075 | CP |
| Total | 20,299,634 | |

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.

American Reinvestment and Recovery Act (ARRA) 2009 – An economic stimulus package enacted by the 111th United States Congress in February 2009. The Act included federal tax cuts, expansion of unemployment benefits and other social welfare provisions and domestic spending in education, health care, and infrastructure.

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.

C2K – Chesapeake Bay 2000 Agreement.

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.

Glossary

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.

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 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, 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.

Federal Clean Water Act – The Clean Water Act (CWA) was enacted in 1948 and expanded in 1972. The purpose of this Federal law is to regulate discharges of pollutants into the waters of the United States and to regulate the quality standards for surface waters.

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, FY11 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. 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.

Glossary

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.

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 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.

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

Low Impact Development (LID) – Is an approach to land planning and engineering design that emphasizes conservation and the use of on-site natural features to protect water quality by managing the stormwater runoff from development.

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.

Glossary

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.

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.

Pipeline/Manhole Assessment Certification Program (P/MACP) – A set of standardized procedures developed by the NASSCO, Inc. association to inspect and assess sanitary sewer systems using closed circuit television cameras (CCTVs).

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

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.

Glossary

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.

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.

Glossary

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, the Town Center Management Fund, and the Speed Camera 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.

SSES – Sanitary Sewer Evaluation Study (SSES).

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 water usage, 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.

Glossary

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 Distribution System – The network of water pipes through which drinking water is delivered to Rockville consumers.

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.

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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