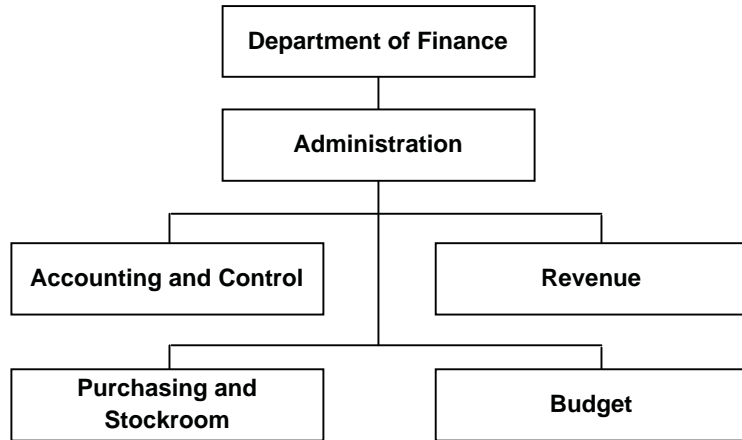
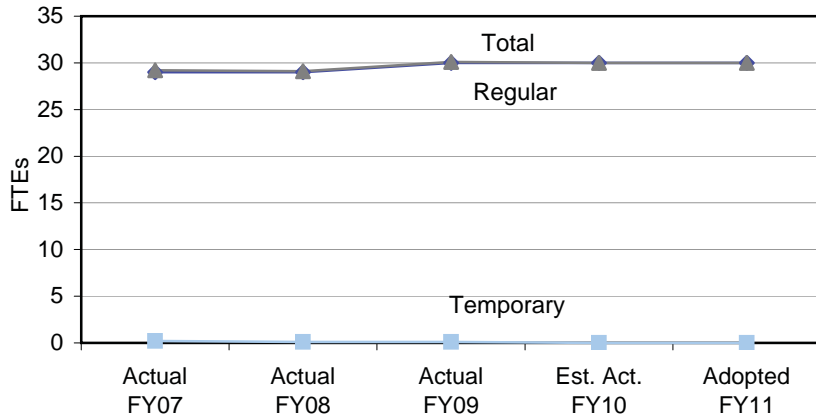


Department of Finance



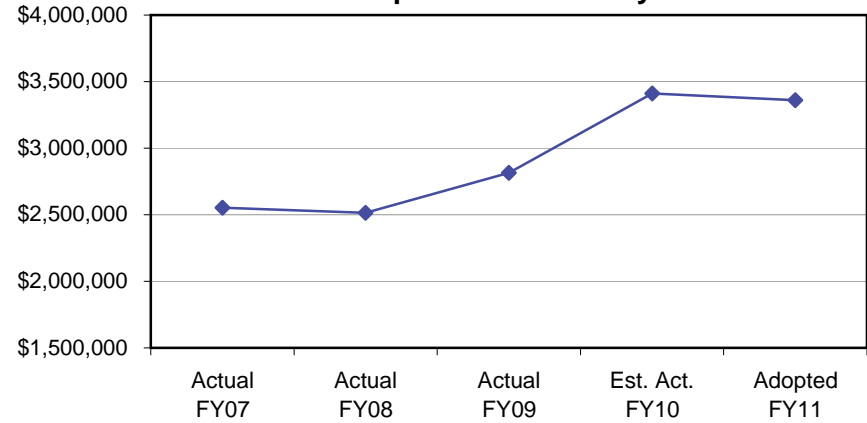
Staffing Trend



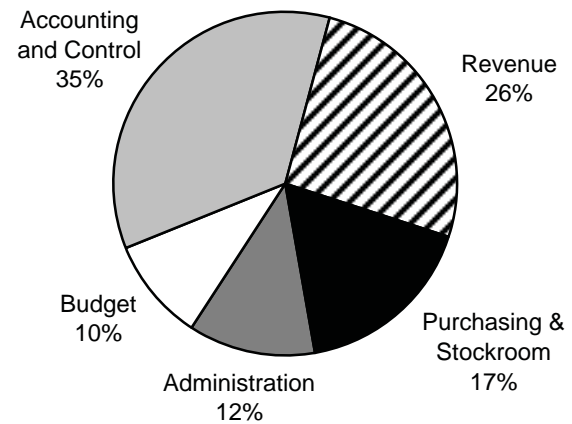
Department Mission Statement

The Department of Finance maintains the City's high standard of financial excellence by providing the citizens, employees, and vendors with professional customer service through the collection and disbursement of funds, financial reporting, and management of assets.

Expenditures History



Use of Funds



Department of Finance

Department Summary

Department Summary

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Dept. Expenditures by Division				
Administration	396,329	403,400	469,424	404,590
Accounting and Control	837,077	1,113,700	1,203,648	1,183,480
Revenue	764,551	858,100	866,909	869,910
Purchasing / Stockroom	525,090	563,400	565,990	579,800
Budget	291,248	310,100	305,337	323,520
Department Total	\$2,814,295	\$3,248,700	\$3,411,308	\$3,361,300

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Dept. Expenditures by Type				
Salary and Wages	1,957,085	2,134,700	2,172,325	2,181,660
Benefits	456,234	484,300	505,987	603,860
Overtime	3,761	5,000	14,000	5,000
Personnel Subtotal	\$2,417,080	\$2,624,000	\$2,692,312	\$2,790,520
Contractual Services	280,918	410,700	567,867	441,100
Commodities	27,316	21,000	19,509	16,780
Capital Outlays	88,981	150,000	96,000	67,000
Other	0	43,000	35,620	45,900
Operating Subtotal	\$397,215	\$624,700	\$718,996	\$570,780
Department Total	\$2,814,295	\$3,248,700	\$3,411,308	\$3,361,300

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Source of Dept. Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	2,080,816	2,423,400	2,588,816	2,525,230
Water (210)	733,479	825,300	822,492	836,070
Subtotal	\$2,814,295	\$3,248,700	\$3,411,308	\$3,361,300
Department Total	\$2,814,295	\$3,248,700	\$3,411,308	\$3,361,300

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Staffing Summary by Division (FTEs)				
<i>Regular</i>				
Administration	2.0	2.0	2.0	2.0
Accounting and Control	10.0	10.0	10.0	10.0
Revenue	9.0	9.0	9.0	9.0
Purchasing / Stockroom	6.0	6.0	6.0	6.0
Budget	3.0	3.0	3.0	3.0
Regular Subtotal	30.0	30.0	30.0	30.0
<i>Temporary</i>				
Administration	0.1	0.0	0.0	0.0
Temporary Subtotal	0.1	0.0	0.0	0.0
Department Total	30.1	30.0	30.0	30.0

Department of Finance

Department Summary

Department Summary

Department Overview:

The Department of Finance assists City departments in meeting their service objectives by acquiring goods and services, allocating and tracking the City's financial resources, processing financial transactions, and providing information and analysis as a basis for decision making. The Department bills and/or collects revenue and provides assistance to taxpayers and utility customers. The Department also secures financing for capital construction and safeguards and invests City funds.

Objectives:

- Promote a high level of public trust in financial transactions 🏠
- Maintain City's financial health and stability ⚙️
- Ensure financial accountability across the organization 🏠
- Manage resources professionally ⚙️
- Provide equitable and ethical service to all customers ⚙️
- Promote superior customer service to all customers ⚙️

Significant Changes:

Adopted FY10 to Estimated Actual FY10

Personnel expenditures increased by \$68,300 due to increases in salary costs resulting from actual salaries being higher than originally budgeted for FY10, increases in benefit costs, and Revenue Division overtime. Contractual services expenditures increased by \$157,200 due to the addition of purchase orders that carried over from FY09, a transfer within the Revenue Division from capital outlay, and decreases in contractual services expenditures that offset decreased revenue projections during FY10. Capital outlay expenditures decreased by \$54,000 due to a transfer within the Revenue Division. Other expenditures decreased by \$7,400 to offset decreased revenue projections during FY10.

Estimated Actual FY10 to Adopted FY11

Personnel expenditures increased by \$98,200 mainly due to an increase in benefit costs. Contractual services expenditures decreased by \$126,800 due to the removal of one-time consultant fees, and the transfer in of funding for the City's tax processing payment to Montgomery County from Non-Departmental. Capital outlay expenditures decreased by \$29,000 due to a reduction in water meter purchases. Other expenditures increased by \$10,300 due to the transfer in of funding for the Rockville Fire Department's water bills from Non-Departmental.

Department of Finance

Division: Administration

Division: Administration

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Division Expenditures by Cost Center				
Administration	396,329	403,400	469,424	404,590
Division Total	\$396,329	\$403,400	\$469,424	\$404,590

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Division Expenditures by Type				
Salary and Wages	236,414	240,000	238,000	237,330
Benefits	50,056	54,800	53,223	60,060
Overtime	0	0	0	0
Personnel Subtotal	\$286,470	\$294,800	\$291,223	\$297,390
Contractual Services	102,696	100,100	173,065	92,200
Commodities	7,163	8,500	5,136	5,000
Capital Outlays	0	0	0	0
Other	0	0	0	10,000
Operating Subtotal	\$109,859	\$108,600	\$178,201	\$107,200
Division Total	\$396,329	\$403,400	\$469,424	\$404,590

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	396,329	403,400	469,424	404,590
Subtotal	\$396,329	\$403,400	\$469,424	\$404,590
Division Total	\$396,329	\$403,400	\$469,424	\$404,590

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Administration	2.0	2.0	2.0	2.0
Regular Subtotal	2.0	2.0	2.0	2.0
<i>Temporary</i>				
Administration	0.1	0.0	0.0	0.0
Temporary Subtotal	0.1	0.0	0.0	0.0
Division Total	2.1	2.0	2.0	2.0

Department of Finance

Division: Administration

Division: Administration

Division Purpose:

The Administration Division is responsible for developing financial management policies and strategies that promote the City's financial integrity. The division develops equitable taxation systems and usage fees; maximizes the return on City investments at minimal risk; maintains banking relations; plans and executes bond sales; and provides internal control oversight. The Chief Financial Officer serves as the Executive Secretary to the Retirement Board.

Significant Changes:

Adopted FY10 to Estimated Actual FY10

Contractual services expenditures increased by a net total of \$73,000 due to the addition of purchase orders that carried over from FY09.

Estimated Actual FY10 to Adopted FY11

Personnel expenditures increased by \$6,200 due to increases in benefit costs. Contractual services expenditures decreased by \$80,900 due to the removal of a one-time consultant fee for the Cost Allocation Plan and User Fee Study. Other expenditures increased by \$10,000, which was transferred in from Non-Departmental to cover water bills for the Rockville Volunteer Fire Department.

Cost Center: Administration

Cost Center Summary:

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Total Expenditures	396,329	403,400	469,424	404,590
Total Revenues	N/A	N/A	N/A	N/A

Objectives:

- Recommend and implement sound financial policies, practices, and procedures to ensure the long-term financial health of the City 🏠
- Carefully monitor cash flow needs with the goal of maximizing interest income while maintaining a safe and liquid investment portfolio 📊
- Provide sound debt administration and management in order to maintain the City's AAA / Aaa bond rating resulting in lower borrowing costs for the City 📈
- Closely monitor the impact of economic conditions on major revenue sources and the City's overall cash flow needs to ensure the timely payment of vendor disbursements and payroll checks 📄

- Promote superior customer service among Finance Department staff 🗣️

Performance Measures:

	Actual FY09	Target FY10	Est. Act. FY10	Target FY11
Maintain the General Fund fund balance at or above 15% of adopted revenues (figures shown in millions)	\$13.61 / \$61.84 or 22.0%	\$9.31 / \$62.08 or 15.0%	\$11.86 / \$62.08 or 19.1%	\$9.32 / \$62.10 or 15.0%
Maintain the investment interest rate earned as a % of the 3-month treasury-bill at or above 105%	1.18% / 0.47% or 253%	1.2% / 1.0% or 120%	0.10% / 0.12% or 83%	0.20% / 0.19% or 105%
Maintain the City's bond rating at AAA / Aaa	AAA / Aaa	AAA / Aaa	AAA / Aaa	AAA / Aaa
Increase the percentage of employees satisfied with overall customer service to 76%*	213 / 288 or 74%	213 / 288 or 74%	213 / 288 or 74%	219 / 288 or 76%

* The City conducts an employee survey. An employee survey was performed in FY08 and the next survey will take place in FY11.

Workload Measures:

	Actual FY09	Estimate FY10	Est. Act. FY10	Estimate FY11
Bond sales executed	1	1	0	1

Regular Positions:

Position Title	Adopted FY09	Adopted FY10	Adopted FY11
Chief Financial Officer	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0
Cost Center Total	2.0	2.0	2.0

Supplemental Information:

Each fiscal year, the City awards funding to outside agencies that provide services to the residents of Rockville through a competitive application review process. Such funding totaling \$10,000 for the Rockville Volunteer Fire Department, which consists of over 200 members serving the Rockville area, is included in the Finance Administration Division's budget for FY11.

Department of Finance

Division: Accounting and Control

Division: Accounting and Control

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Division Expenditures by Cost Center				
Accounting and Audit*	837,077	683,400	710,977	742,250
Systems Support and Control*	N/A	430,300	492,671	441,230
Division Total	\$837,077	\$1,113,700	\$1,203,648	\$1,183,480

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Division Expenditures by Type				
Salary and Wages	608,649	716,800	752,425	749,780
Benefits	126,684	147,600	159,768	191,120
Overtime	0	0	0	0
Personnel Subtotal	\$735,333	\$864,400	\$912,193	\$940,900
Contractual Services	84,350	215,800	258,655	209,280
Commodities	6,456	5,500	4,800	5,300
Capital Outlays	10,938	0	0	0
Other	0	28,000	28,000	28,000
Operating Subtotal	\$101,744	\$249,300	\$291,455	\$242,580
Division Total	\$837,077	\$1,113,700	\$1,203,648	\$1,183,480

* In FY10, the Accounting Division was split into two cost centers.

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	837,077	1,113,700	1,203,648	1,183,480
Subtotal	\$837,077	\$1,113,700	\$1,203,648	\$1,183,480
Division Total	\$837,077	\$1,113,700	\$1,203,648	\$1,183,480

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Accounting and Audit*	10.0	8.0	8.0	8.0
Systems Support and Control*	N/A	2.0	2.0	2.0
Regular Subtotal	10.0	10.0	10.0	10.0
<i>Temporary</i>				
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	10.0	10.0	10.0	10.0

Department of Finance

Division: Accounting and Control

Division: Accounting and Control

Division Purpose:

The Accounting and Control Division provides timely and accurate accounting and internal control services for the City. This division provides professional and consistent financial services to all City departments through accounts payable, payroll processing, accounting services, systems support, and internal controls. This division oversees and reports on a timely and accurate basis all financial results of City operations through the City's annual financial report. This division is responsible for overseeing the implementation of system upgrades, security administration and maintenance of multiple financial systems. In addition, this division maintains the City's pension and deferred compensation programs, prepares and oversees accurate input of the City's actuarial reports, and performs timely pension benefit calculations.

Significant Changes:

Adopted FY10 to Estimated Actual FY10

Personnel expenditures increased by \$47,800 due to actual salary costs being higher than budgeted for FY10, and increased benefit costs. Contractual services expenditures increased by a net total of \$42,900 due to the addition of \$77,100 in purchase orders that carried over from FY09, a total of \$23,400 in commodity expenditures that were reduced to offset decreased revenue projections during FY10, and a transfer of \$10,800 to the Administration cost center for auditing services.

Estimated Actual FY10 to Adopted FY11

Personnel expenditures increased by \$28,700 mainly due to an increase in benefit costs. Contractual services expenditures decreased by \$49,400 due to the removal of a one-time consultant fee for the financial system upgrade and the transfer in of funding for the City's tax processing payment to Montgomery County from Non-Departmental.

Cost Center: Accounting and Audit

Cost Center Summary:

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Total Expenditures	837,077	683,400	710,977	742,250
Total Revenues	N/A	N/A	N/A	N/A

Objectives:

- Oversee and report on a timely and accurate basis all financial results of City operations through the City's Comprehensive Annual Financial Report (CAFR) ⚡
- Maintain compliance with Generally Accepted Accounting Principles (GAAP) with the goal of receiving the Government Finance Officers Association (GFOA) certificate for Achievement of Excellence in Financial Reporting and obtaining an unqualified audit opinion ⚡
- Successfully implement components of the required Government Accounting Standards Board (GASB) statements each year to remain in compliance with GAAP ⚡
- Conduct periodic internal financial and operational reviews to ensure financial efficiencies and operational control ⚡
- Ensure the accuracy of vendor disbursement and payroll checks to guarantee timely payments and promote internal and external customer service ⚡
- Promote the use of payroll direct deposit and other electronic payments in order to promote internal customer service, improve efficiency and decrease the risk of fraud ⚡

Department of Finance

Division: Accounting and Control

Performance Measures:

	Actual FY09	Target FY10	Est. Act. FY10	Target FY11
Receive GFOA certificate for Achievement of Excellence in Financial Reporting for CAFR each year (shown in consecutive years)	Yes 20 Years	Yes 21 Years	Yes 21 Years	Yes 22 Years
Receive an unqualified audit opinion each year	Yes	Yes	Yes	Yes
Successfully implement 100% of required GASB statements	2 / 2 100%	0 / 0	0 / 0	1 / 1* 100%
Increase the percent of internal financial and operational reviews in compliance by 5%	58 / 80 or 73%	64 / 85 or 75%	68 / 85 or 80%	68 / 85 or 80%
Maintain the number of voided payroll checks due to payroll error at zero	17 voids	0 voids	2 voids	0 voids
Maintain the number of voided vendor disbursement checks due to accounts payable error at zero	6 voids	0 voids	4 voids	0 voids

* In March 2009 the Governmental Accounting Standards Board (GASB) released GASB statement number 54, which makes changes to fund balance reporting and governmental fund type definitions. This statement must be implemented for financial statements beginning after June 2010, which is the City's fiscal year 2011.

Regular Positions:

Position Title	Adopted FY09	Adopted FY10	Adopted FY11
Financial Systems Manager *	1.0	0.0	0.0
Financial Systems Sr. Support Analyst *	1.0	0.0	0.0
Financial Accounting Manager	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
Accountant	1.0	1.0	1.0
Accounts Payable Assistant I	1.0	1.0	1.0
Accounts Payable Assistant II	1.0	1.0	1.0
Payroll Supervisor	1.0	1.0	1.0
Payroll Assistant I	1.0	1.0	1.0
Payroll Assistant II	1.0	1.0	1.0
Cost Center Total	10.0	8.0	8.0

* Moved to Systems Support and Control cost center in FY10.

Supplemental Information:

The Comprehensive Annual Financial Report (CAFR) is an annual financial report that is prepared by Finance in accordance the generally accepted accounting principles (GAAP). A CAFR has three major sections: introductory, financial, and statistical and is audited in accordance with generally accepted auditing standards (GAAS) by a firm of certified public accountants (CPA). The report is management's representation of finances and is audited by the independent CPA firm of Reznick Group, PC. The City of Rockville's most recent CAFR can be found at <http://www.rockvillemd.gov/government/cafr/index.html>

The content and format of the CAFR is strictly prescribed, and many people have a difficult time understanding the contents of the CAFR. In order to make the financial information that is presented in the CAFR easier to read and understand, staff created the Popular Financial Annual Report (PAFR). The PAFR is not required to comply with GAAP, and provides summary information based on the numbers presented in the annual CAFR and the operating budget.

Department of Finance

Division: Accounting and Control

Cost Center: Systems Support and Control

Cost Center Summary:

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Total Expenditures	N/A	430,300	492,671	441,230
Total Revenues	N/A	N/A	N/A	N/A

Objectives:

- Implement automated processes and systems Citywide with the goal of improving overall efficiencies ☺
- Provide resources and training on all financial and human resources applications to increase user knowledge and usage ☺
- Manage system upgrades to keep the City current with the most recent technologies ☺
- Support all system users through the Information and Technology help desk to increase user knowledge and troubleshoot problems with the system ☺

Performance Measures:

	Actual FY09	Target FY10	Est. Act. FY10	Target FY11
Transition the number of Citywide manual processes to automated process by at least 5 per year	4	5	6	5
Provide City employees with training in human resources, financial, time management and reporting applications by offering 50 training sessions annually	36 sessions	50 sessions	50 sessions	50 sessions

	Actual FY09	Target FY10	Est. Act. FY10	Target FY11
Maintain the percent of system upgrades successfully completed at 100%	1 / 3 or 33%	2 / 2 or 100%	2 / 2 or 100%	1 / 1 or 100%
Respond to 100% of human resources and financial system help desk calls within a 48 hour period *	495 / 495 or 100%	300 / 300 or 100%	606 / 606 or 100%	450 / 450 or 100%

* The increase in calls in FY09 was due to an increased number of users as a result of an increase in the number of new systems.

Regular Positions:

Position Title	Adopted FY09	Adopted FY10	Adopted FY11
Financial Systems Manager *	N/A	1.0	1.0
Financial Systems Sr. Support Analyst *	N/A	1.0	1.0
Cost Center Total	N/A	2.0	2.0

* Moved from the Accounting and Audit cost center in FY10.

Supplemental Information:

The Systems Support and Control cost center provides timely and accurate systems support and internal control services to all City departments. In particular, this cost center provides professional and quality support for the City's financial, accounts payable, purchasing, inventory, human resources, payroll, applicant tracking, time and attendance, position control, budget, pension and reporting writing systems.

Major projects the Systems Support and Control cost center will manage in FY11 and in future years include:

- Cash Receipting System
- Performance Budget System Implementation
- Employee Self Service and Benefits System Implementation
- Kronos System Upgrade

Department of Finance

Division: Revenue

Division: Revenue

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Division Expenditures by Cost Center				
Revenue	764,551	858,100	866,909	869,910
Division Total	\$764,551	\$858,100	\$866,909	\$869,910

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Division Expenditures by Type				
Salary and Wages	468,141	494,100	494,100	502,350
Benefits	129,703	130,400	131,209	160,930
Overtime	3,761	5,000	14,000	5,000
Personnel Subtotal	\$601,605	\$629,500	\$639,309	\$668,280
Contractual Services	80,085	73,500	123,500	129,530
Commodities	4,818	5,100	8,100	5,100
Capital Outlays	78,043	150,000	96,000	67,000
Other	0	0	0	0
Operating Subtotal	\$162,946	\$228,600	\$227,600	\$201,630
Division Total	\$764,551	\$858,100	\$866,909	\$869,910

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	31,072	32,800	44,417	33,840
Water Fund (210)	733,479	825,300	822,492	836,070
Subtotal	\$764,551	\$858,100	\$866,909	\$869,910
Division Total	\$764,551	\$858,100	\$866,909	\$869,910

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Revenue	9.0	9.0	9.0	9.0
Regular Subtotal	9.0	9.0	9.0	9.0
<i>Temporary</i>				
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	9.0	9.0	9.0	9.0

Department of Finance

Division: Revenue

Division: Revenue

Division Purpose:

In a timely, accurate and equitable fashion, collect and record revenues for all City departments through the Finance cashier; manage the billing and collection of City water, sewer and refuse fees; and manage the billing and collection of special assessment charges.

Significant Changes:

Adopted FY10 to Estimated Actual FY10

Personnel expenditures increased by \$9,800 due to overtime. Contractual services expenditures are estimated to increase by \$50,000 due to a transfer from capital outlay to fund the utility billing online payment service. Capital outlay expenditures are estimated to decrease by \$54,000 due to a reduction in water meter purchases.

Estimated Actual FY10 to Adopted FY11

Personnel expenditures increased by \$29,000 due to increased benefit costs. Contractual services expenditures increased by \$6,000 due to additional funding for the utility billing online payment service. Capital outlay expenditures decreased by \$29,000 due to a reduction in water meter purchases.

Cost Center: Revenue

Cost Center Summary:

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Total Expenditures	764,551	858,100	866,909	869,910
Total Revenues	N/A	N/A	N/A	N/A

Objectives:

- Perform periodic audits of the cashier and address any overage or shortage issues to ensure fund collection accuracy ☹
- Prepare and analyze monthly reports in order to ensure utility bills are sent out on-time, and to ensure 100% of revenues are properly collected and reported ☹
- Perform periodic audits using CPDS information, GIS maps, Refuse Operations information, and the Maryland Department of Assessments and Taxation records in order to ensure that all utility properties are billed accurately and registered with the City ☹
- Perform quarterly comparisons between single family permits and actual onsite inspections in order to ensure that all accounts are billed accurately in the utility billing system ☹
- Update the Water, Sewer, Refuse, and Stormwater Management fund cash flows on an annual basis in order to ensure rates are equitable and cover all operating and capital expenses ☹

Performance Measures:

	Actual FY09	Target FY10	Est. Act. FY10	Target FY11
Limit amount of cashier variance to no more than \$25 for an entire year	\$100.00	\$25.00	\$51.97	\$25.00
Maintain the number and percent of monthly cashier spot audits that balance at 12 or 100%	12 / 12 or 100%	12 / 12 or 100%	12 / 12 or 100%	12 / 12 or 100%
Maintain the number and percent of bills sent out on time (by the 15 th of the month) at 12 or 100%	12 / 12 or 100%	12 / 12 or 100%	11 / 12 or 92%	12 / 12 or 100%
Achieve 12 / 12 or 100% of monthly revenue that is properly collected and reported *	N/A	12 / 12 or 100%	12 / 12 or 100%	12 / 12 or 100%

Department of Finance

Division: Revenue

	Actual FY09	Target FY10	Est. Act. FY10	Target FY11
Maintain 100% reconciliation between the Revenue Division's refuse bill list to the Public Works' refuse route list	4 / 4 or 100%	4 / 4 or 100%	4 / 4 or 100%	4 / 4 or 100%
Ensure 100% of comparisons between single family permits and actual onsite inspections are accurate *	N/A	4 / 4 or 100% (quarters)	25 / 25 or 100% (permits)	25 / 25 or 100% (permits)

* This was a new Performance Measure in FY10.

Workload Measures:

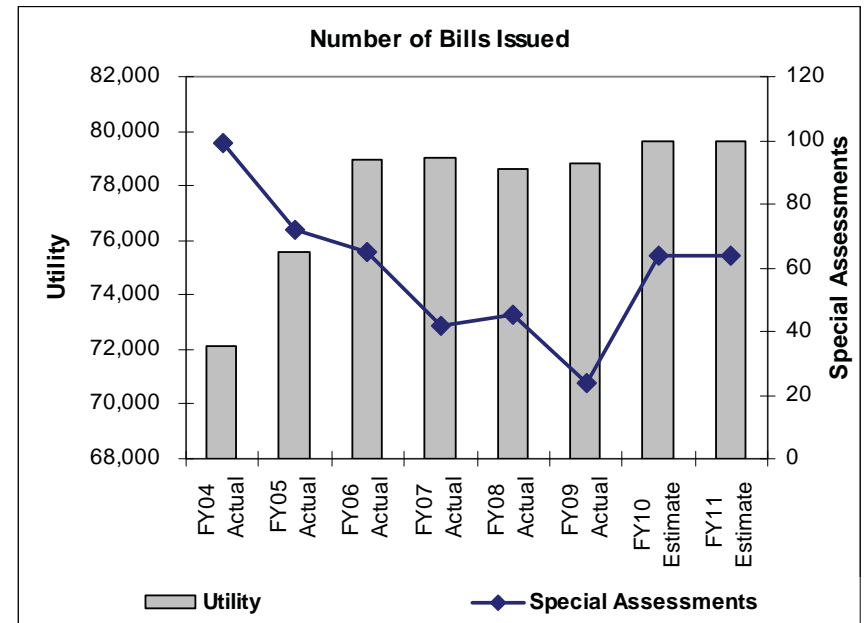
	Actual FY09	Estimate FY10	Est. Act. FY10	Estimate FY11
Number of utility audits / year	4	4	4	4
Number of water meters read monthly / quarterly	595 / 12,149	595 / 12,159	642 / 12,215	642 / 12,220
Number of bills issued: • Water/Sewer and Refuse • Special Assessments	78,800 24	78,840 13	79,628 64	79,648 64

Regular Positions:

Position Title	Adopted FY09	Adopted FY10	Adopted FY11
Revenue Supervisor	1.0	1.0	1.0
Revenue Assistant I*	2.0	2.0	3.0
Revenue Assistant II	1.0	1.0	1.0
Meter Services Supervisor	1.0	1.0	1.0
Meter Services Technician	3.0	3.0	3.0
Cashier*	1.0	1.0	0.0
Cost Center Total	9.0	9.0	9.0

* A 1.0 FTE Cashier position was reclassified as a Revenue Assistant I position for FY11.

Supplemental Information:



Note: The special assessment bills steadily decreased until FY10 because the front foot benefit charge is now assessed at the time of the building of a home and thus no longer handled by the City of Rockville. While this particular factor no longer creates a special assessment bill for the City, there are other reasons for special assessments, such as driveway repairs, which have contributed to the increase in special assessments in FY10. At the same time, the number of utility bills increased and then remained flat due to the rise in population within City limits and the building of new residences.

Department of Finance

Division: Revenue



One of the City's Water Meter Readers, Larry McBride



The City's Online Utility Bill Payment System

Department of Finance

Division: Purchasing and Stockroom

Division: Purchasing and Stockroom

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Division Expenditures by Cost Center				
Purchasing and Contracts	366,697	386,800	395,536	403,720
Stockroom	158,393	176,600	170,454	176,080
Division Total	\$525,090	\$563,400	\$565,990	\$579,800

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Division Expenditures by Type				
Salary and Wages	412,660	436,900	442,900	445,800
Benefits	94,845	96,400	103,210	120,520
Overtime	0	0	0	0
Personnel Subtotal	\$507,505	\$533,300	\$546,110	\$566,320
Contractual Services	10,190	13,500	11,120	4,440
Commodities	7,395	1,600	1,140	1,140
Capital Outlays	0	0	0	0
Other	0	15,000	7,620	7,900
Operating Subtotal	\$17,585	\$30,100	\$19,880	\$13,480
Division Total	\$525,090	\$563,400	\$565,990	\$579,800

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	525,090	563,400	565,990	579,800
Subtotal	\$525,090	\$563,400	\$565,990	\$579,800
Division Total	\$525,090	\$563,400	\$565,990	\$579,800

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Purchasing and Contracts	4.0	4.0	4.0	4.0
Stockroom	2.0	2.0	2.0	2.0
Regular Subtotal	6.0	6.0	6.0	6.0
<i>Temporary</i>				
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	6.0	6.0	6.0	6.0

Department of Finance

Division: Purchasing and Stockroom

Division: Purchasing and Stockroom

Division Purpose:

To provide the City with the means to secure quality goods and services at the best value and in a timely manner while maintaining the integrity of the bidding process and conforming to City, State and Federal requirements. The Stockroom provides effective, efficient and accountable management of materials for the City by taking time to understand and satisfy the requirements of customers to the extent allowed while maintaining the financial and production controls necessary to run a responsible and transparent governmental operation.

Significant Changes:

Adopted FY10 to Estimated Actual FY10

Personnel expenditures increased by \$12,800 due to a position upgrade and increases in benefit costs. Other expenditures decreased by \$7,400 to offset decreased revenue projections during FY10.

Estimated Actual FY10 to Adopted FY11

Personnel expenditures increased by \$20,200 due mainly to increased benefit costs. Contractual services expenditures decreased by \$6,700 due to a reduction in travel and training funding.

Cost Center: Purchasing and Contracts

Cost Center Summary:

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Total Expenditures	366,697	386,800	395,536	403,720
Total Revenues	N/A	N/A	N/A	N/A

Objectives:

- Ensure the integrity of the public bidding process in order to promote competition thereby reducing capital and operating costs ⚠
- Increase the use of procurement cards for purchases to obtain monetary rebates and reduce overall processing costs ⚠

Performance Measures:

	Actual FY09	Target FY10	Est. Act. FY10	Target FY11
Maintain the percent of formal solicitations awarded without valid protest at 100%	40 / 40 or 100%	40 / 40 or 100%	64 / 64 or 100%	40 / 40 or 100%
Maintain the percentage of formal bid savings at or above 10%*	\$2.7 million or 21%	12%	29%	29%
Maintain or increase the number of procurement cards issued in the City at or above 84 annually	90	84	84	84
Maintain or increase the annual amount of rebates and incentives received at or above \$30,000	\$25,907	\$30,000	\$0**	\$30,000

* Actual dollar amounts may vary greatly from year to year depending on the City's needs. For this reason, only a target percentage of savings is given for all targets and estimates.

** No annual rebate due to decreased expenditures under Cooperative Contract Group Spending. Staff have taken steps to replace this contract with a more favorable contract to be in place by July 2010.

Regular Positions:

Position Title	Adopted FY09	Adopted FY10	Adopted FY11
Purchasing Manager	1.0	1.0	1.0
Contract Specialist	1.0	1.0	1.0
Buyer II	1.0	1.0	1.5
Buyer I	1.0	1.0	0.5
Cost Center Total	4.0	4.0	4.0

Department of Finance

Division: Purchasing and Stockroom

Cost Center: Stockroom

Cost Center Summary:

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Total Expenditures	158,393	176,600	170,454	176,080
Total Revenues	N/A	N/A	N/A	N/A

Objectives:

- Maintain adequate levels of inventory in order to meet department demands while at the same time reducing the total dollar value of stock items 8
- Monitor inventory usage levels with the goal of reducing the total value of inventory that is written off as obsolete at year end 8
- Decrease the percentage of error between actual and system inventory counts by performing spot audits 8
- Increase the number of items returned to use by refining procedures in order to reduce overall costs to the City 8

Performance Measures:

	Actual FY09	Target FY10	Est. Act. FY10	Target FY11
Maintain at least a 99% average availability rate of stock items requested by City departments *	N/A	1,236 / 1,248 or 99%	1,236 / 1,248 or 99%	1,236 / 1,248 or 99%
Reduce the total dollar value of stock items to \$248,216 or less	\$245,403	\$269,800	\$244,387	\$248,216
Maintain value of inventory written off as obsolete at year-end by at or below \$7,900.	\$17,619	\$15,800	\$0	\$7,900

	Actual FY09	Target FY10	Est. Act. FY10	Target FY11
Maintain the percent of error between actual and system annual inventory counts at or below:				
• Stock number	99 / 1,249 or 7.9%	250 / 1,249 or 20%	121 / 1,250 or 9.7%	250 / 1,250 or 20%
• Number of items	58 / 31,740 or 0.2%	1,587 / 31,740 or 5%	78 / 31,523 or 0.2%	1,576 / 31,523 or 5%
• Dollar amount	\$730 / \$245,403 or 0.3%	\$4,908 / \$245,403 or 2%	\$2,300 / \$246,687 or 0.9%	\$4,934 / \$246,687 or 2%
Maintain the number of items returned to use at 20 per year *	46	20	21	20

* This was a new Performance Measure in FY10.

Regular Positions:

Position Title	Adopted FY09	Adopted FY10	Adopted FY11
Inventory Services Supervisor	1.0	1.0	1.0
Inventory Services Clerk	1.0	1.0	1.0
Cost Center Total	2.0	2.0	2.0

Department of Finance

Division: Purchasing and Stockroom



City of Rockville Stockroom



eMaryland Marketplace: the City's Bid Postings

Department of Finance

Division: Budget

Division: Budget

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Division Expenditures by Cost Center				
Budget	291,248	310,100	305,337	323,520
Division Total	\$291,248	\$310,100	\$305,337	\$323,520

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Division Expenditures by Type				
Salary and Wages	231,221	246,900	244,900	246,400
Benefits	54,946	55,100	58,577	71,230
Overtime	0	0	0	0
Personnel Subtotal	\$286,167	\$302,000	\$303,477	\$317,630
Contractual Services	3,597	7,800	1,527	5,650
Commodities	1,484	300	333	240
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$5,081	\$8,100	\$1,860	\$5,890
Division Total	\$291,248	\$310,100	\$305,337	\$323,520

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	291,248	310,100	305,337	323,520
Subtotal	\$291,248	\$310,100	\$305,337	\$323,520
Division Total	\$291,248	\$310,100	\$305,337	\$323,520

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Budget	3.0	3.0	3.0	3.0
Regular Subtotal	3.0	3.0	3.0	3.0
<i>Temporary</i>				
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	3.0	3.0	3.0	3.0

Department of Finance

Division: Budget

Division: Budget

Division Purpose:

The Budget Division oversees and reports on a timely and accurate basis all budgetary policies and procedures through the City's annual Operating and Capital Improvements Program budgets. This division also provides services related to resource allocation, fiscal analysis, and forecasting, and regularly provides objective information and recommendations to the Mayor and Council, City Manager, and City departments.

Significant Changes:

Adopted FY10 to Estimated Actual FY10

Contractual services expenditures decreased by \$6,300 to offset decreased revenue projections during FY10.

Estimated Actual FY10 to Adopted FY11

Personnel expenditures increased by \$14,200 due to increased benefit costs.

Cost Center: Budget

Cost Center Summary:

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
Total Expenditures	291,248	310,100	305,337	323,520
Total Revenues	N/A	N/A	N/A	N/A

Objectives:

- Oversee and report on a timely and accurate basis all budgetary information in the City's annual Operating and Capital Improvements Program budgets to ensure proper management and reporting of the City's fiscal resources 🏢
- Maintain compliance with the Government Finance Officers Association (GFOA) best practices in order to receive the GFOA Distinguished Budget Presentation Award and the GFOA Popular Annual Financial Reporting Award each year 🏆
- Provide group training to City employees with the goal of improving employee understanding and satisfaction with the overall budget process 🗣️

- Provide services and reports related to resource allocation, fiscal analysis, and financial forecasting in order to assist the Mayor and Council, City Manager, and City departments in establishing priorities and allocating resources appropriately 🏢

Performance Measures:

	Actual FY09	Target FY10	Est. Act. FY10	Target FY11
Maintain overall variance within 5% of the adopted General Fund budget (amounts shown in millions) <ul style="list-style-type: none"> • Revenues • Expenditures 	\$62.84 / \$61.84 or 102%	\$62.08 / \$62.08 or 100%	\$59.74 / \$62.08 or 96%	\$62.10 / \$62.10 or 100%
Receive the GFOA Distinguished Budget Presentation Award each year for the annual operating and CIP budgets (shown in consecutive years)	Yes 18 Years	Yes 19 Years	Yes 19 Years	Yes 20 Years
Receive the GFOA Popular Annual Financial Reporting Award each year for the PAFR (shown in consecutive years)	Yes 2 Years	Yes 3 Years	Yes 3 Years	Yes 4 Years
Increase the number and percent of training participants who rate budget management training as "excellent" by at least 3%	21 / 25 or 84%	26 / 30 or 87%	22 / 26 or 85%	27 / 30 or 90%
Increase the percent of employees that rate the quality of the budget process as "excellent" or "good" to 80%*	161 / 230 or 70%	161 / 230 or 70%	161 / 230 or 70%	184 / 230 or 80%

* The City conducts an employee survey every other year. An employee survey was conducted in FY08 and the next survey will take place in FY11.

Department of Finance

Division: Budget

Regular Positions:

Position Title	Adopted FY09	Adopted FY10	Adopted FY11
Budget and Finance Manager	1.0	1.0	1.0
Management and Budget Analyst	2.0	2.0	2.0
Cost Center Total	3.0	3.0	3.0

Supplemental Information:

The Budget Division is responsible for preparing reports and documents that are submitted to the Mayor and Council, City Manager, and City departments on a regular basis. Below is a list of reports that the Budget Division prepares with a description of the report and the distribution frequency.

Report Type and Description	Distribution Frequency
Amendments to the Budget Ordinance – This document is necessary to adjust the budget amounts in the Operating Budget or Capital Improvements Program Budget during the fiscal year. Since the budget is adopted at the fund level, a change in the appropriated amount of any fund requires the Mayor and Council to adopt an amendment to the budget ordinance. Amendments usually take place three to four times per fiscal year	As Needed (3 to 4 per year)
Bond Proceeds Spending Report – This report details the amount of bond proceeds that are spent from a specific bond issue. It is important to track this information in order to maintain compliance with federal arbitrage rebate regulations	Quarterly
Budget-to-Actual Department Reports – These reports identify how current expenditures and revenues compare to budgeted expenditures and revenues. In these reports budget staff identify areas that may require adjustments during the fiscal year. These reports serve as an important tool for the prudent management of Citywide resources	Quarterly

Report Type and Description	Distribution Frequency
Capital Improvements Program (CIP) Budget – The CIP maps the City's capital investment plan over a five-year period. The CIP is both a fiscal and planning device that allows the City to inventory and monitor all capital project costs, funding sources, departmental responsibilities, and project schedules	Annual
Cash and Investment Portfolio Summary Report – This report presents a summary of the City's investment portfolio and cash balances, required by Section XIX of the City's Investment Policy. Due to the City's passive strategy and limited trading, this report is quarterly	Quarterly
Financial Report – This report presents revenue and expenditure data for the City's General and enterprise funds. This report is prepared on a modified accrual / accrual basis consistent with the City's budget and financial statements. This report compares the actual revenues and expenditure data to the adopted budget and modified budget	Quarterly
Operating Budget – The Operating Budget provides the Mayor and Council, City residents, and City staff with detailed information about the City's operations and spending. The Operating Budget serves as a policy document, financial plan, operations guide, and communications device	Annual
Popular Annual Financial Report (PAFR) – The PAFR summarizes the City of Rockville's financial position at the end of the fiscal year. The PAFR highlights how tax dollars were spent, major initiatives, and ongoing financial challenges and opportunities the City may face. The PAFR is composed of financial information presented in the City's Comprehensive Annual Financial Report (CAFR) and future information as estimated in the City's adopted budget	Annual
Salary Projection Report – This report summarizes the estimated salary and benefit information for all City employees. This report is utilized during the budget planning process in order to obtain accurate estimates for total personnel costs across all funds	Annual