

2022

Fiscal Year 2022

CITY OF ROCKVILLE, MARYLAND

Adopted Operating Budget & Capital Improvements Program

JULY 1, 2021 – JUNE 30, 2022



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FY 2022 Adopted Operating Budget and Capital Improvements Program

July 2021

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Monique Ashton, Councilmember
Beryl L. Feinberg, Councilmember
David Myles, Councilmember
Mark Pierzchala, Councilmember

Robert DiSpirito, City Manager
Cynthia Walters, Acting City Attorney
Sara Taylor-Ferrell, City Clerk/Director of Council Operations

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For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morill

Executive Director



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How to Read the Budget

The City of Rockville's Operating Budget and Capital Improvements Program (CIP) provides residents and city officials with detailed information about the city's spending and operations. The goal of the budget document is to provide transparency to the public about the programs, services, and policy implications of the city's spending decisions and to detail the city's operational and financial strategy over the coming fiscal year for the operating budget and over a five year period for the CIP. The operating budget and CIP together serve as a:

1. **Policy Document** – to describe financial and operating policies, goals, and priorities for the organization.
2. **Financial Plan** – to provide revenue and expenditure information by fund, department, division, and category. Also provides details on reserve funds, ways to address financial risk, and manage financial uncertainties.
3. **Operations Guide** – to describe activities, objectives for the fiscal year, and performance measures to track progress on the objectives and the workforce.
4. **Communications Device** – to provide information on budgetary trends, planning processes, and the integration of the operating and capital budgets.

This document is divided into eight major sections: Introduction, Guiding Documents, Financial Summaries, Operating Departments, CIP Overview, CIP Projects, Supplemental Information, and Appendix.

Introduction

This section includes the transmittal letter from the City Manager, Vision and Priorities for FY 2022, Budget-In-Brief, a description of the budget process, a summary of changes between the proposed and adopted budgets, and a profile of the Rockville community and local government.

Guiding Documents

This section includes the city's Financial Management Policies and descriptions of the city's major policy documents.

Financial Summaries

This section describes and analyzes each of the city's funds both individually and in consolidated form using tables and graphs to highlight key aspects of the budget. Revenue and expenditure information is detailed by fund and department and projected changes in fund and cash balances are provided. The city's General Fund is described and analyzed in detail and all other funds are shown as two page layouts which include nine year financial summaries, illustrated compliance with city financial management policies, and detailed information specific to the fund, including the fund's purpose, the fund's current status and future forecast, and information related to tax and fee rates, if applicable.



Operating Departments

The Departments section provides strategic, operational, performance, and budgetary information for each of the city's departments. Each department section begins with an overview of the scope and responsibilities of the entire department. This includes the department's mission statement and a brief overview of its primary functions. The first page of each department section also contains a summary organizational chart illustrating divisional reporting relationships as well as expenditure, regular full time equivalent positions, and temporary full time equivalent position information. Each department section then details major prior year accomplishments followed by a coming year outlook. Below is an annotated illustration of City Manager's Office section from the Operating Departments section in this document. The layout of all department sections follows this format.

Department Name

City of Rockville, Maryland
FY 2022 Adopted Budget

City Manager's Office

The City Manager's Office implements the policies and priorities of the Mayor and Council, provides professional recommendations to the Mayor and Council, and oversees the day-to-day management of city operations.

The team in the City Manager's Office (CMO) leads the city government's effort to make a meaningful difference in residents' lives through information, problem solving, and attentive customer service. By staying engaged with all facets of city operations and other stakeholders, the CMO obtains resources and support to tell the city's story, always striving to make Rockville special. Through a focus on cross department collaboration, internal communication, and procurement, the CMO supports implementation of the Mayor and Council's priorities and services. With an eye toward responsible spending, creative partnerships, and employee involvement, the CMO leads the implementation of the Mayor and Council's adopted budget and Capital Improvements Program.

Department Mission Statement

Department Overview

City Manager's Office

Budget: \$6,261,770

Regular FTE: 28.0

Temp FTE: 3.5

Administration

Budget: \$3,028,090

Regular FTE: 7.5

Temp FTE: 0.2

Procurement

Budget: \$1,005,400

Regular FTE: 8.5

Temp FTE: 0.5

Public Information and Community Engagement

Budget: \$2,148,280

Regular FTE: 12.0

Temp FTE: 0.5

Department Org. Chart by Division

Fiscal Year 2021 Accomplishments

- Informed the community about changes in city operations due to the COVID-19 pandemic by publishing a COVID-19 email newsletter multiple times each week.
- Collaborated with the Emergency Manager on the citywide response to the pandemic, including providing direction to city departments; ensuring effective continuity of city operations; sharing information with the community and employees; and supporting vulnerable populations.
- Redesigned RockvilleReports.com, the city's online news source.
- Supported the Mayor and Council's Rockville Goes Purple initiative to provide awareness and education about the opioid epidemic.
- Supported the city's anti-smoking awareness campaign.
- Implemented community engagement software to facilitate virtual participation in RedGate Park planning.
- Successfully supported the complete count effort for the census outreach.
- Continued to grow the city's volunteer program, expanding virtual offerings and instituting a survey to assist with meeting program needs.
- Launched the City Ambassador Program, and successfully facilitated the City Academy in a virtual format.
- Supported the Mayor and Council in their approval of a resolution designating Juneteenth as a paid city holiday.
- Provided information needed by businesses in deciding to stay open or close during the pandemic.

Prior Year Accomplishments

City of Rockville, Maryland
FY 2022 Adopted Budget

- Facilitated discussion between educational and business leaders to align workforce development needs with education and training of workforce.
- Provided input to city from the business community on a variety of city development and redevelopment projects, as well as supported quality of life projects that attract businesses to Rockville.
- Supported entrepreneurs and small businesses with resources related to COVID-19, as well as starting and growing their businesses, including services provided through RED's SBA certified Maryland Women's Business Center.
- Administered the MOVE, Expansion, and Small Business Impact Fund incentive programs to attract and retain businesses in Rockville.
- Received the 2020 Achievement in Excellence in Procurement Award, one of only five agencies in Maryland and one of only 69 cities in the United States and Canada to receive the award.
- Implemented an automated electronic bidding software to allow for receipt of electronic bids and proposals and to conduct procurement by electronic means.
- Implemented redaction software to facilitate MPA efficiency.
- Supported advocacy of policies, programs, and funding that benefit Rockville at the County, regional, State, and federal levels of government.

City Manager's Office Fiscal Year 2022 Outlook

- Continue to support the advocacy of policies, programs, and funding that benefit Rockville at the County, regional, State, and federal levels of government.
- Support the Mayor and Council's information gathering, deliberations, and decision making, and lead citywide implementation of the priorities established by the Mayor and Council for the 2020-2024 term.
- Work with staff and the Mayor and Council to allocate funding received as part of the American Rescue Plan Act to best serve the residents of Rockville, particularly those most affected by the COVID-19 pandemic.
- Focus efforts on ensuring a vibrant Rockville Town Center, and foster and support the future uses of the King Farm Farmstead and RedGate Park.
- Increase the efficiency and effectiveness of city operations through change management, business process improvements, technology, and lessons learned from operations through the pandemic.
- Utilize the new Assistant to the City Manager for Social Justice to support the Mayor and Council's work on this topic.
- Implement innovative approaches to recognize, celebrate, and preserve the city's history and culture, as well as the diversity of art, culture, and history that makes Rockville special.
- Continue to be responsive to community and MPA requests.
- Redesign the online presence for Channel 11 to grow viewership.
- Partner with Rockville Economic Development, Inc. (RED) on strategic communication, coordinated problem solving.
- Provide economic development services for the City of Rockville through RED including business attraction, retention, expansion support, and assistance.
- Continue to improve the city's Procurement function, including the processes for solicitations and contract awards, by obtaining customer feedback and identifying improvements to processing times through an outgoing external survey. Continue to review and update the Procurement policies and procedures.
- Continue increasing awareness about the opioid epidemic through Rockville Goes Purple activities.
- Engage consultants for the following projects: review and update the city's performance measures, conduct a branding study, and redesign the city's website.
- Improve digital access by moving toward a digital-first culture through an improved website, staff training, and expanded digital services to be performed by a new Digital Engagement Specialist.

Coming Fiscal Year Outlook

Following the coming Fiscal Year outlook are department-level financial and staffing tables. These tables show expenditures for the department in two views, by division and by expenditure type, and revenues by division. These financial tables are followed by a regular and temporary FTE staffing table that is shown by division. Along the right side of all pages with financial and staffing tables is a sidebar that contains explanations of significant changes from the prior fiscal year to the current fiscal year. In the department overview section, these explanations are more general than in the following division sections, which are more detailed. Because divisions roll up into departments and departments into funds, the same information can be seen in multiple locations in this document. The reader should note that the most detailed information can be found at the division level.

On the following page is an annotated illustration of the department financial and staffing tables for the City Manager's Office section from the Operating Departments section of this document. The layout of all department sections follows this format.

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Expenditures by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration	2,345,272	2,546,370	3,008,090	18.1%
Procurement	1,130,836	1,051,110	1,106,480	5.2%
Public Information and Community Engagement	1,343,979	2,137,930	2,148,230	0.5%
Department Total (\$)	5,420,087	5,734,860	6,261,770	9.2%

Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	3,438,170	3,484,590	3,664,450	5.2%
Materials	586,000	586,000	856,050	46%
Travel	252,200	252,200	252,200	0.0%
Other	1,412,070	1,489,070	1,489,070	5.5%
Department Total (\$)	5,734,860	5,734,860	6,261,770	9.2%

Revenues by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration	-	-	-	-
Procurement	-	-	-	-
Public Information and Community Engagement	1,934,173	1,887,930	1,786,960	-5.3%
Department Total (\$)	1,934,173	1,887,930	1,786,960	-5.3%

City Manager's Office
FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Regular				
Administration	8.5	8.5	7.5	-15.4%
Procurement	8.5	8.5	8.5	0.0%
Public Information and Community Engagement	12.0	12.0	12.0	0.0%
Regular Subtotal	27.0	27.0	28.0	3.7%
Temporary				
Administration	0.2	0.2	0.2	0.0%
Procurement	-	-	-	-
Public Information and Community Engagement	1.3	1.3	1.3	0.0%
Temporary Subtotal	1.5	1.5	1.5	0.0%
Department Total	28.5	28.5	29.5	3.5%

Significant Changes from FY 2021 to FY 2022

Administration Division funding increased due to the addition of...

Mayor and Council Committed \$270,000 in General Fund unassigned funds to support the full redesign of the city's website. These funds are not included in the adopted budget but will be added to the Public Information and Community Engagement Division's budget through an amendment in early FY 2022.

Revenue in the Public Information and Community Engagement Division decreased due to the continued decline in the number of local cable subscribers.

A new 1.0 FTE Assistant to the City Manager for Social Justice, Inclusion, and Diversity was added to the Administration Division.

In the Public Information and Community Engagement Division, a new 1.0 FTE Digital Engagement Specialist was added for FY 2022, and a 1.0 FTE Human Rights and Community Mediation Specialist was transferred to the new Department of Housing and Community Development at the end of FY 2021.

Following each department summary section are sections for each of the department's divisions. These sections follow essentially the same format as the department summary sections, but offer more detail. They also include work program goals, Critical Success Factor alignment, performance measures, and short term objective data. At the top of each sheet is the name of the division, followed by a description of that division's core responsibilities. A division-level organizational chart follows, detailing expenditure and regular and temporary staffing information by the division's cost centers.

Division Name

Division Description

Division Org. Chart by Cost Center

Supported Critical Success Factor

Work Program Goal Statement

Performance Measures and Short Term Objectives

Performance Measures

Short Term Objectives

Handed Budget

Planned Completion

Actual FY 2020

Actual FY 2021

Adopted FY 2021

Adopted FY 2022

Planned FY 2022

Planned FY 2023

Planned FY 2024

Planned FY 2025

Planned FY 2026

Planned FY 2027

Planned FY 2028

Planned FY 2029

Planned FY 2030

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Planned FY 2090

Planned FY 2091

Planned FY 2092

Planned FY 2093

Planned FY 2094

Planned FY 2095

Planned FY 2096

Planned FY 2097

Planned FY 2098

Planned FY 2099

Planned FY 2100

Beneath the organizational chart are all of the division's operational work program goals and the Critical Success Factor that each goal supports. Depending on the nature of the work in a given work program area and the availability of operational data, the work in support of the goal may be shown as workload measures, effectiveness or efficiency performance measures, or as project-based short term objectives. To the left is an annotated illustration of the first page of the Administration Division section in the City Manager's Office section of this document. The layout of all division sections follows this format.

Following the performance measures and short term objectives layout, each division section includes division level financial and staffing tables with the same accompanying explanatory side bar, following the same format as described at the departmental level.



CIP Overview

This section provides a detailed overview of the city's capital planning and prioritization process, as well as financial summary information for the Capital Improvements Program (CIP). This section also describes the relationship between the operating and capital budgets, and displays the city's Capital Projects Fund debt ratios, total outstanding debt, and bond rating. Total unfunded CIP needs are also discussed in this section.

CIP Projects

This section provides detail on the city's CIP. It is separated into five program areas: Recreation and Parks, Transportation, Stormwater Management, Utilities, and General Government. Each individual CIP project has its own project summary sheet that includes a project overview, current and future funding summary, and project completion estimates. For more information on how to read CIP project sheets, see the first page of the CIP Projects section.

Supplemental Information

This section contains detailed information that compliments and clarifies the rest of the document. This includes a description of non-departmental revenues and expenses; citywide staffing and position classification information; regular employee pay scales; fleet replacement schedule; planned improvement projects; caregiver/outside agency grants; neighborhood association requests; cost recovery summary; water and sewer rate schedules; and a copy of the budget ordinance.

Appendix

This section contains the glossary, list of acronyms, and index.

More information can be found online at www.rockvillemd.gov/budget including a line item version of the budget in Microsoft Excel format.



111 Maryland Avenue | Rockville, Maryland 20850-2364 | 240-314-5000
www.rockvillemd.gov

July 1, 2021

Honorable Mayor and Members of the Rockville City Council,

I am pleased to present the Fiscal Year (FY) 2022 Adopted Operating Budget and Capital Improvements Program (CIP). The annual City budget is Rockville's blueprint for action, created with participation by the community and approved by its elected representatives, to provide for our basic public services and an improved quality of life for all our residents and guests.

The FY 2022 operating budget totals \$141.2 million for the City's 11 operating funds. This represents an overall increase of less than 1 percent from the FY 2021 adopted budget. The FY 2022 budget was prepared approximately one year into the COVID-19 pandemic. Due to the financial pressures on the Rockville community as a result of the pandemic, the adopted budget includes no increases in real or personal property tax rates, a six-month delay in adjustments to the City's water and sewer utility rates, a modest increase of \$14 per year for the refuse and recycling rate, and no increase in the stormwater management fee.

The FY 2022 budget uses resources wisely and focuses on several Mayor and Council priorities. The most time sensitive priority that continues from FY 2021 is providing assistance to the community impacted by the COVID-19 pandemic. To help the community as we recover from the pandemic, the budget once again contains a grant of \$45,000 above the City's traditional funding for caregiver agencies to assist residents to obtain food, housing, utilities, and other critical services, and an additional \$9,310 for caregivers grants that represents an inflationary adjustment. Other additions include an increased appropriation of \$34,400 for the City's three Resident Companies (RESCOs) that operate at the F. Scott Fitzgerald Theatre, and \$15,200 for the Farmers Market Eat Fresh Program to provide fresh and healthy foods to individuals who qualify. In addition to this direct financial support, the adopted budget includes a new Digital Engagement Specialist position, new software that facilitates easier and secure online access, and \$270,000 in committed reserve funds for a redesign of the website. These enhancements take into account the heightened importance of online access to City resources, for staff and for the Rockville community.

A second priority that the FY 2022 budget addresses is the focus on affordable housing and tax credit programs. A new Department of Housing and Community Development (HCD) was created in calendar 2020 to address the affordable housing and social services needs of our residents. HCD has 14 full-time positions and a budget of \$3.2 million. In FY 2022, HCD staff will research and recommend best practices aimed at the creation and preservation of affordable housing and the creation of tax credit programs, and will work with our partners, nonprofits, and other governmental agencies to explore acquisition opportunities for affordable housing in the city.

A third priority that is prominent throughout the adopted budget is Vision Zero. A multi-department team is leading the effort to make our streets and pedestrian and bicycle ways safer by reducing speeds, analyzing crash data to identify at-risk populations, targeting education efforts, promoting community

involvement, and executing capital projects that promote safe driving and pedestrian behaviors. There are several projects in the CIP budget that support the Vision Zero Action Plan, which include: LED Streetlight Conversion, Pedestrian and Bicycle Safety, Sidewalks, Stonestreet Corridor Improvements, Town Center Road Diet, Traffic Signal at E. Middle Lane/Helen Heneghan Way, Traffic Signal Upgrades, and Twinbrook Pedestrian/Bicycle Crossing. The Vision Zero effort has many stakeholders so we will continue to work closely with the Rockville Pedestrian Advocacy Committee, Rockville Bicycle Advisory Committee, Traffic and Transportation Commission, Montgomery County, Maryland State Highway Administration, and other partners to identify and address safety needs.

Another high priority for FY 2022 is environmental sustainability and the Climate Action Plan. Rockville has a strong record of climate action in many areas including green power purchase, rooftop solar, green building codes, tree canopy, bicycle infrastructure, and transit-oriented development. We will continue to focus on climate initiatives in both the operating and capital budgets and are hopeful that a formal Climate Action Plan will be adopted in FY 2022.

The next priority is the Mayor and Council's focus on social justice, inclusion, and diversity. Staff from HCD, after meeting with stakeholder groups and conducting an employee survey, presented potential action items and implementation strategies related to social justice, inclusion, and diversity initiatives to the Mayor and Council. Two of the action items that require significant funding and are included in the FY 2022 adopted budget are a new Assistant to the City Manager for Social Justice, Inclusion, and Diversity, and a contract with Montgomery County to provide the Rockville City Police Department (RCPD) with mental health services and support. In addition, several other items that were presented to the Mayor and Council, such as specialized training and employee communication and engagement, will also be implemented utilizing existing resources.

The final priority focuses on economic development. The City of Rockville's economic development activities are managed by Rockville Economic Development, Inc. (REDI). The FY 2022 budget for REDI equals \$1.4 million. REDI's budget supports business outreach, expansion, retention, and recruitment programs. In addition to REDI's efforts, an ongoing initiative in the Department of Planning and Development Services (PDS) for FY 2022 is the coordination of Town Center revitalization efforts on behalf of the City. PDS will continue to work with other departments, REDI, the Rockville Chamber of Commerce, residents, and business owners to implement the Mayor and Council's direction to enhance the vitality and livability of Rockville's downtown area. In addition, we will continue to focus our efforts on areas and businesses in the city that are severely impacted by the COVID-19 pandemic.

Crafting the FY 2022 budget during this past year was challenging, and I would like to extend my sincere appreciation to our staff for their patience, perseverance, and hard work, and to the Mayor and Council for their leadership and guidance. A special thanks goes to Stacey Webster, our Deputy Chief Financial Officer, and her very talented team. We hope this budget document offers the information and transparency you need to successfully govern throughout the next year. On behalf of our dedicated staff, we look forward to a healthy, productive, and successful FY 2022. Thank you.

Respectfully,

A handwritten signature in black ink, appearing to read "Robert DiSpirito", written in a cursive style.

Robert DiSpirito
City Manager



Vision and Priorities for FY 2022

Long-Term Vision

The Mayor and Council established eight Critical Success Factors, or their long-term vision, to help guide citywide policy and budget decisions. Each year staff review these factors and assign operational goals or capital projects that support them. The eight Critical Success Factors are then incorporated throughout the budget document. In the 'Operating Departments' section, each operational goal is linked to a specific Critical Success Factor through multi-year performance measures and/or short term objectives. In the 'CIP Projects' section, each project sheet includes the Critical Success Factor that most closely aligns with the description and outcome of the project. In both cases, the reader can connect the high-level vision of the Mayor and Council to the actual activities of the departments.

The Mayor and Council's eight **Critical Success Factors** are:

- | | |
|--|--|
| 1) Efficient and Effective City Service Delivery | 5) Planning and Preservation |
| 2) Good Governance | 6) Informed and Engaged Residents |
| 3) Safe and Livable Neighborhoods | 7) Economic Development |
| 4) Fiscal Responsibility | 8) Stewardship of Infrastructure and Environment |

Below are examples from this budget document that show how the Mayor and Council's Critical Success Factors are linked to the operating and capital budgets:

Goal: Ensure the public is fully involved as a partner with law enforcement

Critical Success Factor(s): Informed and Engaged Residents

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of crime trend reports prepared and provided to communities each month (Target: 20)	20	27	20	30
Number of Rockville business visits per year (Target: 500)	462	327	500	500
Number of crime prevention safety programs for juveniles and young adults (Target: 25)	36	10	32	32
Number of crime prevention and personal safety classes for seniors (Target: 14)	17	6	20	20

Sidewalks: FY16-FY20 (TF16)



Description: This project supports the Vision Zero Action Plan by providing safe and accessible pedestrian facilities. The city currently has 53 miles of missing sidewalks. Sidewalk projects are programmed using the Sidewalk Prioritization Policy rating system, petitions submitted by residents in support of construction, and coordination with other city projects. The Sidewalk Prioritization Policy can be found on the city website.

Changes from Previous Year: Grant-supported funding for the design of Potomac Valley Rd. sidewalk was transferred to Sidewalks: FY21-FY25 (TE21).

Current Project Appropriations

Prior Appropriations:	2,035,210
Less Expended as of 4/15/21:	1,717,862
Total Carryover:	317,348
New Funding:	-
Total FY 2022 Appropriations:	317,348

Critical Success Factor: Planning and Preservation

Mandate/Plan: Vision Zero Action Plan; Complete Streets Policy; Sidewalk Prioritization Policy

Anticipated Project Outcome: Streets that are safer and better connected for pedestrians.



FY 2022 Budget Priorities

In addition to the high-level Critical Success Factors that establish a long-term vision, each year the Mayor and Council identify specific budget priorities during the budget preparation process. These priorities fall under one or more of the Critical Success Factor categories and have action items and resources associated with them for the upcoming operating and capital budgets.

For the FY 2022 budget process, the Mayor and Council completed a 30-question survey on their top budget priorities. This survey was designed by staff and covered areas such as new positions, new or enhanced programs, employee wages and benefits, outside and caregiver agency grants, facility operating hours, use of reserves, funded versus unfunded capital projects, and use of debt. Staff compiled the survey results and the Mayor and Council discussed the results during a public meeting in December 2020. In addition to that December meeting which informed the City's Manager's proposed budget, there were several more discussions on priorities and adjustments to the proposed budget during the Mayor and Council's budget worksessions that were held in March and April 2021.

The overall budget priorities that resulted from the Mayor and Council's FY 2022 budget discussions include: assistance for Rockville's residents and businesses impacted by the COVID-19 pandemic; workforce and affordable housing opportunities; Vision Zero; environmental sustainability and Climate Action Plan; social justice, inclusion, and diversity initiatives; and economic development. While there were other items funded in the FY 2022 budget, staff considered these the major priority areas for FY 2022. Below is a summary by priority to illustrate how these priorities intersect with the FY 2022 adopted operating and capital budgets.

- **Assistance for the Rockville Community Impacted by the COVID-19 Pandemic** – The FY 2022 budget was prepared approximately one year into the COVID-19 pandemic. Due to the financial pressures on the Rockville community as a result of the pandemic, the adopted budget includes no increases in real or personal property tax rates, no increases for six months in the city's water and sewer utility rates, a modest increase of \$14 per year for the refuse and recycling rate, and no increase in the stormwater management fee. The Mayor and Council have also suspended all water and sewer late fees and water service disconnections through the end of calendar year 2021.

The adopted budget once again contains a grant of \$45,000 above the city's traditional funding for caregiver agencies to assist residents obtain food, housing, utilities, and other critical services during the pandemic and post-pandemic environment and an additional \$9,310 for caregivers grants that represents an inflationary adjustment. The FY 2022 adopted budget also continues with grants for outside agencies, including a new appropriation of \$34,400 (in addition to \$15,000 that was included in FY 2021) for the city's three Resident Companies (RESCOs) that operate at the F. Scott Fitzgerald Theatre.

For the city's Special Activities Fund accounts, the budget includes a \$15,200 General Fund subsidy for the Farmers Market Eat Fresh Program. This program, which provides fresh and healthy foods to individuals who qualify, has experienced a higher than normal volume this past year. Two other programs, the Recreation Fund and the Senior Assistance Fund, will be utilized to the fullest extent possible during the fiscal year to provide financial assistance to those in need. These programs offer discounted rates for Rockville's programs that promote health and recreational opportunities.

Another major initiative that is aimed at helping both the Rockville community and city staff during and after the COVID-19 pandemic is transitioning to a more friendly and secure online experience. Major additions include \$78,400 for a new 1.0 FTE Digital Engagement Specialist in the City Manager's Office to improve Rockville's online presence and approximately \$150,000 for new or upgraded software that enables safer and more effective online operations of the city. The increase for software covers tools for remote access, Webex licenses, electronic bidding procurement software, online permit plan software, and community engagement software. There is also language included on the FY 2022 adopted budget ordinance that commits \$270,000 in unassigned reserve funds for a redesign of the city's antiquated website. This enhancement would allow for a modern design that takes into account the heightened importance of online access to city resources, for staff and for the Rockville community.

- **Workforce and Affordable Housing Opportunities** – Due in part to the COVID-19 pandemic, the need for affordable housing has risen sharply, and is expected to remain in high demand in the coming years. One major change that is noteworthy in the FY 2022 adopted budget book is the creation of a new department, the Department of Housing and Community Development (HCD). This department was created in calendar 2020 to address the affordable housing and social services needs of city residents more effectively. HCD has 14.0 full time equivalent positions and a total expenditure budget of \$3.2 million.

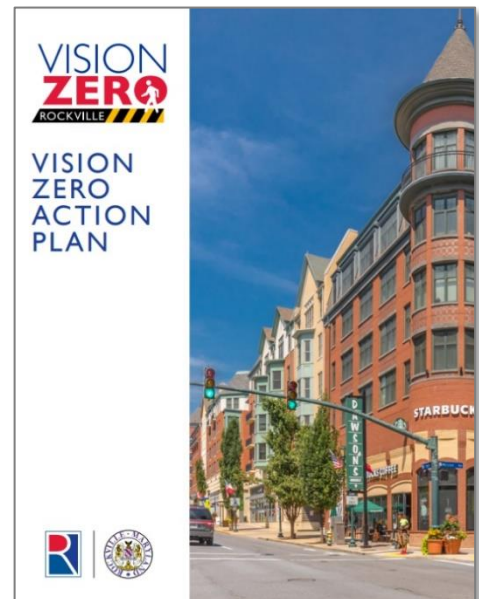
In FY 2022, HCD staff will explore and recommend best practices aimed at the preservation and creation of affordable housing. More specifically, staff plans to update Chapter 18 (Landlord-Tenant Ordinance) of the City Code related to policy governing short term rentals, develop a procedures manual for the Moderately Priced Dwelling Unit (MPDU) Homeownership program, introduce changes to the MPDU Ordinance, continue to deploy Community Development Block Grant (CDBG) funds to ensure safe and sanitary housing in quality neighborhoods, and continue to deploy Home Energy Assistance Program (HEAP) funds to make energy efficiency upgrades for low- and moderate-income homeowners. The FY 2022 adopted budget also includes a new \$35,000 appropriation for a consultant to help evaluate and analyze new housing tax credit programs for the City of Rockville.

In addition to these direct housing initiatives, staff will continue to work with developers on selling and leasing newly completed MPDUs; explore policies that seek to increase housing that is affordable through preservation and construction; explore the Federal Home Loan Bank first time homebuyer assistance grant opportunities; and work with Rockville Housing Enterprises (RHE) and other governmental agencies and nonprofits in exploring acquisition opportunities for the preservation of affordable housing.

- **Vision Zero** – On July 6, 2020, the Mayor and Council adopted the Vision Zero Action Plan to move the City of Rockville toward zero traffic deaths by 2030. To help support this initiative, the departments of Public Works, Police, and the City Manager's Office have teamed up to coordinate the steps needed to accomplish the Vision Zero mission. This effort is being led by the Traffic and Transportation Division of Public Works, whose goal is to ensure a safe, efficient, and complete transportation system designed in conformance with city standards to efficiently accommodate automobiles, bicycles, pedestrians, and buses and with an objective of moving towards zero deaths. The Division has a dedicated Vision Zero coordinator that regularly reports to the Mayor and Council.

In the Rockville Police Department, transportation safety as it relates to Vision Zero remains a top priority. Rockville Police have been diligent about focusing enforcement details on specific areas of the city, applying for grants for additional resources, and promoting safe driving and pedestrian behaviors. During the FY 2022 budget development process, the Mayor and Council asked staff to explore the possibility of adding additional speed cameras with the goal of reducing vehicular speeds on city roads. All revenue from speed camera operations is restricted by State of Maryland law and must support public safety expenses, such as initiatives contained in the Vision Zero Action Plan.

The City Manager's Office is assisting with the Vision Zero effort by developing a communication and outreach strategy, to be completed in FY 2022. This strategy will incorporate crash data analysis to identify at-risk populations for specific messaging. The Public Information and Community Engagement Division will help to educate the community about Vision Zero and highlight ongoing city engineering, enforcement, and education efforts, and include ways the community can be involved in the process. Part of this strategy will include investigating the public's perception of Vision Zero via a survey, which will guide outreach efforts in the future.





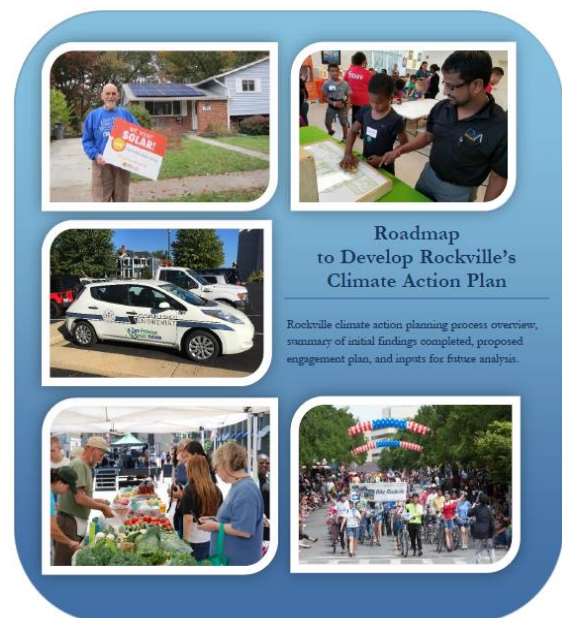
For the adopted capital budget, there are several projects that support the Vision Zero Action Plan in the Transportation Program Area. These projects include: LED Streetlight Conversion (TA22), Pedestrian and Bicycle Safety (4B71/TD21), Sidewalks (TF16/TE21), Stonestreet Corridor Improvements (TA20), Town Center Road Diet (TB22), Traffic Signal at E. Middle Lane/Helen Heneghan Way (TF21), Traffic Signal Upgrades (TG21), and Twinbrook Pedestrian/Bicycle Crossing (TC22). The total FY 2022 budget appropriation for these projects equals \$3.9 million. Please note that not all projects are fully funded, and some will require additional operating and/or capital appropriations in future years.

The Vision Zero effort has many stakeholders and city staff will continue to work closely with the Rockville Pedestrian Advocacy Committee (RPAC), the Rockville Bicycle Advisory Committee (RBAC), the Traffic and Transportation Commission, Montgomery County, Maryland State Highway Administration, and other valued partners to identify and address safety needs.

- **Environmental Sustainability and Climate Action Plan** – In September 2020, staff presented a roadmap to develop Rockville’s Climate Action Plan, which outlined a strategic process for plan development. This roadmap outlined a nine-step planning process, presented a detailed discussion of the foundational work that has already been completed, and outlined an approach to complete the remaining planning steps. The roadmap offers a comprehensive overview on the history of commitments, the greenhouse gas inventory for the community and city operations, climate change risks and hazards expected in Rockville and in the mid-Atlantic region, and the status of work underway in several sectors related to climate and sustainability.

Rockville has a strong record of climate action in many areas including green power purchase, rooftop solar, green building codes, tree canopy, bicycle infrastructure, and transit-oriented development. To reduce emissions, the Rockville community will need to continue building on each of these strengths and also increase efforts focused on existing building energy efficiency, electric vehicle deployment, reducing waste, bicycle and pedestrian safety, and upgrading traffic and streetlights. The current schedule has the draft Climate Action Plan being submitted to the Mayor and Council during FY 2022. After the plan is presented and discussed, staff looks to the Mayor and Council to provide direction on the plan’s implementation, with specific elements being built into future years’ operating and capital budgets.

In addition to the city’s efforts, Montgomery County released their draft Climate Action Plan in December 2020. The County presented their draft plan to Rockville’s elected body in February 2021. Given that many of their initiatives overlap with the city’s plan (e.g., resiliency, traffic, energy policy, etc.) staff will be looking to coordinate with the County to leverage financial and professional resources throughout implementation of plan elements.



- **Social Justice, Inclusion, and Diversity Initiatives** – During calendar year 2020, the Mayor and Council directed staff to explore the topics of social justice, inclusion, and diversity. Staff from the Department of Housing and Community Development took the lead on this project, meeting with stakeholder groups and conducting an employee survey on racial equity and inclusion. The goals of the survey were to: contribute to the Mayor and Council's ongoing dialogue about social justice; understand the awareness of racial equity and how it impacts the work environment; identify where Rockville needs to invest in staff training to increase competency around racial equity; and build a baseline from which to develop best practices that seek to embed a racial equity and inclusion lens citywide. Staff received valuable input from the survey responses, with a response rate of 34 percent.



Since June 2020, staff has presented potential action items and implementation strategies related to social justice, inclusion, and diversity initiatives to the Mayor and Council. Some of these items were a product of the employee survey results and some were provided by members of the Mayor and Council, the Human Services Advisory Commission (HSAC), the Human Rights Commission (HRC), and residents through Community Forum. Two of the action items that require significant funding and are included in the FY 2022 adopted budget are a new 1.0 FTE Assistant to the City Manager for Social Justice, Inclusion, and Diversity, and a contract with Montgomery County to provide the Rockville City Police Department (RCPD) with mental health services.

The Assistant to the City Manager for Social Justice, Inclusion, and Diversity is budgeted in the City Manager's Office and will be responsible for promoting racial equity and inclusion within the city. The fully loaded cost of this position is budgeted at \$112,040. The contract with Montgomery County to provide mental health services and support to the RCPD includes training for officers to identify, evaluate, and provide mental health resources, and will provide access to crisis services for individuals and RCPD staff, including follow-up and connection to additional resources as needed. In addition to these two priorities, several other action items that were presented to the Mayor and Council, such as specialized training and employee communication and engagement, will also be implemented utilizing existing budget appropriations.

- **Economic Development** – The City of Rockville's economic development activities are managed by Rockville Economic Development, Inc. (REDI). REDI is a public-private partnership that was formed to strengthen and broaden the city's economic base through business entrepreneurship, expansion, retention, and recruitment programs. REDI's services include site selection, fast track development, financing facilitation, networking and referrals, and general business guidance. The city provides funding for REDI each year in the operating budget.

The FY 2022 adopted budget for REDI equals \$1.4 million, a total net increase of \$122,600 or 9.6 percent over FY 2021. The total budget includes the continuation of \$80,000 in grants that were originally appropriated in FY 2021 for the Small Business Impact Fund and for marketing, and the addition of new funding for additional marketing, administration, and economic development incentives. For transparency in budgeting, REDI is a separate cost center in the Administration Division in the Office of the City Manager.

In addition to REDI's efforts, an ongoing initiative in the Department of Planning and Development Services (PDS) is the coordination of Town Center revitalization efforts on behalf of the city. PDS will continue to work with other departments, REDI, the Rockville Chamber of Commerce, residents, and business owners to implement the Mayor and Council's direction to enhance the vitality and livability of Rockville's downtown. In addition, staff will continue to focus our efforts on areas and businesses in the city that were severely impacted by the COVID-19 pandemic.

American Rescue Plan Act of 2021

Around the same time as the Mayor and Council's budget worksessions in March 2021, the American Rescue Plan Act (ARPA) was passed by the federal government. The intent of the ARPA funds is to aid state and local governments in the recovery from the budgetary, economic, and financial impacts of the COVID-19 pandemic. The City of Rockville is expected to receive \$9.6 million in relief funds, half of that being distributed at the start of FY 2022.

Due to the delayed publication of the spending and reporting guidance from the U.S. Treasury Department and pending the review and confirmation of Rockville's \$9.6 million allocation, these funds were not included in the FY 2022 adopted appropriation. Instead, staff recommended that the Mayor and Council recognize the funds during the fiscal year via mid-year budget amendments. It is likely that the ARPA funds will be used for many of the Mayor and Council's main budget priorities that are identified in this section, including caregiver and outside agency support, small business support and economic development, and water and sewer rate relief.

Staff anticipates that Rockville's first public discussion on the use of the ARPA funds will take place in September 2021. At the time of the FY 2022 budget book publication, staff was working with the U.S. Treasury Department to set up the online portal/account for the ARPA funds distribution and acceptance.



FY 2022 Budget-In-Brief

The Budget-In-Brief section provides summary information on significant budgetary items and trends conveyed in an easy-to-read format. This section provides budget totals and staffing information for all funds, with additional details for the General Fund and the five major enterprise funds. Graphs and historical information are included throughout the section to provide context for the FY 2022 budget. At the end of the Budget-In-Brief there are several pages that describe the changes between the proposed and adopted budget appropriations for both the operating and capital budgets. Most of these changes were discussed in detail during the public budget worksessions that were held in March and April 2021.

Operating Budget

The FY 2022 operating budget totals \$141.2 million for the city's 11 operating funds. This represents an overall increase of less than 1 percent from the FY 2021 adopted budget. Similar to most government organizations, the COVID-19 pandemic continues to impact several of Rockville's major revenue sources including reductions in business personal property tax, admissions and amusement tax, hotel tax, interest earnings, and recreation fees and charges. Other revenue sources such as utility penalties and parking meter revenue will never be recovered. Due to the decreases in many of the city's revenue sources, the FY 2022 budget represents a current services budget with minimal capacity for increases or new items.

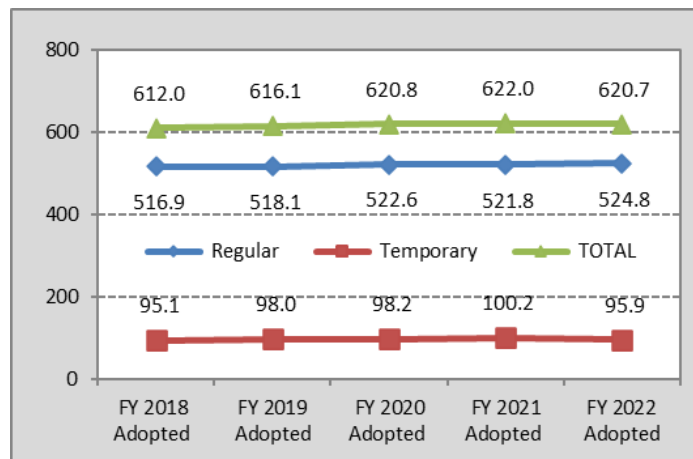
City Staffing

The total number of full time equivalent (FTE) positions in the FY 2022 operating budget equals 620.7, a decrease of 1.3 FTEs from the FY 2021 adopted level. Total regular positions increased by 3.0 FTEs. New regular FTEs include 2.0 FTEs in the City Manager's Office for an Assistant to the City Manager for Social Justice, Inclusion, and Diversity and a Digital Engagement Specialist; and 1.0 FTE Senior Forestry Inspector in the Department of Planning and Development Services.

Total temporary FTEs decreased by 4.3 FTEs, mainly due to the estimated reduction in capacity at community and recreation facilities and a reduction of in-person programming. The FY 2022 adopted budget assumes that many recreation programs will be slow to recover during the first half of FY 2022.

The 'History of FTEs for All Funds' graph to the right shows the total number of regular and temporary FTEs for all funds since FY 2018. The total number of FTEs has increased by just over 1 percent over this period. Staff continues to look for new opportunities to repurpose, reprogram, or eliminate vacant positions if the functions can be accomplished through increased efficiencies, reorganizations, or outsourcing. It is staff's goal to keep the total number of regular positions relatively stable until the negative impacts of the COVID-19 pandemic on Rockville's revenues subside.

History of FTEs for All Funds



General Fund Revenues

Approximately 61 percent of the city's spending occurs in the tax-supported General Fund. The General Fund is the city's primary operating fund and is used to support many of the city's core services and administrative functions. General Fund revenues increased by 2.2 percent to \$86.5 million for FY 2022. The Financial Summaries section of the budget document includes detailed information on the major FY 2022 General Fund revenue sources.

The main revenue categories that support the General Fund are property taxes and revenue from other governments (which includes income tax and municipal tax duplication). These revenue sources make up 79 percent of the General Fund budget and are described on the next two pages.



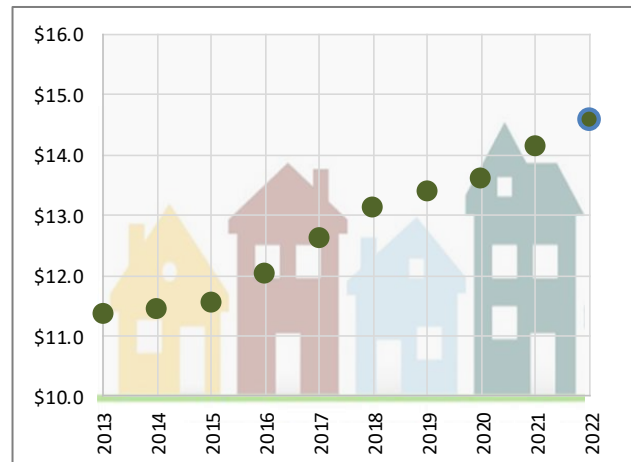
Property Taxes

Property taxes consists of taxes on the assessed value of real estate (including land and structures on the land) and taxes on the assessed value of personal property (inventory, furniture, and fixtures of business establishments). The tax rate is the amount levied per \$100 of assessed value, as determined by the State of Maryland Department of Assessments and Taxation (SDAT). The Mayor and Council establish the tax rate each year in order to finance General Fund activities.

The City of Rockville's real property tax rate remains flat at \$0.292 for every \$100 of assessed value. SDAT reassesses real property every three years and tax bills are based on those assessments. For homeowners, any increase to assessed value is phased in equally over a three-year period, and the resulting increase in the property tax bill is capped at 10 percent. Any decrease is fully factored into the first full levy year after the assessment.

The real taxable assessed value from FY 2021 to FY 2022 increased by 3.2 percent to \$14.6 billion. This will result in an increase in revenues of \$1.2 million. The next round of assessments will take place in January 2022 (Group 1). The total taxable assessed value is estimated to increase by 2.5 percent each year, which includes the value of new property.

**History of Real Property Assessed Value
by Fiscal Year (in billions)**



The FY 2022 through FY 2026 real property tax revenue estimate includes \$400,000 for the city's Homeowners' Tax Credit Program. The Homeowners' Tax Credit Program is a State administered program that provides real property tax credits to low- to moderate-income residents for property taxes due on their principal residence. For FY 2022 and assumed throughout the forecast, households with gross incomes up to \$91,000 per year and a household net worth of less than \$200,000 (not including the value of the home and qualified retirement savings) could qualify for tax relief on the first \$495,000 of their home's assessed value. In addition to the Homeowners' Tax Credit Program, the city provides less than \$80,000 in other tax waivers or tax credits for the following: non-profit swimming pools, Fireside Park Apartments, and RHE's subsidiary Relp. (Note: In FY 2021 SDAT notified the municipal jurisdictions that current State law does not give them the authority to calculate municipal credits, only county credits. As a result, the continuation of this program beyond FY 2022 is unknown at this time.)

In addition to real property, the city's personal property tax rate remains unchanged at \$0.805 cents per \$100 of assessed value. In accordance with Maryland law, the personal property tax only applies to businesses. The city has enacted the following exemptions from personal property tax: (1) 82 percent of the value of commercial inventory; (2) 82 percent of the value of manufacturing or research and development inventory; and (3) 100 percent of the value of manufacturing or research and development machinery. The FY 2022 budget assumes that taxable assessed values will total approximately \$405 million, which is a decrease of \$12 million in assessed value or \$100,000 in projected revenue from prior estimates due to the anticipated impact of COVID-19 on Rockville businesses.

From Other Governments

This category of revenue consists of revenues from the federal government, State of Maryland, and Montgomery County. The five main sources of revenue in this category consist of: income tax, tax duplication, admission and amusement tax, highway user revenue, and police protection grant.

- Income tax revenue is the second largest source of revenue in the General Fund. Income tax revenue consists of the city's share of income taxes received by the State of Maryland for returns filed from Rockville residents. Maryland counties can impose an income tax that is separate from the State income tax. In accordance with Maryland law, municipalities receive 17 percent of collected county income taxes. Montgomery County's income tax rate is currently 3.2 percent.



Starting in FY 2017, total income tax revenue was impacted by the Supreme Court decision on the *Wynne* case. The revenue payback from returns prior to FY 2017 as a result of the *Wynne* case is estimated at approximately \$400,000, spread over 80 installments starting in FY 2021. The amended returns were paid by the State Comptroller using a reserve account and then the city will reimburse the State through withholdings from quarterly distributions.

The income tax estimate for FY 2022 is estimated at \$16 million, greater than the FY 2021 adopted estimate, but equal to the FY 2021 amended budget. This revenue source is challenging to predict because it is based on individual income tax returns each year. Factors such as employment rates, capital gains, and wage growth all contribute to the amount of annual revenue. Rockville received its highest amount of income tax revenue, \$16 million, in FY 2020.

- Tax duplication payments are received from Montgomery County as a partial reimbursement for services the County does not provide but receives taxes from Rockville properties. Several factors, such as number of streetlights, the number of street miles maintained by the city, and what Montgomery County spends each year on tax duplication services, should determine what the city receives. Prior to FY 2022, Montgomery County used a formula and spending amounts that were from more than a decade ago.

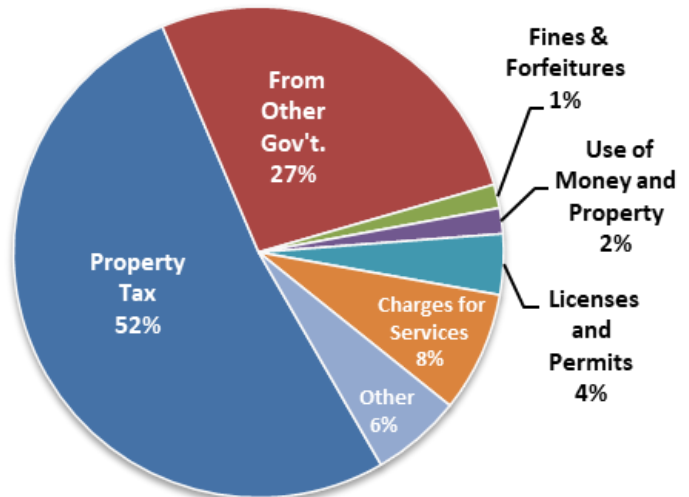
The FY 2022 estimate includes an additional \$390,930 in revenue based on the Montgomery County's FY 2022 Operating Budget. This increase brings the City's total tax duplication revenue to \$2.8 million for FY 2022. This updated revenue figure was derived from a formula that does not recognize Rockville's full amount of spending on duplicative services and activities, like police services. Staff and the elected body will continue to work with other jurisdictions to lobby the County to apply a more equitable calculation and distributions moving forward. It is the desire of the municipalities that the County will consider a modification during FY 2022.

- The admissions and amusement tax is a local tax collected by the State of Maryland Comptroller's Office for jurisdictions in Maryland. The tax is imposed on the gross receipts from admissions, the use or rental of recreational or sports equipment, and the sale of merchandise, refreshments, or services at a place where entertainment is provided. Admissions and amusement tax rates are imposed by county and municipal governments at varying rates up to 10 percent of gross receipts from taxable activities. If gross receipts from the activity are also subject to the sales and use tax, the admissions and amusement tax is limited to 5 percent. The general admission and amusement tax rate for the city is 10 percent.

Rockville receives the largest amount of this revenue from motion pictures, athletic facilities, and ice skating rinks. Revenues from this source have averaged approximately \$1.2 million each year for the past five years. The FY 2021 adopted budget included \$1.05 million from this revenue source, but actual revenue will come in dramatically lower due to the impacts of COVID-19 on indoor recreation facilities and motion pictures. The FY 2022 budget assumes a conservative \$700,000, which could be the new level of revenue given the closure of some facilities during 2020.

- Highway User Revenue (HUR), which is distributed by the State of Maryland based on a methodology that uses lane miles and registrations, peaked in FY 2007 at \$3.3 million. Beginning in FY 2020, and consistent with legislation enacted during the 2018 Session of the Maryland General Assembly, highway user funds are provided through capital transportation grants instead of providing a portion of the Gasoline Motor Vehicle Revenue

General Fund Revenues by Source





Account revenues. For FY 2022, the city is projected to receive a total of \$2.6 million in highway user, which is more than the FY 2021 adopted budget, but equal to the FY 2021 amended budget. This is the latest estimate from the Maryland State Highway Administration.

- Police protection grant revenue, which consists of an annual operating grant from the State of Maryland to the City of Rockville to assist with funding police protection services, equals \$740,000 in FY 2022. This estimate is consistent with past trends and with current information from the State.

General Fund Expenditures

The FY 2022 adopted expenditure budget totals \$86.5 million, an increase of 2.2 percent from the FY 2021 adopted appropriation. Major cost drivers in the city's budget include personnel (62 percent), operating (18 percent), CIP Transfer (8 percent), and Transfers Out to the Debt Service Fund (5 percent). Each of the expenditure categories is described in more detail below and on the next few pages.

Personnel

This category of expenditures consists of regular employee wages, temporary employee wages, overtime, and benefits. This category increased by 3.4 percent from FY 2021 to FY 2022.

The FY 2022 budget equals \$35.8 million for regular employee wages. The budget includes a 1 percent cost of living adjustment and steps or performance based increments for all employees. The FY 2022 employee wages budget also includes an additional 3.0 regular FTEs compared to the FY 2021 authorized level.

The FY 2022 temporary employee wages budget equals \$3.4 million, less than a 1 percent increase from FY 2021. Although temporary employee FTEs are lower in FY 2022 compared to FY 2021 due to the impacts of the COVID-19 pandemic, the city's minimum wage is set to equal Montgomery County's minimum wage of \$15.00 per hour in FY 2022, up from \$14.00 per hour during FY 2021. The \$15.00 is higher than the State of Maryland requirement, which currently equals \$11.75 and will increase to \$12.50 on January 1, 2022. After FY 2022, Montgomery County's minimum wage is set to increase by an inflationary factor each year.

The overtime budget for FY 2022 equals \$887,500, a 5.9 percent decrease from FY 2021. During the FY 2022 budget process the Mayor and Council asked staff to reduce overtime by reviewing and adjusting non-emergency overtime hours. Approximately 63 percent of overtime is allocated to the Police Department.

Benefits increased by \$1.1 million or 8.7 percent from FY 2021. City covered benefits for FY 2022 include: disability pay, retirement, health and dental insurance (including post employment benefits), life insurance, allowances, and employee leave buyback. Each benefit is described in more detail:

- Disability pay decreased by 19.6 percent from FY 2021 due to phasing out the Income Protection Plan ("IPP") and utilizing an externally managed disability program that started in FY 2019. IPP is a self-funded, self-administered long term disability program that provides disability benefits for both on and off the job injuries or illnesses. In FY 2019, current IPP members were grandfathered into IPP (currently two members are grandfathered), while the new long-term disability program became available for eligible employees. This category will experience reductions over time due to the phasing out of IPP participants when they reach normal retirement age.

General Fund Expenditures by Category

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	% Change from FY21
Personnel	51,146,070	51,813,230	53,591,640	3.4%
Operating	13,092,371	15,033,020	15,465,650	2.9%
Capital Outlay	2,096,886	1,721,890	1,578,050	-8.4%
Other	2,306,908	2,475,890	2,580,050	4.2%
Total Oper. Exp.	68,642,235	71,044,030	73,215,390	3.1%
CIP Transfer	9,800,000	6,330,000	7,000,000	10.6%
Transfers Out	6,201,980	6,260,970	6,194,610	-1.1%
Total (\$)	84,644,215	83,635,000	86,410,000	3.3%
Add. to Reserves	-	970,000	70,000	-
Total (\$)	84,644,215	84,605,000	86,480,000	2.2%



- The city's retirement program consists of two components: a defined benefit (DB) component and a defined contribution (Thrift) component. Each employee group contributes different amounts toward their retirement, and accordingly earns a different benefit on retirement. Administrative employees and American Federation of State, County and Municipal Employees (AFSCME) are in both the DB and Thrift plans, while Police employees are only in the DB plan. For FY 2022, the city's General Fund contribution to the DB plan equals \$3.7 million (\$4.6 million all funds), which is an increase of almost 16 percent from FY 2021. After the city contributes the required amount in FY 2022, the funded ratio for the pension plan is projected to equal 82 percent. The funded ratio decreased and the annual contributions increased compared to prior valuation reports primarily because of the negative impact the COVID-19 pandemic had on the investment markets.

For the Thrift plan, the city matches employees' contributions with 50 cents for every dollar contributed by the employee; employees can contribute between 1 and 5 percent of their salary. The FY 2022 budget for the city's match remained relatively flat at \$649,000 in the General Fund (\$834,460 all funds). In addition to the matching Thrift plan, chartered employees and at-will employees receive an additional contribution per their contracts. This contribution equals \$247,400 for FY 2022.

- Health insurance increased by 4.6 percent from FY 2021 to FY 2022. Health insurance is available to all regular full- and part-time employees and their eligible dependents, although part-time employees are responsible for a greater percentage of the cost. The forecast assumes an annual increase of 5 percent, which is consistent with past trends and the city's desire to limit the amount of annual increases by changing providers and/or plan designs. There are 384.1 FTEs budgeted to receive health benefits in FY 2022.

In addition to health insurance, the city further subsidizes employees' health costs by contributing \$416 or \$516 per year if they successfully complete a voluntary health assessment.

- Dental insurance remained relatively consistent, at \$126,450 for FY 2022. The city currently offers two different plans under one provider. Dental insurance has remained relatively flat over the years and is expected to remain flat throughout the forecast. There are 400.4 FTEs budgeted to receive dental benefits in FY 2022.
- The city provides retirees with healthcare coverage upon retirement at the same premium rates as active employees. The city began prefunding retiree healthcare costs through a Retiree Benefit Trust (Trust) starting in FY 2009. Since that time, the city has made an annual contribution to the Trust. For FY 2022, the city's General Fund contribution remained flat at \$135,400 (\$166,880 all funds) due to the funded ratio of the Trust exceeding 100 percent. The forecast assumes the contributions for future years will remain flat.
- The city provides life insurance coverage equal to 1.5 times an employee's base salary (up to a maximum of \$250,000), at no cost to the employee. Employees have the option of purchasing additional supplemental life insurance coverage for themselves, their spouse, and dependent children. Life insurance is expected to remain flat from FY 2021 to FY 2022.
- Allowances include cell phone, car, and meal and shoe allowances that vary by department. This category of expenses remained relatively flat at \$149,970 for FY 2022. There are 281.4 FTEs that are budgeted to receive allowances in FY 2022.
- The FY 2022 budget includes three days of annual employee leave buyback valued at \$210,000 for the General Fund. This benefit, which is available to all regular employees that have a minimum amount of annual leave on the books, allows employees to 'buy back' up to three days of their annual leave. The city has offered this benefit almost every year through the adopted budget or via a budget amendment, ranging from a maximum of three to five days.



Operating Costs

This category is made up of contractual services and commodities. Contractual services increased by 6.2 percent to \$10.1 million in FY 2022. This category is mostly comprised of special consulting engagements of the City Manager and annual contracts that support the city's technology, parks, and facilities. The largest increases from FY 2021 to FY 2022 in this category were \$263,590 for consultants and \$186,650 for software subscriptions and maintenance. In the Office of the City Manager, \$240,000 in consultant funding was added for branding (\$125,000), performance measurement (\$75,000), and grant writing services (\$40,000). For software, many of the budgetary changes are related to transitioning Rockville to a more friendly and secure online experience for staff, citizens, and all city stakeholders. Approximately \$150,000 of funding was added for software that enables safer and more effective online operations of the city, such as remote access software, Webex licenses, and e-bid procurement software, as well as software that facilitates easier access for citizens and city stakeholders, such as online permit plan software and community engagement software.

The overall commodities category decreased by 3 percent to equal \$5.3 million in FY 2022. This category supports utility costs at city facilities, program/maintenance supplies, new or replacement furniture/equipment, and the General Fund contingency account. Utilities (electricity, heating fuel, water, sewer, stormwater management) remained relatively flat, while the following lines were reduced: \$96,980 in furniture and equipment, \$30,000 in theme park tickets, \$26,390 for program supplies, \$14,720 in vehicle preparation costs, and \$12,700 in staff uniforms. One major expenditure item in this category that did not change was the General Fund contingency account. This was adopted equal to the FY 2021 amount at \$310,000. The FY 2022 amount complies with the Financial Management Policies, which limits the contingency account to a maximum of 1 percent of the adopted General Fund budget.

Capital Outlay

This category decreased by 8.4 percent from FY 2021 and equals \$1.6 million for FY 2022. The majority of the decrease is due to the removal of one-time funding in FY 2021 for a digital radio system (non-Police), a reduction in the number of vehicle replacements, and a decrease in major repairs. These decreases were partially offset by a one-time increase for new I-Net switches for the Department of Information Technology.

This category includes \$194,650 for new vehicles and vehicle replacements (see the Supplemental Information section for a list of vehicle replacements). Due to the vehicle lease program that began in FY 2020, this area of expenditures will be reduced over time because the lease costs are budgeted under contractual services.

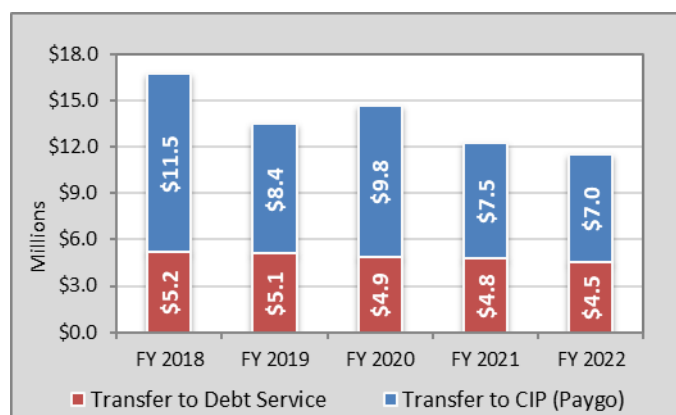
Other

This category, which increased by 4.2 percent to \$2.6 million for FY 2022, primarily consists of outside and caregiver agency grants. The FY 2022 budget includes the continuation of \$45,000 in caregiver grants for COVID-19 impact alleviation, an additional \$9,310 for caregiver grants that represents an inflationary adjustment, and a total net increase of \$122,600 in grants to Rockville Economic Development Inc. (REDI) for marketing, administration, and economic development incentives. Other outside agency grants vary each year and remained relatively flat in total from FY 2021 to FY 2022 (see the Supplemental Information section for a complete list of caregiver and outside agencies). One significant increase for FY 2022 includes additional support for the city's Resident Companies (RESCOs) at the F. Scott Fitzgerald Theatre.

CIP Transfer

The city initiates an annual transfer from the General Fund to the Capital Projects Fund to support the city's Capital Improvements Program (CIP). The CIP is mainly funded from four sources: cash, debt, government grants, and developer contributions. The transfer from the General Fund is the cash or "paygo" contribution. The FY 2022 budget includes a transfer of \$7 million, which is an increase of \$670,000 from the 2021 adopted transfer of \$6.3 million (FY 2021 actual equals \$7.5 million). The amount of the paygo contribution impacts both the current fiscal year and future years since the Capital Projects Fund is balanced over a five year period.

History of CIP and Debt Service Transfers





Future paygo transfers equal \$7 million per year and are based on the schedule of funded projects as presented in the CIP Projects section. (Note: It is common to transfer additional paygo during the year from the General Fund reserves above the target.)

Debt Service Transfer (included in Transfers Out)

The Debt Service Fund transfer equals \$4.5 million in FY 2022, which is slightly less than FY 2021. The forecast assumes a new bond issue of \$1 million in FY 2023 for the Hurley Avenue Bridge Rehabilitation (TE16) project and \$7.9 million in FY 2024 for the Outdoor Recreation Pool Renovations (RC18) project. The Debt Service Fund is managed over a five year period, with the goal of maintaining a cash balance of at least 10 percent of the average annual outstanding principal payment each year.

Expenditures by Department

The General Fund Expenditures by Department table shows total department budgets with percent changes from adopted FY 2021 to FY 2022. One major change includes work units within the departments of Planning and Development Services and Recreation and Parks combined to form the Department of Housing and Community Development (HCD). In addition to the reorganization, three new full-time positions were added, two in the City Manager's Office and one in Planning and Development Services. Other major changes include \$240,000 in consultant funding in the City Manager's Office, new I-Net switches in the Department of Information and Technology (IT), and increased transfers to the Parking Fund and CIP categorized under Non-Departmental.

In addition to the reorganization mentioned above, the Department of Recreation and Parks operating budget decreased due to the COVID-19 pandemic's impact on in-person recreation and related activities. The remaining departments did not experience major changes between FY 2021 and FY 2022 due to the limited citywide resources as a result of the pandemic.

During the FY 2021 budget process the Mayor and Council instructed the freezing of six positions; those positions remain frozen in the FY 2022 adopted budget (position titles are included in the Supplemental Information section of this document).

Enterprise Funds

The Water, Sewer, Refuse, Stormwater Management, and Parking funds make up 33.2 percent or \$46.9 million of the FY 2022 appropriated budget. These funds support major city operations and capital improvements and infrastructure, and operate like private businesses, where fees and charges are set to fully cover total direct and indirect operating costs and all capital outlay and debt service. The city sets the rates for these utilities based on cash flow models that target specific cash levels after a certain period. Due to the financial pressures on the Rockville community as a result of the COVID-19 pandemic, the FY 2022 adopted budget includes no rate increases in the water and sewer rates for the first six months of the fiscal year, no increase in the stormwater management fee, and a modest \$14 increase in the recycling and refuse fee. For additional details (including revenue and expense details and compliance with Financial Management Policies) and information on the other city funds, please refer to the Financial Summaries section.

Water Fund

The city provides water service to 70 percent of the city, or approximately 13,000 accounts. All Rockville customers pay a usage charge and a fixed ready-to-serve charge. The fixed ready-to-serve charge is necessary in order to support a system with significant fixed costs. The water rate structure through calendar year 2021 is a tiered system that is based on meter size. In the fall of FY 2022, the Mayor and Council will consider a transition to a rate structure that is based on property

General Fund Expenditures by Department

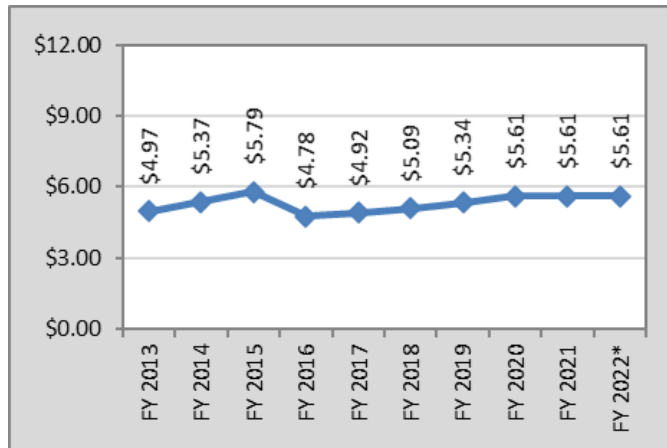
	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	% Change from FY21
Mayor & Council	1,051,519	841,240	869,090	3.3%
City Attorney	1,335,349	1,424,940	1,389,860	-2.5%
City Manager	5,294,992	5,381,520	5,908,430	9.8%
Finance	2,327,027	2,365,660	2,280,030	-3.6%
HCD	-	-	2,781,050	N/A
HR	1,936,651	1,918,810	1,975,490	3.0%
IT	4,494,309	4,489,260	5,166,680	15.1%
PDS	6,368,606	6,390,270	6,119,430	-4.2%
Police	11,734,458	11,706,120	11,902,710	1.7%
Public Works	8,363,217	8,878,760	8,764,820	-1.3%
Rec. & Parks	23,541,768	25,266,380	23,335,040	-7.6%
Non-Depart.	18,196,319	14,972,040	15,917,370	6.3%
Total (\$)	84,644,215	83,635,000	86,410,000	3.3%



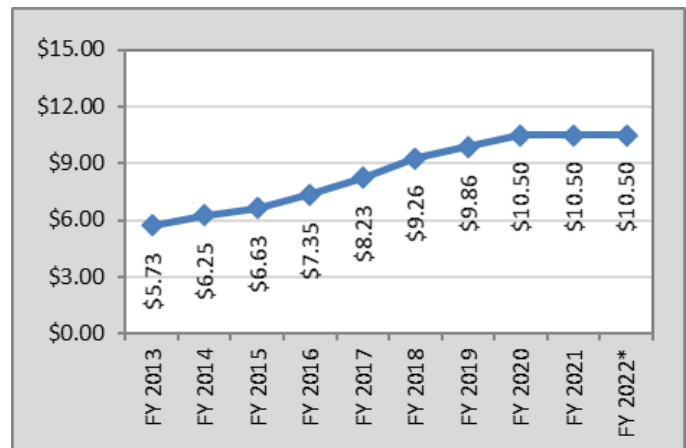
classification, namely single family, multi-family and non-residential. The new structure would more equitably generate revenues based on the cost of providing water and sewer service to the users of that service.

The rates shown in the water chart below represent the usage charge per 1,000 gallons, assuming an average usage of 14,000 gallons per quarter. Rockville also imposes a ready-to-serve charge that equals \$19.70 per quarter for households with a 3/4 inch meter. The Mayor and Council will discuss new rates and a new rate structure in the fall of FY 2022 for implementation in January 2022.

History of Water Usage Charges per 1,000 Gallons
(based on usage of 14,000 gallons per quarter)



History of Sewer Charges per 1,000 Gallons



* FY 2022 represents the first six months of the year. The Mayor and Council will discuss new rates and a new rate structure in the fall of FY 2022 for implementation in January 2022.

Sewer Fund

The Sewer Fund accounts for the financial activity associated with the collection and delivery of sewage for treatment and disposal. Charges are based on water consumption. Nearly all the capital costs in the Sewer Fund, and a substantial portion of the operating costs, are payments for the operation of and capital improvements to the District of Columbia Water and Sewer Authority's Blue Plains Wastewater Treatment Plant. The city's share of Blue Plains' capital improvements is proportionate to the city's allocation of treatment capacity. The Blue Plains Wastewater Treatment (UA21) CIP project contains additional information about the city's capital costs for sewage treatment.

The city provides sewer service to 70 percent of the city, or approximately 13,000 accounts. All Rockville customers pay a usage charge and a fixed ready-to-serve charge. The fixed ready-to-serve charge is necessary in order to support a system with significant fixed costs. The sewer rate structure through calendar year 2021 is a tiered system that is based on meter size. In the fall of FY 2022, the Mayor and Council will consider a transition to a rate structure that is based on property classification, namely single family, multi-family, and non-residential. The new structure would more equitably generate revenues based on the cost of providing water and sewer service to the users of that service.

The rates shown in the sewer chart above represent the usage charge per 1,000 gallons. Rockville also imposes a ready-to-serve charge that equals \$22.87 per quarter for households with a 3/4 inch meter. The Mayor and Council will discuss new rates and a new rate structure in the fall of FY 2022 for implementation in January 2022.

A complete listing of the water and sewer rates for the first six months of FY 2022 can be found in the Supplemental Information section of this budget document. Additional water and sewer information will be published throughout the fiscal year on the rates and rate structures that will begin in January 2022.

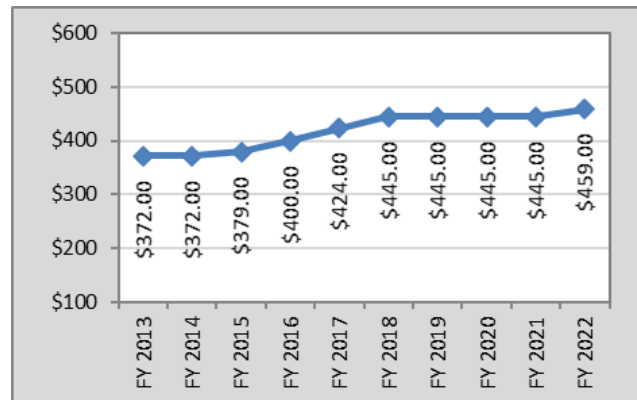


Refuse Fund

The Refuse Fund accounts for the financial activity associated with the collection and disposal of residential recycling, refuse, and yard waste. The city currently operates a semi-automated once per week refuse pickup and a single stream recycling program. All residential properties in the city pay the annual rate, which increased by 3.1 percent from \$445 to \$459 for FY 2022.

There is \$533,345 appropriated in the CIP for the installation of a new recycling transfer enclosure at the Gude Drive Maintenance Facility. This enclosure will allow city trucks to transfer recycling to trailers for haul-off. This enclosure moves the transfer work under cover, provides fire suppression, stops windblown material on the maintenance yard and surrounding properties, expands recycling program efficiency, and increases contract hauling/processing options. The city will continue to evaluate all options for recycling given the significant changes in the recyclables market, including over a 20 percent increase in the FY 2022 operating budget for recycling processing fees.

History of Annual Refuse Rates



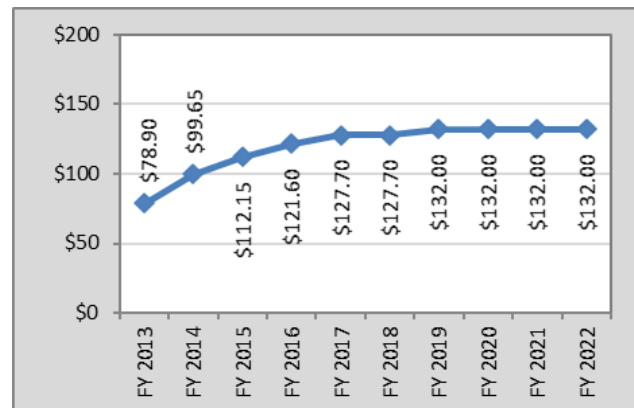
Stormwater Management Fund

The Stormwater Management (SWM) Fund accounts for the financial activity associated with maintaining existing SWM facilities and the construction of new facilities. All residential and commercial properties in the city pay \$132.00 per equivalent residential unit (ERU) per year, which is equal to the previous three years.

One major factor that is influencing the city's stormwater management program is the city's compliance with the Maryland Department of the Environment's National Pollution Discharge and Elimination System (NPDES) general permit for Phase II Municipal Separate Storm Sewer System (MS4) communities. The new MS4 general permit became effective in 2018, with a five year expiration. Future operating and capital budgets are consistent with the requirements of this permit.

A current rate increase of approximately 3.5 percent is factored into the forecast starting in FY 2023. Further analysis will be done in future years to see if a lower or flat rate is sustainable given the changing market conditions and future program requirements.

History of Annual Stormwater Management Fee



Parking Fund

The Parking Fund accounts for the revenue and expenses from parking related activities, including the issuance of parking tickets, the parking meter program, and the costs associated with the building of the three public parking garages in the city's Town Center.

The FY 2022 budget for the Parking Fund continues the leasing of the Town Square parking garage operations to Federal Realty Investment Trust (FRIT), the commercial developer of Town Square. The city entered an agreement in FY 2012 that enables FRIT to manage, operate, and re-equip the garages under a long-term lease, which is estimated to save taxpayers millions of dollars. Under the agreement, FRIT is responsible for setting the rates both for hourly and monthly parking in the garages and for all capital improvements and renovations during the term of the lease.

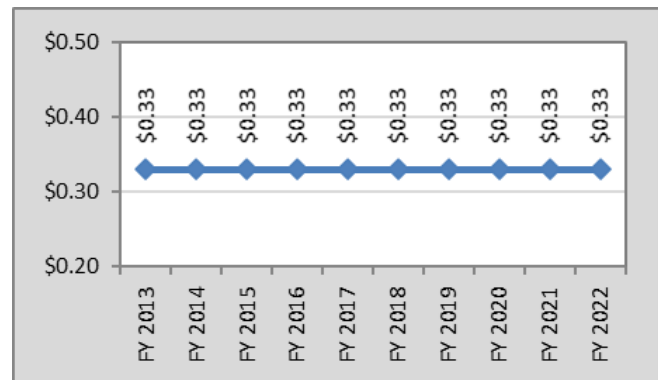


A special district tax levy partially funds the Parking Fund. The Parking District tax rate remains unchanged at \$0.33 per \$100 of assessed valuation for FY 2022. The District, which is comprised of FRIT's commercial properties within the Town Square boundaries, pays this tax in addition to their regular property tax. The District will generate approximately \$159,000 in special property tax revenue for FY 2022.

Staff is in the process of updating the parking citation and permit fee schedules in order to bring Rockville's rates in alignment with surrounding jurisdictions. Proposed citation and permit fee schedules were presented to the Mayor and Council during the FY 2022 budget process and will be brought back for consideration in the fall of 2021.

Staff remains concerned about the financial pressure in the Parking Fund due to changes as a result of the COVID-19 pandemic and the aging infrastructure of the existing parking meters. Included in the FY 2022 budget is approximately \$160,000 to upgrade 300 outdated meters to more modern smart meters. The new meters will allow for more efficient parking operations and an increase in revenue due to automated rate setting and parking space turnover. Any realized increase in revenue will be recognized via mid-year budget amendment and could potentially reduce future year General Fund transfer amounts. Future discussions with FRIT regarding parking in Town Square will also likely impact Parking Fund revenues and expenses in FY 2022 and beyond.

History of Parking District Tax Rate



The FY 2022 budget includes a transfer from the General Fund to the Parking Fund of \$1.5 million. It is anticipated that a General Fund transfer will be needed until the debt is repaid in FY 2036. Future General Fund transfers equal \$1.1 million each year throughout the forecast period. Future discussions about parking and parking policy decisions may impact future transfer amounts.

Capital Improvements Program (CIP)

The FY 2022 CIP budget includes new appropriations of \$20.5 million to address the priorities of the Mayor and Council and residents of Rockville. This new funding combined with prior year carryover funding of \$55.4 million, supports a total of 48 capital projects in FY 2022. There are five new projects presented in the FY 2022 through FY 2026 capital budget, which are listed here along with a basic description (note: not all new projects are funded or are scheduled for FY 2022). More information, including the total budget and timeline, can be found on the individual project sheets in the CIP Projects section of this document.

- **Lincoln Park Community Center Improvements (RA22)** – This project funds the renovation, including design and construction, of approximately one-third of the Lincoln Park Community Center building. This work will reconfigure space from offices to program space for activities such as out of school time programs, community gatherings, and classes. There is currently \$250,000 funded in FY 2022 from a State of Maryland bond bill.
- **Pedestrian Bridge Replacement: Horizon Hill Park (RB22)** – This project consists of design and construction of a replacement of an approximately thirty year old steel truss pedestrian bridge at Horizon Hill Park, crossing a Watts Branch tributary. The bridge was identified for replacement through the city's Bridge Inspection Program completed by a third party engineering firm. This project is currently unfunded in FY 2025 and FY 2026.
- **LED Streetlight Conversion (TA22)** – This project provides for the replacement of all remaining city-owned and maintained high pressure sodium (HPS) streetlights (approximately 3,200) with more energy efficient, light-emitting diode (LED) luminaires. There is currently \$1 million budgeted in FY 2023 and \$2.2 million unfunded in FY 2024 and FY 2025 for this project.



- **Town Center Road Diet (TB22)** – This project designs and constructs new cross sections for N. Washington Street and E. Middle Lane. The project includes narrowing the existing two travel lanes to one lane in each direction, and adding protected bike lanes with precast concrete separators, bump-outs, on-street parking spaces, parking meters, and signs along the roadways. This project is funded at \$342,000 in FY 2022.
- **Twinbrook Pedestrian/Bicycle Crossing (TC22)** – This project provides a new pedestrian/bicycle crossing that will extend from the Twinbrook neighborhood to Rockville Pike (MD 355) across the CSX and WMATA railroad tracks with access to the Twinbrook Quarter development. This connection will significantly improve east-west access and enhance pedestrian and bicycle mobility and safety. A feasibility study for this project is funded at \$50,000 in FY 2022.

The CIP budget is funded by various sources, including paygo and proceeds from the issuance of general obligation bonds. The FY 2022 through FY 2026 CIP includes a new bond issue of \$1 million in FY 2023 for the Hurley Avenue Bridge Rehabilitation (TE16) project and \$7.9 million in FY 2024 for the Outdoor Recreation Pool Renovations (RC18) project. Bond issues are also planned for the Water and Sewer funds over this five year period. More information on the future bond issues can be found in the Financial Summaries section.

In addition to the capital funding needed to complete a CIP project, many projects require ongoing funding to operate or maintain the completed project. Ongoing operating cost impacts must be considered when determining if and when to include a particular project in the CIP. For FY 2022, a total of \$83,380 was added to the operating budget as a result of six current projects. More details on the operating cost impacts by project are available on the individual CIP project sheets and summarized in the CIP Overview section.



The Budget Process

General – The Rockville City Charter requires the City Manager to submit a budget to the Mayor and Council at least two months before the beginning of each fiscal year. In addition to the operating budget, the City Manager also presents a five year capital improvements program (CIP) for the Mayor and Council’s consideration. The Mayor and Council schedule and publish advance notices of public hearings. The budget is approved in the form of an appropriations ordinance.

Budget Amendments – The Mayor and Council give the City Manager the authority to transfer budgeted amounts between departments within any fund during the fiscal year. The Mayor and Council reserve approval, however, for budget transfers or other actions that change the total fund appropriations. These changes may only be made with a formal amendment to the budget ordinance. The city amends the budget throughout the fiscal year as needed, usually three to four times. Budget ordinance amendments apply to the operating and CIP budgets. Generally, if expenditure authority is added to a fund, it must be accompanied by an offsetting revenue source. In some cases, the city has appropriated reserves or fund balance to fund capital or other one-time needs during the year.

FY 2022 Budget Process – In September 2020, Budget staff conducted an internal review of each department’s base operating budget using a current services model that maintained reductions made in FY 2021 due to the COVID-19 pandemic. Budget staff and the City Manager established internal budget targets and distributed worksheets to each department. The Mayor and Council held the first budget public hearing in October to get early feedback from the community on their budget priorities for FY 2022.

In November and December 2020, the Mayor and Council discussed the FY 2022 budget process, budget calendar, and their budget priorities that were submitted via a budget survey. During this same time, staff published an online form for members of the public to submit their own budget ideas, with a focus on how the COVID-19 pandemic is impacting the community. On January 11, 2021, the Mayor and Council held another budget public hearing and on January 25, 2021, the Mayor and Council received a presentation on a new utility rate structure from the city’s utility consultant.

Internally, during the months of October and November, departments prepared their budget requests for the City Manager’s consideration. In January 2021, the City Manager held budget meetings with the Budget Office and members of his management team to discuss budget requests and city priorities for the fiscal year. During January and early February, Budget staff assembled the City Manager’s funding recommendations into his proposed FY 2022 Operating Budget and CIP.

The proposed budget document was presented to the Mayor and Council on February 22, 2021, along with the proposed budget ordinances and resolutions. The Mayor and Council held two public hearings in March and April to solicit stakeholder responses to the budget. The Mayor and Council also conducted three worksessions in March and April to discuss and finalize their priorities prior to adoption (see “Changes Between Proposed to Adopted Budgets” following the process diagram). On May 10, 2021, the Mayor and Council adopted the budget ordinances and resolutions that set funding levels, tax rates, and the utility rates for FY 2022.

In addition to the process as outlined above, in July 2020, the City Manager’s Office solicited requests from neighborhood and homeowner associations for CIP projects. These requests are summarized in the Supplemental Information section. Also for FY 2022, the city continued the process of prioritizing CIP projects supported by the Capital Projects Fund. The City Manager used the prioritization findings to assist in determining his recommended funding levels for the projects in the FY 2022 – FY 2026 CIP budget. The prioritization process is described in the CIP Overview section.

The diagram on the next page represents the budget process as a flowchart with “swim lanes.” This visual graphic illustrates the sequence and timing of activities in the city’s budget process, in addition to the person or people responsible for completing them. The timing of the budget process is represented on the vertical “y” axis and the groups and individuals with prominent roles in the budget process are represented on the horizontal “x” axis. This diagram allows readers to quickly visualize both the timing of certain processes, and the group or individual responsible for acting on them. The input and analysis from all these groups are critical to the creation of a high-quality, transparent, and representative budget.



FY 2022 Budget Process, September 2020 - July 2021					
	Department of Finance	Other City Departments	City Manager	Mayor and Council	Rockville Residents and Stakeholders
SEPT	Preparation for internal Budget Kickoff				Neighborhood, homeowner, and community association capital budget requests due (9/25)
OCT	FY 2022 Budget Kickoff for Staff (10/7)				Budget Public Hearing (10/26)
	Departments develop FY 2022 operating and capital budget requests				
NOV		Participate in internal CIP prioritization process		FY 2022 Budget Worksession (11/9)	Online form available for Public Comment (11/13)
	Review and analyze all budget requests; Manage internal CIP prioritization process			M&C Survey distributed 11/10 and due 12/3	
DEC				FY 2022 Budget Worksession to include M&C Survey responses and priorities discussion (12/14)	
JAN	City Manager and Finance staff review all budget information and budget requests with city departments			Water and Sewer Rates and Rate Structure Discussion (1/25)	Budget Public Hearing (1/11)
	Preparation of FY 2022 Proposed Budget Book		City Manager makes funding recommendations		
FEB			Presentation of proposed FY 2022 tax rates, appropriation levels, and utility rate resolutions and ordinances (2/22)	Introduction of FY 2022 tax rates, appropriation levels, and utility rate resolutions and ordinances (2/22)	
	Distribution of Proposed Budget Book (2/15)				
MAR	Preparation of FY 2022 budget information, including Mayor and Council follow-up information for worksessions, appropriation levels and tax rates, and utility rate resolutions and ordinances			Budget Worksession (3/15)	Budget Public Hearing (3/1)
				Budget Worksession (3/22)	FAB Comments on the Budget (3/22)
APR				Budget Worksession (4/19)	Budget Public Hearing (4/12)
MAY	Preparation of FY 2022 Adopted Budget Book		Presentation of final FY 2022 tax rates, appropriation levels, and utility rate resolutions and ordinances (5/10)	Adoption of FY 2022 tax rates, appropriation levels, and utility rate resolutions and ordinances (5/10)	Close of Budget Public Record (5/3)
JUNE					
JULY	Implementation of FY 2022 utility and tax rates*				

* The water and sewer rates will remain the same through December 2021. New rates and rate structures will be discussed during the fall of 2021 for implementation January 2022. All other utility rates will be implemented in July 2021.



Changes Between Proposed and Adopted Budgets

Operating – The City Manager's proposed budget serves as a starting point for the Mayor and Council and residents to discuss the city's priorities and funding allocations for the upcoming fiscal year. Many changes are discussed at the public budget worksessions and occur between the proposed and adopted budgets in March and April 2021. All changes between the FY 2022 proposed and adopted budgets are detailed below by fund and department.

General Fund

Total Proposed Expenditures	\$85,250,000		
Mayor and Council		Police	
Personnel updates	10,330	Personnel updates	96,750
Add full Mayor and Council travel stipend	2,500	Remove 1.0 FTE Mental Health Specialist	(122,860)
City Attorney		Add mental health services contract	122,860
Personnel updates	(7,600)	Partial restoration of travel/training funds	9,550
Partial restoration of travel/training funds	3,450	Public Works	
City Manager's Office		Personnel updates	56,530
Personnel updates	62,520	Partial restoration of travel/training funds	8,920
Add 1.0 FTE Digital Engagement Specialist	78,400	Recreation and Parks	
Partial restoration of travel/training funds	12,130	Personnel updates	179,480
Performance measures consultant	75,000	Restore 1.0 FTE Rec. Program Coordinator	92,080
Increase REDI marketing funding	47,500	Increase minimum wage to \$15/hour	67,000
Finance		Partial restoration of travel/training funds	15,090
Personnel updates	40,360	COVID-19 relief aid to RESCOs	49,400
Partial restoration of travel/training funds	5,300	Non-Departmental	
Decrease property tax billing cost estimate	(28,000)	Personnel updates	(10,660)
Housing and Community Development		Reduce contingency	(40,000)
Personnel updates	80,600	Total Adopted Expenditures	\$86,410,000
Partial restoration of travel/training funds	1,980		
Housing tax credit consultant	35,000	Total Proposed Revenues	\$85,250,000
Increase caregiver agency funding	9,310	Planning and Development Services	
Human Resources		Proposed fee changes	47,260
Personnel updates	21,990	Fire inspection compliance program	60,000
Partial restoration of travel/training funds	3,650	Public Works	
Information Technology		Proposed fee changes	13,540
Personnel updates	55,340	Recreation and Parks	
Partial restoration of travel/training funds	16,460	Lease revenue for 6 Taft Ct.	216,000
Increase in software subscription costs	3,000	Non-Departmental	
Planning and Development Services		Increase income tax	500,000
Personnel updates	34,780	Increase tax duplication	390,930
Add 0.8 temp FTE for fire inspection program	54,600	Increase miscellaneous revenue	2,270
Partial restoration of travel/training funds	10,960	Total Adopted Revenues	\$86,480,000
Increase in software subscription costs	2,100		
Contract funding for fire inspection program	4,200		



Water Fund

Total Proposed Expenses	\$12,593,770
Finance	
Personnel updates	9,120
Public Works	
Personnel updates	56,400
Partial restoration of travel/training funds	2,770
Non-Departmental	
Updated depreciation/amortization	56,500
Total Adopted Expenses	\$12,718,560
Total Proposed Revenues	\$14,040,420
Non-Departmental	
Updated bond premium estimates	79,730
Total Adopted Revenues	\$14,120,150

Sewer Fund

Total Proposed Expenses	\$13,278,210
Public Works	
Personnel updates	33,770
Partial restoration of travel/training funds	860
Non-Departmental	
Updated depreciation/amortization	257,350
Total Adopted Expenses	\$13,570,190
Total Proposed Revenues	\$15,829,080
Non-Departmental	
Updated bond premium estimates	57,550
Total Adopted Revenues	\$15,886,630

Refuse Fund

Total Proposed Expenses	\$7,940,240
Public Works	
Personnel updates	45,970
Partial restoration of travel/training funds	870
Non-Departmental	
Updated depreciation estimates	12,700
Total Adopted Expenses	\$7,999,780

Stormwater Management Fund

Total Proposed Expenses	\$5,459,040
Public Works	
Proposed fee changes	39,250
Partial restoration of travel/training funds	1,470
Non-Departmental	
Updated depreciation/amortization	162,260
Total Adopted Expenses	\$5,662,020
Total Proposed Revenues	\$6,052,300
Public Works	
Proposed fee changes	17,510
Non-Departmental	
Updated bond premium estimates	(12,160)
Total Adopted Revenues	\$6,057,650

Parking Fund

Total Proposed Expenses	\$1,576,690
Police	
Personnel updates	14,390
Partial restoration of travel/training funds	200
Updated costs for smart meters	12,860
Total Adopted Expenses	\$1,604,140
Total Proposed Revenues	\$2,745,640
Non-Departmental	
Adjustment for parking lease (non-cash)	139,310
Updated bond premium estimates	(1,980)
Total Adopted Revenues	\$2,882,970

Speed Camera Fund

Total Proposed Expenditures	\$980,920
Police	
Personnel updates	1,690
Total Adopted Expenditures	\$982,610



Capital Improvements Program – The proposed CIP serves as a starting point for the Mayor and Council and residents to discuss and debate the city's priorities and funding allocations for projects. Significant changes that have occurred since the proposed budget was presented to the Mayor and Council in February 2021 are detailed below by project.

Recreation and Parks Program Area

- King Farm Farmstead Fire Suppression (RB21) – An additional \$75,000 to extend utility lines was added to this project through an FY 2021 budget amendment after the proposed budget was presented.
- Lincoln Park Community Center Improvements (RA22) – The city was awarded State bond bill funding for this project after the proposed budget was presented. As a result, this project's funding status changed from completely unfunded to fully funded.
- Promenade Park Elevator and Park Redesign (RD21) – An additional \$29,622 for ADA design elements was added to this project through a transfer from another project after the proposed budget was presented.
- Senior Center ADA Improvements (RE18) – The remaining unfunded portion of this project (\$120,000) was funded through an FY 2021 budget amendment after the proposed budget was presented.
- Splash Pad (RF21) – This project was unfunded in the proposed budget but was funded through an FY 2021 budget amendment after the proposed budget was presented. Additionally, this project title changed from Spray Park to Splash Pad to more accurately represent the planned project.

Stormwater Management Program Area

- SWM Facilities Improvement: FY21-FY25 (SC21) – This project total increased by \$12,835 due to the transfer of funding for the completion of the Northeast Park design from the FY16-FY20 project, which is closing June 30, 2021, after the proposed budget was presented.

Utilities Program Area

- Commercial Water Meter Replacement (UB21) – This project decreased by a net \$100,000 due to a \$349,000 transfer to Water Treatment Plant Electrical, Roof, and HVAC Upgrades (UA17) and a \$100,000 transfer to Water Treatment Plant Raw Water Infrastructure Protection (UA19), both after the proposed budget was presented. Work was reprioritized and the timeline was extended by one year with \$349,000 added to future years to support these transfers.
- Water Treatment Plant Electrical, Roof, and HVAC Upgrades (UA17) – This project increased by a total of \$1,594,000 due to transfers from other projects totaling \$594,000, and a budget amendment for \$1,000,000, which occurred after the proposed budget was presented. This funding was needed to support construction, which was higher than expected due to delays and cost increases caused by the COVID-19 pandemic.
- Water Treatment Plant Raw Water Infrastructure Protection (UA19) – This project total increased by \$100,000 after the proposed budget was presented due to a transfer from another project needed to support the final engineer's construction estimate.
- Water Treatment Plant Safety Improvements (UB19) – This project decreased by \$245,000 due to a transfer to Water Treatment Plant Electrical, Roof, and HVAC Upgrades (UA17) after the proposed budget was presented. This amount now shows as unfunded for FY 2022 and will likely be replenished by ARPA funds through a budget amendment in FY 2022.

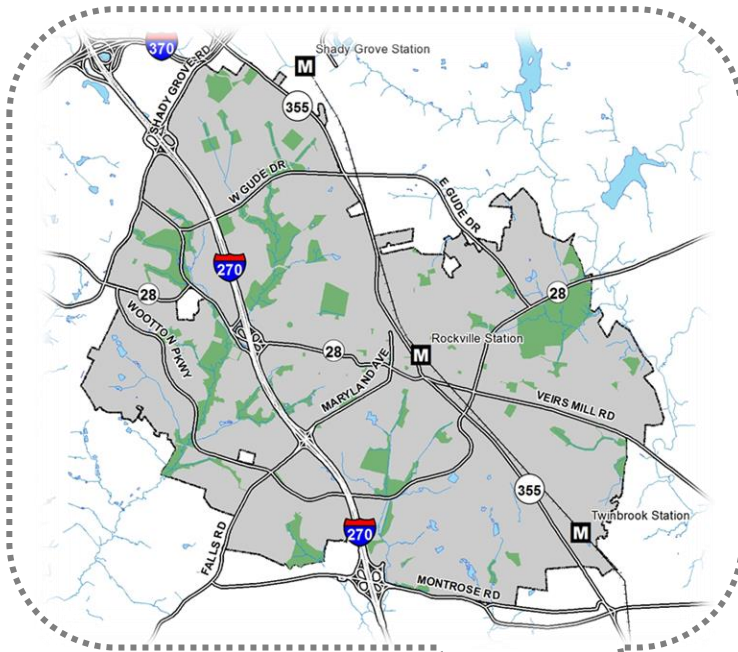
General Government Program Area

- Financial System Upgrade (GC21) – Funding for this project was advanced from FY 2022 to mid-FY 2021 in order to utilize reserves, which were added through a budget amendment after the proposed budget was presented.
- I-Net Security Enhancements (GA18) – This project was proposed to close at the end of FY 2021 but was added back after the proposed budget was presented due to project delays related to the COVID-19 pandemic.

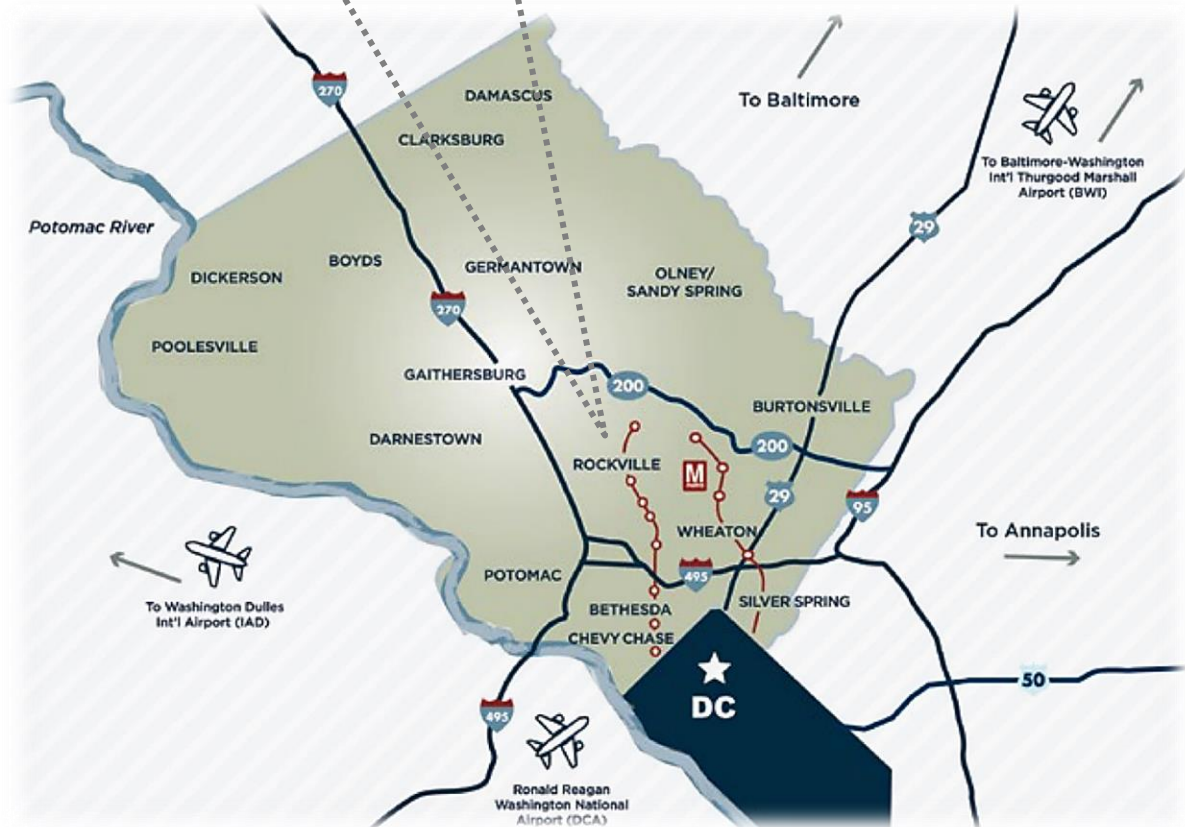


Rockville Community Profile

Location of the City of Rockville



Rockville is a 13.5 square mile city of nearly 75,000 residents located in south central Montgomery County, Maryland, approximately twelve miles northwest of Washington, DC, and 35 miles southwest of Baltimore. Rockville is bisected from the north by Interstate 270 and from the east by Maryland Route 28. Rockville enjoys rail service from MARC, in addition to two stations on the DC Metro Red Line—Twinbrook and Rockville—plus the Shady Grove station just north of the city. A large portion of the I-270 Technology Corridor's BioTech Industry Cluster is located in the city.



Map courtesy of visitmontgomery.com



History of Rockville

Rockville is one of Maryland's oldest towns, with its origins dating back to colonial America. Originally home to Native Americans including the Seneca and the Susquehannock tribes, the first American settlement in the area that would become Rockville was an inn and tavern called Owen's Ordinary, which was established around 1750. At that time, the Rockville area had very little development and functioned mainly as a crossroad and waypoint between Frederick and Georgetown.

In 1776, in addition to ratifying the Declaration of Independence, the Maryland Constitutional Convention created Montgomery County from the southern portion of historic Frederick County and the half dozen buildings located along the road from Georgetown to Frederick were selected as the new County seat. Hungerford's Tavern— an establishment known for the 1774 Hungerford Resolves, a series of protestations of British rule and arguments for ending trade with England that were intended to influence the 1774 Continental Congress— was selected to serve as the County's first courthouse and jail. The new Montgomery County included the southern portion of the historic road from Frederick to Georgetown, which served as the County's port city.

In 1784, local landowner William P. Williams subdivided 45 acres of his land into building lots and began referring to the settlement as "Williamsburgh"—within 15 years, structures would be built on 38 of the 45 lots and early Rockville began to resemble a town. In 1788, having outgrown its facility in a converted house, Montgomery County built its first designed courthouse on the corner of Maryland and Montgomery Avenues. This structure would be torn down and rebuilt twice, first in 1840 and again in 1890, resulting in the red brick building that exists today—causing people to begin to refer to the town as "Montgomery County Courthouse."

In 1791, the Maryland General Assembly complied with the terms of the Compromise of 1790 and ceded 36 square miles of Montgomery County to the federal government to be used for the establishment of the District of Columbia, resulting in the County's loss of Georgetown and its port. In 1801, the Assembly noted that the town around the courthouse—whether "Williamsburgh" or "Montgomery County Courthouse"—had not been formally recorded. They directed that the town's lots were to be resurveyed and the resulting town would to be called Rockville, after Rock Creek. This "new" town was officially recorded in 1803 with a population of 200 residents. Though still very rural, Rockville was becoming the commercial center of Montgomery County.

As the nineteenth century progressed, Rockville continued to grow in population, rising to 365 residents at the time of the town's formal incorporation in 1860, on the eve of the Civil War. Rockville saw action during the War: in 1861, 10,000 Union troops camped at the Fairgrounds (what is now Richard Montgomery High School) and in 1862 the historic Courthouse was used as a field hospital following the gruesome Battle of Antietam. Confederate Cavalry General J.E.B. Stuart and his many troops briefly occupied Rockville in 1863, on their journey to Gettysburg. Following the War, life in Rockville largely returned to pre-War rhythms— until the opening of rail service in 1873. B&O Railroad train access opened Rockville up to tony Washingtonians, who quickly built summer cottages as well as permanent residences in Rockville, as farmland was subdivided for residential growth.

The turn of the twentieth century brought profound changes to Rockville. What had been a rural trading post and courthouse experienced an influx of city people and modernity. Amenities in Rockville greatly improved as electricity, telephones, indoor bathrooms, a sewage system, trolley cars, a town park, and street trees were all installed for the first time. The population of Rockville grew to approximately 1,500 residents in the early 1930s.

Following the end of World War II up through the Census in 1970, Rockville experienced a population explosion unlike any in its history. From 2,047 residents in 1940, the city grew to 6,934 in 1950, 26,090 in 1960, 42,739 in



1970—a 1,947% increase in 30 years. This population and building boom changed the character of Rockville substantially, and the city came to resemble its current iteration as a vibrant suburb in the greater Washington DC metro area. Population growth slowed through the end of the millennium, but jumped again from 2000 to 2010, up to the current 68,085, as of the 2019 American Community Survey.

Rockville has grown from a small crossroads, to an agriculturally-oriented county seat, to a leisure-oriented escape for big city dwellers, to a cosmopolitan suburb and employment center with many diverse neighborhoods. Modern residents of Rockville form a well-educated, civic-minded community, with professional interests ranging from biomedical research, to federal and county government, to consulting and information technology.

History of Rockville Timeline





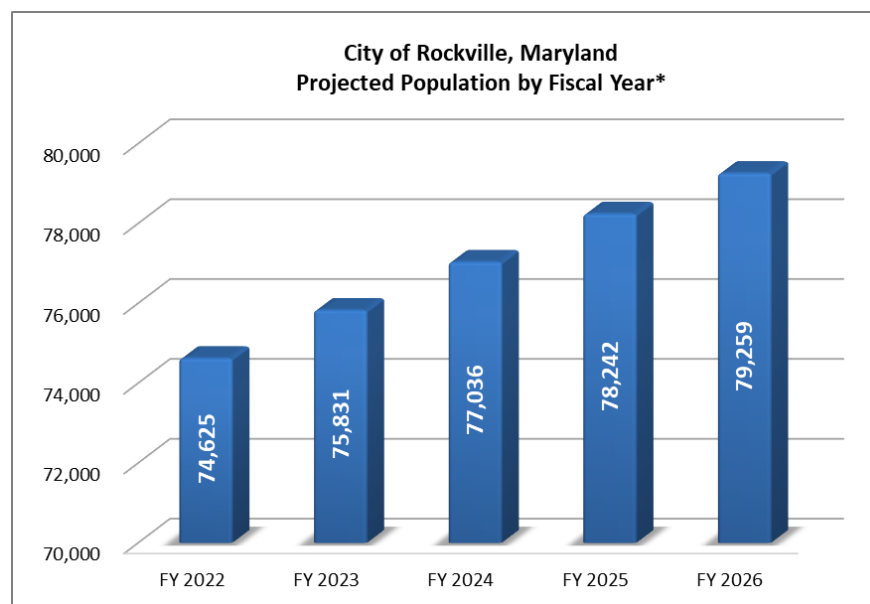
The City of Rockville Today

Today, Rockville is one of the largest municipalities in Maryland and serves as the Montgomery County seat. The City of Rockville operates under the council-manager form of municipal government and derives its governing authority from a charter granted by the General Assembly of Maryland. This means that the city's elected board, the Mayor and Council, provide policy direction for the city and appoint a professional manager to serve as City Manager and manage the day-to-day activities of the city. The Mayor and Council are comprised of a mayor and four councilmembers all elected at large for four year terms. The most recent election was held in November 2019.

The city provides a full range of municipal services, including: public safety; zoning and planning; one-stop location for licenses, permits, and inspections; water, sewer, and refuse and recycling services; snow removal, leaf collection, street maintenance, and other public works functions; recreation and parks services; and special programs for senior citizens, youth, and low-income residents. The city has a reputation for strong conservative financial management and holds a AAA/Aaa bond rating from both Standard and Poor's and Moody's Investors Service.

As mandated by State law, Montgomery County provides for schools, libraries, social services, and fire protection in Rockville. In addition to the Montgomery County Police, the city's own Police Department serves Rockville residents. The Rockville Volunteer Fire Department, consisting of more than 200 members and four stations, provides fire protection to Rockville. City water and sewer services serve over 70 percent of the Rockville community, with Washington Suburban Sanitary Commission (WSSC) serving the remaining 30 percent.

Rockville is a residential community and an employment center. Rockville offers a wide variety of housing styles, prices, sizes, and neighborhoods, ranging from mid-rise condominiums to Victorian homes and from contemporary models to the more traditional. Based on internal city population projections, Rockville's population will increase by approximately 1.5 percent each year over the next five years.



**Data from the City of Rockville, Department of Planning and Development Services.*



Rockville Demographics and Economics

(data from 2019 American Community Survey 1-Year Estimates or 2015-2019 5-Year Estimates, unless noted)

Population 68,085

Age Composition (%)

Under five years	3.4%
Five to nine years	3.5%
10 to 14 years	6.9%
15 to 19 years	5.6%
20 to 24 years	9.1%
25 to 34 years	14.4%
35 to 44 years	13.9%
45 to 54 years	11.8%
55 to 59 years	7.5%
60 to 64 years	5.1%
65 to 74 years	9.5%
75 to 84 years	7.2%
85 years and older	2.1%

Highest Educational Attainment, 25 years old + (%)

Less than 9 th grade	3.6%
9 th to 12 th grade, no diploma	4.2%
High school (includes GED)	14.0%
Some college, no degree	11.8%
Associate's	3.9%
Bachelor's	27.6%
Graduate or professional degree	34.8%

Racial Composition (%)

<i>One race</i>	94.7%
White	56.3%
Black or African American	10.9%
Chinese American	8.6%
Indian American	3.8%
Philippine American	1.6%
Korean American	2.1%
Other Asian American	5.0%
Native American	0.2%
Other race	6.1%
<i>Two or more races</i>	5.3%
Hispanic or Latino (of any race)	14.8%

Gender (%)

Male	47.9%
Female	52.1%

Household income (%)

Less than \$10,000	3.6%
\$10,000 to \$14,999	2.2%
\$15,000 to \$24,999	3.5%
\$25,000 to \$34,999	4.2%
\$35,000 to \$49,999	7.5%
\$50,000 to \$74,999	12.7%
\$75,999 to \$99,999	12.9%
\$100,000 to \$149,999	20.3%
\$150,000 to \$199,999	12.7%
\$200,000 and above	20.3%
Median household income	\$106,576
Mean household income	\$134,194

Unemployment Rate (%) 6.5%

(Bureau of Labor and Statistics data for Montgomery County, November 2020)

Poverty Rate (%) 7.6%

Health Insurance Rate (%)

With health insurance	95.1%
Without health insurance	4.9%

Ten Largest Employers

Montgomery County Government	4,758
Montgomery County Board of Education	2,500
U.S. Nuclear Regulatory Commission	2,391
Westat, Inc.	2,150
Montgomery College	1,944
Northwestern Mutual Life Insurance Co.	623
Lockheed Martin Information Systems	565
City of Rockville	517
Choice Hotels International	500
Quest Diagnostics Incorporated	500

(City of Rockville 2020 Annual Financial Report data)



Financial Management Policies

STATEMENT OF PURPOSE

The financial integrity of our city government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. These financial management policies are designed to ensure the fiscal stability of the City of Rockville and to guide the development and administration of the annual operating and capital budgets, as well as the debt program.

Written, adopted financial policies have many benefits, such as assisting the Mayor and Council and City Manager in the financial management of the city, saving time and energy when discussing financial matters, promoting public confidence, and providing continuity over time as Mayor and Council and staff members change. While these policies will be amended periodically, they will provide the foundation and framework for many of the issues and decisions facing the city. They will promote wise and prudent financial management, provide the foundation for adequate funding of services desired by the public, and help make the city more financially stable, efficient, and effective.

OBJECTIVES

1. Assist the Mayor and Council and city management by providing accurate and timely information on financial conditions pertinent to city operations
2. Provide sound financial principles with which to guide the important decisions of the Mayor and Council and management, which have significant fiscal impact
3. Set forth operational principles that minimize the cost of government and financial risk, to the extent consistent with services desired by the public
4. Enhance the policy-making ability of the Mayor and Council by providing accurate information on program costs
5. Ensure the legal use of all city funds through a sound financial system and strong internal controls
6. Employ revenue policies that diversify revenue sources, distribute the costs of municipal services fairly, and provide adequate funds to operate desired programs

In order to meet these objectives, the city's policies are divided into eight general categories for ease of reference. These categories include: 1) Operating Budget Policies, 2) Capital Improvements Program (CIP) Policies, 3) Revenue and Expenditure Policies, 4) Reserve Policies, 5) Debt Management and Administration Policies, 6) Cash Management and Investment Policies, 7) Economic Development Revenue Bonds Policies and Criteria, and 8) Accounting, Auditing, and Financial Reporting Policies. It is recommended that all policies included in this document be adhered to.

OPERATING BUDGET POLICIES

At least one month before the preparation of the proposed annual budget, the City Manager will meet with the Mayor and Council members to review and deliberate all policy guidelines that may affect the proposed budget.

1. The budget is approved in the form of an appropriations ordinance after the Mayor and Council have conducted at least one advertised public hearing.
2. The operating budget and CIP together shall serve as the annual financial plan for the city. They will serve as the policy documents of the Mayor and Council for implementing Council visions, goals, and objectives. The budget shall provide staff with the resources necessary to accomplish the Mayor and Council's determined service levels.



3. The City Manager shall annually prepare and present a proposed operating budget to the Mayor and Council at least two months before the beginning of each fiscal year. The Mayor and Council will adopt said budget no later than May 31 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the Mayor and Council.
4. The city defines a balanced budget as a budget that has operating revenues equal to operating expenditures. It is the city's policy to fund current year operating expenditures with current year revenues, inclusive of debt service. General Fund expenditures may exceed revenues in a given year only when the additional spending is funded by beginning fund balance and only for CIP expenditures or other one-time or non-recurring expenditures, as authorized by the Mayor and Council.
5. Each department and division prepares its own budget for review by the City Manager. Budget accountability rests primarily with each department. The basic format of the budget shall identify programs within organizational structures. Programs are defined as specific services provided to the public, other departments, or other organizations.
6. The operating budget is adopted at the fund level. During the year, it is the responsibility of the City Manager, Department Directors, and the Deputy Director of Finance to administer the budget. The legal control, which the budget ordinance establishes, uses Generally Accepted Accounting Principles (GAAP).
7. As a management policy, budgetary control is maintained in the General, Special Revenue, and Enterprise Funds at the program level by the encumbrance of estimated purchase amounts prior to the release of purchase orders to vendors. Purchase orders that result in overruns of balances are not processed until sufficient appropriations are made available through approved intrafund transfers. Encumbered amounts at year-end are recorded as a reservation of fund balance and are reflected as an adjustment to the ensuing year's budget.
8. A five year projection of revenues and expenditures for the General, Special Revenue, and Enterprise Funds is prepared each fiscal year to provide strategic perspective to each annual budget process.
9. All appropriations shall lapse at the end of the budget year if not expended or encumbered.
10. Any year-end operating surpluses will revert to fund balances for use in maintaining reserve levels set by policy (see policy on reserves) and the balance will be available for paygo capital projects and/or one-time capital outlays.
11. The City Manager will submit budgetary reports to the Mayor and Council comparing actual revenues and expenditures with budgeted amounts quarterly.

Budget Transfers

The City Manager has the authority to transfer budgeted amounts between departments within any fund, but changes in the total appropriation level for any given fund can only be enacted by the Mayor and Council through an amendment to the appropriations ordinance.

1. All budget transfers must receive approval by the Department Director and Budget Office regardless of the budget transfer amount. In addition, any budget transfer over \$50,000 requires City Manager approval.
2. City Manager or designee approval is required for transfers from one department to another.
3. Approval of the budget transfer must be obtained prior to requisition, encumbrance, or expenditure of funds taking place.



Fund Structure

1. The accounts of the city are organized into funds. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures (or expenses, as appropriate).
2. Government resources are allocated to and accounted for in individual funds based on the purposes for which they are to be expended and the means by which spending activities are controlled. The city uses governmental funds and enterprise funds. Governmental funds are those through which most governmental functions of the city are financed. The acquisition, use, and balance of the city's expendable financial resources and the related liabilities (except for those accounted for in the enterprise funds) are accounted for through governmental funds.
3. The city's governmental funds are the General Fund, the Special Revenue Funds, the Capital Projects Fund, and the Debt Service Fund.
 - a. The General Fund is the general operating fund of the city. It is used to account for all financial resources except those required to be accounted for in another fund.
 - b. The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are restricted by legal and regulatory provisions or budgeted contributions from outside sources to finance specific activities. The city's Special Revenue Funds are the Special Activities Fund, the Community Development Block Grant Fund, and the Speed Camera Fund.
 - c. The Capital Projects Fund is used to account for financial resources used for the acquisition or construction of major capital facilities and general capital construction, including: streets, parks, and public buildings (other than those financed by enterprise funds).
 - d. The Debt Service Fund, which includes special assessments, is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.
4. The enterprise funds are the Water Fund, the Sewer Fund, the Refuse Fund, the Parking Fund, the Stormwater Management Fund, and the RedGate Golf Course Fund.
5. Creation of new funds should be based on the following criteria:
 - a. The revenue source is ongoing; i.e., more than one fiscal year.
 - b. The amounts to be recorded are material.
 - c. Interest income is required to be allocated.
 - d. The amounts are specifically designated.
 - e. There is not another fund that can be used to account for the revenue source.
 - f. There are special circumstances that have led management to create a separate fund.
 - g. If the State or federal government requires a separate fund to account for a particular source of revenue then such a fund can and must be created.
 - h. It is a requirement of GAAP to establish the fund.

Basis of Budgeting

1. Budgets for governmental and enterprise (or proprietary) funds are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). Accordingly, all governmental fund budgets are presented on the modified accrual basis of accounting. Under this method of accounting, revenue and other governmental fund resources are recognized in the accounting period in which they become susceptible to accrual—that is, when they become both “measurable and available” to finance current operating expenditures for the fiscal period.
2. In applying the susceptible to accrual concept to real and personal property tax revenue recognition, “available” means property tax revenue is recognized currently if levied before the fiscal year end and collected by intermediaries within 60 days after the fiscal year end. Utility and franchise fees, licenses and



permits, fines and forfeitures, charges for services, and miscellaneous revenue (except investment earnings) are recorded as revenue when cash is received because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are both measurable and available.

3. For grant revenue such as the Community Development Block Grant (CDBG) program, which is dependent upon expenditures by the city, revenue is accrued when the related expenditures are incurred. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt which are recognized when due.
4. The enterprise fund budgets are presented on the full accrual basis of accounting. Under this method of accounting, revenue is recognized when earned and expenses are recognized when they are incurred. For example, earned but unbilled utility revenues are accrued and reported in the financial statements the same way they are incorporated within the operating budget. Enterprise fund capital purchases are budgeted in the operating budget and recorded as expenses during the year; at year-end, they are capitalized for financial statement purposes.

CAPITAL IMPROVEMENTS PROGRAM POLICIES

As with the operating budget, the City Manager submits a Capital Improvements Program (CIP) to the Mayor and Council. The CIP provides for improvements to the city's public facilities for the ensuing fiscal year and four years thereafter, and forms part of the city's financial plan. The first year of the plan establishes a capital budget for the new fiscal year. The remaining four years serve as a guide for use in determining probable future debt issuance needs and operating cost impacts. The Capital Budget is adopted at the fund level. CIP expenditures are accounted for in the Capital Projects Fund or the appropriate enterprise funds and are funded by a variety of sources. The city strives to maintain a high reliance on "paygo" financing for its capital improvements in order to maintain debt within prudent limits and to ensure that the rates charged in the enterprise funds are competitive with those in the surrounding area. For projects to be included within the CIP, they should normally be eligible for debt financing and have defined beginnings and ends, as differentiated from ongoing programs in the operating budget.

1. To qualify for inclusion in the CIP, a project must fall under one or more of the following categories:
 - a. The acquisition of property for a public purpose
 - b. The design and construction of a major new city facility or infrastructure
 - c. The design and construction of a major addition or extension of an existing city facility or infrastructure
 - d. The design and major improvement, rehabilitation, or repair of a city facility or infrastructure
 - e. A significant one-time investment in new technology or upgraded technology infrastructure
2. Annually, a five year CIP plan will be developed, analyzing all anticipated capital expenditures by year and identifying associated funding sources. The plan will also contain projections of how the city will perform over the five year period in relation to the fiscal policies that refer to debt ratios.
3. The first year of the five year CIP and any unspent funds from prior years will be appropriated as part of the annual budget process. The CIP will be appropriated by fund. At least semi-annually, the City Manager will notify the Council of any transfers between projects within a fund.
4. The city will maintain a capital projects monitoring committee composed of city staff, which will meet not less than once every six months to review the progress on all outstanding projects as well as to revise spending projections. Each CIP project will have a project manager who will prepare the project proposal sheet, ensure that project is completed on schedule, authorize all project expenditures, and ensure that all regulations and laws are observed. Project managers will be responsible for reporting project status to the committee.



5. If new project appropriation needs are identified at an interim period during the fiscal year, at the fund level, the appropriations ordinance will be utilized to provide formal budgetary authority for the increase. Any significant impact resulting from the change on the overall CIP and on the debt ratios will be indicated at that time.
6. The city shall actively pursue funding other than borrowing from other levels of government or from private sources for all projects for the CIP where practical to do so.
7. Capital projects shall be prioritized according to goals set by the Mayor and Council.
8. Unexpended project appropriations may be transferred to other projects within the same funding source with the approval of the City Manager.
9. Each year, a closing resolution will be submitted to the Mayor and Council to obtain formal authorization to close completed capital projects. The unexpended appropriations for these projects will be returned to the fund from which the appropriations were made. A report showing the amounts budgeted, expended, transferred, and returning to fund balance shall be provided.

REVENUE AND EXPENDITURE POLICIES

1. The city will strive to develop and maintain a diversified and stable revenue stream to avoid becoming overly dependent on any single type of revenue, to minimize the effects of economic fluctuations on revenues, and ensure its ability to provide for ongoing services.
2. Budgeted revenues shall be estimated conservatively using accepted standards and estimates provided by the State, County, and other governmental agencies when available.
3. Revenue from “one-time” or limited duration sources will not be used to balance the city’s operating budget.
4. As appropriate within the marketing of the recreation programs, higher non-resident fees may be charged and priority registration will be given to Rockville residents.
5. Restricted revenue shall only be used for the purposes legally permissible and in a fiscally responsible manner.
6. On an annual basis, the city will set fees and rates for the enterprise funds at levels which fully cover total direct and indirect operating costs and all capital outlay and debt service, except where the city is not the sole provider of the service and competitive rates must be taken into consideration. In these instances, fees and rates must at least cover all direct and indirect operating expenses.
7. The city shall actively pursue federal, State, County, and other grant opportunities when deemed appropriate. Before accepting the grant, the city shall thoroughly consider the implications in terms of ongoing obligations, indirect costs, and matching requirements in connection with the grant.
8. Gifts, bequests and donations will be evaluated to determine what, if any, obligations are to be placed upon the city. Gifts, bequests, and/or donations shall be used solely for the purpose intended by the donor.
9. General Fund revenues from Glenview Mansion conference rentals in an amount of \$20,000 annually are to be set aside in accordance with Resolution 20-85 that are dedicated to the upkeep and furnishing of Glenview Mansion. The \$20,000 is the maximum allowable amount of General Fund revenue to be set aside. Expenditures can only be authorized by the Director of Recreation and Parks as recommended by the Glenview Mansion Subcommittee.
10. An amount equal to 1 percent of the city’s costs for capital projects involving the construction of, or major improvements to, buildings, parks, and other public structures is to be transferred annually from the General Fund to the Art in Public Architecture program in support of Ordinance 3-04, pending appropriation by the Mayor and Council.



11. An amount equal to one-tenth of 1 percent of the prior year's adopted General Fund budget is to be transferred annually from the General Fund to the Art in Public Places program in support of Ordinance 15-13, pending appropriation by the Mayor and Council.
12. Any budgeted General Fund Rockville Emergency Assistance Program (REAP) funds that remain unspent at the end of the fiscal year will be transferred to the REAP Special Activities Fund via a budget amendment in the following fiscal year.

Cost Recovery

The City of Rockville offers programs/services that are funded through a variety of means, including: user fees, grants, donations, fee-in-lieu, and taxpayer funds. Fees and charges for these programs/services shall be established according to these stated policies. Fees and charges shall be reviewed annually and adjusted accordingly by one or more of the following methods: annual change in the Washington-Arlington-Alexandria Consumer Price Index (CPI), comparison to surrounding jurisdictions, comparison to the private market, general market conditions, industry trends, and/or demand for the program/service.

Cost recovery targets are established to ensure the city maintains a balance between affordable programs/services and fiscal responsibility; has a quantifiable way to determine if city fees for programs/services are consistent with the city's intent; and has a transparent method of measurement. Cost recovery targets are defined as percent ranges. Target ranges shall be considered as guidelines; however, special circumstances, the nature and cost of each program/service, and the population to be served should be taken into consideration. Fees should be charged to all entities including federal, State, and County jurisdictions, unless exempt by law. The City Manager may exempt fees when it is in the city's best interest to do so, and in accordance with a business need.

Direct and Indirect Costs

Cost recovery targets shall be based on fully burdened cost, as defined by all direct and indirect or "overhead" charges. Direct costs include all personnel and operating expenditures that are accounted for in the operating budget. Direct costs do not include capital outlay that is accounted for in the operating budget or capital expenditures that are accounted for in the city's Capital Improvements Program. Indirect or "overhead" costs are established each year through the city's formal Cost Allocation Plan (CAP) calculation. The CAP calculation establishes an overhead rate that is applied in circumstances where the city needs a fully burdened cost for cost recovery purposes.

When the city contracts out public employees to provide services to private individuals or businesses, such as police officers, the fully burdened cost should be charged to ensure that 100 percent of the employee's time is paid for by the user of the service.

Regulatory Programs

Regulatory services include planning, permits, and engineering. Cost recovery goals for these services should be 100 percent. However, in charging at this level, the city needs to establish and articulate standards for its performance in reviewing developer applications to ensure that there is "value for cost." Despite having a cost recovery goal of 100 percent, there are reasons why staff would recommend a fee below this policy goal. These reasons include benchmarking fees to surrounding communities, the ability of the community and developers to pay, and the level of compliance with regulations. In all instances, fees established below the full cost recovery goal imply that there is a level of community benefit to that service.

Revenue-generating cost centers whose activities fall mostly under the regulatory program category include:

1. Zoning and Development Review



2. Administration, Plan Review, and Fire Marshal, and Building Inspections
3. Neighborhood Services
4. Community Enhancement and Code Enforcement
5. Engineering
6. Forestry Development Review

Recreation and Parks Programs

Cost recovery targets for Recreation and Parks programs/services are established using a five-tier pyramid methodology. Cost recovery is measured based on expenditures of each individual cost center. All General Fund Recreation and Parks cost centers are included in the cost recovery pyramid, except for the administrative functions. If a program or service is out of compliance with the recovery target for two consecutive years, then that program or service has two years to achieve compliance or must have City Manager approval for being out of compliance. Please see Supplemental Information for the calculated cost recovery percentages.

The five-tier pyramid is comprised of the following:

1. Tier 1, Community Benefit – This is the largest tier of the pyramid and has the greatest amount of taxpayer support. This category represents basic community needs and is what makes Rockville a desirable and livable community. The target cost recovery for this category is 0 percent or greater. Community benefit areas include: parks and open space, trails, landscaping and trees, playgrounds, and general-use public facilities.

The following Recreation and Parks cost centers are included in this tier: Athletic Fields, East Parks, Facilities Maintenance, Horticulture, Right-of-Way, Senior Citizens Support, Special Events, Urban Forestry Maintenance, West Parks, and Skate Park.

2. Tier 2, Considerable Community Benefit – This is the second largest tier of the pyramid and has a significant amount of taxpayer support. This category represents an enhancement of basic services, emphasizing culture and community cohesion. The target cost recovery for this category is 20 percent to 50 percent. Considerable community benefit areas include: arts, community recreation facilities, and senior recreation.

The following Recreation and Parks cost centers are included in this tier: Arts, Lincoln Park Community Center, Senior Citizen Recreation, Senior Center Operations, Thomas Farm Community Center, and Twinbrook Community Recreation Center.

3. Tier 3, Balanced Community and Individual Benefit – This is the middle tier of the pyramid and has an equal amount of taxpayer support and user fee support. This tier is a balance between programs/services that are offered by the private sector and programs/services that are viewed as public amenities or conveniences. The target cost recovery for this category is 30 percent to 70 percent. Balanced community and individual benefit areas include: Civic Center, sports programs, teen programs, and afterschool programs.

The following Recreation and Parks cost centers are included in this tier: Afterschool, Civic Center Complex, Croydon Creek Nature Center, Senior Citizen Sports and Fitness, Sports, Summer Playgrounds, and Teens.



4. Tier 4, Considerable Individual Benefit – This is the second smallest tier of the pyramid and has a significant amount of user fee support. Programs/services in this category are also available in the private sector, therefore less taxpayer support is required. The target cost recovery for this category is 70 percent to 100 percent. Considerable individual benefit areas include: Swim and Fitness Center, childcare, and specialty classes.

The following Recreation and Parks cost centers are included in this tier: Childcare, Classes, Swim and Fitness Center, and Summer Camps.

5. Tier 5, Individual Benefit – This is the smallest tier of the pyramid and has the greatest amount of user fee support. The programs/services in this category may be available to the entire city population and beyond, but limitations on city resources have the effect of restricting use. Fees are often established based on the market demand. The target cost recovery for this category is 100 percent or greater. Individual benefit areas include: private rentals, private lessons, merchandise.

There are currently no individual cost centers that are assigned to this tier; however, elements exist within several cost centers such as private rentals and lessons.

RESERVE POLICIES

The city utilizes a variety of funds for recording the revenue and expenditures/expenses of the city. At each fiscal year end, operating surpluses that revert to fund balance over time constitute available reserves of the city.

Prioritization of Fund Balance Use – When an expense is incurred for which both restricted and unrestricted (committed, assigned, unassigned) net assets are available, the city will first apply restricted resources.

General Fund

Unassigned Minimum Fund Balance Reserve – The city will maintain an unassigned General Fund fund balance at a level not less than 20 percent of annual adopted General Fund revenue. The purpose of this unassigned balance is to alleviate significant unanticipated budget shortfalls and to ensure the orderly provisions of services to residents. This is the minimum level necessary to maintain the city's creditworthiness and maintain adequate cash flows. Use of funds below the 20 percent required level must be approved by specific action of the Mayor and Council.

Unassigned Fund Balance – To the extent that the General Fund unassigned fund balance exceeds the target, the city may draw upon the fund balance to provide paygo financing for capital projects, for other one-time capital items, or for additional contributions to reduce the OPEB or Pension unfunded liabilities. In addition, Mayor and Council or the City Manager may commit or assign the fund balance that exceeds the target, respectively.

Contingency Account – A contingency account equal to a maximum of 1 percent of the city's General Fund budgeted appropriations will be maintained annually in the Non-Departmental budget. This account will be made available for unanticipated, unbudgeted expenditures of a non-recurring nature and/or unexpected cost increases that require the City Manager's approval. All spending from the contingency account shall be reported to the Mayor and Council.

Debt Service Fund

Restricted Minimum Cash Reserve – The city will maintain a cash balance in the Debt Service Fund of at least 10 percent of the average annual outstanding principal on the city's debt service schedule. This level of reserve



protects against increases in the city's debt service expenditures related to new bond issues, such as the cost of issuance and variable market rates.

Enterprise Funds

Cash Reserves – The city will maintain cash reserves for the enterprise funds equal to the following: one month of operating expenses for the Refuse and Parking funds, three months of operating expenses for the Stormwater Management Fund, and six months of operating expenses for the Water and Sewer funds. The RedGate Golf Course Fund is not required to maintain a cash reserve because there are no operating expenses associated with the current lease agreement.

Cash Improvement Plans – Any Enterprise Fund with a negative cash balance must submit plans that will allow the fund to show a positive cash balance within the rate setting period for each fund, which generally is five years. Rates and fees should be set accordingly and the Reserve Deficiency guidelines set below should be followed.

Reserve Deficiencies

If reserves in any city fund fall below the prescribed minimums, the city will implement the following budgetary strategies to replenish funding deficiencies:

1. Seek reductions in recurring expenditures
2. Seek to increase current revenue streams or develop new revenue sources
3. Seek the use of ongoing grant funding to alleviate operating expenditures

DEBT MANAGEMENT AND ADMINISTRATION POLICIES

1. Debt management will provide for the protection and maintenance of the city's AAA/Aaa bond rating, the maintenance of adequate debt service reserves, compliance with debt covenant provisions, and appropriate disclosure to investors, underwriters and rating agencies.
2. The city's compliance officer is the Director of Finance. Compliance monitoring will be performed annually.
3. The term of any city debt issue, including lease-purchases, shall not exceed the useful life of the assets being acquired by the debt issue.
4. All debt issuance shall comply with federal, State, and city charter requirements. All IRS regulations in regards to post issuance tax compliance will be followed.
5. The city shall maintain an ongoing performance monitoring system of the various outstanding bond indebtedness issues and utilize this monitoring system as a performance criterion for the administration of the city's outstanding indebtedness. This is particularly important as funds borrowed for a project today are not available to fund other projects tomorrow and funds committed for debt service payments today are not available to fund operations in the future.
6. The city shall maintain all spending records related to bond issuance until at least three years after the final maturity is redeemed.
7. The city will maintain good, ongoing communication with bond rating agencies about its financial condition. The city will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement).
8. Accompanying each debt issue will be an assessment of the city's capacity to repay the debt. The assessment will address the effects on the current operating budget, as well as identify the resources that will be utilized to repay the debt.
9. Long term borrowing will not be used to finance current operations or normal maintenance and will only be considered for significant capital and infrastructure improvements.
10. The city will try to keep the average maturity of general obligation bonds at or below twenty years.



11. The city will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.
12. The city will not issue tax or revenue anticipation notes.
13. The city will strive to maintain a high reliance on paygo financing for its capital improvements.
14. Neither Maryland State law nor the City Charter mandates a limit on municipal debt. However, the city will strive to maintain its net tax-supported debt at a level not to exceed 1 percent of the assessed valuation of taxable property within the city.
15. The city will strive to ensure that its net tax-supported debt per capita does not exceed \$1,360. This per capita dollar limit is adjusted annually in accordance with the change in the Consumer Price Index for All Urban Consumers (CPI-U) in the Washington-Arlington-Alexandria area. This debt measure should be calculated for the debt associated with the Debt Service Fund and for the combination of the debt associated with the Debt Service Fund and the Parking Fund.
16. The city will strive to ensure that its net tax-supported debt per capita as a percentage of federal adjusted gross income does not exceed 2.5 percent.
17. The city will strive to ensure that its amortization rate shall be at least 25 percent in five years and 50 percent in ten years.
18. Required annual tax supported debt service expenditures should be kept at or below 15 percent of the city's annual adopted General Fund expenditures. This ratio reflects the city's budgetary flexibility to respond to changes in economic conditions.
19. If two or more of policies #14 through #18 are violated, the Mayor and Council will immediately discuss how to take steps to address the issues.
20. The city will set enterprise fund rates at levels needed to fully cover debt service requirements as well as operations, maintenance, administration and capital improvement costs. The ability to afford new debt for enterprise operations will be evaluated as an integral part of the city's rate review and setting process.
21. Debt service coverage ratios will be calculated annually for all of the city's enterprise funds. A minimum of a 1.2 coverage ratio should be maintained for each of the utility funds.

Refinancing

Periodic reviews of all outstanding debt will be undertaken to determine refinancing opportunities. Refinancings will be considered (within federal tax law constraints) under the following conditions:

1. There is a net economic benefit.
 - a. In general, refinancings for economic savings will be undertaken whenever net present value savings of at least 5 percent of the refunded debt can be achieved.
 - b. Refinancings that produce net present value savings of less than 5 percent will be considered on a case-by-case basis, provided that the present value savings are at least 3 percent of the refunded debt.
 - c. Refinancings with savings of less than 3 percent will not be considered unless there is a compelling public policy objective.
2. It is needed to modernize covenants that are adversely affecting the city's financial position or operations.
3. The city wants to reduce the principal outstanding in order to achieve future debt service savings, and it has available working capital to do so from other sources.



CASH MANAGEMENT AND INVESTMENT POLICIES

It is the city's policy to invest funds not required for immediate expenditure in a manner that conforms to all State of Maryland statutes governing the investment of public funds. The Investment Officer or an appropriate designee is authorized to invest such funds until the time they will be needed in such investments as are authorized in the city's Statement of Investment Policy. The Policy represents the financial boundaries within which its cash and investment management process will operate.

The city's priorities for the investment and management of public funds are as follows:

1. Safety of principal: Investments of the city shall always be undertaken with a view toward ensuring that there will be preservation of the principal.
2. Liquidity: The maturity mix of the investment portfolio will be continuously monitored by the Investment Officer with a view toward reasonable estimation of the timing of the city's expenditure needs, so that sufficient liquidity is maintained to meet operating and capital requirements.
3. Return on investments: The city's investment program will be formulated with the objective of attaining a favorable rate of return throughout budgetary and economic cycles, taking into account the city's investment risk constraints established elsewhere in this policy.

The Chief Financial Officer shall submit the Statement of Investment Policy to the Mayor and Council at least every five years for their review and adoption. This will allow the Investment Policy to be updated with legislative changes as well as to reflect best practices in municipal finance.

ECONOMIC DEVELOPMENT REVENUE BONDS POLICIES AND CRITERIA

The city will review requests for tax-exempt financing from non-profit organizations seeking to locate or expand their operations within the city on a case by case basis. The city will only participate in these financing programs with non-profit organizations which comply with the policies and criteria stated below.

General Requirements

1. Where Economic Development Revenue Bonds (EDRB) are issued, the city may restrict the placement of bonds by the underwriter. All EDRB shall contain on the face thereof a statement to the effect that neither the full faith and credit nor the taxing power of the city or political subdivision is pledged to the payment of the principal, interest, or other costs of the bonds.
2. An annual administrative fee of 12.5 basis points will be due and payable at closing and on an annual basis thereafter while the bonds are outstanding. All legal and administrative costs incurred in the course of reviewing, pursuing, and defending any and all litigation in any way related to these financing agreements shall be borne by the borrowers regardless of whether a financing agreement is ever ultimately consummated.

Policies and Objectives

The objectives of city participation in tax-exempt financing of non-profit organizations are to:

1. Support the presence of non-profit organizations in the city which not only strive to achieve their non-profit mission but also enhance the employment base of the city; and
2. Promote the general health and welfare of city residents through the support of medical, educational, and other charitable endeavors.



It is the policy of the City of Rockville to participate in tax-exempt financing programs solely for projects that meet all of the following criteria:

1. The project is of a non-speculative nature (i.e. projects which are developed for a specific occupant).
2. The project complies with federally mandated tax legislation restricting the use of tax exempt financing to qualified Section 501 (c) (3) organizations.
3. The project furthers the charitable purpose of the non-profit.
4. The construction costs of the project exceed \$10,000,000.
5. The organization must be a tax-exempt entity qualified under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended. A copy of the organization's IRS Determination Letter must be provided to the city prior to bond closing.
6. The underwriter must provide a letter to the city stating that the underwriter has reviewed the financial aspects of the proposed project and has deemed the project financially feasible.
7. Any school which is a non-collegiate educational institution as defined under Education Article 2-206 of the Annotated Code of Maryland must hold a Certificate of Approval issued by the State Board of Education. Schools which have a relationship with a bona fide church organization must have received a determination from the State Board of Education stating that they are exempt from the need for a Certificate of Approval.
8. Organizations that provide medical or health services must be properly licensed by the County, the State, and/or the federal government, as applicable.
9. Religious organizations or organizations affiliated with a religious organization must obtain a letter of preliminary advice from the city's bond counsel to the effect that the sectarian benefit, if any, to a religious organization from the use of the facilities that are to be bond financed is not in violation of State or federal constitutional limits on the separation of church and state such as to preclude the issuance of tax exempt bonds under State or federal law.
10. The organization must submit to the city a letter of good standing from the State of Maryland State Department of Assessments and Taxation at the time the request is filed.

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

1. It will be the policy of the City of Rockville to provide all financial information in a thorough, timely fashion and in a format that is easy for the Mayor and Council, residents, Committees, and city staff to understand and utilize.
2. The city's accounting finance systems will be maintained in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Accounting Standards Board (GASB).
3. The basis of accounting within governmental fund types used by the City of Rockville is modified accrual as well as the "current resource measurement focus." Under this method of accounting, revenue is recorded when susceptible to accrual, such as when measurable and available for the funding of current appropriations. All enterprise funds follow the accrual basis of accounting, as well as the "capital maintenance measurement focus." Under this method of accounting, revenues are recognized when earned, as billed and unbilled, and expenses are recorded when incurred.
4. The approval for allowance and write off transactions related to uncollectible accounts is delegated to the Controller.
5. The city places continued emphasis on maintenance of an accounting system which provides strong internal budgetary and accounting controls designed to provide reasonable, but not absolute, assurances regarding both the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and reports, such as the budget and the Annual Financial Report as well as the maintenance of accountability of assets.



6. An independent audit of the City of Rockville is performed annually. The auditor's opinion will be included in the city's Annual Financial Report. The city will strive for an unqualified auditor's opinion.
7. An independent audit firm will be selected through a competitive process at least once every five years. The Mayor and Council will award the audit contract upon the recommendation of the City Manager and Director of Finance.
8. The City of Rockville issues an Annual Financial Report within four months of the close of the previous fiscal year. It will be presented to the Mayor and Council within six months of the fiscal year end at a regularly scheduled City Council meeting. The Annual Financial Report will be submitted annually to The Government Finance Officers Association (GFOA) for peer review as part of the Certificate of Achievement for Excellence in Financial Reporting program. All reports prepared by the auditors and management's response to those reports will be presented to the Mayor and Council at a regularly scheduled Council meeting within six months of the fiscal year end.
9. The city offers its employees a defined benefit pension plan and a defined contribution pension plan. The plans are administered by the Retirement Board comprised of seven members appointed by the Mayor and Council to serve two-year terms.
10. The retirement plans do not issue separate financial statements, but plans shall be included as part of the city's financial statements and accordingly be subjected to an annual audit.
11. The city's annual contribution toward the pension plans shall be determined by an independent actuary and published in an annual actuarial report. The city will annually meet its obligation to funding its share of the pension plan contribution out of its operating budget. The funding of the Plan will be in accordance with the Retirement Board's adopted funding policy.
12. Beginning in FY 2009 the city will prefund its retiree health benefits through the Retiree Benefit Trust in accordance with GASB 75 based upon an actuarial valuation study. The study shall be completed every other year. The Retiree Benefit Trust will strive to maintain a funding level of 100 percent.



Major Policy Documents

In addition to the city's Financial Management Policies, the following policy documents guide the city's strategic planning and ongoing operations, including the preparation and execution of the city's annual operating budget and CIP. The actual policy documents can be found at www.rockvillemd.gov/policydocs.

Bikeway Master Plan

The Rockville Bikeway Master Plan was originally adopted in October 1998 and updated in April 2004. A new draft Plan was approved by the Planning Commission in September 2016, and adopted by the Mayor and Council in April 2017. With the strong support of the Mayor and Council, city staff, and residents, new bicycle facilities were added based on the 2004 Plan and new bicycle safety and promotion programs were undertaken. This transformed Rockville from a city with a few unconnected bicycle trails into one of Maryland's leading communities for bicycling. The updated plan established crosstown routes connecting neighborhoods and creating a transportation network for bicycles. The Pedestrian and Bicycle Safety (4B71) CIP project funds the implementation of some bicycle facilities included in this plan. For additional information, please contact the Bicycle and Pedestrian Coordinator in the Department of Public Works at (240) 214-8527.

City Charter

The City of Rockville incorporated through the adoption of a City Charter in 1860. The Charter empowers the city to pass ordinances, in accordance with the laws of the State of Maryland, necessary for the good governance of the city. For additional information, please contact the Office of the City Clerk/Director of Council Operations at (240) 314-8280, or visit the city's website.

City Code

The City Code contains all general and permanent ordinances of the City of Rockville. These ordinances are codified in accordance with State law. For additional information, please contact the Office of the City Clerk/Director of Council Operations at (240) 314-8280 or visit the city's website.

Complete Streets Policy

The "Complete Streets" approach is being implemented by transportation agencies at the local, regional, and state levels across the country. Rockville is one of the first cities of its size to adopt a comprehensive Complete Streets Policy. The goal of Complete Streets is to provide streets that have facilities for all users, including pedestrians, bicyclists, transit users, and motorists, to the extent appropriate for the land use or the context of the street. The Mayor and Council adopted the policy in July 2009. Projects are implemented for new streets and whenever there is an opportunity to modify or repave an existing road. For additional information, please contact the Department of Public Works at (240) 314-8500, or visit the city's website.

Comprehensive Plan

Rockville's Comprehensive Master Plan was adopted in November 2002 and has been updated with the adoption of the East Rockville (2004), Lincoln Park (2007), Twinbrook (2009), and Rockville Pike (2016) Neighborhood Plans; the Municipal Growth and Water Resources Elements (2010); the Bikeway Master Plan (2017); and with an amendment relating to Historic Preservation (2013), which endorsed Rockville becoming part of Heritage Montgomery. The Rockville 2040 process is the effort to provide a new 20-year vision for the city through a new Comprehensive Plan. Input from the community during Rockville 2040 indicates a desire for the updated plan to reaffirm the city's commitment to neighborhoods, while also bringing new vision regarding the need for a variety of housing options, a vital Town Center, a clean environment, a thriving economy, a wide range of parks and open



spaces, a multi-modal transportation system, and community involvement in planning and city government. At its core, the Plan acts as a tool for guiding future development and conservation.

The Plan provides:

- Policies and recommended actions that support major planning and zoning decisions
- A guide for planning capital improvements and public services
- Principles and goals for coordinating decision-making between public and private interests

For additional information, please contact the Department of Planning and Development Services at (240) 314-8200 or visit the city's website.

Comprehensive Transportation Review

In 2004, Rockville's Mayor and Council adopted the Comprehensive Transportation Review (CTR). This policy applies to new development or redevelopment applications filed on or after September 29, 2004. The policy was updated in 2011 and 2018. The CTR lists the transportation requirements for all new development applications. One of the main objectives of these requirements is to ensure that development in Rockville addresses the needs of all transportation users—transit users, motorists, pedestrians, and bicyclists, to the extent appropriate for the land use. In order to meet this objective, the CTR requires developers to provide a Transportation Report that assesses multimodal impacts to a site and requires mitigation measures to alleviate impacts to the transportation system as a result of the new development. For additional information, please contact the Department of Public Works at (240) 314-8500, or visit the city's website.

IT Strategic Plan

The IT Strategic Plan ("Plan") identifies the city's IT needs and, to the extent possible, anticipates future IT needs. The Plan lays out the means and steps necessary to meet those needs and the strategy to ensure the city's IT resources support the delivery of high quality services to internal and external customers. The Plan specifies ways to take advantage of exciting developments in information technology to improve efficiency, effectiveness, responsiveness, transparency, and accessibility. It also includes tools to help city government better analyze information and make decisions. For additional information, please contact the Department of Information Technology at (240) 314-8160, or visit the city's website.

Investment Policy

The City of Rockville's Investment Policy is a guide for the investment of public funds not required for immediate expenditure. The policy assures compliance with federal, State, and local laws governing the investment of public monies. The policy assures that sufficient liquidity is available to meet normal operating and unexpected expenditures, and protects the principal monies entrusted to the city while generating the maximum amount of investment income. The policy is reviewed annually and is revised as needed. The Policy was last updated in June 2019. For additional information please contact the Finance Department at (240) 314-8400, or visit the city's website.

Neighborhood/Area Plans

Rockville's Comprehensive Master Plan establishes citywide policies and priorities, but it also recognizes that different parts of Rockville have different needs and goals. When desired by a neighborhood and upon direction by the Mayor and Council, Long Range Planning and other city staff work with communities to identify concerns, goals, and recommended action steps. Once these neighborhood-specific plans are reviewed, amended, and adopted by the Planning Commission and Mayor and Council, they become part of the overall Master Plan. Neighborhood plans integrate local goals with long range citywide policies and programs.



Neighborhood plans typically address major aspects of the community, including: land use and zoning, housing, public safety, transportation, pedestrian and bicycle circulation/safety, community services and facilities, historic preservation, and the environment. When a planning area has more commercial activity, such as Town Center or Rockville Pike, the focus also includes such relevant aspects as economic development.

Major adopted Neighborhood Plans include:

- Rockville Pike, adopted August 2016
- Twinbrook, adopted May 2009
- Lincoln Park, adopted February 2007
- East Rockville, adopted March 2004
- Town Center, adopted October 2001
- West End-Woodley Gardens East/West, adopted September 1989
- Hungerford/New Mark Commons/Monroe-Lynfield, adopted March 1985
- Westmont (Tower Oaks), adopted March 1985

2020 Recreation and Parks Strategic Plan

The Recreation and Parks Strategic Plan (Plan) is a long range plan document that sets overall direction in terms of goals and objectives for parks and recreation in the City of Rockville for the next five to ten years. This city's parks, recreation, and open spaces serve a diverse population of city residents, but also non-city residents, who frequently come from well beyond the city's borders, and a large employment base. The current Recreation and Parks Strategic Plan was adopted by the Mayor and Council on November 9, 2020. The Plan was based on information from community input, the results of a statistically-valid survey of residents, and current data upon which future investments and programming can be based. The Plan also includes measurable strategies that established recommendations, goals, policies, and guidelines. The Plan will help inform future budget discussions relating to park, recreation, and open space needs and priorities for the city. For additional information, please contact the Department of Recreation and Parks at (240) 314-8620.

Strategy for a Sustainable Rockville

Rockville has a long history of managing the city in a sustainable and environmentally sensitive manner. However, desiring to be known as a national leader in these areas, the Mayor and Council unanimously adopted a *Sustainability Strategy* on October 1, 2007. In taking this action, the Mayor and Council acknowledged that a combination of forces, including population growth, economic expansion, upward urbanization trends, and energy prices, are stressing the earth's resources and society's economic ability to maintain our current standard of living. Further, it has become increasingly clear that many of these challenges are falling to local governments to solve. Cities that act with innovation, creativity, and foresight to successfully address these challenges will likely enjoy economic advantages over other communities, and lead the way for others to follow.

Each day, Rockville staff, residents, and businesses make thousands of small decisions that relate to the overall sustainability of the city. Therefore, a "Sustainable Rockville" requires a coordinated and strategic examination of current practices and procedures across city departments and divisions. Consequently, the Strategy is a comprehensive, five year (and beyond) plan that primarily targets the city's own activities and actions, but also is intended to promote and encourage similar actions by individual businesses and residents. It establishes performance targets and goals for the city and is organized around the following eleven key principles:

1. Get the residents involved
2. Limit natural resource consumption to the extent possible
3. Reduce pollution sources as opportunities present themselves
4. Avoid adverse environmental consequences



5. Evaluate the true cost of goods and services
6. Maximize reuse and recycle opportunities
7. Limit impervious surfaces across the city
8. Promote alternative transit options to fossil fuel based transport
9. Participate in partnerships in the area, region, and national levels
10. Leverage city resources by seeking external support
11. Network with other Maryland and metropolitan communities

The Strategy also presents a set of purchasing criteria to help verify that the city only buys the goods and services it needs and that these goods and services are not consumed faster than necessary.

For additional information, please contact the Environmental Management Division of the Department of Public Works at (240) 314-8500 or visit the city's website.

Vision Zero Action Plan

Vision Zero is a strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, fair mobility for all. First implemented in Sweden in the 1990s, Vision Zero has proven successful in reducing fatal and severe injury crashes across Europe — and is now gaining momentum in major American cities.

Vision Zero recognizes that people will sometimes make mistakes, so the road system and related policies should be designed to ensure those inevitable mistakes do not result in severe injuries or fatalities. Vision Zero also recognizes non-motorists are intrinsically more vulnerable in collisions with vehicles. This means that system designers and policymakers are expected to improve the roadway environment, policies and other related systems to lessen the severity of crashes for all users. At the core of Vision Zero is a commitment to protect human life, and a recognition that all transportation-related deaths and severe injuries are preventable and unacceptable.

Vision Zero is a multidisciplinary approach, bringing together diverse stakeholders through cross-disciplinary collaboration among local traffic planners, engineers and policymakers to address this complex problem. Vision Zero acknowledges that many factors contribute to safe mobility, including roadway design, speeds, behaviors, technology, and policies, and sets clear goals to achieve the shared goal of zero fatalities and severe injuries.

In October 2018, the City of Rockville adopted a goal of moving the City of Rockville toward zero traffic deaths and serious injuries; and endorsed Vision Zero as a comprehensive and holistic approach to achieving this goal. The Mayor and Council directed the Director of Public Works to work with different commissions and committees to develop Vision Zero guidelines to identify a combination of equitable engineering, enforcement, education, and evaluation along with associated funding needed for the city to reach the goal of zero deaths and serious injuries by 2030. The Vision Zero Action Plan was adopted by the Mayor and Council in July 2020. For additional information, please contact the Department of Public Works at (240) 314-8500, or visit the city's website.

Water and Wastewater System Studies

Rockville's water and wastewater systems are periodically assessed for adequate capacity, compliance with federal and State Laws, reliable service delivery, and system resiliency. These assessments identify operational strategies, as well as capital projects, to cost-effectively address these four goals. The assessments include findings on the systems' ability to provide adequate water and wastewater capacity to support the Master Plan level of development; meet State and federal regulations that include increasingly more stringent water quality standards; provide reliable service due to aging infrastructure which requires increased maintenance; and evaluate the vulnerabilities, threats, and consequences from potential hazards and prepare emergency response



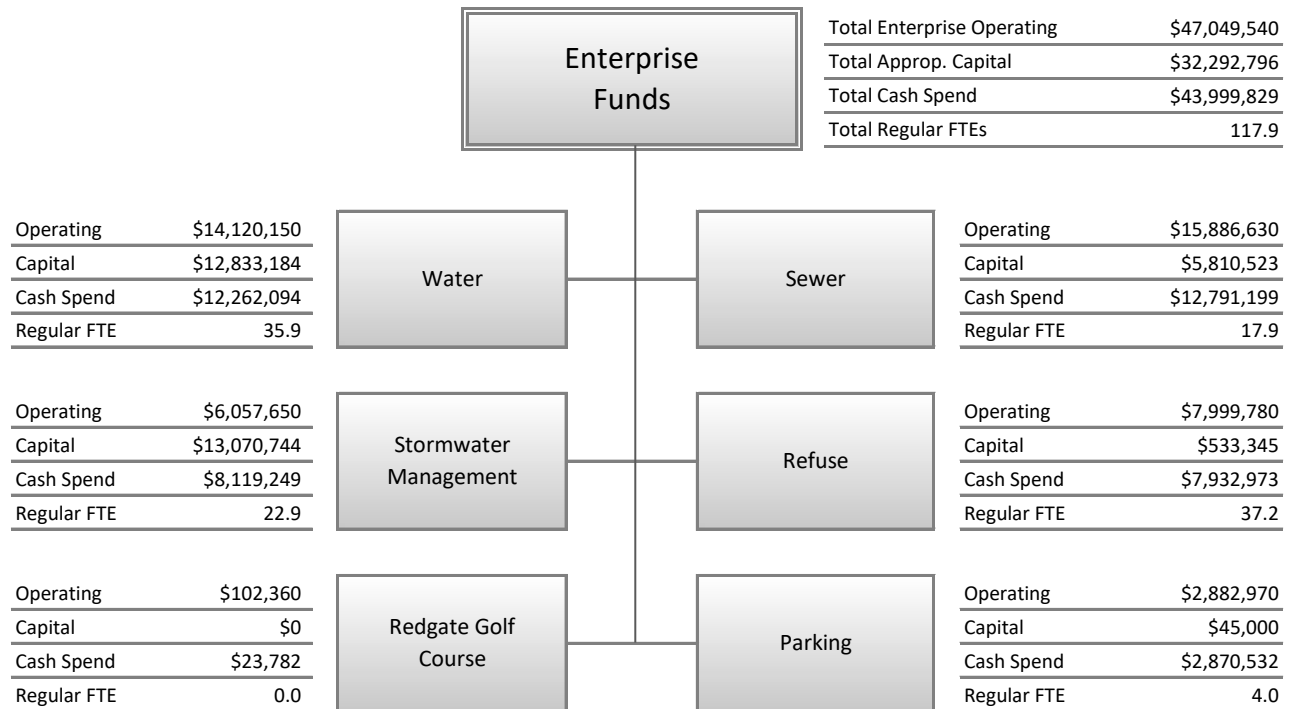
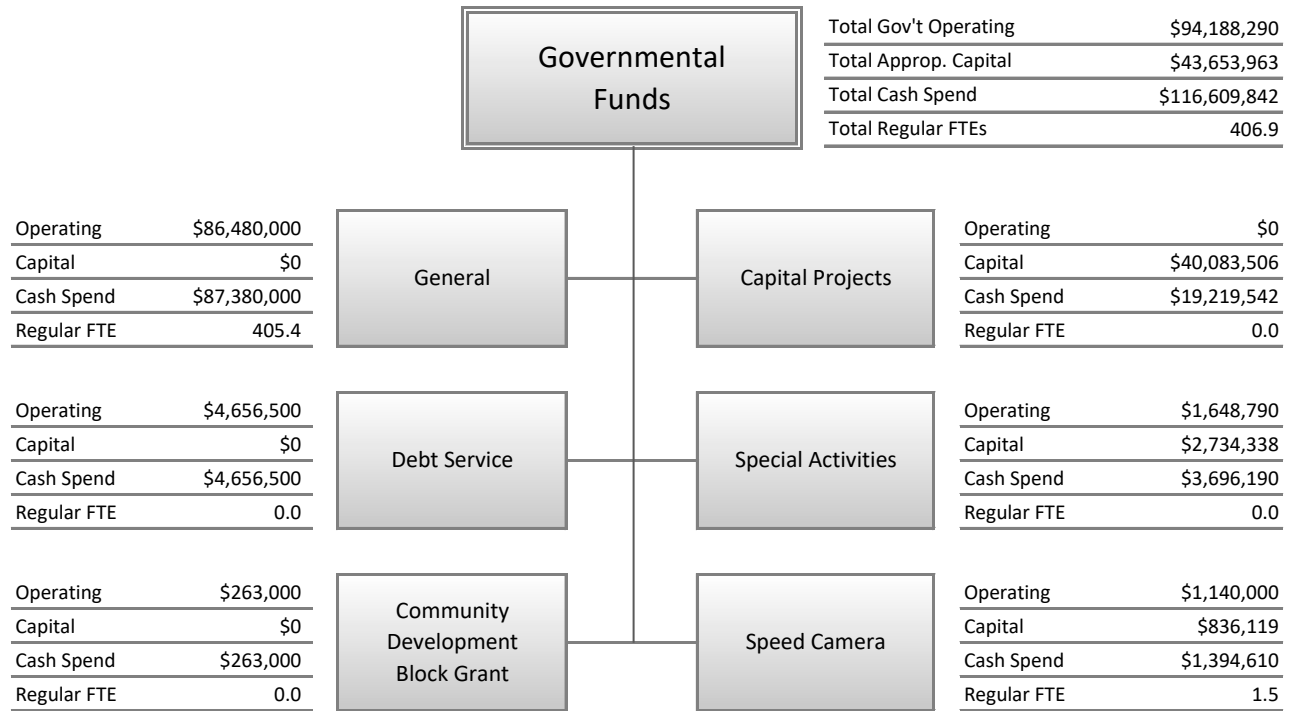
plans. The Water System Studies provide guidance on treatment and distribution systems. The Risk and Resilience Assessment considers natural hazards and malevolent acts on the Water System and the Emergency Response Plan includes plans and procedures to respond to natural hazards or malevolent acts that threatens safe drinking water. Wastewater Studies provide guidance on the collection systems in the Rock Creek, Watts Branch, and Cabin John sewer sheds. For additional information, please contact the Department of Public Works at (240) 314-8500 or visit the city's website.

Watershed Management Plans

High levels of runoff and urban pollutants from existing development in Rockville exacerbate stream erosion and degrade water quality and aquatic life. To address these problems, the city has conducted assessments of the health of the city's three watersheds. These assessments include findings on overall stream conditions including stream side habitat, erosion, sources of pollution, and strategies to restore and maintain the waterways. Rockville's Clean Water Act permits (issued by the Maryland Department of the Environment on behalf of the U.S. Environmental Protection Agency) ensure that none of the city's own activities threaten the quality of Rock Creek, Watts Branch, and/or Cabin John Creek, and support State initiatives to improve the Potomac River and the Chesapeake Bay. The permits also dictate the minimum requirements for the city's stormwater management and sediment control programs. For additional information, please contact the Environmental Management Division at (240) 314-8870 or visit the city's environmental website.



City of Rockville Fund Structure





Consolidated Financial Summary

The Consolidated Financial Summary presents total resources and total uses by fund type for the City of Rockville's 11 operating funds for FY 2020, FY 2021, and FY 2022. The accounts are organized into governmental funds ("gov't funds") and enterprise funds.

Governmental funds are those through which most governmental functions of the city are financed. The acquisition, use, and balance of the city's expendable financial resources and the related liabilities (except for those accounted for in the enterprise funds) are accounted for through governmental funds. The city's governmental funds are the General Fund, the Special Activities Fund, the Community Development Block Grant Fund, the Speed Camera Fund, the Capital Projects Fund (multi-year capital), and the Debt Service Fund.

The city uses enterprise funds to account for operations financed and operated in a manner similar to private business enterprises where the cost of expenses, including both operations and capital, are financed or recovered from the users of the services rather than general taxpayers. The city's enterprise funds are the Water, Sewer, Refuse, Parking, Stormwater Management, and RedGate Golf Course funds.

Budgets for governmental and enterprise funds are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). Accordingly, all governmental fund budgets are presented on the modified accrual basis of accounting. Under this method of accounting, revenue and other governmental fund resources are recognized in the accounting period in which they become susceptible to accrual, or when they become both "measurable and available" to finance current operating expenditures for the fiscal period.

The enterprise fund budgets are presented on the full accrual basis of accounting. Under this method of accounting, revenue is recognized when earned and expenses are recognized when they are incurred. For example, earned but unbilled utility revenues are accrued and reported in the financial statements the same way they are incorporated within the operating budget. Enterprise fund capital purchases are budgeted in the operating budget and recorded as expenses during the year; at year-end, they are capitalized for financial statement purposes.

The City Manager has the authority to transfer budgeted amounts between departments within any fund during the year, but changes in the total appropriation level for any given fund can only be enacted by the Mayor and Council through an amendment to the appropriations ordinance. On average, the city amends the budget three to four times per fiscal year.

Budget amendments apply to both the operating and capital budgets. Generally, if expenditure authority is added to a fund, it must be accompanied by an offsetting revenue source. In some cases, the Mayor and Council have appropriated General Fund unassigned fund balance to fund high priority capital projects and/or other one-time needs. A copy of the budget appropriation ordinance is included in the Supplemental Information section of this book.



Consolidated Financial Summary: All Operating Funds by Type

	FY 2020 Actual			FY 2021 Adopted			FY 2022 Adopted		
	Gov't Funds	Enterprise Funds	Total All Funds	Gov't Funds	Enterprise Funds	Total All Funds	Gov't Funds	Enterprise Funds	Total All Funds
<i>Revenue</i>									
Property Taxes	42,551,677	160,762	42,712,439	43,816,000	160,850	43,976,850	44,890,000	159,000	45,049,000
Other Gov't.	23,419,016	313,349	23,732,365	21,913,410	315,000	22,228,410	23,588,610	315,000	23,903,610
Fine/Forfeitures	2,635,484	383,535	3,019,019	3,031,090	550,000	3,581,090	2,483,000	434,980	2,917,980
Use Money/Prop.	5,341,579	197,071	5,538,650	2,526,450	232,400	2,758,850	2,626,690	175,910	2,802,600
Charges for Serv.	5,499,680	40,567,001	46,066,681	7,434,860	41,657,100	49,091,960	6,900,720	41,105,750	48,006,470
Licenses/Permits	3,594,826	160,988	3,755,814	3,411,000	515,000	3,926,000	3,452,130	525,730	3,977,860
Other Revenue	13,382,201	775,237	14,157,438	5,643,070	594,670	6,237,740	5,466,230	853,620	6,319,850
Total Revenue	96,424,463	42,557,943	138,982,406	87,775,880	44,025,020	131,800,900	89,407,380	43,569,990	132,977,370
Transfers In	5,055,250	1,453,320	6,508,570	4,964,240	1,603,320	6,567,560	4,646,410	1,881,390	6,527,800
Total Resources	101,479,713	44,011,263	145,490,976	92,740,120	45,628,340	138,368,460	94,053,790	45,451,380	139,505,170
Use of Reserves	1,369,073	2,062,542	3,431,615	577,700	1,240,130	1,817,830	134,500	1,598,160	1,732,660
Total (\$)	102,848,786	46,073,805	148,922,591	93,317,820	46,868,470	140,186,290	94,188,290	47,049,540	141,237,830
<i>Expenses</i>									
Personnel	51,277,863	11,828,327	63,106,190	51,935,190	12,076,160	64,011,350	53,718,060	12,370,400	66,088,460
Operating	14,314,181	8,042,619	22,356,800	16,771,740	9,406,210	26,177,950	17,511,610	9,716,770	27,228,380
Capital Outlay	2,215,155	775,738	2,990,893	2,069,890	1,002,120	3,072,010	1,866,050	1,347,330	3,213,380
Administrative	172,000	3,766,000	3,938,000	177,000	3,911,000	4,088,000	174,000	4,009,000	4,183,000
Other	2,941,372	12,848,794	15,790,166	2,649,990	10,436,130	13,086,120	2,789,350	10,924,940	13,714,290
Total Oper. Exp.	70,920,571	37,261,478	108,182,049	73,603,810	36,831,620	110,435,430	76,059,070	38,368,440	114,427,510
Principal	12,112,488	-	12,112,488	4,308,700	-	4,308,700	3,722,500	-	3,722,500
Interest	1,438,225	3,248,828	4,687,053	1,100,000	3,375,690	4,475,690	894,000	2,955,420	3,849,420
CIP Transfer	9,800,000	-	9,800,000	6,330,000	-	6,330,000	7,000,000	-	7,000,000
Transfers Out	6,201,980	306,590	6,508,570	6,260,970	306,590	6,567,560	6,194,610	333,190	6,527,800
Total Use	100,473,264	40,816,896	141,290,160	91,603,480	40,513,900	132,117,380	93,870,180	41,657,050	135,527,230
Add. to Reserves	2,375,522	5,256,909	7,632,431	1,714,340	6,354,570	8,068,910	318,110	5,392,490	5,710,600
Total (\$)	102,848,786	46,073,805	148,922,591	93,317,820	46,868,470	140,186,290	94,188,290	47,049,540	141,237,830



FY 2022 Financial Summary: All Operating Funds

The financial summaries on the next three pages present total resources and total appropriated uses for the City of Rockville's 11 operating funds for FY 2022. The summaries offer different presentations of data including the relationships between category and fund, department and fund, and category and department. The total FY 2022 operating budget equals \$141.2 million, an increase of less than one percent from FY 2021.

The taxpayer-supported General Fund is the largest component, constituting 62 percent or \$86.5 million of the total budget. The city's four utility funds, which include Water, Sewer, Refuse, and Stormwater Management, make up 31.5 percent or \$44.1 million of the budget.

The individual fund financial summaries on the pages that follow the total summaries include historical, current, and projected financial information for each of the city's appropriated governmental and enterprise funds. Following each individual fund summary is detailed information about the fund, including major revenue sources and financial position relative to policy targets and goals.

Budget Availability

The FY 2022 Operating Budget and Capital Improvements Program is available at rockvillemd.gov/budget. Also on the website is a link to the Excel version of the budget, which details the budget in a line item format. In addition to FY 2022, the Excel version contains historic revenue and expenditure information back to FY 2015.

Forecast Assumptions

The forecast is intended to inform staff and the elected body of the long-term impact that may result from short-term resource allocation decisions.

The expenditure budget estimates for FY 2023 through FY 2026 are based on different forecasting techniques or methods. The rationale for using one method over another depends on the type of expenditure. For expenditures that fluctuate, like capital outlay, conservative estimates that most closely match current trends are assumed. For expenditures that are linked to more specific activities or quantities, such as personnel and debt service, trend analysis or known schedules to determine future expenditures are used.

General assumptions that are consistent throughout all funds include: no change to the number of funded positions, increases in personnel costs of 4 to 5 percent (includes increases of approximately 4.5 percent to salary and 5 percent increases to benefits), increases in operating costs between 1 and 3 percent, vehicle replacements as outlined in the Supplemental Information section, changes in administrative charges consistent with the plan approved by the Mayor and Council in FY 2018, and debt service payments and depreciation expenses consistent with current schedules and planned debt issues.

The revenue budget estimates for FY 2023 through FY 2026 are described on each fund page. In general, governmental funds are mostly supported by taxes, intergovernmental revenues, and administrative charges, whereas enterprise funds are mostly supported by charges for services, fines and forfeitures, and transfers from the General Fund.

The forecast is not intended to be used as a proposed budget for future years because of the certainty of future adjustments. In addition, due to the unknown impacts of the COVID-19 pandemic and the pandemic recovery, the FY 2022 budget will likely be amended. The impacts of COVID-19 may result in reduced revenues and increased expenditures in FY 2022 and future years. The COVID-19 pandemic continues to impact the community and staff will update the Mayor and Council throughout the fiscal year.



FY 2022 Financial Summary: All Operating Funds by Category and Fund

Governmental Funds						Enterprise Funds						Total Operating
General	Special Activities	CDBG	Speed Camera	Debt Service		Water	Sewer	Refuse	Parking	SWM	RedGate	
Revenue												
Property Taxes	44,890,000	-	-	-	-	-	-	-	159,000	-	-	45,049,000
Other Gov't	23,325,610	-	263,000	-	-	-	-	-	315,000	-	-	23,903,610
Fines/Forfeiture	1,353,000	-	-	1,130,000	-	-	-	-	434,980	-	-	2,917,980
Use Money/Prop.	1,459,060	1,135,630	-	10,000	22,000	84,830	-	9,080	51,000	31,000	-	2,802,600
Charges for Serv.	6,870,720	30,000	-	-	-	13,390,700	15,590,250	6,428,200	224,820	5,471,780	-	48,006,470
Licenses/Permits	3,452,130	-	-	-	-	-	-	-	-	525,730	-	3,977,860
Other Revenue	5,129,480	336,750	-	-	-	311,430	296,380	17,100	198,170	29,140	1,400	6,319,850
Total Revenue	86,480,000	1,502,380	263,000	1,140,000	22,000	13,786,960	15,886,630	6,454,380	1,382,970	6,057,650	1,400	132,977,370
Transfers In	-	146,410	-	-	4,500,000	333,190	-	48,200	1,500,000	-	-	6,527,800
Total Resources	86,480,000	1,648,790	263,000	1,140,000	4,522,000	14,120,150	15,886,630	6,502,580	2,882,970	6,057,650	1,400	139,505,170
Use of Reserves	-	-	-	-	134,500	-	-	1,497,200	-	-	100,960	1,732,660
Total (\$)	86,480,000	1,648,790	263,000	1,140,000	4,656,500	14,120,150	15,886,630	7,999,780	2,882,970	6,057,650	102,360	141,237,830
Expenses												
Personnel	53,591,640	-	-	126,420	-	3,988,000	2,045,380	3,278,030	308,690	2,750,300	-	66,088,460
Operating	15,465,650	1,060,770	263,000	682,190	40,000	2,377,610	3,995,420	2,220,670	274,820	848,250	-	27,228,380
Capital Outlay	1,578,050	288,000	-	-	-	408,250	17,250	814,680	-	107,150	-	3,213,380
Administrative	-	-	-	174,000	-	1,375,000	639,000	1,137,000	88,000	770,000	-	4,183,000
Other	2,580,050	209,300	-	-	-	3,609,700	5,334,950	531,900	173,530	1,174,260	100,600	13,714,290
Total Oper. Exp.	73,215,390	1,558,070	263,000	982,610	40,000	11,758,560	12,032,000	7,982,280	845,040	5,649,960	100,600	114,427,510
Principal	-	-	-	-	3,722,500	-	-	-	-	-	-	3,722,500
Interest	-	-	-	-	894,000	960,000	1,205,000	17,500	759,100	12,060	1,760	3,849,420
CIP Transfer	7,000,000	-	-	-	-	-	-	-	-	-	-	7,000,000
Transfers Out	6,194,610	-	-	-	-	-	333,190	-	-	-	-	6,527,800
Total Use	86,410,000	1,558,070	263,000	982,610	4,656,500	12,718,560	13,570,190	7,999,780	1,604,140	5,662,020	102,360	135,527,230
Add. to Reserves	70,000	90,720	-	157,390	-	1,401,590	2,316,440	-	1,278,830	395,630	-	5,710,600
Total (\$)	86,480,000	1,648,790	263,000	1,140,000	4,656,500	14,120,150	15,886,630	7,999,780	2,882,970	6,057,650	102,360	141,237,830



FY 2022 Financial Summary: All Operating Funds by Department and Fund

Governmental Funds					Enterprise Funds							Total Operating
General	Special Activities	CDBG	Speed Camera	Debt Service	Water	Sewer	Refuse	Parking	SWM	RedGate		
Revenue												
Mayor & Council	-	-	-	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-	-	-	-	-
City Manager	1,001,330	785,630	-	-	-	-	-	-	-	-	-	1,786,960
Finance	-	-	-	-	-	-	-	-	-	-	-	-
HCD	362,860	26,250	263,000	-	-	-	-	-	-	-	-	652,110
HR	15,000	-	-	-	-	-	-	-	-	-	-	15,000
IT	-	-	-	-	-	-	-	-	-	-	-	-
PDS	3,805,760	-	-	-	-	-	-	-	-	-	-	3,805,760
Police	2,214,050	-	-	1,130,000	-	-	-	659,800	-	-	-	4,003,850
Public Works	688,140	350,000	-	-	-	578,450	13,000	-	857,510	-	-	2,934,630
Rec. & Parks	5,996,000	486,910	-	-	-	-	-	-	-	-	-	6,482,910
Non-Depart.	72,396,860	-	-	10,000	13,672,620	15,308,180	6,489,580	2,223,170	5,200,140	1,400	-	119,823,950
Total Revenue	86,480,000	1,648,790	263,000	1,140,000	4,522,000	14,120,150	15,886,630	6,502,580	2,882,970	6,057,650	1,400	139,505,170
Use of Reserves	-	-	-	-	134,500	-	-	1,497,200	-	-	100,960	1,732,660
Total (\$)	86,480,000	1,648,790	263,000	1,140,000	4,656,500	14,120,150	15,886,630	7,999,780	2,882,970	6,057,650	102,360	141,237,830
Expenses												
Mayor & Council	869,090	-	-	-	-	-	-	-	-	-	-	869,090
City Attorney	1,389,860	-	-	-	-	-	-	-	-	-	-	1,389,860
City Manager	5,908,430	353,340	-	-	-	-	-	-	-	-	-	6,261,770
Finance	2,280,030	-	-	-	704,310	-	-	-	-	-	-	2,984,340
HCD	2,781,050	116,000	263,000	-	-	-	-	-	-	-	-	3,160,050
HR	1,975,490	-	-	-	-	-	-	-	-	-	-	1,975,490
IT	5,166,680	-	-	-	-	-	-	-	-	-	-	5,166,680
PDS	6,119,430	-	-	-	-	-	-	-	-	-	-	6,119,430
Police	11,902,710	-	-	777,850	-	-	-	539,480	-	-	-	13,220,040
Public Works	8,764,820	176,310	-	-	5,712,330	5,813,200	5,975,900	3,020	3,494,380	-	-	29,939,960
Rec. & Parks	23,335,040	912,420	-	-	-	-	-	-	-	-	-	24,247,460
Non-Depart.	15,917,370	-	-	204,760	6,301,920	7,756,990	2,023,880	1,061,640	2,167,640	102,360	-	40,193,060
Total Use	86,410,000	1,558,070	263,000	982,610	12,718,560	13,570,190	7,999,780	1,604,140	5,662,020	102,360	-	135,527,230
Add. to Reserves	70,000	90,720	-	157,390	1,401,590	2,316,440	-	1,278,830	395,630	-	-	5,710,600
Total (\$)	86,480,000	1,648,790	263,000	1,140,000	14,120,150	15,886,630	7,999,780	2,882,970	6,057,650	102,360	-	141,237,830



FY 2022 Financial Summary: All Operating Funds by Category and Department

	Mayor and Council	City Attorney	City Manager	Finance	Housing and Community Devel.	Human Resources	Info. Technology	Planning and Devel. Services	Police	Public Works	Recreation and Parks	Non- Depart.	Total Operating
<i>Revenue</i>													
Property Taxes	-	-	-	-	-	-	-	-	-	-	-	45,049,000	45,049,000
Other Gov't.	-	-	-	-	620,860	-	-	-	747,550	6,600	99,620	22,428,980	23,903,610
Fines/Forfeiture	-	-	-	-	-	-	-	2,500	2,915,480	-	-	-	2,917,980
Use Money/Prop.	-	-	1,786,960	-	-	-	-	-	-	434,830	256,730	324,080	2,802,600
Charges for Serv.	-	-	-	-	-	6,000	-	546,130	275,820	1,940,470	5,619,050	39,619,000	48,006,470
License/Permits	-	-	-	-	-	-	-	3,257,130	65,000	525,730	-	130,000	3,977,860
Other Revenue	-	-	-	-	312,500	9,000	-	-	-	27,000	361,100	5,891,500	6,319,850
Total Revenue	-	-	1,786,960	-	652,110	15,000	-	3,805,760	4,003,850	2,934,630	6,336,500	113,442,560	132,977,370
Transfers In	-	-	-	-	-	-	-	-	-	-	146,410	6,381,390	6,527,800
Total Resources	-	-	1,786,960	-	652,110	15,000	-	3,805,760	4,003,850	2,934,630	6,482,910	119,823,950	139,505,170
Use of Reserves	-	-	-	-	-	-	-	-	-	-	-	1,732,660	1,732,660
Total (\$)	-	-	1,786,960	-	652,110	15,000	-	3,805,760	4,003,850	2,934,630	6,482,910	121,556,610	141,237,830
<i>Expenses</i>													
Personnel	561,230	1,279,940	3,664,450	2,498,440	1,751,530	1,646,950	3,108,070	5,629,740	10,894,960	16,550,230	16,109,190	2,393,730	66,088,460
Operating	239,860	109,920	856,050	468,400	464,340	328,540	1,658,010	425,190	2,272,280	11,591,450	7,184,470	1,629,870	27,228,380
Capital Outlay	-	-	252,200	-	-	-	400,600	-	52,800	1,784,980	722,800	-	3,213,380
Administrative	-	-	-	-	-	-	-	-	-	-	-	4,183,000	4,183,000
Other	68,000	-	1,489,070	17,500	895,980	-	-	64,500	-	13,300	231,000	10,934,940	13,714,290
Total Oper. Exp.	869,090	1,389,860	6,261,770	2,984,340	3,111,850	1,975,490	5,166,680	6,119,430	13,220,040	29,939,960	24,247,460	19,141,540	114,427,510
Principal	-	-	-	-	-	-	-	-	-	-	-	3,722,500	3,722,500
Interest	-	-	-	-	-	-	-	-	-	-	-	3,849,420	3,849,420
CIP Transfer	-	-	-	-	-	-	-	-	-	-	-	7,000,000	7,000,000
Transfers Out	-	-	-	-	48,200	-	-	-	-	-	-	6,479,600	6,527,800
Total Use	869,090	1,389,860	6,261,770	2,984,340	3,160,050	1,975,490	5,166,680	6,119,430	13,220,040	29,939,960	24,247,460	40,193,060	135,527,230
Add. to Reserves	-	-	-	-	-	-	-	-	-	-	-	5,710,600	5,710,600
Total (\$)	869,090	1,389,860	6,261,770	2,984,340	3,160,050	1,975,490	5,166,680	6,119,430	13,220,040	29,939,960	24,247,460	45,903,660	141,237,830



Projected Changes in Fund Balance: Governmental Funds

For governmental funds, the term fund balance is used to describe financial position or the cumulative difference between revenues and expenditures over the life of the fund. These amounts are not invested in capital assets nor have they been committed or assigned for encumbrances, self-insurance, or other purposes.

Below is a summary schedule that includes beginning fund balances, increases and decreases in fund balances, and projected ending fund balances for each of the city's appropriated governmental funds.

Following the summary schedule is a discussion of the funds that are projected to have a change in fund balance of 10 percent or more.

Projected Changes in Fund Balance: Governmental Funds

Fund	6/30/21 Est. Balance	FY 2022 Revenues	FY 2022 Expenditures	6/30/22 Est. Balance	% Change
General*	21,592,347	86,480,000	87,380,000	20,692,347	-4.2%
Spec. Act.**	8,848,700	1,648,790	3,696,190	6,801,300	-23.1%
CDBG	-	263,000	263,000	-	N/A
Speed***	956,913	1,140,000	1,394,610	702,303	-26.6%
Debt Serv.	396,667	4,522,000	4,656,500	262,167	-33.9%
Capital	21,938,452	10,984,121	19,219,542	13,703,031	-37.5%
Total (\$)	53,733,078	105,037,911	116,609,842	42,161,147	-21.5%

* FY 2022 Expenditures include \$270,000 for website redesign and an additional \$700,000 transfer to the CIP for 6 Taft Court that will be funded with reserves in a FY 2022 budget amendment.

** FY 2022 Expenditures include \$2.1 million in capital spending.

*** FY 2022 Expenditures include \$412,000 in capital spending.

Special Activities Fund: The fund balance in the Special Activities Fund will decrease by 23.1 percent or \$2 million due to the city's planned use of reserves. All accounts in this Fund are supported by specific revenue sources that are set aside for predetermined purposes. This Fund will fluctuate from year to year because in any one year the Fund may receive more revenue than it appropriates or it will spend the Fund's appropriated reserves.

Speed Camera Fund: The fund balance in the Speed Camera Fund will decrease by 26.6 percent or \$254,610 due to the projected use of reserves for transportation projects in the capital budget. In addition to covering the personnel and operating expenses of the safe speed program, excess reserve funds are used to promote pedestrian and bicycle safety CIP projects. This use is consistent with Maryland State law that restricts the funds for public safety purposes.

Debt Service Fund: The fund balance in the Debt Service Fund is projected to decrease by 33.9 percent or \$134,500 due to the city's planned use of funds that resulted from a FY 2020 loan repayment from RHE. The Debt Service Fund is balanced over a five year period, with a reserve target equal to 10 percent of the average annual outstanding principal payment. The estimated 6/30/22 balance is in compliance with the reserve target.

Capital Projects Fund: The fund balance in the Capital Projects Fund is estimated to decrease by 37.5 percent or \$8.2 million due to the city's planned use of reserves that are currently appropriated for capital projects. This is a multi-year program that continually carries a large balance from year to year. Similar to the Debt Service Fund, this Fund is balanced over a five year period, with the ultimate goal of maintaining a positive cash balance each planned year.



Projected Changes in Cash Balance: Enterprise Funds

An important component of financial position for an enterprise fund is cash. Cash, which represents all cash or cash equivalents in an enterprise fund, is similar to a governmental fund balance because it focuses on near-term liquidity. The cash balances are derived from the cash flows that are established for each fund.

For the city's utility funds, rates are set based on cash flow models that differ from budget forecasts because they include actual cash outlays, whereas the budget forecast is consistent with Generally Accepted Accounting Principles (GAAP).

Below is a summary schedule that includes beginning cash balances, increases and decreases in cash balances, and projected ending cash balances for each of the city's appropriated enterprise funds.

Following the summary schedule is a discussion of the enterprise funds that are estimated to be out of compliance with the city's Financial Management Policies at the end of FY 2022.

Projected Changes in Cash Balance: Enterprise Funds

Fund	6/30/21 Est. Balance	FY 2022 Cash In	FY 2022 Cash Out	6/30/22 Est. Balance	% Change
Water	550,607	13,876,410	12,262,094	2,164,923	293.2%
Sewer	1,378,312	15,636,085	12,791,199	4,223,198	206.4%
Refuse	2,507,473	6,493,521	7,932,973	1,068,021	-57.4%
Parking	151,415	3,033,354	2,870,532	314,237	107.5%
SWM	7,119,972	6,037,510	8,119,249	5,038,233	-29.2%
RedGate	(70,638)	-	23,782	(94,420)	-33.7%
Total (\$)	11,637,141	45,076,880	43,999,829	12,714,192	9.3%

Water and Sewer Funds: The Water and Sewer funds, although positive, continue to be out of compliance with the city's Financial Management Policies, which require a six month operating reserve balance. In FY 2015, staff completed a comprehensive utility rate study that addressed the future sustainability and health of the Water and Sewer funds. This study recommended that water and sewer rate increases be implemented for FY 2016 through FY 2021 in order to achieve the policy target of six months operating reserve by the end of FY 2021.

Since the initial study in FY 2015, the city's operating and capital contributions to the Blue Plains Wastewater Treatment Facility have increased and overall estimated revenues are below original projections due to water conservation efforts.

In addition to these financial setbacks, the Mayor and Council decided to leave the rates flat for FY 2021 and the first half of FY 2022 due to the economic impact to residents and businesses as a result of the COVID-19 pandemic.

In FY 2021 the city performed another utility rate study that evaluated the cost of water and sewer service by property classification. The results of this study were presented and discussed in January 2021 and the proposed FY 2022 budget included new rates and a new rate structure starting in January 2022.

In March 2021, the Mayor and Council agreed to delay the adoption of the new rates and a new rate structure until staff can analyze how the American Rescue Plan Act (ARPA) funds can be utilized to provide rate relief to city water and sewer customers. Finance and Engineering staff, with the assistance of the city's consultant, will run different scenarios for funding water and sewer capital infrastructure with ARPA funds. During this analysis, staff will also work with the consultant to analyze the occupancy and use factors for the multifamily property class category. Concerns were expressed by some members of the community about the occupancy factors for this class category during the FY 2022 budget development process.

Staff will return to the Mayor and Council in the fall of 2021 with proposed rates and rate structures for water and sewer for the second half of FY 2022, FY 2023, and FY 2024. This plan will have both funds meeting the reserve target in FY 2023.

RedGate Golf Fund: The cash balance in the RedGate Golf Fund is negative due to the unanticipated closure of the course in FY 2019. The Mayor and Council decided in late-FY 2019 that the property would no longer operate as a golf course. During FY 2020, the Mayor and Council decided that the RedGate property will be used for passive and active recreation opportunities, and therefore covered by the General Fund. City staff is moving forward with the planning of the property in FY 2022.

Current expenses in the RedGate Fund include the debt service on past property improvements; the debt service ends in FY 2023 and the Fund will be closed at that time.



Financial Summary: General Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
<i>Revenue</i>									
Property Taxes	41,385,200	42,167,988	42,551,677	43,816,000	44,890,000	46,082,302	47,224,963	48,390,477	49,579,301
Other Gov't.	20,567,721	22,774,302	23,200,905	21,650,410	23,325,610	24,381,340	24,795,436	25,217,814	25,648,639
Fines/Forfeitures	1,443,468	1,577,872	1,509,837	1,583,090	1,353,000	1,353,000	1,353,000	1,353,000	1,353,000
Use Money/Prop.	1,567,015	2,013,271	2,363,701	1,340,820	1,459,060	1,233,901	1,225,239	1,217,070	1,209,391
Charges for Serv.	7,526,456	7,778,785	5,471,802	7,404,860	6,870,720	7,352,137	7,553,914	7,761,484	7,975,016
Licenses/Permits	3,085,154	3,464,229	3,594,801	3,411,000	3,452,130	3,521,173	3,591,596	3,663,428	3,736,697
Other Revenue*	7,029,092	6,279,137	5,203,586	5,398,820	5,129,480	5,772,260	6,060,193	6,171,545	6,285,124
Total Revenue	82,604,106	86,055,584	83,896,309	84,605,000	86,480,000	89,696,113	91,804,341	93,774,818	95,787,169
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	82,604,106	86,055,584	83,896,309	84,605,000	86,480,000	89,696,113	91,804,341	93,774,818	95,787,169
Use of Reserves**	-	-	747,906	-	-	-	38,874	386,915	1,214,573
Total (\$)	82,604,106	86,055,584	84,644,215	84,605,000	86,480,000	89,696,113	91,843,215	94,161,733	97,001,742

* Includes hotel tax, miscellaneous revenues, and administrative charges from other funds.

** Although the forecast shows "Use of Reserves" to balance the budget in future years, it is the city's policy is to balance with current resources.

The forecast is not intended to be used as a proposed budget for future years because of the certainty of future adjustments.

The forecast is intended to inform staff and the elected body of the long-term impact that may result from short-term resource allocation decisions.

<i>Expenditures</i>									
Personnel	47,690,756	49,833,485	51,146,070	51,813,230	53,591,640	55,971,499	58,374,816	60,823,696	63,388,609
Operating	13,119,219	13,954,003	13,092,371	15,033,020	15,465,650	16,162,371	16,399,402	16,641,658	16,889,277
Capital Outlay	1,852,437	2,488,291	2,096,886	1,721,890	1,578,050	1,606,400	1,606,400	1,606,400	1,606,400
Administrative	-	-	-	-	-	-	-	-	-
Other***	1,640,657	2,098,456	2,306,908	2,475,890	2,580,050	2,623,294	2,655,926	2,278,574	2,301,457
Total Oper. Exp.	64,303,069	68,374,235	68,642,235	71,044,030	73,215,390	76,363,563	79,036,544	81,350,329	84,185,742
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
CIP Transfer	11,500,350	8,448,000	9,800,000	6,330,000	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000
Transfers Out	6,246,240	6,429,190	6,201,980	6,260,970	6,194,610	5,950,830	5,806,671	5,811,404	5,816,000
Total Use	82,049,659	83,251,425	84,644,215	83,635,000	86,410,000	89,314,393	91,843,215	94,161,733	97,001,742
Add. to Reserves	554,447	2,804,159	-	970,000	70,000	381,720	-	-	-
Total (\$)	82,604,106	86,055,584	84,644,215	84,605,000	86,480,000	89,696,113	91,843,215	94,161,733	97,001,742

*** Includes caregiver and outside agency grants and the city's annual contribution to Rockville Economic Development, Inc. (REDI).

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
Goal: Maintain an unassigned fund balance of at least 20 percent of annual adopted revenue.									



General Fund

Purpose of Fund: The General Fund is the general operating fund of the city, and is used to account for all financial resources except those required to be accounted for in another fund.

Fund Policy: Current year operating expenditures must be funded with current year revenues, inclusive of debt service. General Fund expenditures may exceed revenues in a given year only when the additional spending is funded by beginning fund balance and only for CIP expenditures or other one-time or non-recurring expenditures, as authorized by the Mayor and Council.

User of Service: All residents, businesses, and visitors of the city benefit from the operations of the General Fund.

Budget Statistics: The General Fund makes up 61 percent of the total operating budget, and supports 405.4 regular FTEs, all general operating and administrative costs of the city, and 36 capital projects. The General Fund supports all or part of the budgets for all eleven of the city's departments.

Special Notes: It is the city's policy to maintain a General Fund contingency account equal to a maximum of 1 percent of the city's General Fund budgeted appropriations. This account is available for unanticipated, unbudgeted expenditures of a non-recurring nature and/or unexpected cost increases that require the City Manager's approval. All spending from the contingency account is reported to the Mayor and Council on a quarterly basis. The contingency account for FY 2022 equals \$310,000, which is well below the policy limit of \$864,800.

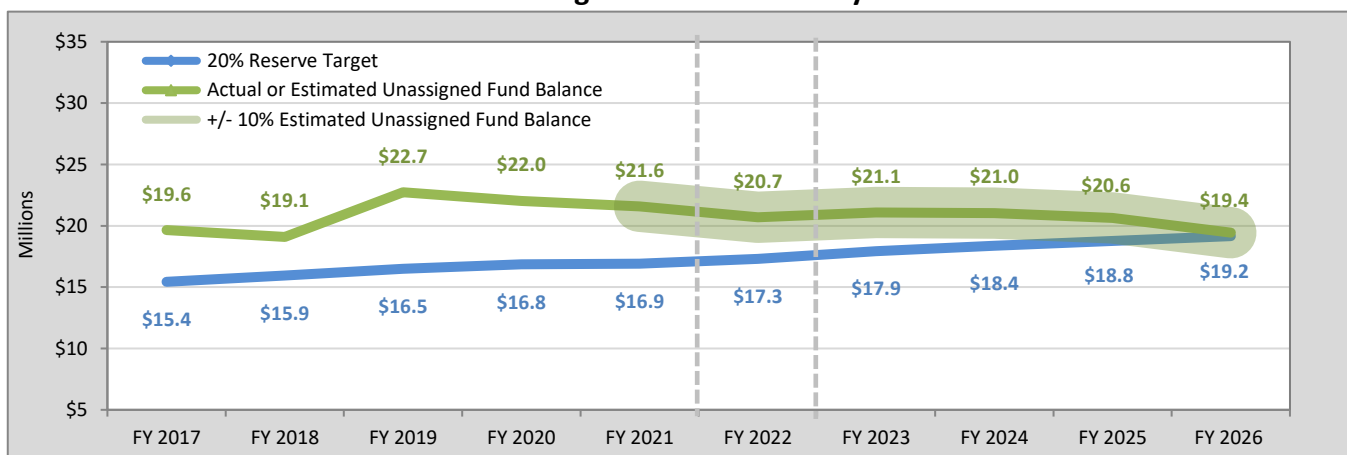
Fund Balance: It is the city's policy to maintain an unassigned fund balance ("reserve") of at least 20 percent of annual adopted General Fund revenue. The unassigned fund balance is defined as the accumulation of General Fund revenues that exceed General Fund expenditures, less the portion of the fund balance that is considered nonspendable, restricted, committed, or assigned. The purpose of this balance is to mitigate risks of economic uncertainty and to ensure the orderly provision of services to residents. Use of funds below the 20 percent required level must be approved by specific action of the Mayor and Council.

To the extent that the General Fund unassigned fund balance exceeds the target, the city may draw upon the fund balance to provide paygo financing for capital projects, for other one-time capital items, or for additional contributions to reduce the other post employment benefit or pension unfunded liabilities. In addition, Mayor and Council or the City Manager may commit or assign the fund balance that exceeds the target, respectively.

For FY 2022, the Mayor and Council committed \$270,000 in reserves via the budget ordinance for a complete website redesign. This will be added to the budget on the first budget amendment of FY 2022.

It is also common to utilize reserves above the target for capital projects in lieu of issuing new debt. Due to the projected balance above the policy target, the Mayor and Council may consider funding additional capital or one-time needs during FY 2022 via budget amendments. (Note: the estimated unassigned fund balance in FY 2022 includes \$700,000 for 6 Taft Court.)

General Fund Unassigned Fund Balance by Fiscal Year End





General Fund Revenue Detail

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	Percent Change
Property Taxes	42,551,677	43,816,000	44,890,000	2.5%
Real Property Tax *	39,082,787	40,276,000	41,500,000	3.0%
Personal Property Tax *	3,390,508	3,400,000	3,300,000	-2.9%
Interest on Taxes	78,382	140,000	90,000	-35.7%
From Other Gov't.	23,200,905	21,650,410	23,325,610	7.7%
Income Tax *	16,049,228	14,900,000	16,000,000	7.4%
Tax Duplication *	2,409,750	2,409,750	2,800,680	16.2%
Highway User *	2,494,082	2,107,900	2,600,000	23.3%
Police Protection Grant *	754,721	740,000	740,000	0.0%
Admissions & Amusement Tax *	1,009,777	1,050,000	700,000	-33.3%
Linkages to Learning Grant	224,435	217,900	217,900	0.0%
Youth & Family Services Grant	105,807	98,720	139,960	41.8%
Recreation Grants	34,156	21,720	21,720	0.0%
Traffic Signal Reimbursement	6,600	6,600	6,600	0.0%
PILOT Reimburse. from County	13,265	13,300	13,300	0.0%
Mowing Reimbursement from State	11,802	15,740	15,740	0.0%
Miscellaneous Grants	87,282	68,780	69,710	1.4%
Fines & Forfeitures	1,509,837	1,583,090	1,353,000	-14.5%
Municipal Infractions	600	2,500	2,500	0.0%
Redlight Camera Citations *	1,496,281	1,572,590	1,342,500	-14.6%
Confiscated Funds	12,956	8,000	8,000	0.0%
Use of Money & Prop.	2,363,701	1,340,820	1,459,060	8.8%
Cable Franchise Fees *	944,366	917,020	850,000	-7.3%
Interest Earnings *	472,759	200,000	200,000	0.0%
Land Rental	171,103	185,280	151,330	-18.3%
Building Rental	251,587	37,520	256,730	584.2%
Other	523,886	1,000	1,000	0.0%
Licenses and Permits *	3,594,801	3,411,000	3,452,130	1.2%
Traders Licenses	31,073	130,000	130,000	0.0%
Building Permits	2,277,976	1,900,000	1,935,630	1.9%
Rental Licenses	1,103,330	1,200,000	1,200,000	0.0%
Animal Licenses	54,662	65,000	65,000	0.0%
Other Licenses	127,760	116,000	121,500	4.7%

* Revenue source is described on the pages following the General Fund Revenue Detail tables.



General Fund Revenue Detail (continued)

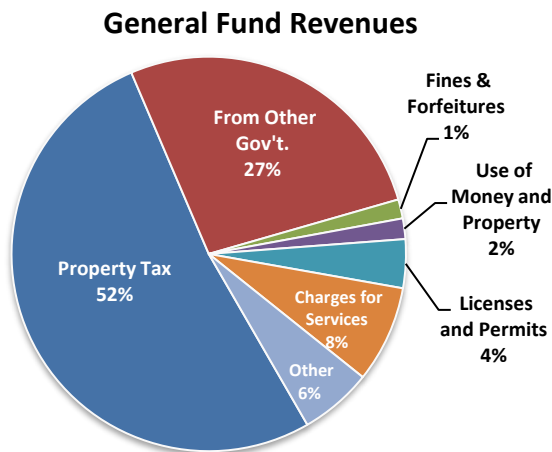
	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	Percent Change
Charges for Services *	5,471,802	7,404,860	6,870,720	-7.2%
Forestry Develop. Review Fees	48,145	75,300	50,000	-33.6%
Recreation Program Fees	2,421,184	3,388,030	3,073,800	-9.3%
Zoning Fees	99,162	142,080	100,000	-29.6%
Charges for Police Services	39,687	30,000	30,000	0.0%
Sale of Materials	7,563	20,000	20,000	0.0%
Fire Safety Fees	442,250	225,000	289,250	28.6%
Fire Review Fees	125,171	100,000	101,880	1.9%
Public Works Permits	322,736	650,000	663,540	2.1%
Swim Team Dues	448,136	595,640	565,840	-5.0%
Membership Fees	634,199	790,000	699,000	-11.5%
Rec. and Parks Concessions	10,319	13,750	12,250	-10.9%
Facility Rental Fees	454,346	771,150	715,060	-7.3%
Social Services Fees	4,389	8,150	8,150	0.0%
Special Events Fees	32,615	79,200	64,200	-18.9%
Theme Park Tickets	32,741	54,710	24,710	-54.8%
Fitzgerald Theatre Tickets	39,384	40,000	36,060	-9.9%
Internal Facility Use	19,132	33,000	32,630	-1.1%
Merchandise Sales	5,366	7,000	7,000	0.0%
Swim and Fitness Center Fees	261,296	350,350	350,350	0.0%
Fitness Classes	7,757	10,500	6,000	-42.9%
Police Fingerprinting Fees	16,224	21,000	21,000	0.0%
Other Revenue	5,203,586	5,398,820	5,129,480	-5.0%
Community Contributions	33,401	54,100	54,100	0.0%
Hotel Tax *	726,012	790,000	500,000	-36.7%
Sale of Vehicles	13,805	500	18,000	3500.0%
Miscellaneous Revenues	479,683	445,720	353,880	-20.6%
Miscellaneous Grants	11,880	20,000	20,000	0.0%
Recreation Fees	805	500	500	0.0%
Water Admin. Charge *	1,284,000	1,292,000	1,375,000	6.4%
Sewer Admin. Charge *	674,000	637,000	639,000	0.3%
Refuse Admin. Charge *	1,021,000	1,119,000	1,137,000	1.6%
Parking Admin. Charge *	87,000	90,000	88,000	-2.2%
Stormwater Admin. Charge *	700,000	773,000	770,000	-0.4%
Speed Camera Admin. Charge *	172,000	177,000	174,000	-1.7%
Total (\$)	83,896,309	84,605,000	86,480,000	2.2%

* Revenue source is described on the pages following the General Fund Revenue Detail tables.



General Fund Revenues

There are seven categories of revenues that make up the General Fund. These sources total \$86.5 million for FY 2022, an increase of 2.2 percent from FY 2021. Property taxes make up the largest portion, constituting nearly 52 percent of total revenues.



Property Tax: This category of revenue consists of taxes on the assessed value of real estate (including land and structures on the land) and taxes on the assessed value of personal property (inventory, furniture, and fixtures of business establishments). The tax rate is the amount levied per \$100 of assessed value, as determined by the State of Maryland Department of Assessments and Taxation (SDAT). The Mayor and Council establish the tax rate each year in order to finance General Fund activities.

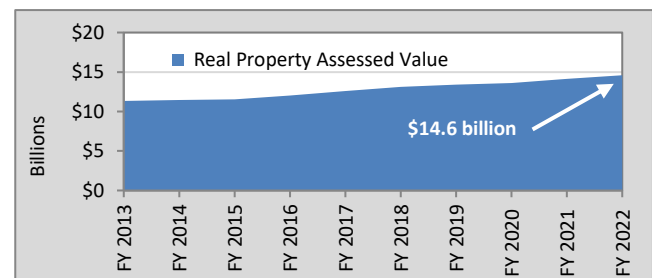
Real Property Tax: The City of Rockville's real property tax rate remains flat at \$0.292 for every \$100 of assessed value. SDAT reassesses real property every three years and tax bills are based on those assessments. For homeowners, any increase to assessed value is phased in equally over a three-year period, and the resulting increase in the property tax bill is capped at 10 percent. Any decrease is fully factored into the first full levy year after the assessment.

The real taxable assessed value from FY 2021 to FY 2022 increased by 3.2 percent to \$14.6 billion. This will result in an increase in revenues of \$1.2 million. The next round of assessments will take place in January 2022 (Group 1). The total taxable assessed value is estimated to increase by 2.5 percent each year (including the value of new property), and the forecast assumes the tax rate will remain unchanged.

The FY 2022 through FY 2026 real property tax revenue includes \$400,000 for the city's Homeowners' Tax Credit (HTC) Program. The HTC Program is a State administered program that provides property tax credits to low- and moderate-income residents for taxes due on their principal residence. For FY 2022 and assumed throughout the forecast, households with gross incomes up to \$91,000 per year and a household net worth of less than \$200,000 (not including the value of the home and qualified retirement savings) could qualify for tax relief on the first \$495,000 of their home's assessed value. (Note: In FY 2021 SDAT notified the municipal jurisdictions that current State law does not give them the authority to calculate municipal credits, only county credits. As a result, the continuation of this program beyond FY 2022 is unknown at this time.)

In addition to the HTC, the city provides less than \$80,000 in other tax waivers or tax credits for the following: non-profit swimming pools, Fireside Park Apartments, and RHE's subsidiary Relp.

Taxable Assessed Value by Fiscal Year



Personal Property Tax: The City of Rockville's personal property tax rate remains unchanged at \$0.805 cents per \$100 of assessed value. In accordance with Maryland law, the personal property tax only applies to businesses. The city has enacted the following exemptions from personal property tax: (1) 82 percent of the value of commercial inventory; (2) 82 percent of the value of manufacturing or research and development inventory; and (3) 100 percent of the value of manufacturing or research and development machinery.

The FY 2022 budget assumes that taxable assessed values will total approximately \$405 million, which is a decrease of \$12 million from prior estimates due to the lasting impact of the COVID-19 pandemic on Rockville businesses. Until more information becomes available, the forecast assumes the assessed value will increase by 2 percent per year.



General Fund Revenues (continued)

From Other Governments: This category of revenue consists of revenues from the federal government, State of Maryland, and Montgomery County. Nearly all of revenue in this category comes from income tax, tax duplication, admission and amusement tax, highway user revenue, and police protection grant.

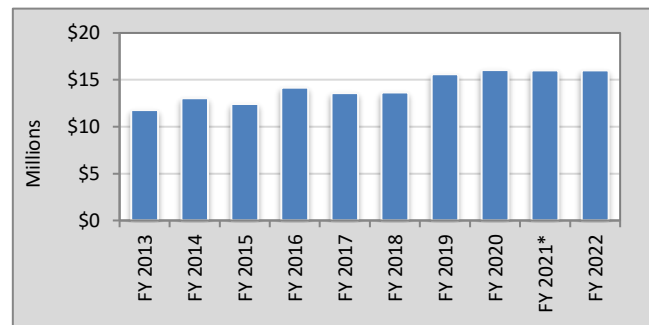
Income Tax: Income tax revenue is the second largest source of revenue in the General Fund. Income tax revenue consists of the city's share of income taxes received by the State of Maryland for returns filed from Rockville. Maryland counties can impose an income tax that is separate from the State income tax. In accordance with Maryland law, municipalities receive 17 percent of collected county income taxes. Montgomery County's income tax rate is currently 3.2 percent.

Starting in FY 2017, total income tax revenue was impacted by the Supreme Court decision on the *Wynne* case. The revenue payback from returns prior to FY 2017 as a result of the *Wynne* case is estimated at approximately \$400,000, spread over 80 installments starting in FY 2021. The amended returns were paid by the State Comptroller using a reserve account and then the city will reimburse the State through withholdings from quarterly distributions.

The income tax estimate for FY 2022 is estimated at \$16 million, greater than the FY 2021 adopted estimate, but equal to the FY 2021 amended budget. This revenue source is challenging to predict because it is based on individual income tax returns each year. Factors such as employment rates, capital gains, and wage growth all contribute to the amount of annual revenue.

Rockville received its highest amount of income tax revenue, just over \$16 million, in FY 2020. Due to the volatility of this revenue source, and the potential impacts on employment rates and overall income losses from COVID-19, the General Fund forecast will assume \$16 million for FY 2023 and increase by a modest 2 percent each year throughout the forecast until more information becomes available. This will be adjusted upward in future years if actual receipts continue to exceed the adopted budget.

Income Tax Revenue by Fiscal Year



* Estimated.

Tax Duplication: Tax duplication payments are received from Montgomery County as a partial reimbursement for services the County does not provide, but receives taxes from Rockville properties. Several factors, such as number of streetlights, the number of street miles maintained by the city, and what Montgomery County spends each year on tax duplication services, should determine what the city receives. Prior to FY 2022, Montgomery County used a formula and spending amounts that were from more than a decade ago.

The FY 2022 estimate includes an additional \$390,930 in revenue based on the Montgomery County's FY 2022 Operating Budget. This increase brings the City's total tax duplication revenue to \$2.8 million for FY 2022. This updated revenue figure was derived from a formula that does not recognize Rockville's full amount of spending on duplicative services and activities, like police services. Staff and the elected body will continue to work with other jurisdictions to lobby the County to apply a more equitable calculation and distributions moving forward. It is the desire of the municipalities that the County will consider a modification during FY 2022.

In order to remain conservative for FY 2023 and beyond, an additional \$390,930 will be added in FY 2023 per current direction from the County and then the forecast will remain flat until more information becomes available on future adjustments.

Admissions and Amusement Tax: The admissions and amusement tax is a local tax collected by the State of Maryland Comptroller's Office for jurisdictions in Maryland. The tax is imposed on the gross receipts from admissions, the use or rental of recreational or sports equipment, and the sale of merchandise, refreshments, or services at a place where entertainment is provided.



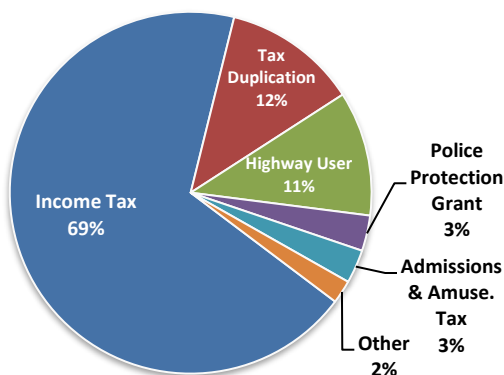
General Fund Revenues (continued)

Rockville receives the largest amount of this revenue from motion pictures, athletic facilities, and ice skating rinks. Revenues from this source have averaged approximately \$1.2 million each year for the past five years. The FY 2021 adopted budget included \$1.05 million from this revenue source, but actual revenue will come in dramatically lower due to the impacts of COVID-19 on indoor recreation facilities and motion pictures. The FY 2022 budget assumes a conservative \$700,000, which could be the new level of revenue given the closure of some facilities during 2020. Until more information is known about post-pandemic behaviors, the forecast will remain flat for FY 2023 and will then increase by a modest 2 percent each year. This revenue is paid to the city on a quarterly basis.

Highway User: Highway User Revenue (HUR), which is distributed by the State of Maryland based on a methodology that uses lane miles and registrations, peaked in FY 2007 at \$3.3 million. Beginning in FY 2020, and consistent with legislation enacted during the 2018 Session of the Maryland General Assembly, highway user funds are provided through capital transportation grants instead of providing a portion of the Gasoline Motor Vehicle Revenue Account (GMVRA) revenues.

For FY 2022, the city is projected to receive a total of \$2.6 million in highway user, which is more than the FY 2021 adopted budget, but equal to the FY 2021 amended budget. This is the latest estimate from the Maryland State Highway Administration. Similar to income tax, the forecast is conservative and assumes this revenue will remain flat for FY 2023 and will then increase by a modest 2 percent each year after. Staff remains cautious about this revenue source as it was reduced by over 90 percent after the last recession in FY 2010.

Revenues from Other Gov't.



Police Protection Grant: This revenue consists of an annual operating grant from the State of Maryland to the City of Rockville to assist with funding police protection services. The FY 2022 budget assumes \$740,000 and future years will increase by 2 percent per year, which is consistent with past trends and with communications from the State.

Fines and Forfeitures: Redlight camera citation revenues make up over 99 percent of this category. Revenue from redlight cameras will drop slightly from historic trends due to the reduction in vehicular traffic as a result of the pandemic. FY 2021 was adopted at approximately 21,000 citations paid, but was amended downward consistent with actual activity. The FY 2022 budget assumes 17,900 paid citations. The city receives \$75 in revenue per paid citation; the city pays the vendor \$29.34 per paid citation. The forecast assumes revenues consistent with pre-pandemic levels, increased by 2 percent per year.

Use of Money and Property: This revenue source is made up of cable franchise fees, land rental, building rental, and interest earnings. Cable franchise fees and interest earnings make up a majority of this revenue source for FY 2022.

Cable Franchise Fees: This revenue source represents franchise fees and operating grants paid to the city by Comcast and Verizon. In the State of Maryland, cable companies pay a franchise fee as partial compensation for the use of public rights-of-way under authority of federal law. The FY 2022 estimate for this category equals \$850,000, a 7.3 percent decrease from FY 2021. The forecast assumes a 2 percent decrease each year consistent with consumer behavior.

Interest Earnings: The second largest source in this category, represents the interest that the city earns on investment accounts. In May 2019 the city began utilizing the services of an investment advisor/asset manager to assist with the investment of city funds, with the goal of diversifying the city's investment options and generating additional interest income. Although investment income increased during most of FY 2020, starting in March 2020 the markets were negatively impacted by the COVID-19 pandemic. The FY 2022 budget is equal to FY 2021, and assumes only \$200,000. The forecast will remain conservative and will increase by a modest 2 percent per year.



General Fund Revenues (continued)

Charges for Services: This revenue source comes from charges to users who individually benefit from a particular city service. Recreation services make up a majority of this category including swim team dues, recreation program fees, Swim and Fitness Center memberships, and other facility membership fees. This total revenue category will decrease from the FY 2021 adopted budget by 7.2 percent, or \$534,140.

Staff is closely monitoring this category of revenues and will likely suggest amendments to the budget during FY 2022 in response to the region returning to pre-pandemic levels of activity.

The recreation services revenues are estimated to equal pre-pandemic levels, compounded by a 3 percent annual increase throughout the forecast to keep pace with general operating and program cost increases. Most other revenue sources in this category are estimated to remain flat or increase by a modest 2 percent from pre-pandemic levels.

Licenses and Permits: Nearly 91 percent of the revenue in this category comes from building permits and rental licenses. Building permit revenue consists of revenue received from permits issued for building construction, electrical work, plumbing, sewer, water, and gas. Rental license revenue consists of licensing fees for the inspection of single- and multi-family dwelling units and hotels.

This category of revenues is relatively consistent with the FY 2021 adopted budget at \$3.5 million, slightly below the FY 2020 actual level of \$3.6 million.

Licenses and permits have been relatively impervious to the economic impacts of the pandemic. Staff estimates that both permits and licenses will increase by a modest 2 percent per year throughout the forecast.

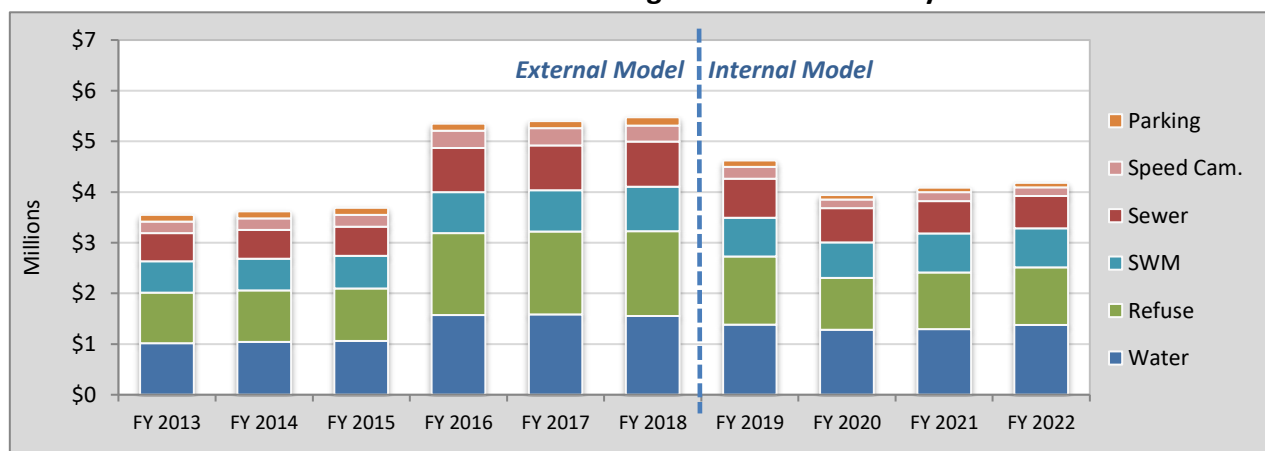
Other Revenue: This category is made up of revenue sources that are not consistent with the other categories. This revenue source is primarily made up of hotel tax, community contributions, miscellaneous revenues, and administrative charges.

Administrative Charges: This revenue source represents centrally budgeted administrative or "overhead" costs. Each fund pays for its share of the costs through a transfer to the General Fund. The FY 2022 administrative charge revenue equals \$4.2 million based on the city's internal cost allocation model; this is \$95,000 more than what was adopted in FY 2021. (Note: As displayed in the graph, the city transitioned to an internal calculation in FY 2019.)

Hotel Tax: This revenue source consists of the City's share of tax levied on a person who pays for a room or space at a hotel in Rockville. FY 2009 was the first year the City levied the 2 percent hotel tax. For FY 2021 and FY 2022, the City anticipates dramatic reductions in hotel tax revenue, less than half of pre-pandemic levels.

Starting in FY 2023, the forecast will assume pre-pandemic hotel tax revenue levels until more is known about post-pandemic social and professional behaviors.

General Fund Administrative Charges to Other Funds by Fiscal Year





General Fund Expenditure Detail

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	Percent Change
Personnel	51,146,070	51,813,230	53,591,640	3.4%
Regular Employee Wages *	35,206,370	35,049,080	35,789,360	2.1%
Temporary Employee Wages *	2,686,865	3,399,030	3,417,830	0.6%
Overtime *	850,882	943,570	887,500	-5.9%
Benefits *	12,401,953	12,421,550	13,496,950	8.7%
Operating, Contractual Services *	8,599,820	9,551,170	10,146,670	6.2%
Consultants	551,784	318,950	582,540	82.6%
Professional Services	142,766	175,770	174,240	-0.9%
Outside/Temporary Employees	246,878	343,360	298,200	-13.2%
Artisans	77,855	110,690	116,390	5.1%
Digital Scanning	25,688	15,000	-	-100.0%
Phone and Internet Services	475,058	500,250	497,900	-0.5%
Postage	198,282	146,590	143,750	-1.9%
Advertising (Non Recruitment)	69,284	66,980	66,950	0.0%
Software Maint. and Subscriptions	1,100,010	1,187,220	1,373,870	15.7%
Property Tax Billing	168,881	170,700	172,000	0.8%
Janitorial Services	231,575	316,710	301,910	-4.7%
Medical Exams	24,193	22,090	25,940	17.4%
Recruitment	19,254	21,900	21,900	0.0%
Travel, Training, Professional Devel.	436,132	448,900	562,975	25.4%
Contract Services	3,066,299	3,239,690	3,352,590	3.5%
Alarm System	33,917	23,320	23,320	0.0%
Contract Equipment Maintenance/Repair	256,145	304,580	326,660	7.2%
Transportation Services	107,732	149,980	142,560	-4.9%
Credit Card Charges	119,383	139,270	142,720	2.5%
Emergency Response Services	18,334	-	-	N/A
Refuse Dump Fees	6,337	9,320	9,135	-2.0%
Uniform Rental and Cleaning	81,069	104,160	98,320	-5.6%
Refuse Service	25,701	37,070	37,070	0.0%
Facility Rental (Non City Facility)	135,608	236,280	156,360	-33.8%
Printing Contracts	226,746	153,940	158,040	2.7%
Equipment Rental	89,412	175,520	163,240	-7.0%
Internal City Facility Rental	23,586	47,630	48,140	1.1%
Property and Liability Insurance	455,312	601,760	628,230	4.4%
Equipment Lease	98,376	92,950	91,450	-1.6%
Vehicle Lease	88,223	390,590	430,270	10.2%

* Expenditure item/category is described on the pages following the General Fund Expenditure Detail tables.



General Fund Expenditure Detail (continued)

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	Percent Change
Operating, Commodities *	4,492,551	5,481,850	5,318,980	-3.0%
Electricity	1,581,816	1,803,790	1,761,040	-2.4%
Heating Fuel	202,789	236,380	225,630	-4.5%
Gasoline/Oil	263,792	281,900	352,690	25.1%
Water Charges	108,078	166,790	164,970	-1.1%
Sewer Charges	80,368	131,080	127,480	-2.7%
SWM Fees	198,358	200,130	202,490	1.2%
Equipment Parts	290,333	312,380	312,380	0.0%
Program/Maintenance Supplies	1,028,611	1,261,710	1,239,010	-1.8%
Chemicals	107,565	253,980	253,980	0.0%
Trophies And Award	5,626	9,650	9,650	0.0%
Uniforms/Staff Shirts	113,652	144,260	131,560	-8.8%
Boards And Commissions Support	1,363	5,600	5,600	0.0%
General Fund Contingency *	-	310,000	310,000	0.0%
Vehicle Preparation Costs	46,759	50,100	35,380	-29.4%
Theme Park Tickets	36,917	54,710	24,710	-54.8%
Emergency Response Supplies	203,911	-	-	N/A
Furniture and Equipment < \$5000	222,613	259,390	162,410	-37.4%
Capital Outlay *	2,096,886	1,721,890	1,578,050	-8.4%
Major Repairs	827,093	752,700	652,100	-13.4%
Special Projects	114,867	145,000	105,000	-27.6%
Vehicle Replacement *	641,363	348,360	194,650	-44.1%
Equipment & Tools	264,827	268,660	146,700	-45.4%
Computer/Communication Equipment	165,031	206,170	475,000	130.4%
Computer Software	24,319	1,000	4,600	360.0%
Emergency Response Capital	59,386	-	-	N/A
Other *	2,306,908	2,475,890	2,580,050	4.2%
Other Misc Expenses	63,625	33,680	33,680	0.0%
Hotel Tax Payments	25,986	35,700	17,500	-51.0%
Outside/Caregiver Grants *	2,217,297	2,406,510	2,528,870	5.1%
CIP Transfer *	9,800,000	6,330,000	7,000,000	10.6%
Transfers Out	6,201,980	6,260,970	6,194,610	-1.1%
Transfer To Parking Fund *	1,100,000	1,250,000	1,500,000	20.0%
Transfer To Debt Service Fund *	4,900,000	4,800,000	4,500,000	-6.3%
Transfer To Refuse Fund *	46,730	46,730	48,200	3.1%
Transfer To Special Activities Fund *	155,250	164,240	146,410	-10.9%
Total (\$)	84,644,215	83,635,000	86,410,000	3.3%

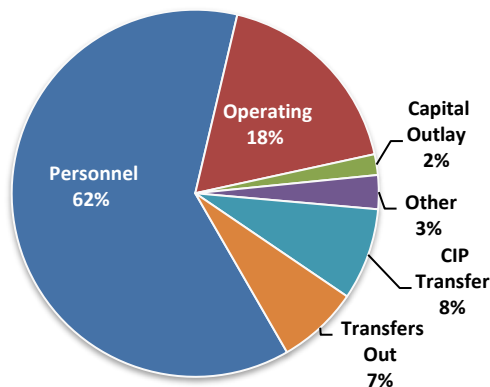
* Expenditure item/category is described on the pages following the General Fund Expenditure Detail tables.



General Fund Expenditures

There are six categories of expenditures that make up the General Fund. These expenditures total \$86.4 million for FY 2022, an increase of 3.3 percent from FY 2021. Personnel expenditures make up the largest portion, constituting 62 percent.

General Fund Expenditures



Personnel: This category of expenditures consists of regular employee wages, temporary employee wages, overtime, and benefits. This category increased by 3.4 percent or \$1.8 million from FY 2021 to FY 2022.

Regular Employee Wages: The FY 2022 budget equals \$35.8 million for regular employee wages. The budget includes a 1 percent cost of living adjustment and steps or performance based increments for all employees. The forecast assumes an overall regular wage increase of 4.5 percent each year; this increase includes both cost of living and step and performance based increments.

Temporary Employee Wages: The FY 2022 budget equals \$3.4 million, a slight increase from FY 2021. The majority of the temporary employees are in the Department of Recreation and Parks. The adopted budget assumes that recreation programs and community centers will be slow to recover in the first half of FY 2022 due to the COVID-19 pandemic.

For FY 2022, the City of Rockville will continue to follow Montgomery County's hourly minimum wage rate, which is set to equal \$15.00 on July 1, 2021. This is up from \$14.00 during FY 2021. The \$15.00 is much higher than the State of Maryland's rate, which currently equals \$11.75 and will increase to \$12.50 on January 1, 2022.

The temporary employee wages category is estimated to increase by 3 percent each year throughout the forecast. Almost all of the General Fund temporary employee wages is allocated to Recreation and Parks. After FY 2022, Montgomery County's minimum wage is set to increase by an inflationary factor each year.

Overtime: The overtime budget for FY 2022 equals \$887,500, a 5.9 percent decrease from FY 2021. Overtime is estimated to increase by 4 percent each year throughout the forecast, which is consistent with regular employee annual wage increases for Police and AFSCME. Approximately 63 percent of overtime is allocated to the Police Department.

Benefits: Benefits increased by \$1.1 million or 8.7 percent from FY 2021. City covered benefits for FY 2022 include: allowances, disability pay, retirement, health and dental insurance (including post employment benefits), life insurance, and employee leave buyback. Each benefit is described in more detail below and on the following page.

Allowances include cell phone, car, and meal and shoe allowances that vary by department. This category of expenses remained relatively flat at \$149,970 for FY 2022. There are 281.4 FTES that are budgeted to receive allowances in FY 2022.

Disability pay decreased by 19.6 percent from FY 2021 due to phasing out the Income Protection Plan ("IPP") and utilizing an externally managed disability program that started in FY 2019. IPP is a self-funded, self-administered long term disability program that provides disability benefits for both on and off the job injuries or illnesses. In FY 2019, current IPP members were grandfathered into IPP (currently two members are grandfathered), while the new long-term disability program became available for eligible employees. This category will experience reductions over time due to the phasing out of IPP participants when they reach normal retirement age.

The city's retirement program consists of a defined benefit (DB) plan and a defined contribution (Thrift) plan. Each employee group contributes different amounts toward their retirement, and accordingly earns a different benefit. Administrative and AFSCME employees are in both the DB and Thrift plans, while Police employees are only in the DB plan.

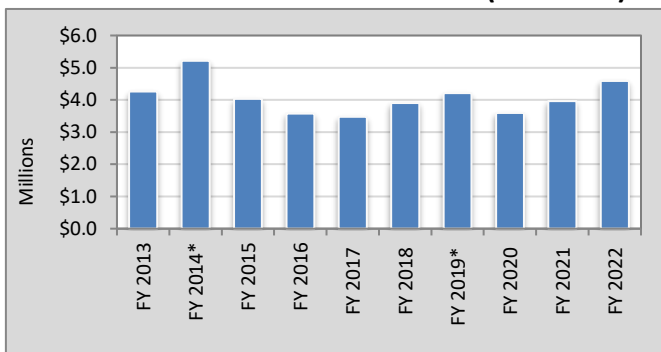


General Fund Expenditures (continued)

For FY 2022, the city's General Fund contribution to the DB plan equals \$3.7 million (\$4.6 million all funds), which is an increase of almost 16 percent from FY 2021. The FY 2022 and future years' contribution estimates are consistent with the annual report prepared by the city's actuary, which considers factors such as actual experience, market assumptions, and projected compensation increases. For FY 2023 through FY 2026, the city's contribution is estimated between \$3.8 and \$4.3 million for the General Fund (\$4.7 and \$5.3 million all funds) based on the July 1, 2020, Valuation Report.

After the city contributes the required amount in FY 2022, the funded ratio for the pension plan is projected to equal 82 percent. The funded ratio decreased and the annual contributions increased compared to prior valuation reports because of the negative impact the COVID-19 pandemic had on the investment markets.

Defined Benefit Contributions (All Funds)



* For FY 2014, the City contributed an extra three months due to a change in the dates for the plan year. For FY 2019, the City funded a 1 percent cost of living adjustment for current retirees.

For the Thrift plan, the city matches employees' contributions with 50 cents for every dollar contributed by the employee; employees can contribute between 1 and 5 percent of their salary. The FY 2022 budget for the city's match remained relatively flat at \$649,000 in the General Fund (\$834,460 all funds). In addition to the matching Thrift plan, chartered employees and at-will employees receive an additional contribution consistent with their contracts. This contribution equals \$247,400 for FY 2022. This total category of expenses will increase by 4.5 percent each year, consistent with the assumed increase for regular wages.

Health insurance increased by 4.6 percent from FY 2021 to FY 2022. The city currently offers several different types of health insurance plans under two providers. Health insurance is available to all regular full- and part-time employees and their eligible dependents, although part-time employees are responsible for a greater percentage of the cost.

The forecast assumes an annual increase of 5 percent for health insurance, which is consistent with past trends and the city's desire to limit the amount of annual increases by changing providers and/or plan designs. There are 384.1 FTEs budgeted to receive health benefits in FY 2022.

In addition to health insurance, the city further subsidizes employees' health costs by contributing \$416 or \$516 per year if they successfully complete a voluntary health assessment.

Dental insurance remained relatively consistent, at \$126,450 for FY 2022. The city currently offers two different plans under one provider. Dental insurance has remained relatively flat over the years and is expected to remain flat throughout the forecast. There are 400.4 FTEs budgeted to receive dental benefits in FY 2022.

The city provides retirees with healthcare coverage upon retirement. The city began prefunding retiree healthcare costs through a Retiree Benefit Trust (Trust) starting in FY 2009. Since that time, the city has made an annual contribution to the Trust. For FY 2022, the city's General Fund contribution remained flat at \$135,400 (\$166,880 all funds) due to the funded ratio of the Trust exceeding 100 percent. The forecast assumes the contributions for future years will remain flat.

The city provides life insurance equal to 1.5 times an employee's base salary (up to a maximum of \$250,000), at no cost to the employee. Employees can purchase additional supplemental life insurance coverage for themselves, their spouse, and dependent children.

Life insurance is expected to remain flat from FY 2021 to FY 2022. This category of expenses will increase by 4.5 percent throughout the forecast, which is consistent with the assumed increase for regular employee wages.



General Fund Expenditures (continued)

The FY 2022 adopted budget includes three days of annual leave buyback. This benefit, which is available to all regular employees that have a minimum amount of annual leave on the books, allows employees to 'buy back' up to three days of their annual leave. The City has offered this benefit almost every year, ranging from a maximum of three to five days. The forecast assumes a benefit of three days, or approximately \$210,000, per year for the General Fund.

Operating: This category is made up of contractual services and commodities. The overall operating budget increased by just under 3 percent from \$15 million to \$15.5 million from FY 2021 to FY 2022.

Contractual Services: Contractual services increased by 6.2 percent to \$10.1 million in FY 2022. This category is mostly comprised of contracts or special consulting engagements that support the Office of the City Manager, technology, parks, and facilities. The largest increases from FY 2021 to FY 2022 in this category were \$263,590 for consultants and \$186,650 for software subscriptions and maintenance. For FY 2022 and future years, most items will increase by 1 percent.

Commodities: The overall commodities category decreased by 3 percent to equal \$5.3 million in FY 2022. This category supports utility costs at city facilities, program/maintenance supplies, new or replacement furniture/equipment, and the General Fund contingency account.

Utilities (electricity, heating fuel, water, sewer, stormwater management) remained relatively flat, while the following lines were reduced: \$96,980 in furniture and equipment, \$30,000 in theme park tickets, \$26,390 for program supplies, \$14,720 in vehicle preparation costs, and \$12,700 in staff uniforms. One major expenditure item in this category that did not change is the General Fund contingency account. This was adopted equal to the FY 2021 amount at \$310,000. The FY 2022 amount complies with the Financial Management Policies, which limits the contingency account to a maximum of 1 percent of the General Fund budget.

Actual contingency spending from FY 2020 appears to be \$0 due to the administrative process to transfer contingency funds to the account lines that were approved for use. In FY 2020, \$322,884 in contingency funds were transferred and expended. City staff regularly

reports on the use of General Fund contingency in the quarterly financial reports that are presented to the Mayor and Council. The forecast assumes the contingency account will equal \$310,000 per year.

Capital Outlay: This category decreased by 8.4 percent from FY 2021 and equals \$1.6 million for FY 2022. The majority of the decrease is due to the removal of one-time funding in FY 2021 for a digital radio system (non-Police), a reduction in the number of vehicle replacements, and a decrease in major repairs. These decreases were partially offset by a one-time increase in for new I-Net switches in the Department of Information Technology.

This category includes \$194,650 for new vehicles and vehicle replacements (see the Supplemental Information for a list of vehicle replacements). Due to the vehicle lease program that began in FY 2020, this area of expenditures will be reduced over time because the lease costs are budgeted under contractual services.

For the purpose of the forecast, the base expenditures for computer hardware, software, and general office equipment remains flat, while other major capital purchases, such as vehicles, are adjusted per existing replacement schedules. Major repairs, special projects, and operating cost impacts resulting from capital projects are estimated at \$605,000 per year throughout the forecast.

Other: This category, which increased by 4.2 percent to \$2.6 million for FY 2022, primarily consists of outside and caregiver agency grants. The FY 2022 budget includes the continuation of \$45,000 in caregiver grants for COVID-19 impact alleviation, an additional \$9,310 for caregiver grants that represents an inflationary adjustment, and a total net increase of \$122,600 in grants to Rockville Economic Development Inc. (REDI) for marketing, administration, and economic development incentives.

Other outside agency grants vary each year and remained relatively flat in total from FY 2021 to FY 2022 (see the Supplemental Information section for a complete list of caregiver and outside agencies). One significant increase for FY 2022 includes additional support for the city's Resident Companies (RESCOs) at the F. Scott Fitzgerald Theatre. The forecast assumes total outside agency grants will increase by 1 percent each year throughout the forecast.



General Fund Expenditures (continued)

CIP Transfer: Each year, the city makes a transfer from the General Fund, which is known as the cash or "paygo" contribution. The paygo contribution is critical in controlling the city's overall debt and maintaining the city's credit rating. In past years, the city transferred one-time savings (unassigned fund balance in excess of the reserve target) in addition to the annual budgeted transfer amount in an effort to reduce borrowing.

The FY 2022 budget includes a transfer of \$7 million, which is an increase of \$670,000 from the 2021 adopted transfer of \$6.3 million. The amount of the paygo contribution impacts both the current fiscal year and future years since the Capital Projects Fund is balanced over a five year period. Future paygo transfers equal \$7 million per year, and are based on the schedule of funded projects as presented in the CIP Projects section.

Transfers Out: This category consists of transfers from the General Fund to the Parking, Debt Service, Refuse, and Special Activities funds.

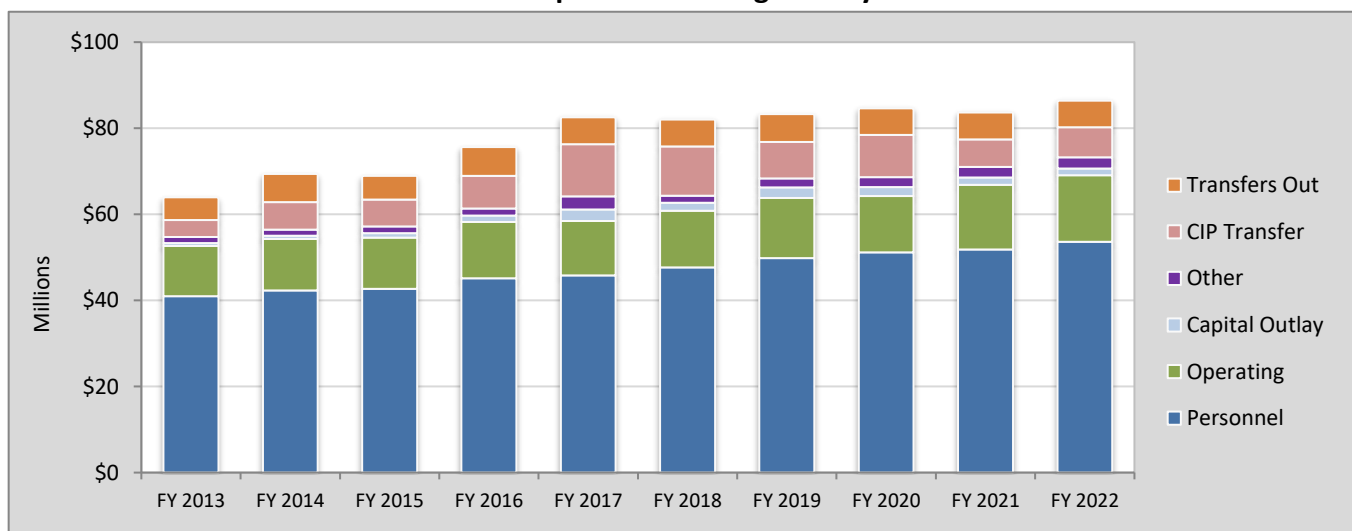
The Parking Fund transfer equals \$1.5 million in FY 2022, which is \$250,000 more than the adopted FY 2021 (actual FY 2021 equaled \$1.95 million). It is anticipated that a General Fund transfer will be needed until the debt is repaid in FY 2036. Future transfers are projected at \$1.1 million per year. Future discussions about parking and parking policy decisions may impact future transfer amounts (see "Financial Summary: Parking Fund" for additional information).

The transfer to the Refuse Fund represents the city's grant contribution to Rockville Housing Enterprises (RHE). RHE, via the city's annual outside agency grant program, receives free recycling and refuse pickup at their low income properties. The transfer amount is derived from the 105 properties multiplied by the annual refuse rate.

The Debt Service Fund transfer equals \$4.5 million in FY 2022 and will remain between \$4.5 million to \$4.65 million over the forecast period based on estimated debt service schedules. The forecast assumes a new bond issue of \$1 million in FY 2023 for the Hurley Avenue Bridge Rehabilitation (TE16) project and \$7.9 million in FY 2024 for the Outdoor Recreation Pool Renovations (RC18) project. This annual transfer is needed to pay down the taxpayer-supported debt that is used to finance general taxpayer-supported capital projects.

The General Fund transfer to the Special Activities Fund of \$146,410 subsidizes five accounts, including Art in Public Architecture for \$1,600, Art in Public Places for \$84,610, Recreation Fund for \$25,000, Senior Assistance Fund for \$20,000, and Farmer's Market East Fresh Rockville for \$15,200. Only the Art in Public Architecture and the Art in Public Places transfers are prescribed in the Financial Management Policies. The adopted subsidies for the three other programs will help to provide financial relief for individuals and families who experienced negative financial impacts due to the COVID-19 pandemic.

General Fund Expenditure Categories by Fiscal Year





Financial Summary: Special Activities Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	86,870	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.*	1,232,612	1,343,382	2,883,822	1,144,630	1,135,630	1,119,917	1,104,519	1,089,429	1,074,640
Charges for Serv.	30,327	29,766	27,878	30,000	30,000	30,000	30,000	30,000	30,000
Licenses/Permits	-	-	25	-	-	-	-	-	-
Other Revenue**	141,125	591,566	153,475	244,250	336,750	336,750	336,750	336,750	336,750
Total Revenue	1,404,064	2,051,584	3,065,200	1,418,880	1,502,380	1,486,667	1,471,269	1,456,179	1,441,390
Transfers In	119,510	192,460	155,250	164,240	146,410	151,480	154,696	156,804	158,775
Total Resources	1,523,574	2,244,044	3,220,450	1,583,120	1,648,790	1,638,147	1,625,965	1,612,983	1,600,165
Use of Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	1,523,574	2,244,044	3,220,450	1,583,120	1,648,790	1,638,147	1,625,965	1,612,983	1,600,165

* FY 2020 Actual includes \$1.7 million from Ingleside at King Farm.

** Includes community contributions.

<i>Expenditures</i>									
Personnel	-	-	-	-	-	-	-	-	-
Operating	265,421	234,283	325,633	793,740	1,060,770	945,050	945,050	945,050	945,050
Capital Outlay	59,072	294,615	118,269	348,000	288,000	288,000	288,000	288,000	288,000
Administrative	-	-	-	-	-	-	-	-	-
Other***	76,313	80,811	608,464	174,100	209,300	194,100	194,100	194,100	194,100
Total Oper. Exp.	400,806	609,709	1,052,366	1,315,840	1,558,070	1,427,150	1,427,150	1,427,150	1,427,150
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	400,806	609,709	1,052,366	1,315,840	1,558,070	1,427,150	1,427,150	1,427,150	1,427,150
Add. to Reserves	1,122,768	1,634,335	2,168,084	267,280	90,720	210,997	198,815	185,833	173,015
Total (\$)	1,523,574	2,244,044	3,220,450	1,583,120	1,648,790	1,638,147	1,625,965	1,612,983	1,600,165

*** Includes community assistance, holiday drive, and funding for outside agencies.

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
Goal: Maintain individual accounts in order to track revenues set aside for specific purposes.									



Special Activities Fund

Purpose of Fund: The Special Activities Fund accounts for revenues received from fundraising and community activities, payment-in-lieu programs, General Fund transfers, as well as from a variety of corporations and community service organizations.

Fund Policy: All accounts are funded by specific revenues set aside for specific purposes. Most of the city's accounts are established by ordinance, resolution, or by the city's Financial Management Policies.

User of Service: The Special Activities Fund accounts benefit all residents and businesses within the city.

Budget Statistics: The Special Activities Fund makes up 1 percent of the total operating budget, and supports the programs listed in the table to the right and five capital projects. The Fund supports the departments of Recreation and Parks, Public Works, Housing and Community Development, and the City Manager's Office.

Special Notes: There are 13 appropriated accounts for FY 2022. Of the 13 accounts, six are partially or fully subsidized by the General Fund in FY 2022 – Art in Public Places, Art in Public Architecture, Farmer's Market Eat Fresh Rockville, Glenview Mansion (via direct fee revenue), Recreation Fund, and Senior Assistance.

Special Activities Fund Forecast: The amount that is appropriated each year is directly related to the overall revenues received in the past years and projected revenues for the next year.

Fund Balance: The Special Activities Fund fund balance will fluctuate from year to year because in any one year the Fund may receive more revenues than it appropriates or vice versa. For example, in FY 2022, Transportation Improvements estimates it will receive \$350,000 in revenues, but will spend \$2.3 million. The \$2 million difference will be supported by the existing fund balance.

Special Activities Fund Expenditures by Program

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Art in Public Architecture	-	-	115,720
Art in Public Places	15,751	409,000	451,500
Cable TV Equipment	125,095	353,340	353,340
Farmer's Market Eat Fresh Rockville	18,720	30,000	25,200
Forest and Tree Preservation	100,050	-	100,000
Friends of the Arts	5,275	-	10,000
Glenview Mansion	34,590	20,000	20,000
Holiday Drive	22,847	26,000	46,000
Housing Opportunities	500,000	-	-
Park Maintenance	28,734	125,000	125,000
Recreation Fund	24,430	40,000	40,000
Rockville Emergency Assistance Program	28,778	50,000	70,000
Senior Assistance	13,689	25,000	25,000
Transportation Improvements	134,407	237,500	176,310
Total (\$)	1,052,366	1,315,840	1,558,070

Special Activities Fund Change in Fund Balance

	6/30/21* Balance	FY 2022 Rev.	FY 2022 Exp.	6/30/22 Balance
Art in Public Architecture	258,613	1,600	115,720	144,493
Art in Public Places	416,453	84,610	451,500	49,563
Cable TV Equipment	3,404,440	785,630	353,340	3,836,730
Farmer's Market Eat Fresh Rockville	2,410	25,200	25,200	2,410
Forest and Tree Preservation	10,142	100,000	100,000	10,142
Friends of the Arts	47,000	-	10,000	37,000
Glenview Mansion	30,509	20,000	20,000	30,509
Holiday Drive	71,520	26,000	46,000	51,520
Housing Opportunities	1,814,859	-	-	1,814,859
Park Maintenance	397,644	200,000	125,000	472,644
Recreation Fund	147,902	32,500	40,000	140,402
Rockville Emergency Assistance Program	104,375	250	70,000	34,625
Senior Assistance	64,141	23,000	25,000	62,141
Transportation Improvements**	2,078,691	350,000	2,314,430	114,261
Total (\$)	8,848,700	1,648,790	3,696,190	6,801,300

* Based on 6/30/20 actuals adjusted by FY 2021 estimated rev. and exp.

** The FY 2022 Exp. includes \$2.1 million of projected CIP spending.



Financial Summary: Community Development Block Grant Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	145,586	276,545	218,111	263,000	263,000	263,000	263,000	263,000	263,000
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	-	-	-	-	-	-	-	-	-
Charges for Serv.	-	-	-	-	-	-	-	-	-
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	23,620	4,981	10,140	-	-	-	-	-	-
Total Revenue	169,206	281,526	228,251	263,000	263,000	263,000	263,000	263,000	263,000
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	169,206	281,526	228,251	263,000	263,000	263,000	263,000	263,000	263,000
Use of Reserves	-	19,859	-	-	-	-	-	-	-
Total (\$)	169,206	301,385	228,251	263,000	263,000	263,000	263,000	263,000	263,000
<i>Expenditures</i>									
Personnel	-	-	-	-	-	-	-	-	-
Operating	156,331	301,385	204,456	263,000	263,000	263,000	263,000	263,000	263,000
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Total Oper. Exp.	156,331	301,385	204,456	263,000	263,000	263,000	263,000	263,000	263,000
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	156,331	301,385	204,456	263,000	263,000	263,000	263,000	263,000	263,000
Add. to Reserves	12,875	-	23,795	-	-	-	-	-	-
Total (\$)	169,206	301,385	228,251	263,000	263,000	263,000	263,000	263,000	263,000
	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
Goal: Manage and operate program consistent with all federal CDBG requirements and criteria.									
	👍	👍	👍	👍	👍	👍	👍	👍	👍



Community Development Block Grant Fund

Purpose of Fund: The Community Development Block Grant (CDBG) Fund is a special revenue fund that helps the city provide rehabilitation assistance to low and moderate income homeowners through the city's Single Family Rehabilitation Program. This program ensures that all city residents' homes are safe, healthy, habitable, and meet minimum code requirements.

Fund Policy: Fund expenditures must meet all federal CDBG requirements and criteria.

User of Service: The CDBG program targets low and moderate income homeowners.

Budget Statistics: The CDBG Fund makes up less than 1 percent of the total operating budget and supports all CDBG grant expenses. The Fund supports the Department of Housing and Community Development budget.

Special Notes: The CDBG grant is a sub-grant of federal funds administered through Montgomery County, Maryland.

CDBG Fund Forecast: The FY 2022 budget is based on information from Montgomery County. Staff assumes the annual grant amount will remain the same for future years.

Fund Balance: The fund balance in the Community Development Block Grant Fund will not fluctuate from year to year due to the requirements that the annual grant be spent in a timely manner.

Approved CDBG Projects

	Year 45 FY 2020/21	Year 46 FY 2021/22	Year 47 FY 2022/23
Community			
Reach of Montgomery County	-	51,551	11,800
Cornerstone of Montgomery County	129,870	61,650	-
Housing Unlimited	23,394	8,700	31,411
Rockville Housing Enterprises Public Housing Renovations	37,200	60,000	140,000
Single Family Rehabilitation - City of Rockville	72,536	81,099	79,789
Total (\$)	263,000	263,000	263,000



Financial Summary: Speed Camera Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	1,808,045	1,333,829	1,125,647	1,448,000	1,130,000	1,130,000	1,130,000	1,130,000	1,130,000
Use Money/Prop.	3,680	12,715	13,288	10,000	10,000	10,000	10,000	10,000	10,000
Charges for Serv.	-	-	-	-	-	-	-	-	-
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-
Total Revenue	1,811,725	1,346,544	1,138,935	1,458,000	1,140,000	1,140,000	1,140,000	1,140,000	1,140,000
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	1,811,725	1,346,544	1,138,935	1,458,000	1,140,000	1,140,000	1,140,000	1,140,000	1,140,000
Use of Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	1,811,725	1,346,544	1,138,935	1,458,000	1,140,000	1,140,000	1,140,000	1,140,000	1,140,000
<i>Expenditures</i>									
Personnel	106,586	111,113	131,793	121,960	126,420	132,244	138,339	144,718	151,395
Operating	652,091	649,043	651,499	681,980	682,190	682,892	683,614	684,355	685,118
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	313,400	236,000	172,000	177,000	174,000	177,480	181,030	184,650	188,343
Other	-	-	-	-	-	-	-	-	-
Total Oper. Exp.	1,072,077	996,156	955,292	980,940	982,610	992,616	1,002,982	1,013,724	1,024,856
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	1,072,077	996,156	955,292	980,940	982,610	992,616	1,002,982	1,013,724	1,024,856
Add. to Reserves	739,648	350,388	183,643	477,060	157,390	147,384	137,018	126,276	115,144
Total (\$)	1,811,725	1,346,544	1,138,935	1,458,000	1,140,000	1,140,000	1,140,000	1,140,000	1,140,000
	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
Goal: Support public safety expenditures as required by the State of Maryland.									
	👍	👍	👍	👍	👍	👍	👍	👍	👍



Speed Camera Fund

Purpose of Fund: The Speed Camera Fund is used to account for the financial transactions associated with the city's Safe Speed Program.

Fund Policy: The Speed Camera Fund is a Special Revenue Fund and the use of funds is restricted by legal and regulatory provisions.

User of Service: The Safe Speed Program benefits all pedestrians and drivers within the city limits.

Budget Statistics: The Speed Camera Fund makes up less than 1 percent of the total operating budget and supports 1.5 regular employees, four capital projects, and the operating costs of the program. The Fund supports the departments of Police and Non-Departmental.

Special Notes: Speed Camera citation revenues spiked in FY 2017, mainly due to the addition of new speed cameras on Maryland Avenue by South Washington Street. Since that spike, the overall number of citations has steadily decreased as drivers modify their behavior.

In October 2016 the city entered into a fixed fee contract with the current speed camera vendor. Staff is working on adding more cameras to the system.

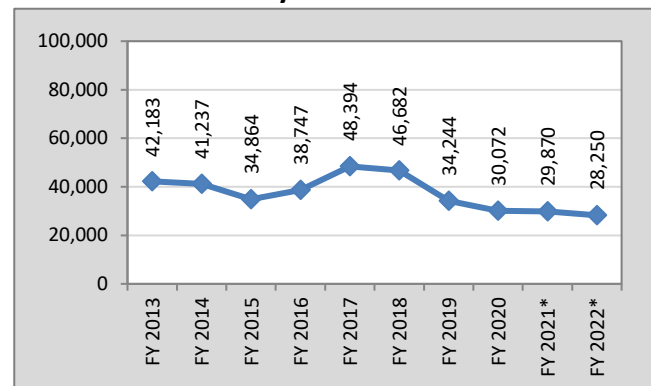
Speed Camera Fund Forecast: For FY 2022, the city anticipates approximately 28,250 paid citations. Revenue projections are calculated based on the number of paid citations multiplied by \$40 per citation. The number of paid citations is projected to remain flat over the forecast period. This figure will be updated if more cameras are added to the system.

Fund Balance: The overall changes in the fund balance of the Speed Camera Fund are mainly due to CIP appropriations and spending for pedestrian and traffic safety. By Maryland State law, all Speed Camera Fund revenues must be used for public safety purposes. A majority of the net revenues in the Speed Camera Fund are budgeted for initiatives outlined in Rockville's Vision Zero Action Plan.

History of Speed Camera Citations: The city first implemented speed cameras in FY 2008. The number of citations fluctuates from year-to-year depending on the number and location of the cameras. When cameras are first deployed there is generally a spike in the overall number of citations.

For FY 2022, staff estimates approximately 28,250 citations will be issued and paid. This number is lower than past years due to the limited number of vehicles on the road because of the COVID-19 pandemic. The number of citations will be updated if more speed cameras are added to the system in the upcoming year.

**Number of Speed Camera Citations
by Fiscal Year**



* Estimated.



Financial Summary: Debt Service Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	66,880	71,013	80,768	31,000	22,000	21,904	22,954	39,838	50,380
Charges for Serv.	-	-	-	-	-	-	-	-	-
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue*	-	-	8,015,000	-	-	-	-	-	-
Total Revenue	66,880	71,013	8,095,768	31,000	22,000	21,904	22,954	39,838	50,380
Transfers In**	5,230,000	5,090,000	4,900,000	4,800,000	4,500,000	4,650,000	4,500,000	4,500,000	4,500,000
Total Resources	5,296,880	5,161,013	12,995,768	4,831,000	4,522,000	4,671,904	4,522,954	4,539,838	4,550,380
Use of Reserves	186,749	66,538	621,167	577,700	134,500	-	-	-	-
Total (\$)	5,483,629	5,227,551	13,616,935	5,408,700	4,656,500	4,671,904	4,522,954	4,539,838	4,550,380

* Other revenue represents bond proceeds that are related to bond refinancings.

** Represents transfers from the General Fund.

<i>Expenditures</i>									
Personnel	-	-	-	-	-	-	-	-	-
Operating	16,928	53,702	40,222	-	40,000	40,000	177,720	20,000	20,000
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	-	-	-	-	-	-	-	-	-
Other	189,333	26,000	26,000	-	-	-	-	-	-
Total Oper. Exp.	206,261	79,702	66,222	-	40,000	40,000	177,720	20,000	20,000
Principal	3,884,870	3,878,994	12,112,488	4,308,700	3,722,500	3,705,373	3,296,802	3,176,837	2,236,270
Interest	1,392,498	1,268,855	1,438,225	1,100,000	894,000	783,552	806,678	825,996	712,503
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	5,483,629	5,227,551	13,616,935	5,408,700	4,656,500	4,528,925	4,281,200	4,022,833	2,968,773
Add. to Reserves	-	-	-	-	-	142,979	241,754	517,005	1,581,607
Total (\$)	5,483,629	5,227,551	13,616,935	5,408,700	4,656,500	4,671,904	4,522,954	4,539,838	4,550,380

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
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Goal: Maintain a cash balance equal to at least 10 percent of the city's average annual outstanding principal amount.





Debt Service Fund

Purpose of Fund: The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long term debt principal, interest, and related costs.

Fund Policy: Neither Maryland State law nor the City Charter mandates a limit on municipal debt. However, the city will strive to maintain its overall level of debt at or below the targets set forth in the city's Financial Management Policies.

User of Service: All city residents and businesses benefit from capital projects supported by the issuance of bonds.

Budget Statistics: The Debt Service Fund makes up 3 percent of the total operating budget and supports all principal and interest payments on taxpayer-supported capital projects. The Debt Service Fund supports the Non-Departmental budget.

Special Notes: No new debt is planned for FY 2022. The forecast assumes a new bond issue of \$1 million in FY 2023 for the Hurley Avenue Bridge Rehabilitation (TE16) and \$7.9 million in FY 2024 for the Outdoor Recreation Pool Renovations (RC18) project.

Debt Service Fund Forecast: The FY 2022 budget includes expenditures for the payment of principal and interest on non-enterprise debt. Future years include payments consistent with the outstanding debt schedule in addition to the payments on new debt and applicable debt issuance fees and charges.

The forecast assumes future revenues from special assessments related to driveway aprons, interest earnings on the Debt Service Fund, and transfers from the General Fund.

Fund Balance: The fund balance in the Debt Service Fund remains in compliance with the target policy.

Debt Service Fund Current Debt

	Principal	Interest	Total
2022	3,722,422	893,915	4,616,337
2023	3,705,373	766,052	4,471,425
2024	3,246,802	635,453	3,882,255
2025	2,732,537	532,286	3,264,823
2026	1,791,970	434,344	2,226,314
2027	1,780,120	370,520	2,150,640
2028	1,310,000	306,821	1,616,821
2029	1,295,000	266,321	1,561,321
2030	1,285,000	226,104	1,511,104
2031	1,270,000	186,076	1,456,076
2032	645,000	146,330	791,330
2033	645,000	125,894	770,894
2034	645,000	105,056	750,056
2035	645,000	83,750	728,750
2036	645,000	62,375	707,375
2037	595,000	40,600	635,600
2038	320,000	20,000	340,000
2039	320,000	10,000	330,000
Total (\$)	26,599,224	5,211,897	31,811,121

Taxpayer Supported Debt Summary

	Year	Outstanding Principal	Interest Rate Range	Final Maturity
General Improvements - Refunding (2013B)	2013	894,370	3.00-4.00%	2023
General Improvements - Refunding (2014A)	2014	1,540,192	2.00-5.00%	2024
General Improvements (2014B)	2014	315,000	2.00-5.00%	2025
General Improvements - Refunding (2015A)	2015	2,440,662	4.00-5.00%	2025
General Improvements (2016A)	2016	825,000	2.00-3.00%	2036
General Improvements - Advance Refund (2016B)	2016	2,704,000	2.00-5.00%	2028
General Improvements (2017A)	2017	4,325,000	4.00%	2037
General Improvements (2019A)	2019	5,765,000	2.00-5.00%	2039
General Improvements - Refunding (2020A)	2020	6,795,000	1.90%	2031
General Improvements - Advance Refunding (2020C)	2020	995,000	1.00-1.70%	2025
Total (\$)		26,599,224		



Financial Summary: Water Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	47,266	44,070	45,447	52,400	84,830	107,897	113,561	119,383	136,320
Charges for Serv.	11,835,224	12,281,100	13,310,845	13,975,400	13,390,700	13,842,720	14,155,260	14,469,218	14,635,573
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	217,212	272,173	268,450	230,700	311,430	230,700	230,700	230,700	230,700
Total Revenue	12,099,702	12,597,343	13,624,742	14,258,500	13,786,960	14,181,317	14,499,521	14,819,301	15,002,593
Transfers In*	425,620	364,000	306,590	306,590	333,190	339,854	346,651	353,584	360,656
Total Resources	12,525,322	12,961,343	13,931,332	14,565,090	14,120,150	14,521,171	14,846,172	15,172,885	15,363,249
Use of Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	12,525,322	12,961,343	13,931,332	14,565,090	14,120,150	14,521,171	14,846,172	15,172,885	15,363,249

* Represents transfers from the Sewer Fund.

<i>Expenses</i>									
Personnel	3,595,447	3,772,077	3,918,334	3,903,310	3,988,000	4,093,008	4,259,218	4,432,940	4,614,552
Operating	2,301,162	2,080,344	1,907,322	2,449,660	2,377,610	2,298,266	2,352,356	2,407,304	2,455,494
Capital Outlay	99,792	305,548	116,717	380,060	408,250	1,252,069	949,207	680,843	256,011
Administrative	1,556,800	1,383,000	1,284,000	1,292,000	1,375,000	1,402,500	1,430,550	1,459,161	1,488,344
Other**	3,366,709	3,255,284	3,571,273	3,553,200	3,609,700	3,609,700	3,609,700	3,609,700	3,609,700
Total Oper. Exp.	10,919,910	10,796,253	10,797,646	11,578,230	11,758,560	12,655,543	12,601,031	12,589,948	12,424,101
Principal	-	-	-	-	-	-	-	-	-
Interest	1,020,802	929,667	915,586	997,600	960,000	953,610	963,908	969,785	977,816
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	11,940,712	11,725,920	11,713,232	12,575,830	12,718,560	13,609,153	13,564,939	13,559,733	13,401,917
Add. to Reserves	584,610	1,235,423	2,218,100	1,989,260	1,401,590	912,018	1,281,233	1,613,152	1,961,331
Total (\$)	12,525,322	12,961,343	13,931,332	14,565,090	14,120,150	14,521,171	14,846,172	15,172,885	15,363,249

** Includes depreciation.

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
Goal 1: Total operating resources should meet or exceed total operating uses unless there is a plan to spend down reserves.									
Goal 2: Maintain a cash balance of at least six months of operating expenses.									
Goal 3: Maintain a minimum 1.2 debt service coverage ratio.									



Water Fund

Purpose of Fund: The Water Fund is used to account for all financial activity associated with the treatment, transmission, and distribution of potable water.

Fund Policy: The Water Fund is an enterprise fund and is self-supporting, with fees and charges supporting all operating costs, capital outlay, infrastructure, and debt service costs.

User of Service: The city provides water service to 70 percent of the city, or approximately 13,000 accounts. Rockville customers pay a usage charge and a fixed ready-to-serve charge. The fixed ready-to-serve charge is necessary in order to support a system with significant fixed costs. Customers pay for water service on a monthly or quarterly bill that comes from the City of Rockville.

The water rate structure through calendar year 2021 is a tiered system that is based on meter size. In the fall of FY 2022, the Mayor and Council will consider a transition to a rate structure that is based on property classification, namely single family, multi-family, and non-residential. The new structure would more equitably generate revenues based on the cost of providing water and sewer service to the users of that service.

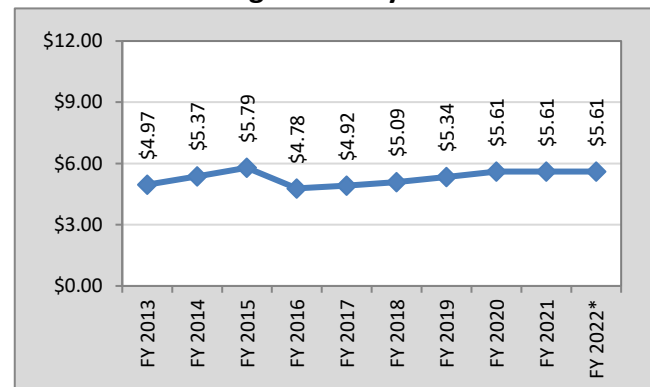
Budget Statistics: The Water Fund makes up 10 percent of the total operating budget, and supports 35.9 regular FTEs, all operating costs of the program, and eight capital projects. The Fund supports the budgets for Public Works, Finance, and Non-Departmental.

Special Notes: The city is planning to issue new bonds in the amount of \$8.4 million in FY 2023 and \$9.1 million in FY 2025 to support the CIP. The Water Fund is projected to be in compliance with the city's Financial Management Policy reserve target by FY 2024.

Water Fund Forecast: The Water Fund forecast is based on projections from the city's utility rate consultant. FY 2022 revenue projections for the Water Fund are based on the number of current water accounts multiplied by the proposed rates. Water Fund charges for services revenues, which consists of utility charges, connections, and penalties, are projected to total \$13.4 million for FY 2022.

History of Water Rates: The rates shown below represent the usage charge per 1,000 gallons, assuming an average usage of 14,000 gallons per quarter. Rockville also imposes a ready-to-serve charge that equals \$19.70 per quarter for households with a 3/4 inch meter. The Mayor and Council will discuss new rates and a new rate structure in the fall of FY 2022 for implementation in January 2022.

Water Usage Rates by Fiscal Year



* FY 2022 represents the first six months of the year. The Mayor and Council will discuss new rates and a new rate structure in the fall of FY 2022 for implementation in January 2022.

Water Fund Current Debt

Year	Principal	Interest	Total
2022	2,654,539	959,916	3,614,456
2023	2,658,406	850,954	3,509,359
2024	2,440,640	758,595	3,199,235
2025	2,429,329	675,317	3,104,646
2026	2,256,233	594,193	2,850,426
2027	2,238,476	520,797	2,759,273
2028	2,214,188	445,898	2,660,086
2029	1,786,459	371,557	2,158,017
2030	1,773,673	317,958	2,091,631
2031	1,739,553	263,785	2,003,337
2032	1,523,515	209,594	1,733,109
2033	1,377,848	171,585	1,549,433
2034	1,368,291	140,375	1,508,666
2035	1,140,000	108,799	1,248,799
2036	1,025,000	80,436	1,105,436
2037	705,000	53,938	758,938
2038	620,000	37,388	657,388
2039	620,000	24,144	644,144
2040	545,000	10,900	555,900
Total (\$)	31,116,150	6,596,130	37,712,280



Financial Summary: Sewer Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
Revenue									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	-	-	2,501	-	-	30,869	27,506	27,484	40,888
Charges for Serv.	13,307,704	14,213,586	15,519,518	15,775,300	15,590,250	15,923,848	16,234,253	16,551,689	16,557,629
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	202,942	765,586	289,712	246,830	296,380	246,830	246,830	246,830	246,830
Total Revenue	13,510,646	14,979,172	15,811,731	16,022,130	15,886,630	16,201,547	16,508,589	16,826,003	16,845,347
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	13,510,646	14,979,172	15,811,731	16,022,130	15,886,630	16,201,547	16,508,589	16,826,003	16,845,347
Use of Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	13,510,646	14,979,172	15,811,731	16,022,130	15,886,630	16,201,547	16,508,589	16,826,003	16,845,347
Expenses									
Personnel	1,887,486	1,914,497	1,914,774	1,950,340	2,045,380	2,075,429	2,159,447	2,247,252	2,339,033
Operating	3,785,398	3,709,452	3,462,311	3,959,450	3,995,420	4,150,708	4,180,086	4,209,805	4,239,870
Capital Outlay	24,085	13,964	514,516	87,570	17,250	1,018,957	472,134	927,001	713,919
Administrative	895,300	768,000	674,000	637,000	639,000	651,780	664,816	678,112	691,674
Other*	4,591,848	4,838,218	4,969,555	5,077,600	5,334,950	5,334,950	5,334,950	5,334,950	5,334,950
Total Oper. Exp.	11,184,117	11,244,131	11,535,156	11,711,960	12,032,000	13,231,824	12,811,433	13,397,120	13,319,446
Principal	-	-	-	-	-	-	-	-	-
Interest	1,444,401	1,371,224	1,541,297	1,495,600	1,205,000	1,121,047	1,082,662	1,017,451	962,202
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	425,620	364,000	306,590	306,590	333,190	339,854	346,651	353,584	360,656
Total Use	13,054,138	12,979,355	13,383,043	13,514,150	13,570,190	14,692,725	14,240,746	14,768,155	14,642,303
Add. to Reserves	456,508	1,999,817	2,428,688	2,507,980	2,316,440	1,508,822	2,267,843	2,057,848	2,203,044
Total (\$)	13,510,646	14,979,172	15,811,731	16,022,130	15,886,630	16,201,547	16,508,589	16,826,003	16,845,347

* Includes depreciation.

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
Goal 1: Total operating resources should meet or exceed total operating uses unless there is a plan to spend down reserves.									
	👍	👍	👍	👍	👍	👍	👍	👍	👍
Goal 2: Maintain a cash balance of at least six months of operating expenses.									
	👎	👎	👎	👎	👎	👍	👍	👍	👍
Goal 3: Maintain a minimum 1.2 debt service coverage ratio.									
	👍	👍	👍	👍	👍	👍	👍	👍	👍



Sewer Fund

Purpose of Fund: The Sewer Fund is used to account for the financial activity associated with the collection of sewage and sewage delivery to the Blue Plains Wastewater Treatment facility.

Fund Policy: The Sewer Fund is an enterprise fund and is self-supporting, with fees and charges supporting all operating costs, capital outlay, infrastructure, and debt service costs.

User of Service: The city provides sewer service to 70 percent of the city, or approximately 13,000 accounts. All Rockville customers pay a usage charge and a fixed ready-to-serve charge. The fixed ready-to-serve charge is necessary in order to support a system with significant fixed costs. Customers pay for sewer service on a monthly or quarterly bill that comes from the City of Rockville.

The sewer rate structure through calendar year 2021 is a tiered system that is based on meter size. In the fall of FY 2022, the Mayor and Council will consider a transition to a rate structure that is based on property classification, namely single family, multi-family, and non-residential. The new structure would more equitably generate revenues based on the cost of providing water and sewer service to the users of that service.

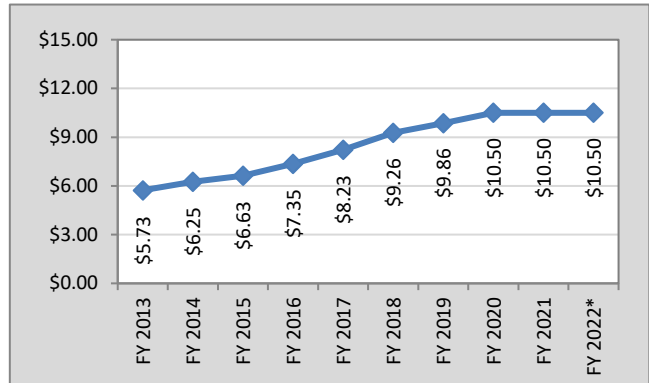
Budget Statistics: The Sewer Fund makes up 11 percent of the total operating budget, and supports 17.9 regular FTEs, all operating costs of the program, and two capital projects. The Fund supports the budgets for Public Works and Non-Departmental.

Special Notes: The city is planning to issue new bonds in the amount of \$3.9 million in FY 2023 to support the CIP. The Sewer Fund is projected to be in compliance with the city's Financial Management Policy reserve target by FY 2023.

Sewer Fund Forecast: The Sewer Fund forecast is based on projections from the city's utility rate consultant. FY 2022 revenue projections for the Sewer Fund are based on the number of current water accounts multiplied by the proposed rates. Sewer Fund charges for services revenues, which consists of utility charges, connections, and penalties, are projected to total \$15.6 million for FY 2022.

History of Sewer Rates: The rates shown below represent the usage charge per 1,000 gallons. Rockville also imposes a ready-to-serve charge that equals \$22.87 per quarter for households with a 3/4 inch meter. The Mayor and Council will discuss new rates and a new rate structure in the fall of FY 2022 for implementation in January 2022.

Sewer Usage Rates by Fiscal Year



* FY 2022 represents the first six months of the year. The Mayor and Council will discuss new rates and a new rate structure in the fall of FY 2022 for implementation in January 2022.

Sewer Fund Current Debt

Year	Principal	Interest	Total
2022	3,780,171	1,204,851	4,985,022
2023	3,767,413	1,046,805	4,814,219
2024	3,617,558	934,178	4,551,736
2025	3,473,134	832,377	4,305,511
2026	3,116,797	740,539	3,857,336
2027	3,086,404	657,879	3,744,283
2028	2,785,813	574,141	3,359,953
2029	2,753,541	504,233	3,257,774
2030	2,731,327	434,342	3,165,669
2031	2,690,447	363,313	3,053,760
2032	2,436,485	291,231	2,727,716
2033	2,107,152	237,847	2,344,999
2034	2,091,709	191,414	2,283,123
2035	1,570,000	143,791	1,713,791
2036	1,275,000	103,726	1,378,726
2037	875,000	68,250	943,250
2038	725,000	44,350	769,350
2039	725,000	26,025	751,025
2040	385,000	7,700	392,700
Total (\$)	43,992,950	8,406,991	52,399,941



Financial Summary: Refuse Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	30,099	43,188	37,023	17,000	9,080	4,262	2,804	4,451	4,948
Charges for Serv.	6,294,727	6,193,582	6,195,480	6,138,400	6,428,200	6,802,296	7,158,486	7,515,176	7,689,404
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	24,503	25,540	18,633	13,600	17,100	14,100	14,100	14,100	14,100
Total Revenue	6,349,329	6,262,310	6,251,136	6,169,000	6,454,380	6,820,658	7,175,390	7,533,727	7,708,452
Transfers In *	46,730	46,730	46,730	46,730	48,200	50,820	53,445	56,070	57,330
Total Resources	6,396,059	6,309,040	6,297,866	6,215,730	6,502,580	6,871,478	7,228,835	7,589,797	7,765,782
Use of Reserves	617,944	-	280,707	1,138,290	1,497,200	1,030,004	762,932	693,968	443,482
Total (\$)	7,014,003	6,309,040	6,578,573	7,354,020	7,999,780	7,901,482	7,991,767	8,283,765	8,209,264

* This represents the General Fund contribution for RHE refuse pickup.

<i>Expenses</i>									
Personnel	2,571,635	2,695,354	3,071,585	3,234,580	3,278,030	3,412,421	3,552,633	3,698,919	3,851,547
Operating	1,681,063	1,675,003	1,858,997	2,018,520	2,220,670	2,242,877	2,265,305	2,287,959	2,310,838
Capital Outlay	700,355	-	143,111	440,720	814,680	541,800	451,000	554,000	282,000
Administrative	1,668,000	1,347,000	1,021,000	1,119,000	1,137,000	1,159,740	1,182,935	1,206,593	1,230,725
Other**	360,374	457,749	457,749	519,200	531,900	531,900	531,900	531,900	531,900
Total Oper. Exp.	6,981,427	6,175,106	6,552,442	7,332,020	7,982,280	7,888,738	7,983,773	8,279,371	8,207,010
Principal	-	-	-	-	-	-	-	-	-
Interest	32,576	29,804	26,131	22,000	17,500	12,744	7,994	4,394	2,254
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	7,014,003	6,204,910	6,578,573	7,354,020	7,999,780	7,901,482	7,991,767	8,283,765	8,209,264
Add. to Reserves	-	104,130	-	-	-	-	-	-	-
Total (\$)	7,014,003	6,309,040	6,578,573	7,354,020	7,999,780	7,901,482	7,991,767	8,283,765	8,209,264

** Includes depreciation.

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
Goal 1: Total operating resources should meet or exceed total operating uses unless there is a plan to spend down reserves.									
Goal 2: Maintain a cash balance of at least one month of operating expenses.									
Goal 3: Maintain a minimum 1.2 debt service coverage ratio.									



Refuse Fund

Purpose of Fund: The Refuse Fund is used to account for the financial activity associated with the collection and disposal of residential recycling, refuse, and yard waste.

Fund Policy: The Refuse Fund is an enterprise fund and is self-supporting, with fees and charges supporting all operating costs, capital outlay, infrastructure, and debt service costs.

User of Service: All residential properties in the city pay the annual rate that increased by 3.1 percent to \$459 for FY 2022. Customers pay for recycling and refuse services on their annual real property tax bill that comes from Montgomery County.

Budget Statistics: The Refuse Fund makes up 6 percent of the total operating budget, supports 37.2 regular FTEs, one capital project, and all operating costs of the program. The Fund supports the budgets for the Public Works Department and Non-Departmental.

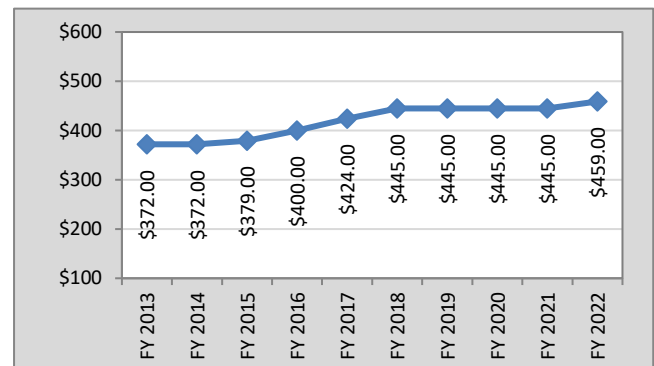
Special Notes: The Refuse Fund's current debt will be retired in FY 2026. No additional bond issues are planned at this time.

There is \$533,345 appropriated in the CIP for the installation of a new recycling transfer enclosure at the Gude Drive Maintenance Facility. This enclosure will allow city trucks to transfer recycling to trailers for haul-off. This enclosure moves the transfer work under cover, provides fire suppression, stops windblown material on the maintenance yard and surrounding properties, expands recycling program efficiency, and increases contract hauling/processing options. The city will continue to evaluate all options for recycling given the significant changes in the recyclables market, including over a 20 percent increase in the FY 2022 budget for recycling processing fees.

Refuse Fund Forecast: FY 2022 revenue projections for the Refuse Fund are based on the number of current refuse accounts multiplied by the refuse rate. Refuse Fund charges for services revenues are estimated at \$6.4 million for FY 2022. The refuse rate per household is estimated to increase by approximately 5 percent per year throughout the forecast period. The 3.1 percent for FY 2022 follows four years of a flat rate of \$445 per year.

History of Refuse Rates: The city currently operates a semi-automated once per week single-stream recycling and refuse program. After four years of a flat rate, for FY 2022 the rate increased by 3.1 percent, or \$14 per year, to \$459 per residential household.

Annual Refuse Rates by Fiscal Year



Refuse Fund Current Debt

Year	Principal	Interest	Total
2022	95,000	17,494	112,494
2023	95,000	12,744	107,744
2024	90,000	7,994	97,994
2025	95,000	4,394	99,394
2026	95,000	2,254	97,254
Total (\$)	470,000	44,880	514,880



Financial Summary: Stormwater Management Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
Revenue									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	51,468	97,548	95,384	112,000	31,000	19,855	10,987	13,811	15,155
Charges for Serv.	5,082,118	6,008,032	5,305,374	5,465,000	5,471,780	5,661,729	5,895,147	6,130,971	6,210,397
Licenses/Permits	610,949	819,961	160,988	515,000	525,730	541,502	557,747	574,479	591,714
Other Revenue	52,404	70,847	88,598	41,300	29,140	29,140	29,140	29,140	29,140
Total Revenue	5,796,939	6,996,388	5,650,344	6,133,300	6,057,650	6,252,226	6,493,021	6,748,401	6,846,406
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	5,796,939	6,996,388	5,650,344	6,133,300	6,057,650	6,252,226	6,493,021	6,748,401	6,846,406
Use of Reserves	-	-	-	-	-	-	-	-	-
Total (\$)	5,796,939	6,996,388	5,650,344	6,133,300	6,057,650	6,252,226	6,493,021	6,748,401	6,846,406
Expenses									
Personnel	2,233,445	2,354,644	2,643,045	2,681,120	2,750,300	2,877,145	3,009,879	3,148,778	3,294,128
Operating	661,472	638,334	672,956	879,140	848,250	856,733	865,300	873,953	882,692
Capital Outlay	404	1,500	1,394	93,770	107,150	-	96,956	275,936	-
Administrative	877,600	764,000	700,000	773,000	770,000	785,400	801,108	817,130	833,473
Other*	790,983	804,315	972,198	1,012,000	1,174,260	1,174,260	1,174,260	1,174,260	1,174,260
Total Oper. Exp.	4,563,904	4,562,793	4,989,593	5,439,030	5,649,960	5,693,537	5,947,503	6,290,057	6,184,553
Principal	-	-	-	-	-	-	-	-	-
Interest	69,167	59,684	50,630	44,550	12,060	9,497	7,091	4,731	2,415
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	4,633,071	4,622,477	5,040,223	5,483,580	5,662,020	5,703,034	5,954,594	6,294,788	6,186,968
Add. to Reserves	1,163,868	2,373,911	610,121	649,720	395,630	549,192	538,427	453,613	659,438
Total (\$)	5,796,939	6,996,388	5,650,344	6,133,300	6,057,650	6,252,226	6,493,021	6,748,401	6,846,406

* Includes depreciation.

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
Goal 1: Total operating resources should meet or exceed total operating uses unless there is a plan to spend down reserves.									
	👍	👍	👍	👍	👍	👍	👍	👍	👍
Goal 2: Maintain a cash balance of at least three months of operating expenses.									
	👍	👍	👍	👍	👍	👍	👍	👍	👍
Goal 3: Maintain a minimum 1.2 debt service coverage ratio.									
	👍	👍	👍	👍	👍	👍	👍	👍	👍



Stormwater Management Fund

Purpose of Fund: The Stormwater Management (SWM) Fund is used to account for the financial activity associated with maintaining existing and constructing new SWM infrastructure.

Fund Policy: The SWM Fund is an enterprise fund and is self-supporting, with fees and charges supporting all operating costs, capital outlay, infrastructure, and debt service costs.

User of Service: All residential and commercial properties in the city pay \$132 per equivalent residential unit (ERU) per year, which is equal to the FY 2021 rate. Customers pay the stormwater management fee on their annual real property tax bill that comes from the Montgomery County.

Budget Statistics: The SWM Fund makes up 4 percent of the total operating budget, and supports 22.9 regular FTEs, all operating costs of the program, and six capital projects. The Fund supports the budgets for the Public Works Department and Non-Departmental.

Special Notes: The Stormwater Management Fund's current debt will be retired in FY 2030. No additional bond issues are planned at this time.

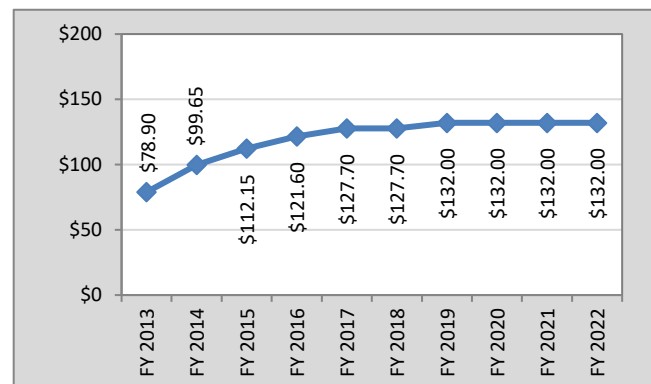
Stormwater Management Fund Forecast: FY 2022 revenue projections for the SWM Fund are based on the current number of ERUs in the city multiplied by the annual fee of \$132 per equivalent residential unit.

Future operating and capital budgets are consistent with the requirements of the new National Pollution Discharge and Elimination System (NPDES) general permit for Phase II Municipal Separate Storm Sewer Systems (MS4) that was issued in 2018.

A current rate increase of approximately 3.5 percent is factored into the forecast starting in FY 2023. Further analysis will be done in future years to see if a lower or flat rate is fiscally sustainable given changing market conditions and potential program requirements. Staff will ensure that the Stormwater Management Fund maintains compliance with the current Financial Management Policies, which require a fund reserve equal to three months of operating expenses and a debt service coverage ratio of 1.2.

History of Stormwater Management Fee: Fiscal Year 2010 was the first year the city charged a stormwater management fee, which started at \$40. The fee for FY 2022 remains flat, for the fourth year, at \$132.

Stormwater Management Fee by Fiscal Year



Stormwater Management Fund Current Debt

Year	Principal	Interest	Total
2022	312,735	12,060	324,795
2023	313,235	9,497	322,732
2024	308,740	7,091	315,831
2025	304,253	4,731	308,984
2026	52,105	2,415	54,520
2027	52,626	1,894	54,520
2028	53,152	1,368	54,520
2029	53,682	836	54,518
2030	29,916	299	30,215
Total (\$)	1,480,444	40,191	1,520,635



Financial Summary: Parking Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
<i>Revenue</i>									
Property Taxes	216,927	208,743	160,762	160,850	159,000	159,000	162,180	165,424	168,732
Other Gov't.	310,046	311,697	313,349	315,000	315,000	317,701	320,455	323,264	326,129
Fines/Forfeitures	641,890	600,850	383,535	550,000	434,980	443,700	452,574	461,625	470,858
Use Money/Prop.	41,998	38,034	16,716	51,000	51,000	22,772	22,207	23,392	22,470
Charges for Serv.	361,750	322,206	235,784	303,000	224,820	229,316	233,903	238,581	243,352
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	40,042	39,234	101,292	60,840	198,170	23,320	23,320	23,320	23,320
Total Revenue	1,612,653	1,520,764	1,211,438	1,440,690	1,382,970	1,195,810	1,214,639	1,235,606	1,254,862
Transfers In*	850,000	1,100,000	1,100,000	1,250,000	1,500,000	1,100,000	1,100,000	1,100,000	1,100,000
Total Resources	2,462,653	2,620,764	2,311,438	2,690,690	2,882,970	2,295,810	2,314,639	2,335,606	2,354,862
Use of Reserves	-	-	1,298,685	-	-	-	-	-	-
Total (\$)	2,462,653	2,620,764	3,610,123	2,690,690	2,882,970	2,295,810	2,314,639	2,335,606	2,354,862

* Represents transfers from the General Fund.

<i>Expenses</i>									
Personnel	269,029	232,429	280,589	306,810	308,690	322,829	337,626	353,109	369,313
Operating	74,206	108,419	141,033	99,440	274,820	127,583	128,859	130,148	131,449
Capital Outlay	9,000	-	-	-	-	-	-	-	-
Administrative	164,000	127,000	87,000	90,000	88,000	89,760	91,555	93,386	95,254
Other**	423,904	294,952	2,389,577	173,530	173,530	173,530	173,530	173,530	173,530
Total Oper. Exp.	940,139	762,800	2,898,199	669,780	845,040	713,703	731,570	750,173	769,546
Principal	-	-	-	-	-	-	-	-	-
Interest	1,267,171	1,219,903	711,924	813,300	759,100	715,822	671,122	625,223	577,972
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	2,207,310	1,982,703	3,610,123	1,483,080	1,604,140	1,429,525	1,402,692	1,375,396	1,347,518
Add. to Reserves	255,343	638,061	-	1,207,610	1,278,830	866,285	911,947	960,209	1,007,344
Total (\$)	2,462,653	2,620,764	3,610,123	2,690,690	2,882,970	2,295,810	2,314,639	2,335,606	2,354,862

** Includes funding for write-off of unpaid citations and amortization of capital lease of the parking garages.

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
Goal 1: Total operating resources should meet or exceed total operating uses unless there is a plan to spend down reserves.									
Goal 2: Maintain a cash balance of at least one month of operating expenses.									



Parking Fund

Purpose of Fund: The Parking Fund is used to account for the revenues and expenses related to parking activities, the city's parking meter program, and the long-term payment for the design and construction of the three parking garages in Town Square.

Fund Policy: The Parking Fund is an enterprise fund, and by policy, total fees and charges should support all operating costs, capital outlay, infrastructure, and debt service costs.

User of Service: People who park their vehicles within the city limits.

Budget Statistics: The Parking Fund makes up 2 percent of the total operating budget and supports four regular FTEs, one capital project, and all operating costs of the program. The Fund supports the budgets for the departments of Public Works, Police, and Non-Departmental.

Special Notes: A special district tax levy partially funds the Parking Fund. The Parking District tax rate remains unchanged at \$0.33 per \$100 of assessed valuation for FY 2022. The District, which is comprised of FRIT's commercial properties within the Town Square boundaries, pays this tax in addition to their regular property tax. The District will generate approximately \$159,000 in special property tax revenue for FY 2022.

Staff is in the process of updating the parking citation and permit fee schedules in order to bring Rockville's rates in alignment with surrounding jurisdictions. The proposed citation and permit fee schedules were presented to the Mayor and Council during the FY 2022 budget process and will be considered for adoption in the fall of 2022.

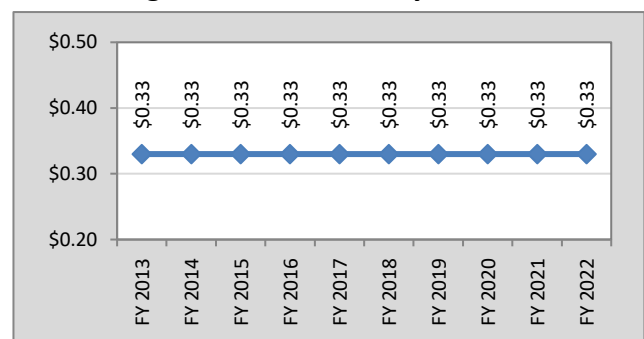
Staff remains concerned about the financial pressure in the Parking Fund due to changes as a result of the COVID-19 pandemic and the aging infrastructure of the existing parking meters. Included in the FY 2022 budget is approximately \$160,000 to upgrade 300 outdated meters to more modern smart meters. The new meters will allow for more efficient parking operations and an increase in revenue due to automated rate setting and parking space turnover. Any realized increase in revenue will be recognized via mid-year budget amendment and could potentially reduce future year General Fund transfer amounts.

Future discussions with FRIT regarding parking in Town Square will also likely impact Parking Fund revenues and expenses in FY 2022 and beyond.

Parking Fund Forecast: The FY 2022 budget includes a transfer from the General Fund to the Parking Fund of \$1.5 million. It is anticipated that a General Fund transfer will be needed until the debt is repaid in FY 2036. Future General Fund transfers equal \$1.1 million each year throughout the forecast period. Future discussions about parking and parking policy decisions may impact future transfer amounts.

History of Parking District Tax Rate: 2008 was the first year the city levied a Parking District real property tax. Commercial properties within the Town Square boundaries pay this tax in addition to the general City property tax of \$0.292 per \$100 of assessed valuation.

Parking District Tax Rate by Fiscal Year



Parking Fund Current Debt

Year	Principal	Interest	Total
2022	1,440,000	759,022	2,199,022
2023	1,490,000	715,822	2,205,822
2024	1,530,000	671,122	2,201,122
2025	1,575,000	625,223	2,200,223
2026	1,620,000	577,972	2,197,972
2027	1,675,000	529,372	2,204,372
2028	1,720,000	479,123	2,199,123
2029	1,775,000	427,522	2,202,522
2030	1,825,000	374,273	2,199,273
2031	1,875,000	327,735	2,202,735
2032	1,920,000	278,985	2,198,985
2033	1,970,000	228,105	2,198,105
2034	2,025,000	174,915	2,199,915
2035	2,085,000	119,228	2,204,228
2036	2,135,000	60,848	2,195,848
Total (\$)	26,660,000	6,349,267	33,009,267



Financial Summary: RedGate Golf Course Fund

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Forecast	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fines/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	180	2	-	-	-	-	-	-	-
Charges for Serv.	12,000	6,000	-	-	-	-	-	-	-
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue*	1,333	338,111	8,552	1,400	1,400	1,400	-	-	-
Total Revenue	13,513	344,113	8,552	1,400	1,400	1,400	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Total Resources	13,513	344,113	8,552	1,400	1,400	1,400	-	-	-
Use of Reserves	91,910	-	483,150	101,840	100,960	100,074	-	-	-
Total (\$)	105,423	344,113	491,702	103,240	102,360	101,474	-	-	-
* Includes amortization of bond premium (non-cash). FY 2019 assumed a final payment from Billy Casper Golf for the termination of the lease agreement with the city. These funds were booked, but were never received. The funds were written off as a bad debt in FY 2020.									
<i>Expenses</i>									
Personnel	-	-	-	-	-	-	-	-	-
Operating	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	-	-	-	-	-	-	-	-	-
Other**	100,549	100,549	488,442	100,600	100,600	100,600	-	-	-
Total Oper. Exp.	100,549	100,549	488,442	100,600	100,600	100,600	-	-	-
Principal	-	-	-	-	-	-	-	-	-
Interest	4,874	4,141	3,260	2,640	1,760	874	-	-	-
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Use	105,423	104,690	491,702	103,240	102,360	101,474	-	-	-
Add. to Reserves	-	239,423	-	-	-	-	-	-	-
Total (\$)	105,423	344,113	491,702	103,240	102,360	101,474	-	-	-

** Includes depreciation on past improvements to the Course and a bad debt write off in FY 2020.



RedGate Golf Course Fund

Purpose of Fund: The original intent of the RedGate Golf Course Fund was to account for the financial activity associated with the city's public golf course.

Fund Policy: The RedGate Golf Course Fund is an enterprise fund.

User of Service: When the RedGate Golf Course was a full service golf course, it was open to all members of the public.

Budget Statistics: The RedGate Golf Course Fund makes up less than 1 percent of the total operating budget and supports debt service payments and depreciation on past property improvements. The Fund supports the Non-Departmental budget.

Special Notes: The Mayor and Council decided in late-FY 2019 that the property would no longer operate as a golf course. During FY 2020, the Mayor and Council decided that the RedGate property will be used for passive and active recreation opportunities. City staff is moving forward with the planning of the property in FY 2022.

The Mayor and Council committed \$100,000 in the FY 2021 General Fund budget to support the planning process.

RedGate Golf Course Fund Forecast: The forecast supports debt service payments and depreciation on past property improvements. The forecast assumes the Fund will close in FY 2023, which is the last year for outstanding debt service payments.

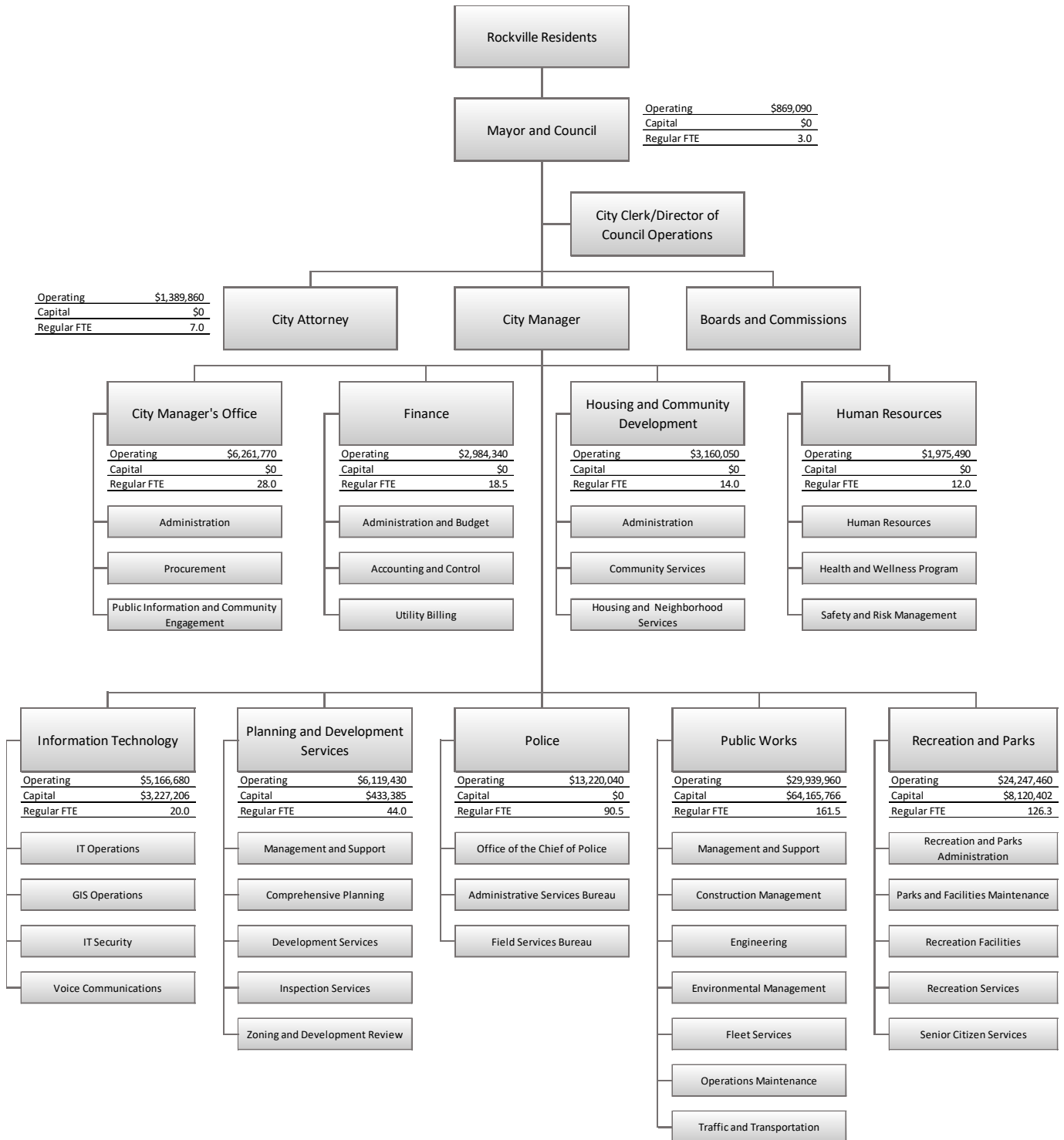
RedGate Golf Course Fund Current Debt

Year	Principal	Interest	Total
2022	22,027	1,755	23,782
2023	21,841	874	22,715
Total (\$)	43,868	2,629	46,497





Citywide Organizational Chart



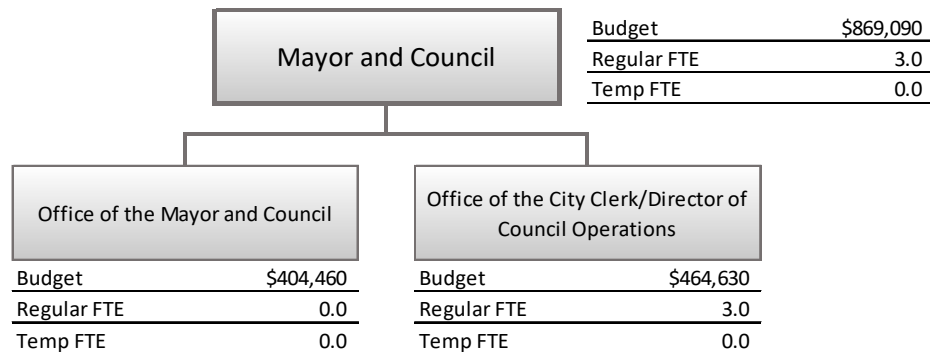




Mayor and Council Department

The Department of the Mayor and Council preserves and enhances the city's identity and quality of life for those who live and work in Rockville by providing strategic and policy direction for city services, facilities, and initiatives.

The Mayor and Council, supported by the Office of the City Clerk/Director of Council Operations, advocate for the protection and promotion of the health, safety, comfort, and quality of life for the residents of Rockville and for the preservation of the city's property, rights, and privileges.



Fiscal Year 2021 Accomplishments

- Established the 2020 Charter Review Commission
- Approved a resolution designating June 19, "Juneteenth Independence Day," as a paid municipal holiday
- Adopted the Vision Zero Action Plan to move the City of Rockville toward zero traffic deaths by 2030
- Approved an ordinance for the temporary use of recreational vehicles and trailers for residential purposes on single-family lots in the city to allow residents to quarantine in place during a public health emergency
- Approved an ordinance to temporarily suspend water and sewer late fees and the termination of water service for failure to pay bills to provide relief for residents experiencing financial hardships as a result of the COVID-19 pandemic
- Amended Chapter 18 "Rental Facilities and Landlord-Tenant Relations" to prohibit the increase of certain rent above rent guidelines during and after a certain declared emergency
- Amended Chapter 14 "Parks and Recreation" to allow for the establishment of a city-managed deer culling program on city park property
- Continued updating the city's affordable housing regulations
- Continued work on the 2040 Comprehensive Plan
- Increased the city's proactive outreach to diverse populations and recruitment on processes for appointment and reappointments on boards and commissions
- Held two post-election forums for all jurisdictions in Maryland with the Board of Supervisors of Elections on the vote by mail process
- Held the Rockville – Pinneberg Sister City official agreement signing ceremony
- Implemented the employee survey on community equity and inclusion
- Established a Community Policing Advisory Board

Mayor and Council Department Fiscal Year 2022 Outlook

The Mayor and Council and the Office of the City Clerk/Director of Council Operations plans the following initiatives for FY 2022:

- Hire a new City Attorney
- Establish a Youth and Education Commission
- Implement the recommendations from the Boards and Commissions Task Force
- Support and approve guidelines for boards and commissions
- Provide orientation for boards, commissions, committees and task force staff liaisons, chairs, and members
- Continue discussion on social justice, inclusion, and diversity in Rockville
- Continue update on the city's Personnel Policies and Procedures Manual
- Continue the process to develop the city's first Climate Action Plan
- Continue the Rockville Goes Purple initiative to raise awareness and educate the public on the dangers of prescription drugs and opioids
- Discuss and implement new initiatives for Town Center
- Formulate a policy on economic incentives and develop supportive programs
- Work with staff to allocate funding received as part of the American Rescue Plan Act to best serve the residents of Rockville, particularly those most affected by the COVID-19 pandemic
- Facilitate the adoption of the 2040 Comprehensive Plan
- Consider public comments, discuss, and develop plans for the King Farm Farmstead and RedGate Park in coordination with other city departments
- Review and update the Office of the City Clerk/Director of Council Operations' records retention policy
- Continue implementation of the Vision Zero Action Plan to move the City of Rockville toward zero traffic deaths by 2030



*The Mayor and Council vote on official city business during a virtual public meeting.
Due to the COVID-19 pandemic, all Mayor and Council meetings have been virtual since late March 2020.*



Mayor and Council Department FY 2022 Adopted Expenditures by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Office of the Mayor and Council	416,179	384,610	404,460	5.2%
Office of the City Clerk/Director of Council Operations	635,340	456,630	464,630	1.8%
Department Total (\$)	1,051,519	841,240	869,090	3.3%

Significant Changes from FY 2021 to FY 2022

The Office of the Mayor and Council's budget increased due to the restoration of full travel funding and stipend increases consistent with the March 29, 2019 Compensation Commission report.

The Mayor and Council Department's other category budget decreased due to a change in funding for outside agency grants.

Mayor and Council Department FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	584,546	536,830	561,230	4.5%
Operating	345,032	229,810	239,860	4.4%
Capital Outlay	-	-	-	-
Other	121,941	74,600	68,000	-8.8%
Department Total (\$)	1,051,519	841,240	869,090	3.3%

Mayor and Council Department FY 2022 Adopted Revenues by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Office of the Mayor and Council	-	-	-	-
Office of the City Clerk/Director of Council Operations	-	-	-	-
Department Total (\$)	-	-	-	-

Mayor and Council Department FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Office of the City Clerk/Director of Council Operations	3.0	3.0	3.0	0.0%
Regular Subtotal	3.0	3.0	3.0	0.0%
<i>Temporary</i>				
Office of the City Clerk/Director of Council Operations	0.2	-	-	-
Temporary Subtotal	0.2	-	-	-
Department Total	3.2	3.0	3.0	0.0%



Office of the Mayor and Council

The Mayor and Council advocate for the protection and promotion of the health, safety, comfort, and quality of life for the residents of Rockville and for the preservation of the city's property, rights, and privileges.

Mayor and Council Division	Budget	\$404,460
	Regular FTE	0.0
	Temp FTE	0.0
Office of the Mayor and Council	Budget	\$404,460
	Regular FTE	0.0
	Temp FTE	0.0

Office of the Mayor and Council FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Office of the Mayor and Council	416,179	384,610	404,460	5.2%
Division Total (\$)	416,179	384,610	404,460	5.2%

Office of the Mayor and Council FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	143,944	150,620	162,340	7.8%
Operating	150,294	159,390	174,120	9.2%
Capital Outlay	-	-	-	-
Other	121,941	74,600	68,000	-8.8%
Division Total (\$)	416,179	384,610	404,460	5.2%

Office of the Mayor and Council FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Office of the Mayor and Council	-	-	-	-
Division Total (\$)	-	-	-	-

Significant Changes from FY 2021 to FY 2022

The Office of the Mayor and Council's personnel budget includes stipend increases consistent with the Compensation Commission's March 29, 2019 report, which states that the stipend should be adjusted annually by the positive change in the November regional CPI-U, and should include all adjustments from prior years even if the Mayor and Council elected not to fund those adjustments. For FY 2022 those adjustments total 2.9 percent (1.4 percent based on the November 2020 CPI-U, plus 1.5 percent based on the November 2019 CPI-U, which the Mayor and Council voted not to fund in FY 2021).

Operating costs increased due to the restoration of full funding for the Mayor and Council's travel stipend, which was reduced in FY 2021 due to the impacts of COVID-19.

Other costs decreased due to a change in funding for outside agency grants.



Office of the City Clerk/Director of Council Operations

The Office of the City Clerk/Director of Council Operations supports the Mayor and Council in carrying out their vision by preparing, recording, and managing the activities and decisions of the Mayor and Council; serving as the liaison between the Mayor and Council and the residents of Rockville; attending all official meetings of the elected body; codifying and maintaining official city records; conducting research and analysis of complex issues for the Mayor and Council; administering a fair and impartial process for city elections; coordinating the appointment process for the city boards and commissions; coordinating assigned activities with other divisions, departments, and outside agencies; and providing comprehensive administrative support to the Mayor and Council.

City Clerk/Director of Council Operations Division	Budget	\$464,630
	Regular FTE	3.0
	Temp FTE	0.0
Office of the City Clerk/Director of Council Operations	Budget	\$464,630
	Regular FTE	3.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide high quality, comprehensive staff support to the Mayor and Council and boards and commissions

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of Mayor and Council ordinances and resolutions put into official record within two weeks of adoption (Target: 100%)	100%	100%	100%	100%
Percent of required attendees completing open meetings compliance training (Target: 100%)	90%	95%	100%	100%
Short Term Objectives				Planned Completion
Update policies, procedures, and guidelines for boards, commissions, committees, and task forces				Q4 FY 2022
Coordinate with all city departments to update records retention with State of Maryland archives				Q4 FY 2022

Goal: Manage an efficient, accurate, and compliant Mayor and Council meeting process

Critical Success Factor(s): Good Governance

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of Mayor and Council draft meeting minutes distributed within 30 days of meeting* (Target: ≥ 95%)	N/A	N/A	≥ 95%	≥ 95%
Percent of Mayor and Council meeting minutes approved within three regular meetings* (Target: ≥ 95%)	N/A	N/A	≥ 95%	≥ 95%

*Due to staffing turnover and vacancies this office worked through a large backlog of meeting minutes in FY 2019 and FY 2020.



**Office of the City Clerk/Director of Council Operations
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Office of the City Clerk/Director of Council Operations	635,340	456,630	464,630	1.8%
Division Total (\$)	635,340	456,630	464,630	1.8%

**Office of the City Clerk/Director of Council Operations
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	440,602	386,210	398,890	3.3%
Operating	194,738	70,420	65,740	-6.6%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	635,340	456,630	464,630	1.8%

**Office of the City Clerk/Director of Council Operations
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Office of the City Clerk/Director of Council Operations	-	-	-	-
Division Total (\$)	-	-	-	-

**Office of the City Clerk/Director of Council Operations
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Office of the City Clerk/Director of Council Operations	3.0	3.0	3.0	0.0%
Regular Subtotal	3.0	3.0	3.0	0.0%
<i>Temporary</i>				
Office of the City Clerk/Director of Council Operations	0.2	-	-	-
Temporary Subtotal	0.2	-	-	-
Division Total	3.2	3.0	3.0	0.0%

**Significant Changes from
FY 2021 to FY 2022**

The Office of the City Clerk/Director of Council Operations' operating budget decreased due to the removal of one-time funding for post-election ballot storage.



City Attorney's Office

The City Attorney's Office is dedicated to providing expert legal advice and skilled legal support to the Mayor and Council, the city's boards and commissions, and city staff on all legal matters affecting the city. The City Attorney's Office strives to provide proactive counsel, preventive advice, and early intervention to assist the city in developing a clear understanding of all of its legal options.

The City Attorney's Office (CAO) is responsible for providing legal support to the City of Rockville including serving as the legal advisor to the Mayor and Council, the city's boards and commissions, and the city staff on all legal matters affecting the city; reviewing all agreements to which the city is a party for legal sufficiency; preparing and/or reviewing legal documents for the city; preparing and/or reviewing amendments to the Rockville City Charter and Code for enactment by the Mayor and Council; and representing the city before administrative agencies and federal and State courts in legal proceedings in which the city has an interest.

City Attorney's Office	Budget	\$1,389,860
	Regular FTE	7.0
	Temp FTE	0.0
City Attorney	Budget	\$1,389,860
	Regular FTE	7.0
	Temp FTE	0.0

Fiscal Year 2021 Accomplishments

- Provided legal support for the 2021 Charter Review Commission
- Provided legal support and guidance for the newly enacted Families First Coronavirus Response Act and city COVID-19 related policies
- Provided legal support for revisions to the Personnel Policy and Procedures Manual
- Provided legal support for the Mayor and Council's social justice initiatives
- Assisted with creation of new boards and commissions, including the Community Policing Advisory Board
- Assisted with various land-use issues including the 2040 Comprehensive Plan and the Twinbrook Quarter development



City Attorney's Office Fiscal Year 2022 Outlook

The City Attorney, appointed by the Mayor and Council, serves as legal advisor to the Mayor and Council, the city's boards and commissions, as well as all city departments and their staff. Since the City Attorney's Office's primary function is to provide legal support to the city, its work program from year-to-year is dictated by the city's priorities and the issues that may arise during the year.

During FY 2022, the City Attorney's Office anticipates the following responsibilities:

- Regularly attending meetings of the Mayor and Council, Planning Commission, Historic District Commission, Board of Appeals, Board of Supervisors of Elections, Ethics Commission, Commission on Landlord-Tenant Affairs, and when needed, attending the meetings of other boards and commissions, including inaugural meetings of new boards and commissions the Mayor and Council are creating, along with task forces and work groups appointed by the Mayor and Council
- Providing legal advice and preparing legal opinions on a variety of legal issues as requested by the city including, but not limited to, the Maryland Open Meetings Act, the Maryland Public Information Act, zoning and planning matters, personnel matters (including Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, Health Insurance Portability and Accountability Act, and other employment matters such as terminations, grievances, and labor negotiations), and economic development and contractual matters
- Representing the city in litigation including, but not limited to, municipal infractions, declaratory judgments, personnel matters, police trial boards, and appeals from administrative agency decisions (e.g., Planning Commission, Board of Appeals, Historic District Commission, and the city's Animal Review Official), as well as managing all outside legal counsel
- Reviewing or drafting amendments to the City Charter and Code, as well as providing legal support to the city related to the city's State legislative priorities and State legislation pending before the Maryland General Assembly
- Providing legal support related to the implementation of the 2040 Comprehensive Plan
- Providing legal support for implementation of the Twinbrook Quarter project



Performance Measures and Short Term Objectives

Goal: Provide expert legal advice and skilled legal support to Mayor and Council, boards and commissions, and city departments

Critical Success Factor: Good Governance

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of ordinances reviewed and/or prepared	57	33	30	30
Number of contracts reviewed and/or prepared	343	366	325	300
Number of development-related agreements reviewed and/or prepared	193	95	85	85
Number of administrative appeals active in court	14	12	8	10
Number of municipal infractions filed in court	32	12	30	30
Number of Mayor and Council and boards and commissions meetings attended	124	146	100	100
Number of MPIAs and subpoenas requesting documents	-	-	90	110
Percent of code enforcement referrals reviewed within 10 working days of receipt (Target: ≥ 85%)	100%	100%	≥ 85%	≥ 85%
Percent of form contracts reviewed within 10 working days of receipt when received complete with all necessary attachments (Target: ≥ 85%)	72%	76%	≥ 85%	≥ 85%



**City Attorney's Office
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
City Attorney	1,335,349	1,424,940	1,389,860	-2.5%
Department Total (\$)	1,335,349	1,424,940	1,389,860	-2.5%

**Significant Changes from
FY 2021 to FY 2022**

There were no significant changes.

**City Attorney's Office
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	1,243,117	1,316,470	1,279,940	-2.8%
Operating	90,390	108,470	109,920	1.3%
Capital Outlay	1,842	-	-	-
Other	-	-	-	-
Department Total (\$)	1,335,349	1,424,940	1,389,860	-2.5%

**City Attorney's Office
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
City Attorney	-	-	-	-
Department Total (\$)	-	-	-	-

**City Attorney's Office
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
City Attorney	7.0	7.0	7.0	0.0%
Regular Subtotal	7.0	7.0	7.0	0.0%
<i>Temporary</i>				
City Attorney	-	-	-	-
Temporary Subtotal	-	-	-	-
Department Total	7.0	7.0	7.0	0.0%

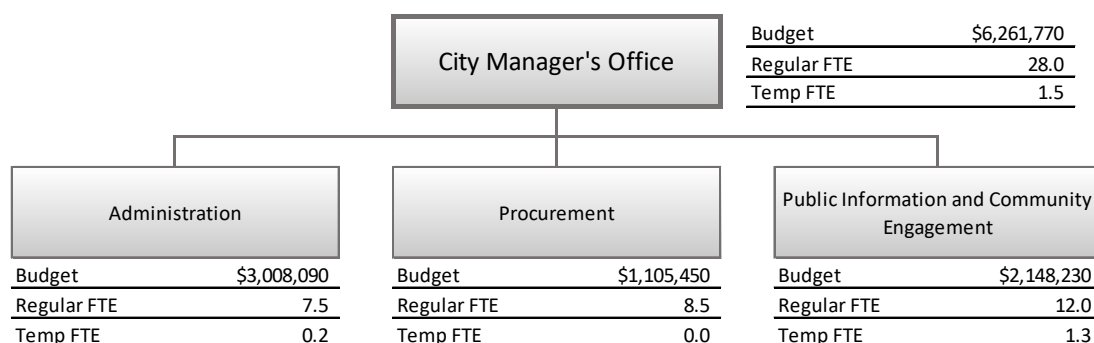


City Manager's Office

The City Manager's Office implements the policies and priorities of the Mayor and Council, provides professional recommendations to the Mayor and Council, and oversees the day-to-day management of city operations.

The team in the City Manager's Office (CMO) leads the city government's effort to make a meaningful difference in residents' lives through intentional efforts to improve quality of life. The team addresses the needs of individual residents and neighborhoods through communication, problem solving, and attentive customer service. By staying engaged with all facets of the community, the CMO helps city departments and other stakeholders to understand priorities and achieve results. By engaging with other levels of government, the CMO obtains resources and support for the things that are most important to Rockville.

The CMO partners with the Mayor and Council to tell the city's story, always striving to maintain the hometown feel that makes Rockville special. Through a focus on cross department collaboration, internal communication, and effective procurement, the CMO supports implementation of the Mayor and Council's priorities and the provision of quality city services. With an eye toward responsible spending, creative partnerships, and employee involvement, the CMO leads the implementation of the Mayor and Council's adopted budget and Capital Improvements Program.



Fiscal Year 2021 Accomplishments

- Informed the community about changes in city operations due to the COVID-19 pandemic including continuing to publish a COVID-19 email newsletter multiple times each week
- Collaborated with the Emergency Manager on the citywide response to the pandemic, including providing direction to city departments; ensuring effective continuity of city operations; sharing information with the community and employees; and supporting vulnerable populations
- Redesigned RockvilleReports.com, the city's online news source
- Supported the Mayor and Council's Rockville Goes Purple initiative to provide awareness and education about the opioid epidemic
- Supported the city's anti-smoking awareness campaign
- Implemented community engagement software to facilitate virtual participation in RedGate Park planning
- Successfully supported the complete count effort for the census outreach
- Continued to grow the city's volunteer program, expanding virtual offerings and instituting a survey to assist with meeting program goals
- Launched a Community Ambassador Program, and successfully facilitated the City Academy in a virtual format
- Supported the Mayor and Council in their approval of a resolution designating Juneteenth as a paid city holiday
- REDI launched a new website and marketing materials to provide information needed by businesses in deciding to move to or stay in Rockville



- Facilitated discussion between educational and business leaders to align workforce development needs with education and training of workforce
- Provided input to city from the business community on a variety of city development and redevelopment projects, as well as supported quality of life projects that attract businesses to Rockville
- Supported entrepreneurs and small businesses with resources related to COVID-19, as well as starting and growing their businesses, including services provided through REDI's SBA certified Maryland Women's Business Center
- Administered the MOVE, Expansion, and Small Business Impact Fund incentive programs to attract and retain businesses in Rockville
- Received the 2020 Achievement in Excellence in Procurement Award, one of only five agencies in Maryland and one of only 69 cities in the United States and Canada to receive the award
- Implemented an automated electronic bidding software to allow for receipt of electronic bids and proposals and to conduct procurement by electronic means
- Implemented redaction software to facilitate MPIA efficiency
- Supported advocacy of policies, programs, and funding that benefit Rockville at the County, regional, State, and federal levels of government

City Manager's Office Fiscal Year 2022 Outlook

- Continue to support the advocacy of policies, programs, and funding that benefit Rockville at the County, regional, State, and federal levels of government
- Support the Mayor and Council's information gathering, deliberations, and decision making, and lead citywide implementation of the priorities established by the Mayor and Council for the 2020 – 2024 term
- Work with staff and the Mayor and Council to allocate funding received as part of the American Rescue Plan Act to best serve the residents of Rockville, particularly those most affected by the COVID-19 pandemic
- Focus efforts on ensuring a vibrant Rockville Town Center, and foster and support the future uses of the King Farm Farmstead and RedGate Park
- Increase the efficiency and effectiveness of city operations through change management, business process improvements, technology, and lessons learned from operating through the pandemic
- Utilize the new Assistant to the City Manager for Social Justice, Inclusion, and Diversity to engage city staff and the community in the Mayor and Council's work on this topic
- Implement innovative approaches to recognize, celebrate, and make the most of Rockville's ethnic diversity well as the diversity of art, culture, and history that makes Rockville unique
- Continue to be responsive to community and MPIA requests in the COVID-19 virtual work environment
- Redesign the online presence for Channel 11 to grow viewership and provide improved online viewing
- Partner with Rockville Economic Development, Inc. (REDI) and the Rockville Chamber of Commerce through funding, strategic communication, coordinated problem solving, and participation on their governing boards
- Provide economic development services for the City of Rockville through REDI including business attraction, retention, expansion support, and assistance
- Continue to improve the city's Procurement function, including the processes for solicitations and contract awards, by obtaining customer feedback and identifying improvements to processing times through an outgoing external survey. Continue to review and update the Procurement policies and procedures
- Continue increasing awareness about the opioid epidemic through Rockville Goes Purple activities
- Engage consultants for the following projects: review and update the city's performance measures, conduct a branding study, and redesign the city's website
- Improve digital access by moving toward a digital-first culture through an improved website, staff training, and expanded digital services to be performed by a new Digital Engagement Specialist



**City Manager's Office
FY 2022 Adopted Expenditures by Division**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration	2,345,272	2,546,370	3,008,090	18.1%
Procurement	1,130,836	1,051,110	1,105,450	5.2%
Public Information and Community Engagement	1,943,979	2,137,380	2,148,230	0.5%
Department Total (\$)	5,420,087	5,734,860	6,261,770	9.2%

**City Manager's Office
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	3,438,170	3,484,590	3,664,450	5.2%
Operating	618,242	586,000	856,050	46.1%
Capital Outlay	75,260	252,200	252,200	0.0%
Other	1,288,415	1,412,070	1,489,070	5.5%
Department Total (\$)	5,420,087	5,734,860	6,261,770	9.2%

**City Manager's Office
FY 2022 Adopted Revenues by Division**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration	-	-	-	-
Procurement	-	-	-	-
Public Information and Community Engagement	1,934,173	1,887,930	1,786,960	-5.3%
Department Total (\$)	1,934,173	1,887,930	1,786,960	-5.3%

**Significant Changes from
FY 2021 to FY 2022**

Administration Division funding increased due to the addition of personnel costs related to a new position, operating funds for branding and performance measurement consultants and grant writing services, and an increase in the city's grant to REDI.

The Mayor and Council committed \$270,000 in General Fund unassigned fund balance for the full redesign of the city's website. These funds are not included in the adopted budget but will be added to the Public Information and Community Engagement Division's budget through an amendment in early FY 2022.

Revenue in the Public Information and Community Engagement Division decreased due to the continued decline in the number of local cable subscribers.



**City Manager's Office
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Administration	6.5	6.5	7.5	15.4%
Procurement	8.5	8.5	8.5	0.0%
Public Information and Community Engagement	12.0	12.0	12.0	0.0%
Regular Subtotal	27.0	27.0	28.0	3.7%
<i>Temporary</i>				
Administration	0.2	0.2	0.2	0.0%
Procurement	-	-	-	-
Public Information and Community Engagement	1.3	1.3	1.3	0.0%
Temporary Subtotal	1.5	1.5	1.5	0.0%
Department Total	28.5	28.5	29.5	3.5%

**Significant Changes from
FY 2021 to FY 2022**

A new 1.0 FTE Assistant to the City Manager for Social Justice, Inclusion, and Diversity was added to the Administration Division.

In the Public Information and Community Engagement Division, a new 1.0 FTE Digital Engagement Specialist was added for FY 2022, and a 1.0 FTE Human Rights and Community Mediation Specialist was transferred to the new Department of Housing and Community Development at the start of FY 2021.



Administration Division

The Administration Division of the City Manager's Office provides professional leadership and management to the city government under the policy direction of its elected body, the Mayor and Council. The Division collaborates with and directs departments to manage all city operations; ensures the Mayor and Council's goals and priorities are met; and develops and maintains productive relationships with residents, businesses, community groups, and other governments. The Division ensures timely responses to requests for service and to Maryland Public Information Act (MPIA) requests. It anticipates organization and community needs and prepares for and responds to changes that impact the city and its residents. The Division manages intergovernmental relations at the County, State, and federal levels of government; provides information and advocacy on legislation and intergovernmental projects; and works to secure funding in support of the city's capital investments. It manages the agreement between the city and Rockville Economic Development, Inc. (REDI).

Administration Division		Budget	\$3,008,090
		Regular FTE	7.5
		Temp FTE	0.2
Administration		Budget	\$1,274,930
		Regular FTE	5.5
		Temp FTE	0.2
Community Support & Intergovernmental Affairs		Budget	\$330,700
		Regular FTE	2.0
		Temp FTE	0.0
Rockville Economic Development, Inc. (REDI)		Budget	\$1,402,460
		Regular FTE	0.0
		Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide the City of Rockville with professional, ethical, and high-quality city management

Critical Success Factor(s): Good Governance

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of biennial Community Survey respondents who strongly agree or agree with the overall direction the city government is taking* (Target: ≥ 63%)	61%	-	-	-
Percent of biennial Community Survey respondents rating the overall quality of life in Rockville as good or excellent* (Target: ≥ 93%)	94%	-	-	-
Percent of biennial Community Survey respondents who agree or strongly agree that they receive good value for city taxes they pay* (Target: ≥ 63%)	66%	-	-	-
City of Rockville General Fund FTE positions per 1,000 residents (based on population estimates provided by PDS each budget year)	5.67	5.63	5.48	5.43
Number of City of Rockville budgets in past 10 years with no increase in real or personal property tax rate**	10	10	10	10

*Due to the financial impacts associated with the COVID-19 pandemic, the city's biennial Community Survey was not funded in FY 2021. The future of the survey is unknown at this time.

**The last real property tax rate increase was in 1995.

Short Term Objectives	Planned Completion
Support the Mayor and Council's establishment of goals and priorities for the current term	Q1 FY 2022
Award contract for and begin work on consultant-led review of citywide performance measures	Q3 FY 2022
Complete a consultant-led branding study	Q4 FY 2022
Collaborate with the Emergency Manager on a citywide after-action report of the city's COVID response	Q4 FY 2022



Goal: Protect and promote the city's interests at the county, regional, state, and federal levels of government

Critical Success Factor(s): Good Governance

Short Term Objectives	Planned Completion
Advocate in support of capital and operating funding across the educational spectrum at the County and State levels	Q4 FY 2022
Advocate for the permanent restoration of municipal highway user revenues and protection of municipal interests	Q4 FY 2022

Goal: Respond to requests for information in a timely, accurate, and efficient manner

Critical Success Factor(s): Informed and Engaged Residents

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of responses to requests for service from the community to the Mayor and Council and City Manager's Office*	304	181	304	304
Number of responses to Maryland Public Information Act (MPIA) requests	215	194	240	240
Percent of MPIA requests responded to within 30 days of receipt (Target: ≥ 98%)*	-	≥ 98%	≥ 98%	≥ 98%
Percent of biennial Community Survey respondents rating overall customer service as good or excellent** (Target: > 86%)	83%	-	-	-
Biennial Community Survey response rate** (Target: > 38%)	31%	-	-	-

*Due to reduced staffing for a period of time in FY 2020, departments directly processed a higher number of requests, while CMO only replied to citywide inquiries.

**Due to the financial impacts associated with the COVID-19 pandemic, the city's biennial Community Survey was not funded in FY 2021. The future of the survey is unknown at this time.



Goal: Recruit, retain, and grow small businesses in the City of Rockville

Critical Success Factor(s): Economic Development

(This goal is administered by contract with Rockville Economic Development, Inc.)

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of strategically placed print ads in regional/national publications	3	0	4	2
Number of digital ads promoting Rockville as a place to do business	20	69	30	50
Number of business visits	89	146	140	140
Number of Business Expansion and MOVE Incentive Grant recipients	3	6	7	7
Square footage of space leased by grantees	28,630	41,800	35,000	35,000
Aggregate average annual salaries for grantee firms	\$97,250	\$175,000	\$90,000	\$95,000
Number of full-time jobs added to Rockville through grantees	118	300	80	100
Number of Maryland Women's Business Center (MWBC) workshops offered to entrepreneurs	140	137	125	130
Number of MWBC workshop attendees	1,196	2,543	1,200	1,200
Maryland Women's Business Center Capital Infusion in Rockville*	\$102,500 (equity only)	\$2,146,655	\$500,000	\$500,000
Minority Businesses assisted**				
Montgomery County	-	163	-	175
City of Rockville	-	25	-	30
Number of Rockville companies promoted through social media	128	307	150	150
Number of broker/economic development event sponsorships	0	4	4	4
Number of industry sector events hosted/promoted	3	17	8	8
Number of external articles posted sharing news about Rockville's industry sectors	20	96	25	40

*The FY 2020 actual includes a total of \$1,063,700 in combined equity infusion and business loans generated for MWBC clients located in Rockville. Much of this was from the federal Paycheck Protection Program and Economic Injury Disaster Loans obtained due to the COVID-19 pandemic.

**This is a new performance measure for FY 2022.



**Administration Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration	940,704	942,820	1,274,930	35.2%
Community Support & Intergovernmental Affairs	284,708	323,690	330,700	2.2%
Rockville Economic Development, Inc. (REDI)	1,119,860	1,279,860	1,402,460	9.6%
Division Total (\$)	2,345,272	2,546,370	3,008,090	18.1%

**Administration Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	1,058,787	1,077,710	1,217,920	13.0%
Operating	59,775	71,820	315,730	339.6%
Capital Outlay	-	-	-	-
Other	1,226,710	1,396,840	1,474,440	5.6%
Division Total (\$)	2,345,272	2,546,370	3,008,090	18.1%

**Administration Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration	-	-	-	-
Community Support & Intergovernmental Affairs	-	-	-	-
Rockville Economic Development, Inc. (REDI)	-	-	-	-
Division Total (\$)	-	-	-	-

**Significant Changes from
FY 2021 to FY 2022**

The Administration Cost Center's budget increased due to the addition of personnel costs related to a new 1.0 FTE position, as well as operating funding totaling \$125,000 for a branding consultant, \$75,000 for a performance measurement consultant, and \$40,000 for grant writing services.

The REDI Cost Center's budget increased to provide additional other category funding to this agency for business incentives, IT services, marketing, rent, and personnel costs. This increase in the other category was partially offset by the removal of one-time outside agency grant funding from the Administration Cost Center.



**Administration Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Administration	4.5	4.5	5.5	22.2%
Community Support & Intergovernmental Affairs	2.0	2.0	2.0	0.0%
Rockville Economic Development, Inc. (REDI)	-	-	-	-
Regular Subtotal	6.5	6.5	7.5	15.4%
<i>Temporary</i>				
Administration	0.2	0.2	0.2	0.0%
Community Support & Intergovernmental Affairs	-	-	-	-
Rockville Economic Development, Inc. (REDI)	-	-	-	-
Temporary Subtotal	0.2	0.2	0.2	0.0%
Division Total	6.7	6.7	7.7	14.9%

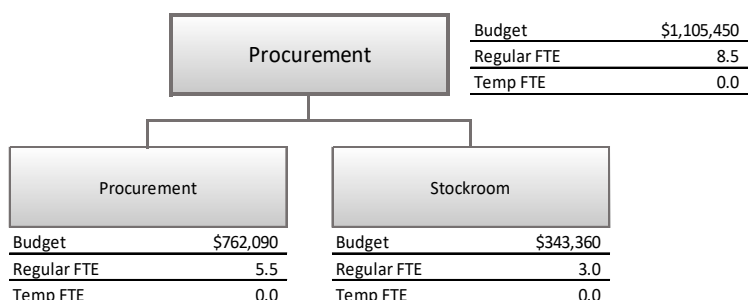
**Significant Changes from
FY 2021 to FY 2022**

A 1.0 FTE Assistant to the City Manager for Social Justice, Inclusion, and Diversity was added to the Administration Cost Center.



Procurement Division

The Procurement Division conducts all procurement activities in an open and transparent environment, protects the integrity of the city's procurement systems, maximizes the return on investment of the city's resources in fulfilling the city's public policy objectives, surpluses excess city property, and provides equitable treatment to all persons involved in procurement activities. This Division maintains the city's minority, female, disabled (MFD) business outreach program, procurement card program, and supply management training program. This Division also manages the city's stockroom, which seeks to provide supplies to all city departments while minimizing the resources invested in inventory and optimizing availability of in-demand items.



Performance Measures and Short Term Objectives

Goal: Provide the City of Rockville with a high quality, transparent, and cost-effective procurement process

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of total contract value saved/avoided due to the utilization of competitive procurement processes under City Code Chapter 17 (Target: >10%)	25%	36%	≥ 28%	≥ 28%
Percent of responses with an overall rating of satisfactory or above based on internal procurement customer satisfaction survey (Target: ≥ 90%)	-	-	≥ 85%	≥ 85%
Percent of responses with an overall rating of satisfactory or above based on external procurement customer satisfaction survey (Target: ≥ 90%)	-	86%	≥ 85%	≥ 85%
Number of one-on-one technical consultation meetings with minority, female, disabled (MFD) vendors that were a direct result of attending/participating/hosting MFD events (Target: ≥ 20)	42	21	≥ 40	≥ 40
Number of purchasing-related training events for internal staff and/or the business community (Target: ≥ 10)	17	10	≥ 10	≥ 10

Short Term Objectives	Planned Completion
Continue updates to procurement processes and procedures (i.e. best practices, administrative procedures, etc.)	Q1 FY 2022
Continue solicitation of input from the business community through external surveys, how to do business sessions, and participation in MFD events	Q1 FY 2022
Continue to meet outlined goals, objectives, and targets as provided in the Procurement Strategic Plan	Q4 FY 2022



Goal: Provide the City of Rockville with a well-stocked, efficient, and cost-effective stockroom

Critical Success Factor(s): Efficient and Effective Service Delivery, Fiscally Responsible

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Average availability rate of stock items requested by city departments (Target: $\geq 95\%$)	99%	99%	$\geq 95\%$	$\geq 95\%$
Error rate between actual and system annual inventory counts per stock number (Target: $\leq 5\%$)	11%	4%	$\leq 20\%$	$\leq 5\%$
Error rate between actual and system annual inventory counts per number of items (Target: $\leq 5\%$)	0%	5%	$\leq 5\%$	$\leq 5\%$
Error rate between actual and system annual inventory counts per dollar amount (Target: $\leq 2\%$)	0%	1%	$\leq 2\%$	$\leq 2\%$



**Procurement Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Procurement	732,585	719,240	762,090	6.0%
Stockroom	398,251	331,870	343,360	3.5%
Division Total (\$)	1,130,836	1,051,110	1,105,450	5.2%

**Procurement Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	994,078	1,000,450	1,040,790	4.0%
Operating	80,509	42,030	56,030	33.3%
Capital Outlay	-	-	-	-
Other	56,249	8,630	8,630	0.0%
Division Total (\$)	1,130,836	1,051,110	1,105,450	5.2%

**Procurement Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Procurement	-	-	-	-
Stockroom	-	-	-	-
Division Total (\$)	-	-	-	-

**Procurement Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Procurement	5.5	5.5	5.5	0.0%
Stockroom	3.0	3.0	3.0	0.0%
Regular Subtotal	8.5	8.5	8.5	0.0%
<i>Temporary</i>				
Procurement	-	-	-	-
Stockroom	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	8.5	8.5	8.5	0.0%

**Significant Changes from
FY 2021 to FY 2022**

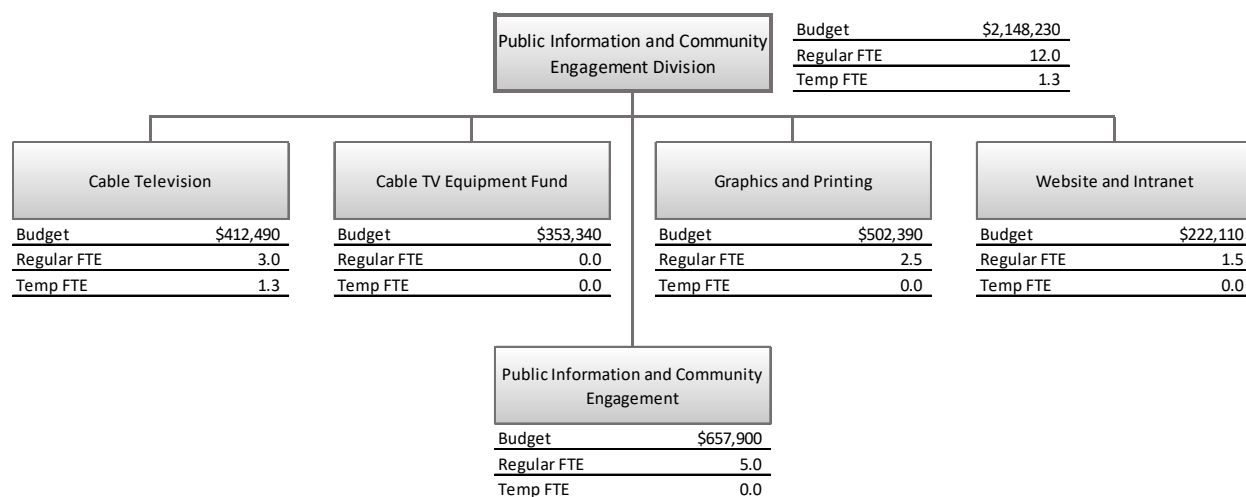
Operating funding for the Procurement Cost Center increased due to the addition of \$10,000 for electronic bid opening software.



Public Information and Community Engagement Division

The Public Information and Community Engagement Division leads the effort to communicate with and engage all of Rockville's residents and stakeholders. This effort includes developing and implementing strategic, efficient, and transparent communication plans that are appropriate for the community's diverse audiences. The Division drives engagement between the city government and the community, facilitating awareness of city programs, projects, events, and services using the city's website (www.rockvillemd.gov), newsletter (Rockville Reports and RockvilleReports.com), and video production capabilities (Rockville Channel 11), as well as social media, electronic newsletters, video on demand, contact with local and national media outlets, and mobile technology.

Engaging the community also means direct contact with residents, promoting volunteerism, celebrating diversity, and supporting community problem solving. Quality of life is enhanced by funding neighborhood improvement projects, celebrating good neighbors, and cultivating civic leadership. The Division responds to our diverse population's needs by providing a staff liaison to the Human Rights Commission, the Asian Pacific-American Task Force, and the LGBTQ community.



Performance Measures and Short Term Objectives

Goal: Ensure Rockville residents are well informed about city services and the Mayor and Council, and have access to accurate, comprehensive, and engaging information

Critical Success Factor(s): Informed and Engaged Residents

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of website average monthly total visits	61,927	62,122	70,000	70,000
Number of YouTube subscribers	675	798	700	850
Number of Facebook fans	6,615	7,500	7,500	8,000
Number of Twitter followers	10,906	12,000	15,000	15,000
Number of news segments taped and aired (including all meetings)	581	901	590	930
Number of video views on all platforms (streaming, YouTube, etc.)	116,000	168,100	200,000	175,000
Number of NextDoor members*	-	-	-	18,000

*This is a new performance measure for FY 2022.



Short Term Objectives	Planned Completion
Expand public engagement software use	Q1 FY 2022
Award contract for and begin work on the redesign of the city's website	Q2 FY 2022

Goal: Create high quality and timely printed media

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of copy jobs completed	592	403	550	300

Goal: Facilitate public engagement and mobilization around issues that are important to Rockville's diverse community

Critical Success Factor(s): Informed and Engaged Residents

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of Good Neighbor awards given to residents	4	33	8	15
Number of Walking Town Meetings annually (Target: 3)	3	0	3	3
Number of residents engaged with at community meetings	472	363	450	400
Number of city ambassadors	-	4	5	8
Number of Rockville City Academy participants	18	0	20	20
Percent of Rockville City Academy participants rating the program good or excellent (Target: > 90%)	100%	0	100%	100%
Percent of biennial Community Survey respondents who agree or strongly agree that the City of Rockville welcomes community involvement* (Target: > 73%)	76%	-	-	-
Number of volunteer hours generated by the city's volunteer program**	-	41,033	-	30,000
Number of volunteer hours generated by the Community Empowerment grant	576	50	400	400

*Due to the financial impacts associated with the COVID-19 pandemic, the city's biennial Community Survey was not funded in FY 2021. The future of the survey is unknown at this time.

**This is a new performance measure for FY 2022.

Short Term Objectives	Planned Completion
Recruit at least one community member to serve as a City Ambassador in a community with no formal homeowner or civic association	Q3 FY 2022



Public Information and Community Engagement Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Cable Television	415,932	401,780	412,490	2.7%
Cable TV Equipment Fund	125,095	353,340	353,340	0.0%
Graphics and Printing	518,039	495,290	502,390	1.4%
Human Rights and Community Mediation	139,580	137,000	-	-100.0%
Public Information and Community Engagement	567,546	559,570	657,900	17.6%
Website and Intranet	177,787	190,400	222,110	16.7%
Division Total (\$)	1,943,979	2,137,380	2,148,230	0.5%

Public Information and Community Engagement Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	1,385,305	1,406,430	1,405,740	0.0%
Operating	477,958	472,150	484,290	2.6%
Capital Outlay	75,260	252,200	252,200	0.0%
Other	5,456	6,600	6,000	-9.1%
Division Total (\$)	1,943,979	2,137,380	2,148,230	0.5%

Public Information and Community Engagement Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Cable Television	1,100,445	1,102,300	1,001,330	-9.2%
Cable TV Equipment Fund	833,728	785,630	785,630	0.0%
Graphics and Printing	-	-	-	-
Human Rights and Community Mediation	-	-	-	-
Public Information and Community Engagement	-	-	-	-
Website and Intranet	-	-	-	-
Division Total (\$)	1,934,173	1,887,930	1,786,960	-5.3%

Significant Changes from FY 2021 to FY 2022

Funding and personnel from the Human Rights and Community Mediation Cost Center were transferred to the new Department of Housing and Community Development at the start of FY 2021.

Funding for a new 1.0 FTE Digital Engagement Specialist was added to the Public Information and Community Engagement Cost Center.

The Website and Intranet Cost Center's budget increased due to the addition of \$20,000 in operating funding for community engagement software.

The Mayor and Council also committed \$270,000 in General Fund unassigned fund balance for the full redesign of the city's website. These funds are not included in the adopted budget but will be added to the Website and Intranet Cost Center's budget through an amendment in early FY 2022.

Cable Television revenue decreased due to the continued decline in the number of local cable subscribers.



**Public Information and Community Engagement Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Cable Television	3.0	3.0	3.0	0.0%
Cable TV Equipment Fund	-	-	-	-
Graphics and Printing	2.5	2.5	2.5	0.0%
Human Rights and Community Mediation	1.0	1.0	-	-100.0%
Public Information and Community Engagement	4.0	4.0	5.0	25.0%
Website and Intranet	1.5	1.5	1.5	0.0%
Regular Subtotal	12.0	12.0	12.0	0.0%
<i>Temporary</i>				
Cable Television	1.3	1.3	1.3	0.0%
Cable TV Equipment Fund	-	-	-	-
Graphics and Printing	-	-	-	-
Human Rights and Community Mediation	-	-	-	-
Public Information and Community Engagement	-	-	-	-
Website and Intranet	-	-	-	-
Temporary Subtotal	1.3	1.3	1.3	0.0%
Division Total	13.3	13.3	13.3	0.0%

**Significant Changes from
FY 2021 to FY 2022**

A 1.0 FTE Digital Engagement Specialist was added the Public Information and Community Engagement Cost Center.

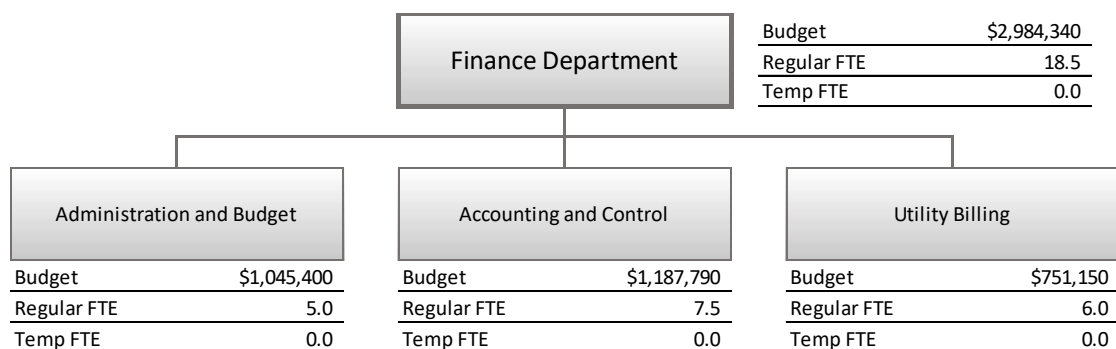
The 1.0 FTE Human Rights and Community Mediation Specialist from the Human Rights and Community Mediation Cost Center was transferred to the new Department of Housing and Community Development at the start of FY 2021.



Finance Department

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

The Finance Department manages all city financial activities under the direction of the Chief Financial Officer. The Department assists all city departments in meeting their service objectives by allocating and tracking the city's financial resources, processing financial transactions, and providing information and analysis as a basis for decision making. The Department produces bills, collects revenue, and provides customer service assistance to taxpayers and utility customers. The Department secures financing for capital construction, safeguards and invests city funds, and manages the city's retirement system. Finance Department staff produces the city's annual budget document, Annual Financial Report, Popular Annual Financial Report, and oversees the city's annual independent audit.



Fiscal Year 2021 Accomplishments

- Fully implemented a new electronic utility billing and cashiering system that will have a positive impact on all residents in the city's water and sewer service area
- Completed the water and sewer study that analyzed the cost of service by property classification; this will in turn inform the adoption of new water and sewer rates for FY 2022, 2023, and 2024
- Established new stormwater management rates for FY 2022
- Transitioned all retirement plans to Lincoln Financial record keeping services
- Conducted a competitive procurement and selected a vendor to provide citywide banking services
- Conducted first ever virtual bond sales, which included three bond refundings and one new money issue
- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the FY 2020 Annual Financial Report
- Received the GFOA Popular Annual Financial Reporting Award for the FY 2020 Popular Annual Financial Report
- Received the GFOA Distinguished Budget Presentation Award for the FY 2021 Adopted Operating Budget and Capital Improvements Program (CIP) Budget document
- Received the GFOA Special Capital Recognition and Special Performance Measures Recognition for the FY 2021 Adopted Operating Budget and Capital Improvements Program (CIP) Budget document
- Created new donations portal to facilitate public donations to city programs that provide assistance to low-income residents
- Secured CARES Act and FEMA reimbursements totaling \$1.1 million
- Conducted first ever virtual city audit and single audit



Finance Department Fiscal Year 2022 Outlook

For Fiscal Year 2022, the Department will provide guidance and recommendation to ensure the city maintains its AAA/Aaa credit rating and its strong financial position. The Department expects to continue to receive GFOA recognition for its financial documents; more specifically, the Excellence in Popular Annual Financial Reporting Award for its FY 2021 Popular Annual Financial Report, the Certificate of Achievement for Excellence in Financial Reporting for its FY 2021 Annual Financial Report, and the Distinguished Budget Presentation Award for its FY 2022 budget document.

Major Finance Department initiatives for FY 2022 include:

- Implement new work rules utilizing current technology to promote an efficient virtual work environment
- Implement a new water and sewer billing rate structure by property classification
- Present for adoption new water and sewer rates for FY 2022, 2023, and 2024
- Implement new refuse and recycling rate and flat stormwater management rate for FY 2022
- Update cash flows and present for adoption new refuse and recycling and stormwater management rates for FY 2023
- Implement the new GASB Standard (Statement No. 87) on Leases which will significantly change the way operating leases are reported by the city by requiring a full recognition of lease assets and future lease obligations
- Implement Google and Apple Pay services for customers to more easily utilize the new electronic utility billing and cashiering system for residents in the city's water and sewer service area
- Coordinate effort to receive and distribute ARPA funds from the federal government

Moving into FY 2022, Finance staff will work diligently to maintain the city's successful budget discipline while providing sound financial recommendations to support higher priority items. The Department will continue to navigate the financial challenges related to the COVID-19 pandemic and provide advice related to the city's overall financial strategy and long-term sustainability during and after this crisis. Additionally, the Department will focus on responsibly allocating funding received as part of the American Rescue Plan Act to best serve the residents of Rockville, particularly those most affected by the COVID-19 pandemic.



Finance Department FY 2022 Adopted Expenditures by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration and Budget	765,989	760,880	1,045,400	37.4%
Accounting and Control	1,519,465	1,560,060	1,187,790	-23.9%
Utility Billing	656,174	711,100	751,150	5.6%
Department Total (\$)	2,941,628	3,032,040	2,984,340	-1.6%

Finance Department FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	2,356,283	2,375,790	2,498,440	5.2%
Operating	558,527	620,550	468,400	-24.5%
Capital Outlay	832	-	-	-
Other	25,986	35,700	17,500	-51.0%
Department Total (\$)	2,941,628	3,032,040	2,984,340	-1.6%

Finance Department FY 2022 Adopted Revenues by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration and Budget	-	-	-	-
Accounting and Control	-	-	-	-
Utility Billing	-	-	-	-
Department Total (\$)	-	-	-	-

Finance Department FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Administration and Budget	4.0	4.0	5.0	25.0%
Accounting and Control	8.5	8.5	7.5	-11.8%
Utility Billing	6.0	6.0	6.0	0.0%
Regular Subtotal	18.5	18.5	18.5	0.0%
<i>Temporary</i>				
Administration and Budget	-	-	-	-
Accounting and Control	-	-	-	-
Utility Billing	-	-	-	-
Temporary Subtotal	-	-	-	-
Department Total	18.5	18.5	18.5	0.0%

Significant Changes from FY 2021 to FY 2022

Personnel and operating costs increased in the Administration and Budget Division and decreased in the Accounting and Control Division due to the transfer of 1.0 FTE from the latter to the former. In addition, \$178,000 in operating costs from the Accounting and Control Division were transferred to the IT Department for ongoing costs related to the financial system.

The decrease in operating costs was partially offset by a \$20,000 increase in the Utility Billing Division due to increased credit card charges resulting from the new invoice cloud payment processor and promotion of online utility bill payments.

Other costs in the Accounting and Control Division decreased by \$18,200, which represents a decline in the payment to the Montgomery County Visitors Bureau for their share of the city's collected hotel tax revenue due to continued declines in this revenue source related to the COVID-19 pandemic.



Administration and Budget Division

The Administration and Budget Division develops financial management policies and strategies that promote the city's financial integrity. The Division recommends equitable taxation systems and usage fees; maximizes the return on city investments at minimal risk; maintains banking relations; maintains relationships with financial advisors, investment advisors, actuaries, and rating agencies; plans and executes bond sales; manages most of the city's Non-Departmental revenues and expenditures; and provides internal control oversight. The Division serves as the Executive Secretary to the Retirement Board and the as the liaison to the Financial Advisory Board. The Division is responsible for the investment of all city funds and manages the city's Investment Policy. The Division manages the creation and implementation of the city's annual operating and capital budgets, including the production of the budget document, the approval of all budget transfers, construction of any budget amendments, and the creation of the city's Popular Annual Financial Report. The Division approves the fiscal impact of agenda items that go before the Mayor and Council and provides objective management and fiscal analysis for the Mayor and Council and city departments. The Division is also responsible for overseeing the implementation of system upgrades, security administration, and maintenance of multiple electronic systems. Finally, this Division manages the activity of the city's pension, other postemployment benefits (OPEB), and deferred compensation programs and prepares and oversees accurate input of the city's actuarial reports.

Administration and Budget Division	Budget	\$1,045,400
	Regular FTE	5.0
	Temp FTE	0.0
Financial Administration and Budget	Budget	\$1,045,400
	Regular FTE	5.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide high quality fiscal leadership and sound financial management of the city's resources

Critical Success Factor(s): Fiscally Responsible

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Bond rating (Target: AAA/Aaa)	AAA/Aaa	AAA/Aaa	AAA/Aaa	AAA/Aaa
Total dollar value of bond sales executed:				
New bond sale	\$14,830,000	\$0	\$21,377,000	\$0
Bond refunding	\$0	\$13,485,000	\$0	\$0
General Fund unassigned fund balance, as a percent of adopted revenue (Target: ≥ 20%)	27.6%	26.1%	≥ 20%	≥ 20%

Short Term Objectives	Planned Completion
Implement new refuse and recycling rate	Q1 FY 2022
Implement flat stormwater management fee	Q1 FY 2022
Implement new water and sewer rates and rate structure	Q3 FY 2022
Present for adoption new refuse and recycling and stormwater management rates for FY 2023	Q3 FY 2022



Goal: Provide the City of Rockville with high quality, accurate budgetary and analytical services

Critical Success Factor(s): Fiscally Responsible

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Overall variance of General Fund expenditures (actual/adopted) (Target: +/- 5%)	1.0%	0.5%	+/- 5%	+/- 5%
Overall variance of General Fund revenues (actual/adopted) (Target: +/- 5%)	4.4%	-0.4%	+/- 5%	+/- 5%
Value of operating budget amendments, as a percent of adopted budget, all funds (Target: < 5%)	3.7%	6.5%	< 5%	< 5%
Average GFOA budget reviewer score, as a percent of total points possible	79.8%	93.0%	90.0%	90.0%
Average GFOA Popular Annual Financial Report reviewer score, as a percent of total points possible	88.2%	88.9%	90.0%	90.0%

Short Term Objectives	Planned Completion
Coordinate with the Mayor and Council and senior staff to distribute the first round of ARPA funding	Q1 FY 2022
Appropriate the first round of ARPA funding via budget amendment	Q1 FY 2022
Obtain GFOA award for Distinguished Budget Presentation for FY 2022 Operating and CIP Budget Book	Q2 FY 2022
Obtain GFOA award for Outstanding Achievement in Popular Annual Financial Reporting for FY 2021 Popular Annual Financial Report	Q3 FY 2022



Administration and Budget Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Financial Administration and Budget	765,989	760,880	1,045,400	37.4%
Division Total (\$)	765,989	760,880	1,045,400	37.4%

Administration and Budget Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	750,950	745,050	1,004,790	34.9%
Operating	15,039	15,830	40,610	156.5%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	765,989	760,880	1,045,400	37.4%

Administration and Budget Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Financial Administration and Budget	-	-	-	-
Division Total (\$)	-	-	-	-

Administration and Budget Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Financial Administration and Budget	4.0	4.0	5.0	25.0%
Regular Subtotal	4.0	4.0	5.0	25.0%
<i>Temporary</i>				
Financial Administration and Budget	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	4.0	4.0	5.0	25.0%

Significant Changes from FY 2021 to FY 2022

Personnel and Operating costs increased due to the transfer of 1.0 FTE and associated operating costs from the Accounting and Control Division to the Administration and Budget Division.



Accounting and Control Division

The Accounting and Control Division provides timely and accurate accounting, internal control services, and financial reporting 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 all aspects of financial reporting and reports the results of city operations through the city's Annual Financial Report, and is responsible for adherence to all Internal Revenue Service (IRS) regulations and filing requirements related to its payroll processing, tax withholdings, and vendor payment processing.

Accounting and Control Division	Budget	\$1,187,790
	Regular FTE	7.5
	Temp FTE	0.0
Accounting and Audit	Budget	\$1,186,950
	Regular FTE	7.5
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide the City of Rockville with high quality, accurate, and timely accounting services

Critical Success Factor(s): Fiscally Responsible

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of journal vouchers (JVs)	587	493	590	500
Number of JVs per Accounting FTE	293	246	295	250
Percent of JVs entered to correct Accounting error	1.3%	0.6%	0.0%	0.0%
Percent of bank reconciliations completed by the end of the following month (Target: ≥ 92%)	92%	92%	≥ 92%	≥ 92%
Short Term Objectives				Planned Completion
Obtain an unqualified audit opinion for FY 2021				Q1 FY 2022
Obtain the GFOA Certificate of Achievement for Excellence in Financial Reporting for FY 2021 Annual Financial Report				Q4 FY 2022

Goal: Provide the employees of the City of Rockville with accurate and timely payroll services

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of payroll payments processed	21,736	23,519	18,000	21,000
Number of payroll payments per Payroll FTE	7,245	7,840	6,000	7,000
Number of voided payroll payments due to Payroll error (Target: 0)	0	0	0	0
Percent of all payments issued as manual checks (Target: 0%)	0.0%	0.1%	0.0%	0.0%



Goal: Provide city vendors with timely and accurate remuneration

Critical Success Factor(s): Fiscally Responsible

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of vendor payments processed	5,200	5,363	5,000	5,200
Number of vendor payments per Accounts Payable FTE	3,467	3,575	3,333	3,333
Average number of days to process and issue payments to vendors (Target: ≤ 7 days)	4	4	≤ 4	≤ 4
Number of voided vendor disbursements payments due to Accounts Payable error (Target: 0)	0	0	0	0
Percent of Accounts Payable vendor payments made using Automated Clearing House (ACH) (Target: ≥ 50%)	35%	37%	≥ 50%	≥ 50%
Percent of p-card holders audited for policy compliance (Target: 100%)	100%	76%	100%	100%
Percent of p-card holders placed in suspension for non-compliance	3%	0%	0%	0%

Goal: Manage and empower city staff to make effective use of the city's financial and related systems

Critical Success Factor(s): Efficient and Effective City Service Delivery

Short Term Objectives	Planned Completion
Implement changes and transitions based on the outcome of the procurement of citywide banking services	Q3 FY 2022



Accounting and Control Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Accounting and Audit	1,153,611	1,181,330	1,186,950	0.5%
Systems Support & Control	365,854	378,730	840	-99.8%
Division Total (\$)	1,519,465	1,560,060	1,187,790	-23.9%

Accounting and Control Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	1,075,502	1,073,340	914,000	-14.8%
Operating	417,145	451,020	256,290	-43.2%
Capital Outlay	832	-	-	-
Other	25,986	35,700	17,500	-51.0%
Division Total (\$)	1,519,465	1,560,060	1,187,790	-23.9%

Accounting and Control Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Accounting and Audit	-	-	-	-
Systems Support & Control	-	-	-	-
Division Total (\$)	-	-	-	-

Accounting and Control Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Accounting and Audit	7.5	7.5	7.5	0.0%
Systems Support & Control	1.0	1.0	-	-100.0%
Regular Subtotal	8.5	8.5	7.5	-11.8%
<i>Temporary</i>				
Accounting and Audit	-	-	-	-
Systems Support & Control	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	8.5	8.5	7.5	-11.8%

Significant Changes from FY 2021 to FY 2022

Personnel and operating costs decreased due to the transfer of 1.0 FTE from the Accounting and Control Division to the Administration and Budget Division. In addition, \$178,000 in operating costs were transferred to the IT Department for ongoing costs related to the financial system.

Other costs decreased by \$18,200, which represents a decline in the payment to the Montgomery County Visitors Bureau for their share of the city's collected hotel tax revenue due to continued declines in this revenue source related to the COVID-19 pandemic.



Utility Billing Division

The Utility Billing Division manages the billing and collection of city water and sewer fees; records and receives revenues for all city departments through the Finance cashier; and manages the billing and collection of special assessment charges. Utility Billing staff also read city water meters and provide customer service through appointments at customers' properties. This Division focuses on customer service, clear and logical implementation of utility fee rates, and efficient use of technology. The Utility Billing Division is in the middle of a multi-year process that promotes city utility customers to use online bill payments in lieu of paper billing. This process has been enhanced by the new utility billing system that went live in FY 2021.

Utility Billing	Budget	\$751,150
	Regular FTE	6.0
	Temp FTE	0.0
Utility Billing	Budget	\$751,150
	Regular FTE	6.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide prompt and accurate utility billing and excellent customer service to Rockville residents

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of paper utility bills (water and sewer) and late notices issued	61,424	58,549	61,500	55,000
Percent of utility bills mailed on time (by 15th of the month) (Target: 100%)	100%	100%	100%	100%
Number of online utility bill payments processed	18,598	18,939	19,000	25,000
Short Term Objectives				Planned Completion
Implement Google and Apple Pay services for utility customers				Q3 FY 2022

Goal: Read Rockville water meters accurately and efficiently

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of water meters read quarterly	12,403	12,793	12,403	12,793
Number of water meters read monthly	233	241	233	241
Percent of new water meters tagged with GIS tools	10%	25%	100%	100%



Utility Billing Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Utility Billing	656,174	711,100	751,150	5.6%
Division Total (\$)	656,174	711,100	751,150	5.6%

Utility Billing Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	529,831	557,400	579,650	4.0%
Operating	126,343	153,700	171,500	11.6%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	656,174	711,100	751,150	5.6%

Utility Billing Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Utility Billing	-	-	-	-
Division Total (\$)	-	-	-	-

Utility Billing Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Utility Billing	6.0	6.0	6.0	0.0%
Regular Subtotal	6.0	6.0	6.0	0.0%
<i>Temporary</i>				
Utility Billing	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	6.0	6.0	6.0	0.0%

Significant Changes from FY 2021 to FY 2022

Operating costs increased by \$20,000 due to increased credit card charges resulting from the new invoice cloud payment processor and promotion of online utility bill payments.

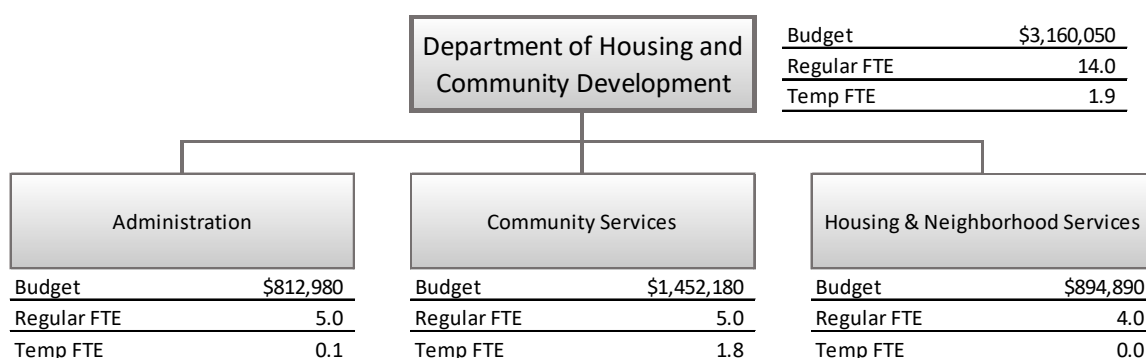




Department of Housing and Community Development

The Department of Housing and Community Development (HCD) was established by the Mayor and Council at the start of FY 2021. The Department seeks to maximize access to opportunities that enable city residents to develop their capabilities fully, achieve self-sufficiency, and live in human dignity by providing opportunities for affordable housing and comprehensive social services programming.

The Department of Housing and Community Development (HCD) plans and implements activities that seek to increase the city's affordable housing supply and ensure fair and equitable relations between landlords, tenants, businesses, common ownership communities, and their members. HCD strives to maintain existing housing stock in safe, habitable conditions through its Community Development Block Grant (CDBG) Rehabilitation programs, utility payment assistance to prevent utility shut offs, and rental assistance to prevent eviction. Moreover, HCD offers comprehensive and wraparound social services that include counseling and mental health services, referral services to food supply, mentoring, and other self-sufficiency programming.



HCD

Fiscal Year 2021 Accomplishments

- Assisted low to moderate income residents in maintaining their housing during the COVID-19 pandemic through the Rockville Emergency Assistance Program (REAP)
- Worked with volunteers and community contributors to distribute assistance to more than 560 families for Thanksgiving, and more than 1,125 children throughout the December holiday season
- Awarded \$45,000 in additional grant funds to caregiver agencies that required assistance to continue serving Rockville residents during the COVID-19 pandemic
- Initiated the execution of the Caregiver Funding Task Force recommendations, including the implementation of an electronic grant management system
- Placed five households at 50 percent of AMI in homeownership MPDU units at Tower Oaks, the City's first MPDU homeownership units at below 60 percent of AMI. The city also housed four families at 60 percent units at Tower Oaks
- Distributed LEGO sets to 13 families of Maryvale Elementary School through cooperation of Bethesda LEGO
- Through the CDBG program, assisted nine low to moderate income senior and disabled homeowners and four housing providers who collectively serve over 400 individuals
- Assisted 23 low to moderate income homeowners access Maryland Energy Assistance (MEA) grant funds and leveraged those funds through the Home Energy Assistance Program (HEAP) for 10 homeowners to make energy efficiency upgrades to their homes to help lower the costs of utility bills
- Secured an additional \$50,000 grant from the Montgomery County Department of Health and Human Services (HHS) to provide counseling services to students at the Twinbrook Elementary School
- Implemented a new online donation portal in collaboration with other city departments to accept donations for city assistance programs such as the REAP and Holiday Drive funds



- Continued to help the city proactively move towards achieving 100 points on the Municipal Equality Index
- Partnered with the Rockville Recreation and Parks Foundation to obtain a Montgomery County Coalition for Adult English Literacy grant to provide a drop-in ESOL class for parents of Maryvale ES Linkages to Learning students
- Collaborated with the Cities for Financial Empowerment Fund and with local banking institutions and community partners to launch the Bank On Rockville initiative as part of a state and countywide effort to connect low to moderate income households to safe and affordable bank accounts and transactional financial services

Department of Housing and Community Development Fiscal Year 2022 Outlook

The COVID-19 pandemic has led to increases in city residents' needs for affordable housing, food, utility assistance, and many other basic human necessities. These needs are expected to remain in high demand in the coming years due to an expected long-term impact on local and national economies. Consistent with the Mayor and Council Priority Initiatives on affordable housing, staff will continue to explore and recommend best practices aimed at the preservation and creation of affordable housing. Additionally, the Department plans to address the following initiatives during FY 2022:

- Update Chapter 18 (Landlord-Tenant Ordinance) of the City Code to accommodate potential implementation of policy governing short term rentals; Introduce changes to the MPDU Ordinance and the implementing regulations
- Develop a procedures manual for the MPDU Homeownership program
- Continue to deploy CDBG funds for repair and rehab services for low to moderate income homeowners to ensure safe and sanitary housing in quality neighborhoods
- Work with a consultant to explore possible housing programming structure, including tax credit programs for the city
- Explore the development of an employee home loan program for homes within city limits
- Continue to deploy HEAP funds to make energy efficiency upgrades for low to moderate income homeowners to decrease the number of utility burdened households in the city
- Continue partnership with Montgomery County DHHS and community partners to provide emergency financial assistance and case management services to residents at risk of eviction or utility shutoff
- Foster lifelong learning through programming focused on early education, love of reading, literacy assistance, and access to information and digital resources
- As part of the Bank On Rockville initiative, secure grant funding to launch the Family FinCap Program to bolster financial literacy and savings, and revive the partnership with the Montgomery County Community Action Agency to co-sponsor a SuperVITA (Volunteer Income Tax Assistance) Day for residents earning less than \$55,000 per year
- Build capacity of community-based organizations by developing collaborations that support residents' needs
- Support community engagement and investment through volunteer opportunities, special events, and festivals
- Support the implementation of the 2020 COG housing production goals (Rockville's aspirational production goal is 1,000 units by 2030)
- Continue to work with developers on selling and leasing newly completed MPDUs at Tower Oaks, Chapman Row, and Kanso Twinbrook Apartments (formerly Avalon Bay at Twinbrook)
- Continue to develop and implement appreciation learning programming to foster awareness and cohesive living environments in schools and the overall community
- Continue to explore policies that seek to increase housing that is affordable through preservation and construction
- Continue to work with County staff and monitor progress of the County's Growth Policy
- Explore the Federal Home Loan Bank first time homebuyer assistance grant opportunities
- Continue to work with RHE, other governmental agencies, and the nonprofit community in exploring acquisition opportunities towards preservation of affordable housing
- Continue working with volunteers and community contributors to distribute assistance to more than 500 families for Thanksgiving, and more than 1,000 children throughout the December holiday season



Department of Housing and Community Development FY 2022 Adopted Expenditures by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration	-	-	812,980	N/A
Community Services	-	-	1,452,180	N/A
Housing & Neighborhood Services	-	-	894,890	N/A
Department Total (\$)	-	-	3,160,050	N/A

Department of Housing and Community Development FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	-	-	1,751,530	N/A
Operating	-	-	464,340	N/A
Capital Outlay	-	-	-	-
Other	-	-	944,180	N/A
Department Total (\$)	-	-	3,160,050	N/A

Department of Housing and Community Development FY 2022 Adopted Revenues by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration	-	-	-	-
Community Services	-	-	383,860	N/A
Housing & Neighborhood Services	-	-	268,250	N/A
Department Total (\$)	-	-	652,110	N/A

Significant Changes from FY 2021 to FY 2022

The expenditures and revenues for the Department of Housing and Community Development were transferred from the following departments at the start of FY 2021: City Manager's Office, Planning and Development Services, and Recreation and Parks.

In addition to the funding transferred at the time the Department was established, the FY 2022 budget includes the following: consultant funding for tax credit programs, annual costs for a database to track caregiver agencies receiving city grants, additional funding to address the impacts of COVID-19 on both residents and caregiver agencies, additional grant-funded mental health services, and dedicated funding for the city's annual PRIDE event.



Department of Housing and Community Development FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Administration	-	-	5.0	N/A
Community Services	-	-	5.0	N/A
Housing & Neighborhood Services	-	-	4.0	N/A
Regular Subtotal	-	-	14.0	N/A
<i>Temporary</i>				
Administration	-	-	0.1	N/A
Community Services	-	-	1.8	N/A
Housing & Neighborhood Services	-	-	-	-
Temporary Subtotal	-	-	1.9	N/A
Department Total	-	-	15.9	N/A

Significant Changes from FY 2021 to FY 2022

The 14.0 regular FTEs in the Department of Housing and Community Development were transferred from the following departments at the start of FY 2021: City Manager's Office (1.0 FTE), Planning and Development Services (4.0 FTEs), and Recreation and Parks (9.0 FTEs).

The temporary FTEs in this department were transferred from the Department of Recreation and Parks and include an additional 0.8 temporary FTE in the Community Services Division funded by a County grant.



Administration Division

The Administration Division provides oversight functions associated with managing the Department, including strategic planning. The Division advises the Mayor and Council, City Manager, and boards and commissions on housing policy matters, codes, and their implications for the city and its residents. The Division collaborates with various city departments to address housing and community development matters, and ensures that the Mayor and Council's goals and priorities for housing and community development are met. The Division also develops and maintains productive relationships with residents, nonprofits, community groups, and other governmental and quasi-governmental entities, including County and State levels of government and Rockville Housing Enterprises (RHE). The Division works to secure funding in support of housing, energy, and community services. The Division also manages the city's caregiver agency grant process.

Administration	Budget	\$812,980
	Regular FTE	5.0
	Temp FTE	0.1
Administration	Budget	\$812,980
	Regular FTE	5.0
	Temp FTE	0.1

Performance Measures and Short Term Objectives

Goal: Provide leadership and strategic direction to facilitate community livability and to foster the creation and preservation of affordable and habitable housing opportunities

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Recommend MPDU policy amendments that incentivize the creation and preservation of affordable housing* (Target: 2)	-	-	-	2
Conduct outreach (Webinar; live meetings) to residents and housing providers to disseminate information on housing and other assistance programming* (Target: 3)	-	-	-	3
Seek funding opportunities to expanding homeownership opportunities for residents* (Target: 1)	-	-	-	1

*This is a new performance measure for FY 2022.

Short Term Objectives	Planned Completion
Fill all vacant positions within the Department with qualified candidates	Q2 FY 2022
Develop a planning tool by creating a schedule showing the expiration dates of the Declaration of Covenants and Restrictions for all MPDU rental products for Mayor and Council discussion	Q3 FY 2022



Goal: Provide leadership and strategic direction to build capacity of school and community-based organizations by developing collaborations that support residents' needs

Critical Success Factor(s): Efficient and Effective City Service Delivery

Short Term Objectives	Planned Completion
Provide counseling to 75 public school students at Rockville based schools	Q3 FY 2022

Goal: Deliver financial assistance programs to help low to moderate income homeowners maintain their homes, and provide technical and financial assistance to agencies that serve the housing and social services needs residents

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Caregiver agency grants:				
Processed	27	21	24	24
Awarded	20	19	17	19
CDBG grants:				
Processed	4	5	N/A	4
Awarded	3	2	N/A	3

Short Term Objectives	Planned Completion
Explore grant funding opportunities aimed at creating first time homebuyer programming in conjunction with the REACH program	Q3 FY 2022

Goal: Ensure timely reporting and grant compliance

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of caregiver agencies that receive a formal site visit (Target: 100%)	86%	50%	100%	75%
Percent of CDBG agencies that receive a formal site visit* (Target: 100%)	100%	N/A	-	100%
Percent of CDBG files audited with zero findings (Target: 100%)**	N/A	N/A	-	100%
Percent of CDBG funds expended***	100%	100%	-	100%

*This is a new performance measure for FY 2022. Site visits for late FY 2020 and FY 2021 were cancelled due to the COVID-19 pandemic.

**This is a new performance measure for FY 2022. The County has not yet completed audits for FY 2019 or FY 2020.

***This is a new performance measure for FY 2022.



Administration Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration	-	-	812,980	N/A
Division Total (\$)	-	-	812,980	N/A

Administration Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	-	-	664,700	N/A
Operating	-	-	45,080	N/A
Capital Outlay	-	-	-	-
Other	-	-	103,200	N/A
Division Total (\$)	-	-	812,980	N/A

Administration Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration	-	-	-	-
Division Total (\$)	-	-	-	-

Administration Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Administration	-	-	5.0	N/A
Regular Subtotal	-	-	5.0	N/A
<i>Temporary</i>				
Administration	-	-	0.1	N/A
Temporary Subtotal	-	-	0.1	N/A
Division Total	-	-	5.1	N/A

Significant Changes from FY 2021 to FY 2022

Expenditures and FTEs for the Administration Division were transferred from the Departments of Planning and Development Services (2.0 FTEs) and Recreation and Parks (3.0 FTEs) at the start of FY 2021.

The operating category includes an addition of \$15,600 for annual fees for a database to track caregiver agencies receiving city grant funding.



Community Services Division

The Community Services Division implements the Department's extensive community services programming designed to help at-risk and disadvantaged youth and families become self-sufficient, provide guidance towards positive life choices, and adjust to life and societal challenges. This Division coordinates programming within two County funded programs, including the Linkages to Learning Program and the School and Community Based Youth Services programs. This Division provides staff support to the Human Services Advisory Commission and coordinates special projects such as the Rockville Holiday Drive. Finally, the Division provides opportunities for citizens and residents to contribute their time, expertise, and good will to families and individuals with lesser means and access.

Community Services		Budget	\$1,452,180
		Regular FTE	5.0
		Temp FTE	1.8
Caregiver Grants		Budget	\$719,330
		Regular FTE	0.0
		Temp FTE	0.0
Holiday Drive		Budget	\$46,000
		Regular FTE	0.0
		Temp FTE	0.0
Linkages to Learning		Budget	\$264,080
		Regular FTE	2.0
		Temp FTE	0.0
Youth Development and Family Services		Budget	\$422,770
		Regular FTE	3.0
		Temp FTE	1.8

Performance Measures and Short Term Objectives

Goal: Provide safe, innovative, and high-quality human services programs, to include mentoring initiatives, early intervention youth development programs, and other targeted interventions, which work to improve health and wellness as well as promote social equity for disadvantaged Rockville residents

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of at-risk youth in youth development groups who improve their social/emotional well-being	86%	65%	65%	65%
Number of community volunteers serving as mentors to at-risk youth	64	49	48	48
Total enrollment in youth development, prevention, and mentoring groups	158	164	150	150
Number of donors recruited for the Rockville Holiday Drive	191	240	180	180
Holiday Drive volunteerism:*				
Total number of volunteers	340	359	300	50
Hours of service	754	790	650	100
Holiday Drive fundraising totals:				
Monetary (Target: > \$26,000)	\$22,296	\$30,194	> \$26,000	> \$26,000
In-kind (toys, food, gift cards, etc.) (Target: > \$25,000)	\$48,020	\$58,760	> \$45,000	> \$45,000

*Staff anticipates distributing gift cards as was done during the pandemic instead of food distribution in FY 2022, resulting in a reduction in the number of volunteers and volunteer hours needed.



Goal: Advance social equity, health, and wellness through support services that include wraparound social services such as case management assistance, short term mental health counseling, family workshops, and classes to help disadvantaged Rockville families and at-risk children and adolescents

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2018	Actual FY 2019	Adopted FY 2020	Adopted FY 2022
Percent of Linkages to Learning (LTL) Case Management cases that meet at least 50 percent of their goals (Target: > 50%)	81%	86%	70%	70%
Percent of youth in counseling with the LTL program who show a decrease in negative school behavior incidents (Target: > 75%)	79%	63%	75%	75%
Percent of youth in formal short-term counseling that successfully complete treatment and reduce their social and emotional problems (Target: > 85%)	83%	88%	> 85%	> 85%
Number of residents served by the Rockville Holiday Drive	3,723	3,838	3,500	3,500
Number of Rockville Emergency Assistance Program (REAP) applications approved for emergency assistance	46	36	50	50

Goal: Advance socially equitable, healthy, and supportive services to help disadvantaged Rockville families and at-risk children and adolescents by way of the grants provided to the nonprofit human services community

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of nonprofit agencies publicized through <i>Rockville Reports</i> and other publications	27	19	30	20
Number of residents receiving emergency shelter	79	74	80	80
Number of residents receiving transitional or permanent housing	30	34	33	33
Number of residents receiving donated food	2102	2,710	2,022	2,000
Number of residents receiving donated clothing	767	657	815	750
Number of at-risk families receiving counseling and support services	5	9	8	8
Number of elderly residents receiving counseling or homemaker services	89	74	80	80
Number of residents receiving primary health care or preventive services	602	716	720	700
Number of adult residents enrolled in English classes or receiving cultural education	157	77	150	125

Short Term Objectives	Planned Completion
Complete a community survey in conjunction with the Human Rights Commission and Human Services Advisory Commission and report results to Mayor and Council	Q3 FY 2022
Strengthen the community by addressing the human service, safety, and educational needs of all city residents through collaborative efforts with schools, businesses, organizations, and nonprofits	Q4 FY 2022



Community Services Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Caregiver Grants	-	-	719,330	N/A
Holiday Drive	-	-	46,000	N/A
Linkages to Learning	-	-	264,080	N/A
Youth Development and Family Services	-	-	422,770	N/A
Division Total (\$)	-	-	1,452,180	N/A

Community Services Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	-	-	582,790	N/A
Operating	-	-	99,010	N/A
Capital Outlay	-	-	-	-
Other	-	-	770,380	N/A
Division Total (\$)	-	-	1,452,180	N/A

Community Services Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Caregiver Grants	-	-	-	-
Holiday Drive	-	-	26,000	N/A
Linkages to Learning	-	-	217,900	N/A
Youth Development and Family Services	-	-	139,960	N/A
Division Total (\$)	-	-	383,860	N/A

Significant Changes from FY 2021 to FY 2022

Expenditures and revenues for the Community Services Division were transferred from the Department of Recreation and Parks at the start of FY 2021.

The Caregiver Grants Cost Center includes a continuation of the additional \$45,000 in one-time funding to address needs directly related to the COVID-19 pandemic, as well as an inflationary adjustment to the caregiver grants base of \$9,310.

The Holiday Drive Cost Center includes an additional \$20,000 to address increased demand for holiday assistance related to the COVID-19 pandemic. This funding comes from restricted funds meant for this purpose.

The Youth Development and Family Services Cost Center includes an additional \$50,000 County grant to fund additional mental health services.



**Community Services Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Caregiver Grants	-	-	-	-
Holiday Drive	-	-	-	-
Linkages to Learning	-	-	2.0	N/A
Youth Development and Family Services	-	-	3.0	N/A
Regular Subtotal	-	-	5.0	N/A
<i>Temporary</i>				
Caregiver Grants	-	-	-	-
Holiday Drive	-	-	-	-
Linkages to Learning	-	-	-	-
Youth Development and Family Services	-	-	1.8	N/A
Temporary Subtotal	-	-	1.8	N/A
Division Total	-	-	6.8	N/A

**Significant Changes from
FY 2021 to FY 2022**

The 5.0 regular FTEs in this Division were transferred from the Recreation and Parks Department at the start of FY 2021.

Temporary FTEs in this division include those transferred from the Department of Recreation and Parks at the start of FY 2021, plus an additional 0.8 temporary FTE funded by an increase to an existing County grant.



Housing and Neighborhood Services Division

The Division of Housing and Neighborhood Services maintains comprehensive housing policies and programs that seek to provide fair, affordable options for homeownership and rental opportunities. The Division administers the homebuyer and rental components of the Moderately Priced Dwelling Unit (MPDU) program, CDBG Rehabilitation programs, and rental and utility payment assistance programs. This Division works with developers in implementing the city's MPDU ordinance to expand the supply of affordable housing by leading the planning and implementation of activities related to the Mayor and Council's housing initiatives. This Division works with landlords, tenants, and Common Ownership Communities (COC) to help resolve issues between landlords, tenants, COCs, and their members and business owners.

Housing and Neighborhood Services		Budget	\$894,890
		Regular FTE	4.0
		Temp FTE	0.0
CDBG		Budget	\$263,000
		Regular FTE	0.0
		Temp FTE	0.0
Housing Opportunities		Budget	\$0
		Regular FTE	0.0
		Temp FTE	0.0
Housing Programs		Budget	\$561,890
		Regular FTE	4.0
		Temp FTE	0.0
REAP Endowment Fund		Budget	\$70,000
		Regular FTE	0.0
		Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Ensure the preservation and expansion of affordable housing opportunities in the City of Rockville

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of MPDU rental units audited* (Target: ≥ 10%)	0	0	>10%	5%
Number of households assisted under CDBG program (Target: ≥ 25)	30	24	25	25
Number of MPDU homeownership applications processed** (Target: 75)	-	-	-	75
Number of Landlord/Tenant (L/T) inquiries (Target: 2,500)	2,435	4,750	2,500	2,500
Number of MPDU trainings** (Target: 2)	-	-	-	2
Number of L/T cases requiring a L/T Commission hearing (Target: 6)	6	6	6	6
Number of residents connected to safe and affordable bank accounts and transactional financial services**	-	-	-	20
Work to reduce the number of households receiving "writs of eviction" and the subsequent loss of their housing** (Target: 10)	-	-	-	10
Number of Rockville Emergency Assistance Program (REAP) applications received** (Target: 10)	-	-	-	10
Number of Rockville Emergency Assistance Program (REAP) applications approved for emergency assistance (Target: 50)	45	46	50	50

*Audits were not possible in FY 2019 or FY 2020 due to staffing shortages.

**This is a new performance measure for FY 2022.

Short Term Objectives	Planned Completion
Present recommendations related to city housing tax credit programs to the Mayor and Council	Q4 FY 2022



Goal: Facilitate and support community engagement and investment through volunteer opportunities, special events, festivals, and community outreach and education programs that address fair housing, rental housing, and community livability

Critical Success Factor(s): Informed and Engaged Residents

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of programs, celebrations, communication methods or informational webinars planned to reach diverse populations regarding skill building or diversity appreciation* (Target: 4)	4	2	-	4
Number of youths attending diversity and inclusion training that were satisfied with program (Target: 90%)	100%	100%	100%	100%
Estimated number of attendees at the Martin Luther King, Jr. Celebration (Target: 600)	600	600	600	600
Number of student Diversity Leadership Workshop participants (Target: 30)	11	30	30	30

**This is a new performance measure for FY 2022.*



Housing and Neighborhood Services Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
CDBG	-	-	263,000	N/A
Housing Opportunities	-	-	-	-
Housing Programs	-	-	561,890	N/A
REAP Endowment Fund	-	-	70,000	N/A
Division Total (\$)	-	-	894,890	N/A

Housing and Neighborhood Services Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	-	-	504,040	N/A
Operating	-	-	320,250	N/A
Capital Outlay	-	-	-	-
Other	-	-	70,600	N/A
Division Total (\$)	-	-	894,890	N/A

Housing and Neighborhood Services Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
CDBG	-	-	263,000	N/A
Housing Opportunities	-	-	-	-
Housing Programs	-	-	5,000	N/A
REAP Endowment Fund	-	-	250	N/A
Division Total (\$)	-	-	268,250	N/A

Significant Changes from FY 2021 to FY 2022

Expenditures and revenues for the Housing and Neighborhood Services Division were transferred from the following Departments at the start of FY 2021: City Manager's Office, Planning and Development Services, and Recreation and Parks.

The Housing Programs Cost Center's budget includes a net addition of \$4,950 (\$9,950 in expenditures partially offset by \$5,000 in sponsorship revenue) for the city's annual PRIDE event, and the addition of \$35,000 in consultant funding for tax credit programs.

The REAP Endowment Fund Cost Center's budget includes an additional \$20,000 to address increased demand for emergency assistance related to the COVID-19 pandemic. This funding comes from restricted funds meant for this purpose.



Housing and Neighborhood Services Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
CDBG	-	-	-	-
Housing Opportunities	-	-	-	-
Housing Programs	-	-	4.0	N/A
REAP Endowment Fund	-	-	-	-
Regular Subtotal	-	-	4.0	N/A
<i>Temporary</i>				
CDBG	-	-	-	-
Housing Opportunities	-	-	-	-
Housing Programs	-	-	-	-
REAP Endowment Fund	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	-	-	4.0	N/A

Significant Changes from FY 2021 to FY 2022

The 4.0 FTEs in this Division were transferred from the following departments at the start of FY 2021: City Manager's Office (1.0 FTE), Planning and Development Services (2.0 FTEs), and Recreation and Parks (1.0 FTE).

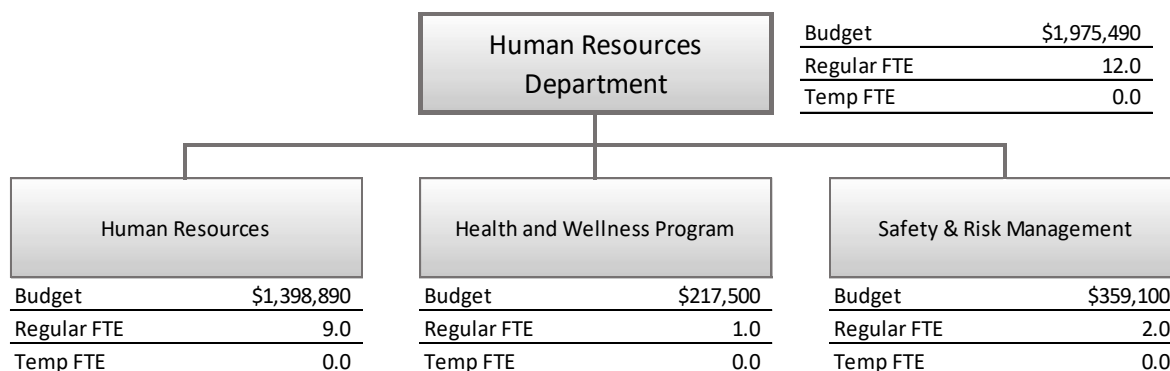




Human Resources Department

The Department of Human Resources recruits, retains, and provides services to qualified and capable people in a fair, effective, and efficient manner. The Department provides a full range of personnel and safety services in support of all city departments and their functions.

The Department of Human Resources provides services to ensure that all city departments have the necessary human capital to support their respective missions. Additionally, the Department of Human Resources provides the following services: talent acquisition and staffing, classification audits, testing, performance management, professional development, benefits, safety and risk management, health and wellness, employee relations, and labor relations. The Department oversees personnel policies, employee events, and special projects relating to the city workforce.



Fiscal Year 2021 Accomplishments

- Continued to work with the Mayor and Council on changes to, and adoption of, the updated Personnel Policies and Procedures Manual
- Supported the city's response to the COVID-19 pandemic by creating, disseminating, and enforcing new human resources policies on the use of face coverings, wellness, vehicle safety, leave, and telework
- Collaborated with city management to create a safe work environment for essential employees reporting to their job sites during the COVID-19 stay-at-home order issued by the State of Maryland Governor
- Addressed 100+ inquiries pertaining to COVID-19, regarding quarantines, potential exposure, and testing
- Collaborated with Montgomery County to successfully roll out an employee testing program to routinely test city employees for COVID-19
- Developed a virtual new employee orientation program
- Automated the forms and process for the employee leave buyback program
- Developed a virtual open enrollment process
- Established a long-term, citywide Telework Policy
- Worked with the benefits broker to control health premium costs for the 2021 health plan year
- Implemented a 10-week Fall Management Training Program
- Created a Heat Illness Prevention Plan to protect the city's Refuse and Recycling employees while they perform work in a high heat environment
- Ensured appropriate physical distancing to provide on-site influenza shots for 90+ employees
- Transitioned to virtual health and wellness services for employees, such as virtual weight management support and exercise programs
- Created and implemented six new in-person professional skills development training opportunities
- Identified and encouraged employees to enroll in 25 new online courses through NEOGOV online learning service
- Enhanced the rating definitions for the performance evaluation process
- Worked with the Finance Department to complete the transition of retirement plans to Lincoln Financial
- Worked with the Housing and Community Development Department to develop an employee survey on racial equity and inclusion



Human Resources Department Fiscal Year 2022 Outlook

In FY 2022 the Human Resources Department will continue to work on initiatives that are aligned with our overall values and vision. Of particular interest in FY 2022 are initiatives and budget requests that focus on the health and safety of our employees as well as COVID-19 related issues, professional growth and development, and the enhancement of our HR software to meet the needs of our employees.

During FY 2022, the Human Resources Department plans to undertake the following activities:

- Explore replacing the Short-Term Disability Leave Bank with an externally administered short-term disability insurance plan
- Engage more employees and family members in health behavior change programs on the wellness portal
- Analyze and pursue new cost sharing strategies for health insurance
- Determine the city's strategy for implementing parental leave for employees
- Solidify strategy and roll out retirement education program with Lincoln Financial
- Identify alternate methods to provide safety-related training to city employees, including CPR, first aid, and AED training
- Through collaboration with the Police Department, complete a Facility Emergency Action Plan Template to establish a clear plan for all city facilities to follow in an emergency
- After the Mayor and Council approve the Personnel Policies and Procedures Manual revisions, roll out training on the revisions
- Incorporate new Parental Leave and Reduction in Force and Furlough policies into the Personnel Policies and Procedures Manual after Mayor and Council adoption
- Start the process of automating personnel files and records
- Continue to identify methods to increase the diversity of city staff



Human Resources Department FY 2022 Adopted Expenditures by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Human Resources	1,434,954	1,371,090	1,398,890	2.0%
Health and Wellness Program	183,329	212,650	217,500	2.3%
Safety & Risk Management	318,368	335,070	359,100	7.2%
Department Total (\$)	1,936,651	1,918,810	1,975,490	3.0%

Significant Changes from FY 2021 to FY 2022

There were no significant changes.

Human Resources Department FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	1,589,037	1,589,050	1,646,950	3.6%
Operating	347,614	329,760	328,540	-0.4%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Department Total (\$)	1,936,651	1,918,810	1,975,490	3.0%

Human Resources Department FY 2022 Adopted Revenues by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Human Resources	-	-	-	-
Health and Wellness Program	18,016	15,000	15,000	0.0%
Safety & Risk Management	-	-	-	-
Department Total (\$)	18,016	15,000	15,000	0.0%

Human Resources Department FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Human Resources	9.0	9.0	9.0	0.0%
Health and Wellness Program	1.0	1.0	1.0	0.0%
Safety & Risk Management	2.0	2.0	2.0	0.0%
Regular Subtotal	12.0	12.0	12.0	0.0%
<i>Temporary</i>				
Human Resources	-	-	-	-
Health and Wellness Program	-	-	-	-
Safety & Risk Management	-	-	-	-
Temporary Subtotal	-	-	-	-
Department Total	12.0	12.0	12.0	0.0%



Human Resources Division

The purpose of the Human Resources Division is to provide for the recruitment, selection, and evaluation of city employees; take an active role in personnel management, labor relations, wage administration, and human resource development; interpret union contracts and the Personnel Policies and Procedures Manual; maintain the appropriate record keeping in compliance with State and federal employment guidelines; and fulfill the benefit requirements for city of Rockville employees and their families in order to attract and retain a quality workforce.

Human Resources Division	Budget	\$1,398,890
	Regular FTE	9.0
	Temp FTE	0.0
Human Resources	Budget	\$1,398,890
	Regular FTE	9.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide leadership and strategic direction to the city on all personnel-related matters

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Total city employees (Regular FTEs)	518.1	522.6	521.8	524.8
Number of regular city FTEs per Human Resources Division FTE, excluding the General Services Aide FTE	65	65	65	66
Number of employee separations				
Regular	20	19	21	19
Retiree	0	2	3	7
Other	10	10	7	9
Employee turnover rate	7%	6%	5%	7%
Percent of separating employees who have exit interviews (Target: 100%)	85%	90%	100%	95%
Short Term Objectives				Planned Completion
Implement new Reduction in Force and Furlough policy after Mayor and Council adoption				Q4 FY 2022

Goal: Conduct efficient recruitment processes for open vacancies through responsible recruiting practices

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Average number of days to fill a position (Target: ≤ 60)	125	100	≤ 100	≤ 100
Average number of applications per external vacancy	145	165	143	152
Short Term Objectives				Planned Completion
Continue to develop and implement targeted recruitment plans to attract a diverse and talented pool of candidates for each position				Q4 FY 2022



Goal: Ensure a work environment conducive to professionalism and high performance, in compliance with all applicable labor laws

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of grievances	2	7	3	4
Percent of grievances with city decision within 90 days of receipt (Target: 100%)	90%	90%	90%	95%
Percent of grievances resolved without arbitration (Target: 100%)	100%	100%	100%	100%

Goal: Manage and design the city's benefit program to enable the city to attract, retain, and motivate a talented workforce

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of employee health plan questions resolved within 24 hours (Target: 100%)	90%	85%	95%	90%
Open enrollment beginning date (Target: Nov. 1 or earlier)	Oct 22	Oct 22	Oct 22	Oct 22

Short Term Objectives	Planned Completion
Provide leadership and guidance on city government employee benefit policies and administer benefit programs to attract, motivate, engage, and retain talent	Q4 FY 2022
Implement new Parental Leave policy after Mayor and Council adoption	Q4 FY 2022

Goal: Enhance the professional growth and performance of city employees, work teams, departments, as well as the organization as a whole

Critical Success Factor(s): Efficient and Effective City Service Delivery

Short Term Objectives	Planned Completion
Provide guidance, counsel, and information on employment laws, regulations, and policies to enhance the employee experience	Q4 FY 2022



Human Resources Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Human Resources	1,434,954	1,371,090	1,398,890	2.0%
Division Total (\$)	1,434,954	1,371,090	1,398,890	2.0%

Significant Changes from FY 2021 to FY 2022

There were no significant changes.

Human Resources Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	1,200,840	1,193,370	1,221,000	2.3%
Operating	234,114	177,720	177,890	0.1%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	1,434,954	1,371,090	1,398,890	2.0%

Human Resources Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Human Resources	-	-	-	-
Division Total (\$)	-	-	-	-

Human Resources Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Human Resources	9.0	9.0	9.0	0.0%
Regular Subtotal	9.0	9.0	9.0	0.0%
<i>Temporary</i>				
Human Resources	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	9.0	9.0	9.0	0.0%



Health and Wellness Division

The purpose of the city's employee health and wellness program, LiveWell, is to improve the health and productivity of employees and contain or reduce the health-related costs for the city and individual employees by promoting positive health behavior change and healthy lifestyle choices. This change is achieved through various organizational practices, policies, programs, and a philosophy that actively supports efforts to help employees achieve success both at work and at home. The program targets specific health-related concerns and conditions like obesity, tobacco use, stress, and physical inactivity. LiveWell strives to improve the health and well-being of employees, reduce medical-related costs, reduce absenteeism, and ultimately produce healthier employees who can better serve the residents of Rockville.

Health and Wellness Program Division	Budget	\$217,500
	Regular FTE	1.0
	Temp FTE	0.0
Health and Wellness Program	Budget	\$217,500
	Regular FTE	1.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Improve the general health, well-being, and productivity of city employees

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of city employees participating in wellness program (Target: ≥ 60%)	65%	69%	≥ 65%	≥ 70%
Percent of city employees participating in wellness portal incentive program (based on calendar year)*	26%	26%	N/A*	28%
Percent of city employees participating in city-sponsored health assessment (Target: > 50%)	49%	47%	> 50%	47%

*This is a new performance measure for FY 2022.

Short-Term Objectives	Planned Completion
Increase employees' wellness portal incentive program utilization by 2% (based on calendar year)	Q2 FY 2022
Use aggregate data from the 2020 health assessment to plan applicable programs for employees	Q3 FY 2022
Promote the wellness portal to families to increase family participation in portal health challenges and the annual health assessment	Q4 FY 2022



Health and Wellness Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Health and Wellness Program	183,329	212,650	217,500	2.3%
Division Total (\$)	183,329	212,650	217,500	2.3%

Significant Changes from FY 2021 to FY 2022

There were no significant changes.

Health and Wellness Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	112,269	113,190	117,510	3.8%
Operating	71,060	99,460	99,990	0.5%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	183,329	212,650	217,500	2.3%

Health and Wellness Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Health and Wellness Program	18,016	15,000	15,000	0.0%
Division Total (\$)	18,016	15,000	15,000	0.0%

Health and Wellness Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Health and Wellness Program	1.0	1.0	1.0	0.0%
Regular Subtotal	1.0	1.0	1.0	0.0%
<i>Temporary</i>				
Health and Wellness Program	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	1.0	1.0	1.0	0.0%



Safety and Risk Management Division

The purpose of the Safety and Risk Management Division is to reduce the financial impact and frequency of claims, lawsuits, and work-related employee injuries to the city through the application of professional risk management techniques. The Division works to provide a safe environment for employees and the public.

Safety & Risk Management Division	Budget	\$359,100
	Regular FTE	2.0
	Temp FTE	0.0
Safety & Risk Management Division	Budget	\$359,100
	Regular FTE	2.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Promote a safe working environment and safe delivery of city services for all city employees and members of the general public

Critical Success Factor(s): Fiscally Responsible

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of worker's compensation claims (Target: < 50)	34	36	< 45	< 40
Average worker's compensation claim cost (Target: < \$6,000)	\$6,209	\$8,256	< \$6,000	< \$6,000
Total worker's compensation costs (premium + incurred paid losses) * (Target: < \$1.6 million)	\$1.2 million	\$1.8 million	\$1.4 million	\$1.6 million*

**Due to the COVID-19 pandemic's impact on the insurance market, the city is planning to switch carriers, requiring a security shortage payment to the current carrier, AIG, in the amount of \$1.9 million. This amount will be paid from General Fund reserves.*

Goal: Take a proactive approach toward regulatory compliance, claims management, the protection of city assets, and mitigation of legal risks

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of loss control inspections (Target: > 100)	110	70	100	52
OSHA incident rate (Target: < 5.0)	4.54	5.8	< 5.0	< 5.0
Number of OSHA recordable injuries and illnesses (Target: < 28)	25	29	< 28	< 28



**Safety and Risk Management Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Safety & Risk Management	318,368	335,070	359,100	7.2%
Division Total (\$)	318,368	335,070	359,100	7.2%

**Significant Changes from
FY 2021 to FY 2022**

There were no significant changes.

**Safety and Risk Management Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	275,928	282,490	308,440	9.2%
Operating	42,440	52,580	50,660	-3.7%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	318,368	335,070	359,100	7.2%

**Safety and Risk Management Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Safety & Risk Management	-	-	-	-
Division Total (\$)	-	-	-	-

**Safety and Risk Management Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Safety & Risk Management	2.0	2.0	2.0	0.0%
Regular Subtotal	2.0	2.0	2.0	0.0%
<i>Temporary</i>				
Safety & Risk Management	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	2.0	2.0	2.0	0.0%



Information Technology Department

The Department of Information Technology is dedicated to delivering timely, innovative, and customer-focused information and technology services to improve the efficiency and quality of services the city provides to its residents.

The Department of Information Technology (IT) manages the city's voice, data, geographical information systems (GIS), and networks. The IT Department works on set objectives and projects that enhance the city's ability to serve the public and respond quickly to residents' needs and demands. The Department drives efficient and effective city service delivery through system and process consolidation, improvement, and optimization. IT staff provides help desk services to all city departments.

Information Technology Department		Budget	\$5,166,680
		Regular FTE	20.0
		Temp FTE	0.0
IT Operations		Budget	\$3,652,590
		Regular FTE	16.0
		Temp FTE	0.0
GIS Operations		Budget	\$250,630
		Regular FTE	1.0
		Temp FTE	0.0
IT Security		Budget	\$433,040
		Regular FTE	2.0
		Temp FTE	0.0
Voice Communications		Budget	\$830,420
		Regular FTE	1.0
		Temp FTE	0.0

Fiscal Year 2021 Accomplishments

- Developed and deployed custom applications to help mitigate the impact of the pandemic, such as a COVID-19 Test Tracking application and a COVID-19 Case Management System for HR
- Improved cybersecurity through implementing multi-factor authentication, advanced threat protection for city email, and new vulnerability management software
- Recalibrated cybersecurity user awareness training content to align with the realities of the pandemic
- Continued the implementation and refinement of new digital processes for electronic plan review
- Completed the roll out of a mobile device management system for city issued mobile devices
- Completed contract management software implementation and integration with city financial system
- Assisted in the procurement and implementation of an electronic workflow solution for permits, licenses, and inspections
- Assisted in the procurement of an asset management and work order system
- Completed implementation of the new online utility billing system
- Upgraded power supply system at the City Hall data center to reduce service interruptions
- Supplied internet access at Rockcrest Ballet Center
- Implemented Pipeline Observation System Management software to enhance data-collecting and mapping capacities to find maintenance issues in sewers, storm drains, manholes, and pipelines
- Implemented new digital signage with Wi-Fi access at the Swim Center, Glenview Mansion, Lincoln Park, Twinbrook, and F. Scott Fitzgerald Theatre
- Established network connectivity to Twinbrook Annex for IP phones and Wi-Fi
- Provided outstanding technical support for the Webex event of the official signing ceremony between the Mayor and Council of Rockville and representatives of the city's sister city, Pinneberg, Germany
- Provided nonstop support to all city staff and elected officials who were on site or at remote locations, including procuring laptops and other essential equipment, configuring VPN access, training on and aligning meeting and event processes with Webex, and troubleshooting employees' home computers via remote access



Information Technology Department Fiscal Year 2022 Outlook

In FY 2022 the IT Department will continue to build on the city's information security capabilities and enhance the city's information security posture, maturity, and resiliency. With the support of the City Council and senior staff, the Department took bold actions over the years to procure and implement cutting edge technology infrastructure, software applications, services, and tools that have helped respond effectively to tough times, including the COVID-19 pandemic.

Major IT Department initiatives for FY 2022 include:

- Develop strategy for Artificial Intelligence (AI) technologies and Robotic Process Automation (RPA), to drive end-to-end process automation
- Continue to explore and consider innovative ways to keep city operations running smoothly from a digital perspective, including automating routine tasks to improve efficiency without compromising quality
- Develop a strategy for procuring and implementing a best-of-breed core financial, HR, and procurement ERP system that all other ERP sub-modules can integrate with seamlessly
- Conduct a comprehensive risk and vulnerability assessment to measure the strength and effectiveness of the city's information security improvements, identify any persistent new risks and vulnerabilities, and develop an effective mitigation plan
- Perform an information security audit to determine level of compliance to security controls and policies within the city
- Continue to support the virtual work environment through cybersecurity training, VPN support, and troubleshooting employees' home computers via remote access



Information Technology Department FY 2022 Adopted Expenditures by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
IT Operations	3,112,541	3,089,810	3,652,590	18.2%
GIS Operations	241,023	243,470	250,630	2.9%
IT Security	319,416	379,360	433,040	14.2%
Voice Communications	821,329	776,620	830,420	6.9%
Department Total (\$)	4,494,309	4,489,260	5,166,680	15.1%

Information Technology Department FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	2,957,734	2,986,680	3,108,070	4.1%
Operating	1,323,688	1,358,410	1,658,010	22.1%
Capital Outlay	212,887	144,170	400,600	177.9%
Other	-	-	-	-
Department Total (\$)	4,494,309	4,489,260	5,166,680	15.1%

Information Technology Department FY 2022 Adopted Revenues by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
IT Operations	-	-	-	-
GIS Operations	-	-	-	-
IT Security	-	-	-	-
Voice Communications	-	-	-	-
Department Total (\$)	-	-	-	-

Significant Changes from FY 2021 to FY 2022

Operating costs increased in the IT Operations Division due to the transfer of \$178,000 from the Finance Department for ongoing costs related to the financial system, and \$15,190 in associated contract cost increases.

Operating costs increased in the IT Security Division by \$37,000 due to VPN software and increased cybersecurity to accommodate an efficient virtual work environment due to the pandemic.

Operating costs increased in the Voice Communications Division by \$46,380 for data services for new asset management software and contract costs for video conferencing and online meeting software.

Capital outlay costs increased in the IT Operations Division by \$256,430 to replace 22 core network switches.



**Information Technology Department
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
IT Operations	16.0	16.0	16.0	0.0%
GIS Operations	1.0	1.0	1.0	0.0%
IT Security	2.0	2.0	2.0	0.0%
Voice Communications	1.0	1.0	1.0	0.0%
Regular Subtotal	20.0	20.0	20.0	0.0%
<i>Temporary</i>				
IT Operations	-	-	-	-
GIS Operations	-	-	-	-
IT Security	-	-	-	-
Voice Communications	-	-	-	-
Temporary Subtotal	-	-	-	-
Department Total	20.0	20.0	20.0	0.0%

**Significant Changes from
FY 2021 to FY 2022**

There were no significant changes.



IT Operations Division

The IT Operations Division has primary responsibility for the set up and maintenance of the city's computers, networks, and hardware. Division staff provides help desk services to city departments, in addition to performing scheduled and emergency maintenance on city servers, switches, and other critical hardware. IT Operations staff also develops custom application solutions to specific issues and serves a project management role for large scale information technology projects. This Division manages the information technology projects in the General Government program area of the CIP.

IT Operations Division	Budget	\$3,652,590
	Regular FTE	16.0
	Temp FTE	0.0
IT Operations	Budget	\$3,652,590
	Regular FTE	16.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide the city with effective, in-house system administration and custom business solutions

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of time the following systems are available for use: (Target: 99.9% availability)				
Financial system	99.9%	99.9%	99.9%	99.9%
HR system	99.9%	99.9%	99.9%	99.9%
Kronos employee timekeeping system*	-	-	-	99.9%
Email/collaboration application and servers	99.9%	99.9%	99.9%	99.9%
Permitting system	99.9%	99.9%	99.9%	99.9%

*This is a new performance measure for FY 2022.

Goal: Provide the city with stable, expandable, energy-efficient IT infrastructure

Critical Success Factor(s): Stewardship of Infrastructure and Environment

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Citywide network uptime (Target: 99.9%)	99.9%	99.9%	99.9%	99.9%
Wi-Fi uptime (Target: 99.9%)	99.9%	99.9%	99.9%	99.9%
Percent of PCs replaced annually (Target: 25%)	20%	20%	25%	25%

Goal: Provide city staff with competent, courteous, and timely IT hardware and software support

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of computers supported (desktops and laptops)	511	561*	516	614
Number of mobile devices supported (tablets and iPads)	136	139	241	170

*Significant increase due to purchase of laptops to meet staff needs during COVID-19.



**IT Operations Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
IT Operations	3,112,541	3,089,810	3,652,590	18.2%
Division Total (\$)	3,112,541	3,089,810	3,652,590	18.2%

**IT Operations Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	2,372,813	2,392,550	2,486,530	3.9%
Operating	557,817	553,090	765,460	38.4%
Capital Outlay	181,911	144,170	400,600	177.9%
Other	-	-	-	-
Division Total (\$)	3,112,541	3,089,810	3,652,590	18.2%

**IT Operations Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
IT Operations	-	-	-	-
Division Total (\$)	-	-	-	-

**IT Operations Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
IT Operations	16.0	16.0	16.0	0.0%
Regular Subtotal	16.0	16.0	16.0	0.0%
<i>Temporary</i>				
IT Operations	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	16.0	16.0	16.0	0.0%

**Significant Changes from
FY 2021 to FY 2022**

Operating costs increased due to the transfer of \$178,000 from the Finance Department for ongoing costs related to the financial system, and the addition of \$15,190 for associated contract cost increases.

Capital outlay costs increased by \$256,430 to replace 22 core network switches.



GIS Operations Division

The GIS Operations Division manages the overall infrastructure of the city's Geographic Information System (GIS). This Division's primary purpose is to provide GIS technology access and technical support to all employees who use this tool to perform their work more efficiently. In addition, the GIS Operations Division provides public access to selected GIS data through the city's website.

GIS Operations Division	Budget	\$250,630
	Regular FTE	1.0
	Temp FTE	0.0
GIS Operations Division	Budget	\$250,630
	Regular FTE	1.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide city staff and the public with technologies for storing, mapping, and analyzing geospatial data to support and enhance information communication, operations, planning, and decision making

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of GIS help and production requests	32	17	40	20
Short Term Objectives				Planned Completion
Integrate GIS with anticipated new asset management solution				Q4 FY 2022



**GIS Operations Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
GIS Operations	241,023	243,470	250,630	2.9%
Division Total (\$)	241,023	243,470	250,630	2.9%

**Significant Changes from
FY 2021 to FY 2022**

There were no significant changes.

**GIS Operations Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	165,889	168,940	175,440	3.8%
Operating	75,134	74,530	75,190	0.9%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	241,023	243,470	250,630	2.9%

**GIS Operations Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
GIS Operations	-	-	-	-
Division Total (\$)	-	-	-	-

**GIS Operations Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
GIS Operations	1.0	1.0	1.0	0.0%
Regular Subtotal	1.0	1.0	1.0	0.0%
<i>Temporary</i>				
GIS Operations	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	1.0	1.0	1.0	0.0%



IT Security Division

The IT Security Division manages the city's IT security infrastructure. The Division's primary purpose is to identify cybersecurity threats and implement security measures to protect the city's computer systems, network, and data. The IT Security Division also manages the information technology security projects in the General Government program area of the CIP that are not otherwise assigned to the IT Operations Division.

IT Security Division	Budget	\$433,040
	Regular FTE	2.0
	Temp FTE	0.0
IT Security	Budget	\$433,040
	Regular FTE	2.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide city staff with an expandable and secure network and system infrastructure

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of firewall devices supported	20	14	20	18
Number of threat intelligence devices supported	6	3	8	5
Number of security tools supported	5	6	6	8
Firewall uptime (Target: ≥ 99.7%)	≥ 99.7%	> 99.7%	≥ 99.7%	≥ 99.7%
Threat Intelligence uptime (Target: ≥ 99.7%)	≥ 99.7%	> 99.7%	≥ 99.7%	≥ 99.7%
Short Term Objectives	Planned Completion			
Improve firewall rules request process	Q2 FY 2022			
Develop IT Cybersecurity User Awareness Training policy for citywide use	Q3 FY 2022			
Initiate and perform the IT security internal audit for at least one or two groups or departments within the city	Q3 FY 2022			



**IT Security Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
IT Security	319,416	379,360	433,040	14.2%
Division Total (\$)	319,416	379,360	433,040	14.2%

**IT Security Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	297,646	306,430	320,880	4.7%
Operating	21,770	72,930	112,160	53.8%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	319,416	379,360	433,040	14.2%

**IT Security Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
IT Security	-	-	-	-
Division Total (\$)	-	-	-	-

**IT Security Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
IT Security	2.0	2.0	2.0	0.0%
Regular Subtotal	2.0	2.0	2.0	0.0%
<i>Temporary</i>				
IT Security	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	2.0	2.0	2.0	0.0%

**Significant Changes from
FY 2021 to FY 2022**

Operating costs increased by \$37,000 due to VPN software and increased cybersecurity to accommodate an efficient virtual work environment due to the pandemic.



Voice Communications Division

The Voice Communications Division manages the city's telecommunication systems, including desk phones, voicemail, video conferencing, E-Fax, internet cloud phones, pay phones, and the VoIP network.

Voice Communications Division	Budget	\$830,420
	Regular FTE	1.0
	Temp FTE	0.0
Voice Communications	Budget	\$830,420
	Regular FTE	1.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide a reliable, collaboration-facilitating communications infrastructure

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of VoIP telephones supported	590	525	563	525
Number of analog devices supported	24	36	24	36
Number of telephone data circuits supported	6	6	6	6
Number of emergency use cell	23	15	16	15
Number of end user cell phones supported	-	43	49	43
Number of voice and information mailboxes supported	638	636	653	636
Voice network uptime (Target: 99.9%)	99.9%	99.9%	99.9%	99.9%
Voicemail system uptime (Target: 99.9%)	99.9%	99.9%	99.9%	99.9%
Phone equipment failure rate (failures / total phones) (Target: ≤ 1.0%)	1.7%	1.2%	1.3%	1.2%



**Voice Communications Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Voice Communications	821,329	776,620	830,420	6.9%
Division Total (\$)	821,329	776,620	830,420	6.9%

**Voice Communications Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	121,386	118,760	125,220	5.4%
Operating	668,967	657,860	705,200	7.2%
Capital Outlay	30,976	-	-	-
Other	-	-	-	-
Division Total (\$)	821,329	776,620	830,420	6.9%

**Voice Communications Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Voice Communications	-	-	-	-
Division Total (\$)	-	-	-	-

**Voice Communications Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Voice Communications	1.0	1.0	1.0	0.0%
Regular Subtotal	1.0	1.0	1.0	0.0%
<i>Temporary</i>				
Voice Communications	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	1.0	1.0	1.0	0.0%

**Significant Changes from
FY 2021 to FY 2022**

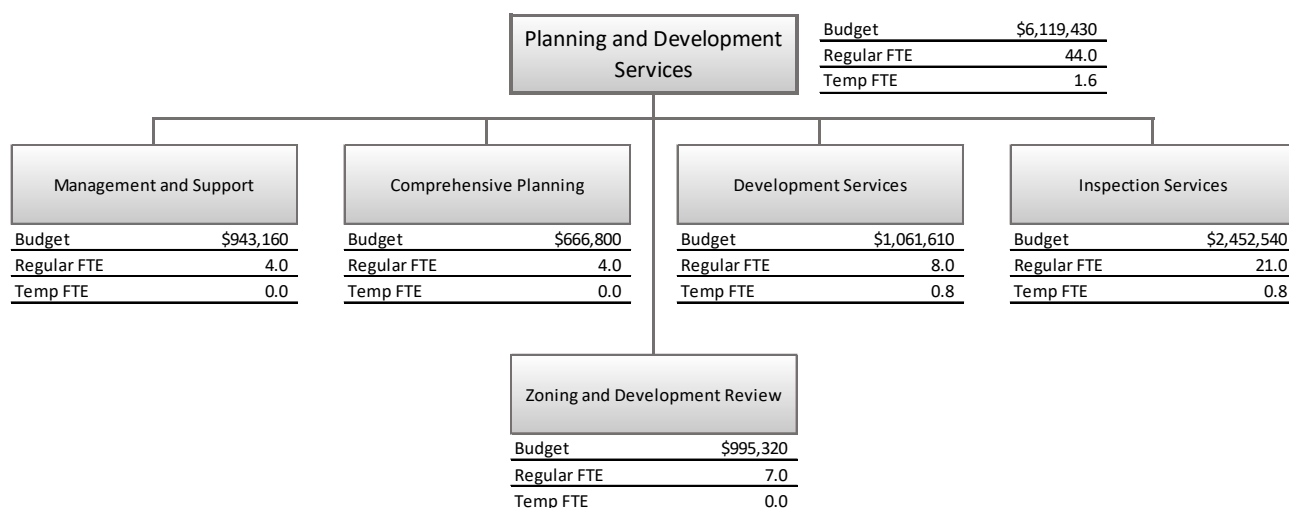
Operating costs increased by \$47,340 mainly due to data services for new asset management software and contract costs for VPN software.



Department of Planning and Development Services

The Department of Planning and Development Services facilitates and administers the standards and plans of the Rockville community that are intended to enhance the quality of the built environment, protect the natural environment, and preserve historic resources.

The Department of Planning and Development Services (PDS) manages comprehensive and neighborhood planning and regulates property development and construction projects within the City of Rockville. The Department's activities are guided by the community's vision as expressed through the city's Comprehensive Plan, goals for Historic Preservation, the Zoning Ordinance, building and property maintenance regulations, and other development regulations. PDS serves many different types of customers, including residents, neighborhood groups, business owners, contractors, commission/board members, property owners, and others. The Department fields a large amount of phone calls, emails, and walk-in customers requesting general zoning or permitting information, historic research, and interpretations of building and fire code. The role of the Department is broad, and ranges from the big-picture perspective of the comprehensive planners; the neighborhood and property-specific scope of zoning regulations, historic programs, and code enforcement; to the smaller scale of building safety permitting and inspections. The department also coordinates with public and private sector partners and with Rockville Economic Development, Inc. (REDI) on strategies to enhance success in Town Center, and on a better environment for business throughout Rockville.



Fiscal Year 2021 Accomplishments

- Responded rapidly and effectively to the needs of residents, businesses, and other customers during the COVID-19 pandemic, through creative methods for customer service, permitting, and community engagement
- Continued to implement process improvements related to the FAST initiative (Faster, Accountable, Smarter, and Transparent) through streamlined application processes, implementation of the Customer Bill of Rights, launching an updated Development Watch newsletter, preparing guidance documents, updating the website to make it more convenient to customers, and implementing customer surveys
- Fully transitioned to electronic development-related application submissions. Implemented comprehensive online permitting and plan review, to include applications, payments, digital plan review, and inspections
- Completed the Planning Commission's recommended Rockville 2040 update to the city's Comprehensive Plan, held Mayor and Council public hearings, and began Mayor and Council worksessions
- Facilitated Mayor and Council approval and adoption of the second Stonestreet Corridor Comprehensive Master Plan amendment



- Engaged the community on the future of RedGate Park, the WMATA study of the Rockville Metro Station, neighborhood design guidelines, Town Center, short-term rentals, and other key Mayor and Council initiatives
- Advanced or completed amendments to the Zoning Ordinance on implementation of the Stonestreet Corridor Plan, East Rockville Neighborhood Design Guidelines
- Managed development approvals, site plans, and an annexation for major developments in Rockville
- Supported businesses during the COVID-19 pandemic through two Rockville Business Forums, permitting forums, and establishing a rapid response system for responding to businesses wishing to increase their outdoor seating
- Completed and published Phase 1 of critical permitting guidance documents intended to help stakeholders better understand and navigate the permitting and inspection process
- Facilitated Mayor and Council's adoption of a revised Chapter 9 to update the Fire Code
- Completed performance audit to help streamline the PDS permitting process, specifically dealing with permit fees

Department of Planning and Development Services Fiscal Year 2022 Outlook

The Department will continue its multi-year process of improving efficiency and performance in all areas of its work. Staff will remain focused on implementing improvements to the development review and permitting processes, resulting in Faster, Smarter, Accountable, and Transparent (FAST) outcomes. FY 2022 should see the completion of most, and perhaps all, of the Phase 1 items for implementation. This effort includes establishing a single point of intake for all development-related applications, ongoing outreach sessions, code amendments to improve processes, and the complete implementation of MyGovernmentOnline (MGO) and associated improvements under the Electronic Plan Submission and Review Software (GA19) CIP project. Staff will continue to inform the community of proposed policy and code changes and continue engagement through semi-annual stakeholder forums, quarterly permitting newsletters, and an enhanced website.

In FY 2022, the Mayor and Council will have the opportunity to approve and adopt the Rockville 2040 update to the city's Comprehensive Plan. The Department will then lead efforts to facilitate implementation of the plan, through amending the Zoning Ordinance, carrying out small-area plans, and coordinating with other departments on recommended capital improvements. Depending on Mayor and Council direction, the Department anticipates launching a community-based process with two neighborhoods to develop design guidelines. PDS will also be the lead agency, in partnership with the Department of Public Works, in coordinating with the Washington Metropolitan Area Transit Authority (WMATA) on a study of the future of the Rockville Metro Station property and facility. PDS will also lead the community facilitation process, in partnership with the Department of Recreation and Parks, for development of a concept for RedGate Park, anticipating Mayor and Council approval of a concept during FY 2022.

The Department is working on several important amendments to the Zoning Ordinance, some of which may be completed in FY 2021, but others of which will continue into FY 2022. In FY 2022, work will begin on a comprehensive revision to the Zoning Ordinance, both to implement the newly adopted Comprehensive Plan and to modernize it and make it more user-friendly.

An ongoing Department initiative for FY 2022 is the coordination of Town Center revitalization efforts on behalf of the city. The Department will continue to work with other city departments, REDI, the Rockville Chamber of Commerce, WMATA, residents, and business owners to implement the Mayor and Council's 11 areas of action and other direction to enhance the vitality and livability of Rockville's downtown. The Department will work with REDI and the Chamber of Commerce to enhance the business environment in Rockville. The Department will review the results of the 2020 Decennial Census and the Census Bureau's American Community Survey to prepare a report on the results for Rockville.



Department of Planning and Development Services FY 2022 Adopted Expenditures by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Management and Support	1,428,486	1,677,300	943,160	-43.8%
Comprehensive Planning	1,152,019	614,380	666,800	8.5%
Development Services	1,071,014	949,110	1,061,610	11.9%
Inspection Services	2,393,488	2,652,840	2,452,540	-7.6%
Zoning and Development Review	1,028,055	759,640	995,320	31.0%
Department Total (\$)	7,073,062	6,653,270	6,119,430	-8.0%

Department of Planning and Development Services FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	5,905,902	5,963,890	5,629,740	-5.6%
Operating	560,930	578,150	425,190	-26.5%
Capital Outlay	-	-	-	-
Other	606,230	111,230	64,500	-42.0%
Department Total (\$)	7,073,062	6,653,270	6,119,430	-8.0%

Department of Planning and Development Services FY 2022 Adopted Revenues by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Management and Support	1,959,124	272,000	-	-100.0%
Comprehensive Planning	-	-	-	-
Development Services	-	-	-	-
Inspection Services	4,077,087	3,543,500	3,650,760	3.0%
Zoning and Development Review	149,907	222,380	155,000	-30.3%
Department Total (\$)	6,186,118	4,037,880	3,805,760	-5.7%

Significant Changes from FY 2021 to FY 2022

A large portion of the Management and Support Division's budget (all expenditure categories as well as 100 percent of the budgeted revenue) was transferred to the new Department of Housing and Community Development at the start of FY 2021.

The operating budget includes one-time funding for a consultant to assist with neighborhood design guidelines in the Comprehensive Planning Division, and the addition of software fees and increased funds for credit card fees in the Development Services Division.

The Inspection Services Division's budget decreased due to the transfer out of 2.0 FTEs.

The Zoning and Development Review Division's budget increased due to the transfer in of 2.0 FTEs.

Revenue in the Zoning and Development Review Division decreased based on current and projected zoning and development review fees.



**Department of Planning and Development Services
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Management and Support	4.0	7.0	4.0	-42.9%
Comprehensive Planning	6.0	4.0	4.0	0.0%
Development Services	9.0	8.0	8.0	0.0%
Inspection Services	23.0	23.0	21.0	-8.7%
Zoning and Development Review	8.0	5.0	7.0	40.0%
Regular Subtotal	50.0	47.0	44.0	-6.4%
<i>Temporary</i>				
Management and Support	-	-	-	-
Comprehensive Planning	-	-	-	-
Development Services	-	-	0.8	N/A
Inspection Services	-	-	0.8	N/A
Zoning and Development Review	-	-	-	-
Temporary Subtotal	-	-	1.6	N/A
Department Total	50.0	47.0	45.6	-3.0%

**Significant Changes from
FY 2021 to FY 2022**

A total of 4.0 FTEs (3.0 FTEs from the Management and Support Division and 1.0 FTE from the Inspection Services Division) were transferred to the new Department of Housing and Community Development at the start of FY 2021.

In addition to the transfers to the new department, a 1.0 FTE was transferred from the Inspection Services Division to the Zoning and Development Review Division, and a 1.0 FTE was added to the Zoning and Development Review Division.

The Development Services and Inspection Services Divisions each received temporary funding for FY 2022.



Management and Support Division

The Management and Support Division provides leadership and coaching to ensure that services and projects support citywide policies, engage the public, and provide high-quality professional and technical advice. The management team also leads the Department in enhancing community engagement, including ensuring that all parts of the Department have the highest level of customer service. Another key function is to advise the Mayor and Council, boards and commissions, and community about codes, comprehensive plans, and their implications for the city or neighborhood. This Division supports the City Manager in the city's objectives for Town Center and business development and provides descriptive data and forecasting. In FY 2021, housing functions were transferred into the new Department of Housing and Community Development.

Management and Support Division	Budget	\$943,160
	Regular FTE	4.0
	Temp FTE	0.0
Administration and Support	Budget	\$943,160
	Regular FTE	4.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide Department-wide leadership on engaging the community regarding planning, zoning, housing, building regulations, and property maintenance

Critical Success Factor(s): Planning and Preservation

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of PDS community meetings	72	70	20	45

Goal: Support citywide goal of a thriving and successful Town Center

Critical Success Factor(s): Safe and Livable Neighborhoods

Short Term Objectives	Planned Completion
Facilitate response to business challenges related to COVID-19	Q2 FY 2022
Implement Mayor and Council's 11 areas of action and direction from ULI TAP report	Q4 FY 2022
Coordinate with key partners, such as REDI, Rockville Chamber of Commerce, Montgomery County, property owners, businesses, nonprofit organizations, and residents	Q4 FY 2022

Goal: Provide useful and accurate data for the city and to the public and partner entities

Critical Success Factor(s): Planning and Preservation

Short Term Objectives	Planned Completion
Complete a report on the results of the 2020 Decennial Census	Q2 FY 2022
Provide data on a bi-monthly basis showing the state of recovery of the economy from the COVID-19 pandemic	Q4 FY 2022



Management and Support Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration and Support	405,094	1,028,880	943,160	-8.3%
CDBG	204,456	263,000	-	-100.0%
Housing & Comm. Dev. Block Grant	318,936	385,420	-	-100.0%
Housing Opportunities	500,000	-	-	-
Division Total (\$)	1,428,486	1,677,300	943,160	-43.8%

Management and Support Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	617,374	1,182,000	775,080	-34.4%
Operating	264,382	448,570	168,080	-62.5%
Capital Outlay	-	-	-	-
Other	546,730	46,730	-	-100.0%
Division Total (\$)	1,428,486	1,677,300	943,160	-43.8%

Management and Support Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration and Support	-	-	-	-
CDBG	228,251	263,000	-	-100.0%
Housing & Comm. Dev. Block Grant	-	-	-	-
Housing Opportunities*	1,730,873	9,000	-	-100.0%
Division Total (\$)	1,959,124	272,000	-	-100.0%

*The FY 2020 actual includes \$1.7 million from Ingleside at King Farm.

Significant Changes from FY 2021 to FY 2022

Funding and personnel from the CDBG, Housing & Community Development Block Grant, and Housing Opportunities Cost Centers, along with one position and related funding from the Administration and Support Cost Center, was transferred to the new Department of Housing and Community Development at the start of FY 2021.



**Management and Support Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Administration and Support	2.0	5.0	4.0	-20.0%
CDBG	-	-	-	-
Housing & Comm. Dev. Block Grant	2.0	2.0	-	-100.0%
Housing Opportunities	-	-	-	-
Regular Subtotal	4.0	7.0	4.0	-42.9%
<i>Temporary</i>				
Administration and Support	-	-	-	-
CDBG	-	-	-	-
Housing & Comm. Dev. Block Grant	-	-	-	-
Housing Opportunities	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	4.0	7.0	4.0	-42.9%

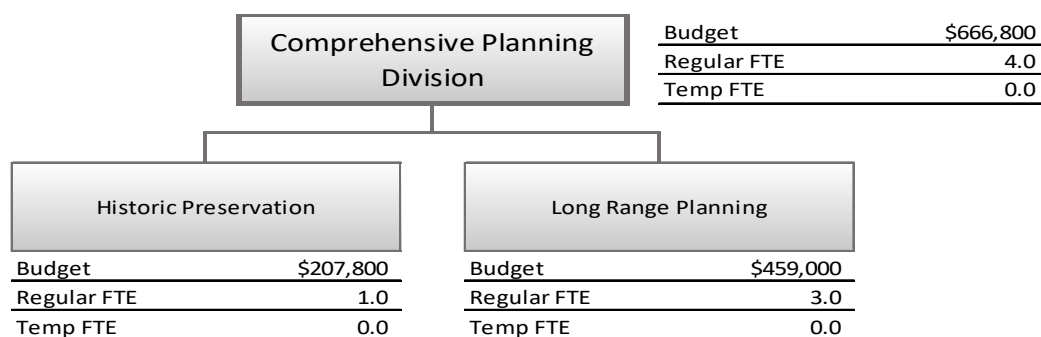
**Significant Changes from
FY 2021 to FY 2022**

The 2.0 FTEs from the Housing & Community Development Block Grant Cost Center as well as a 1.0 FTE Landlord Tenant Specialist from the Administration and Support Cost Center were transferred to the new Department of Housing and Community Development at the start of FY 2021.



Comprehensive Planning Division

The Comprehensive Planning Division facilitates the preparation, adoption, and updating of the city's Comprehensive Plan and its components, including neighborhood and topic-specific plans. The Comprehensive Plan reflects the overall priorities of the community and guides the city's future development, conservation, and infrastructure decisions. The Division drafts these plans under the direction of Rockville's Planning Commission and the Mayor and Council with a foundation in public engagement, coordination with other departments and jurisdictions, and in compliance with State law. The staff tracks and facilitates implementation of the adopted plans, including preparing residential design guidelines, land use amendments, and zoning analysis. This Division also monitors and comments on plans and projects led by Montgomery County, the State of Maryland, the Metropolitan Washington Council of Governments (MWCOC), and the City of Gaithersburg. It provides professional and technical expertise as well as administrative support to the Planning Commission and the Historic District Commission (HDC). This Division also administers the city's historic preservation program which includes providing professional analysis and research of buildings that may have historic significance or are intended for demolition. The Preservation Planner provides advice and processes applications for Montgomery County's historic tax credit program, provides advice to applicants and the HDC on the appropriateness of changes to the exterior of historic buildings to support the HDC's issuance of Certificates of Approval, and manages historic preservation programs.



Performance Measures and Short Term Objectives

Goal: Produce plans that set and address the visions of the community, as communicated by actively engaged residents

Critical Success Factor(s): Planning and Preservation

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Deliverables completed consistent with established schedule for the Rockville 2040 Comprehensive Plan	100%	100%	100%	100%
Deliverables completed consistent with established schedule for the RedGate Park Plan*	-	-	-	100%
Deliverables completed consistent with established schedule for the Town Center Master Plan Update*	-	-	-	100%

*New performance measure for FY 2022.

Short Term Objectives	Planned Completion
Mayor and Council adoption of the Rockville 2040 Comprehensive Plan	Q1 FY 2022
Mayor and Council review of draft concepts for the RedGate Park Plan	Q1 FY 2022
Mayor and Council approval of preferred RedGate Park Plan concept	Q3 FY 2022
Mayor and Council discussion on the initiation of a Town Center Master Plan Update	Q3 FY 2022
Facilitate completion of WMATA study of the Rockville Metro Station, including community input and Mayor and Council discussions	Q4 FY 2022
Community kickoff for a Town Center Master Plan Update	Q4 FY 2022



Goal: Facilitate the city's active implementation of priority policies from approved plans

Critical Success Factor(s): Safe and Livable Neighborhoods

Short Term Objectives	Planned Completion
Meet with two neighborhood groups to discuss and decide on a process for neighborhood design guidelines	Q1 FY 2022
Present regulations for short-term rentals to the Mayor and Council	Q1 FY 2022
Coordinate with zoning staff to initiate zoning code text amendments consistent with recommendations in the adopted Rockville 2040 Comprehensive Plan	Q3 FY 2022
Coordinate with zoning staff to initiate sectional map amendments consistent with land use recommendations in the adopted Rockville 2040 Comprehensive Plan	Q3 FY 2022

Goal: Ensure the preservation of historically significant properties in the City of Rockville

Critical Success Factor(s): Planning and Preservation

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of applications:				
Certificates of approval	26	18	30	30
Tax credits	6	8	10	15
Historic significance	7	4	7	7

Short Term Objectives	Planned Completion
Prepare a draft historic preservation zoning text amendment for Mayor and Council authorization	Q2 FY 2022
Hold two educational engagement workshops for the community	Q3 FY 2022
Review the historic preservation zoning text amendment with the HDC and historic preservation community	Q4 FY 2022



Comprehensive Planning Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Historic Preservation	202,120	203,700	207,800	2.0%
Long Range Planning	949,899	410,680	459,000	11.8%
Division Total (\$)	1,152,019	614,380	666,800	8.5%

Comprehensive Planning Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	920,824	531,290	542,390	2.1%
Operating	171,695	18,590	59,910	222.3%
Capital Outlay	-	-	-	-
Other	59,500	64,500	64,500	0.0%
Division Total (\$)	1,152,019	614,380	666,800	8.5%

Comprehensive Planning Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Historic Preservation	-	-	-	-
Long Range Planning	-	-	-	-
Division Total (\$)	-	-	-	-

Comprehensive Planning Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Historic Preservation	1.0	1.0	1.0	0.0%
Long Range Planning	5.0	3.0	3.0	0.0%
Regular Subtotal	6.0	4.0	4.0	0.0%
<i>Temporary</i>				
Historic Preservation	-	-	-	-
Long Range Planning	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	6.0	4.0	4.0	0.0%

Significant Changes from FY 2021 to FY 2022

Operating costs in the Long Range Planning Cost Center increased due to the addition of \$40,000 in one-time funding for a consultant to assist in revisions to the Zoning Ordinance consistent with community goals for the West End and Lincoln Park neighborhoods on Neighborhood Design Guidelines.



Development Services Division

The Development Services Division receives and coordinates all development-related applications and provides administrative support for various other department functions. Development Services staff is focused on internal and external customer service and works closely with other portions of PDS as well as other departments. Due to the nature of development review and planning, the management team plays an important role in building consensus across departments and in the community.

Development Services Division	Budget	\$1,061,610
	Regular FTE	8.0
	Temp FTE	0.8
Development Services	Budget	\$1,061,610
	Regular FTE	8.0
	Temp FTE	0.8

Performance Measures and Short Term Objectives

Goal: To Improve efficiency and effectiveness of the development review and permitting process and delivery of a high level of service to our customers

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of applications processed according to published schedules	-	80	85%	85
MPIA requests processed within requested deadlines	-	100%	100%	100%
Permit applications received	4,514	4,036	4,588	4,275
Building	932	836	915	884
Demolition	9	5	11	7
Fire Protection	359	447	371	403
Electrical, Mechanical, Plumbing	2,998	2,419	2,945	2,709
Occupancy	220	192	218	206
Signs	144	137	130	141

Short Term Objectives	Planned Completion
Implement MyGovernmentOnline	Q1 FY 2022
Complete Phase 1 FAST action items	Q2 FY 2022
Comprehensive update to Development Review Procedures Guide and permitting guidance documents	Q3 FY 2022
Advance implementation of the Development Services Center, a “one stop shop” for development and permitting customers	Q4 FY 2022



Development Services Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Development Services	1,071,014	949,110	1,061,610	11.9%
Division Total (\$)	1,071,014	949,110	1,061,610	11.9%

Development Services Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	1,036,429	928,760	952,650	2.6%
Operating	34,585	20,350	108,960	435.4%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	1,071,014	949,110	1,061,610	11.9%

Development Services Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Development Services	-	-	-	-
Division Total (\$)	-	-	-	-

Development Services Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Development Services	9.0	8.0	8.0	0.0%
Regular Subtotal	9.0	8.0	8.0	0.0%
<i>Temporary</i>				
Development Services	-	-	0.8	N/A
Temporary Subtotal	-	-	0.8	N/A
Division Total	9.0	8.0	8.8	10.0%

Significant Changes from FY 2021 to FY 2022

Personnel costs and temporary FTEs increased due to the addition of one-time funding for a 0.8 FTE temporary employee to assist with front desk duties during the rollout of the new permitting software.

Operating costs increased due to the addition of \$56,480 in software fees for the new permitting solution as planned through the Electronic Plan Submission and Review Software (GA19) CIP project, as well as an increase of \$30,000 in credit card fees resulting from the significant increase in customers paying fees online.



Inspection Services Division

The Inspection Services Division enforces State-mandated codes and city ordinances through the issuance of permits and contractor licenses. It conducts reviews of building plans and manages the inspection of all phases of residential and commercial construction. Staff administers the building, fire, and related codes to ensure health and safety and provide accessibility to the public. This Division also enforces property maintenance codes through licensing and inspections to ensure a safe and healthy community environment.

Inspection Services Division		Budget	\$2,452,540
		Regular FTE	21.0
		Temp FTE	0.8
Administration, Plan Review, and Fire Marshal		Budget	\$1,190,610
		Regular FTE	9.0
		Temp FTE	0.8
Building Inspections		Budget	\$578,320
		Regular FTE	5.0
		Temp FTE	0.0
Code Enforcement and Community Enhancement		Budget	\$683,610
		Regular FTE	7.0
		Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Ensure building, fire, and life safety code compliance in the pre-construction phase of development in the City of Rockville

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of biennial Community Survey respondents rating building permit process as good or excellent* (Target: ≥ 60%)	58%	-	-	-
Percent of plans receiving initial review within three weeks (Target: ≥ 80%)	85%	86%	≥ 90%	≥ 90%

*Due to the financial impacts associated with the COVID-19 pandemic, the city's biennial Community Survey was not funded in FY 2021. The future of the survey is unknown at this time.

Goal: Ensure building, fire, and life safety code compliance during the construction phase of development in the City of Rockville

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of inspections performed within two days of request (Target: ≥ 95%)	97%	96%	≥ 95%	≥ 95%
Percent of inspections requiring re-inspection (Target: < 10%)	8.8%	5.3%	8.5%	8.5%
Number of general inspections per FTE	3,007	3,420	2,850	2,850
Number of fire safety inspections per FTE	868	752	850	850



Goal: Enforce property maintenance codes to provide a safe and healthy community environment

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of property complaints responded to within 24 hours (Target: > 80%)	92%	79%	92%	93%
Number of rental property inspections	3,637	2,398	3,800	3,500
Number of rental properties licensed	1,164	824	1,150	1,400
Number of complaint and violation notices issued to owner-occupied properties	933	361	950	475
Number of complaint and violation notices issued to rental properties	381	128	400	300
Number of inspections required to resolve complaints and violations at owner occupied properties	5,015	2,943	5,500	3,700
Number of inspections required to resolve complaints and violations at rental properties	424	182	450	400
Number of multi-family units inspected	2,009	288	2,050	2,071
Number of multi-family units licensed	10,045	1,443	10,100	10,353
Number of commercial property complaints received	25	25	25	25
Number of commercial property maintenance violation notices issued	29	27	35	40
Number of commercial property inspections	187	66	200	100
Number of cases requiring court appearances	40	4	40	20
Number of code enforcement complaints	870	506	900	1,000
Number of properties with more than one housing violation	1,168	608	1,200	950
Number of code enforcement cases per 1,000 residents	26	10	30	30
Percent of code compliance violations resolved voluntarily	97%	94%	97%	97%



Inspection Services Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration, Plan Review, and Fire Marshal	1,069,958	1,064,120	1,190,610	11.9%
Building Inspections	601,927	622,370	578,320	-7.1%
Code Enforcement and Community Enhancement	721,603	966,350	683,610	-29.3%
Division Total (\$)	2,393,488	2,652,840	2,452,540	-7.6%

Inspection Services Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	2,347,095	2,612,840	2,416,290	-7.5%
Operating	46,393	40,000	36,250	-9.4%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	2,393,488	2,652,840	2,452,540	-7.6%

Inspection Services Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration, Plan Review, and Fire Marshal	567,421	325,000	391,130	20.3%
Building Inspections	2,400,886	2,010,000	2,051,130	2.0%
Code Enforcement and Community Enhancement	1,108,780	1,208,500	1,208,500	0.0%
Division Total (\$)	4,077,087	3,543,500	3,650,760	3.0%

Significant Changes from FY 2021 to FY 2022

The Code Enforcement and Community Enhancement Cost Center moved to this Division from the Zoning and Development Review Division for FY 2022. The other two cost centers in this Division were renamed for FY 2022 to better reflect current responsibilities.

The Application, Plan Review, and Fire Marshal Cost Center's budget increased due to the addition of \$56,800 in temporary personnel and operating funding to support the rollout of a new fire compliance inspection program. The cost of this program is offset by an increase of \$60,000 in revenue estimates for this Cost Center.

Personnel costs decreased due to the transfer of 2.0 FTEs out of the Code Enforcement and Community Enhancement Cost Center.

Operating costs decreased due to the removal of one-time funding for digital scanning.



**Inspection Services Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Administration, Plan Review, and Fire Marshal	10.0	9.0	9.0	0.0%
Building Inspections	5.0	5.0	5.0	0.0%
Code Enforcement and Community Enhancement	8.0	9.0	7.0	-22.2%
Regular Subtotal	23.0	23.0	21.0	-8.7%
<i>Temporary</i>				
Administration, Plan Review, and Fire Marshal	-	-	0.8	N/A
Building Inspections	-	-	-	-
Code Enforcement and Community Enhancement	-	-	-	-
Temporary Subtotal	-	-	0.8	N/A
Division Total	23.0	23.0	21.8	-5.2%

**Significant Changes from
FY 2021 to FY 2022**

The Code Enforcement and Community Enhancement Cost Center moved to the Inspection Services Division from the Zoning and Development Review Division for FY 2022. This cost center's FTEs decreased by 2.0 due to the transfer of a 1.0 FTE Rehabilitation Specialist to the new Department of Housing and Community Development at the start of FY 2021, and the reclassification and transfer of a 1.0 FTE Community Enhancement Code Inspector Manager to the Zoning and Development Review Division.

Temporary FTEs include the addition of a 0.8 FTE temporary position to support the rollout of a new fire compliance inspection program in the Application, Plan Review, and Fire Marshal Cost Center.



Zoning and Development Review Division

The Zoning and Development Review Division analyzes and coordinates applications for residential and commercial development in Rockville. Planners serve as project managers for applications, coordinating comments from other department reviewers, and serving as liaisons to stakeholders and applicants. A Forestry Planner reviews development projects for compliance with the city's Forest and Tree Preservation Ordinance and the Landscaping Screening and Lighting Manual. An inspector accomplishes forestry and landscape inspections of development projects for compliance as built, and through the warranty and maintenance period. Staff also provides professional and technical expertise, as well as administrative support, to the Mayor and Council, Planning Commission, and Board of Appeals in the public review of development applications.

Zoning and Development Review	Budget	\$995,320
	Regular FTE	7.0
	Temp FTE	0.0
Zoning and Development Review	Budget	\$995,320
	Regular FTE	7.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Coordinate the city's development review process in compliance with relevant codes and policies

Critical Success Factor(s): Planning and Preservation

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of applications received:				
Project plan	0	1	3	1
Site Plan, Level 2 /Major Amendments	4	3	6	5
Site Plan, Level 1 /Minor Amendments	22	21	28	20
Special Exception	2	2	2	2
Variance	6	9	6	8
Record Plat	7	3	8	8



Goal: Maintain, interpret, and enforce the city's Zoning Ordinance

Critical Success Factor(s): Planning and Preservation

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Average number of days to respond to zoning verification letters (Target: < 10 days)	15	14	< 10	< 10
Average number of days to respond to zoning and nuisance complaints (Target: ≤ 4 days)	4	4	≤ 4	≤ 4

Goal: Promote environmentally sustainable development by ensuring appropriate preservation and planting of trees and forest on development sites within Rockville

Critical Success Factor: Planning and Preservation

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of Natural Resource Inventory/Forest Stand Delineation reviews completed within 30 days (Target: 100%)	100%	80%	100%	100%
Percent of Forest Conservation Plan reviews completed within 45 days (Target: 100%)	85%	60%	100%	100%
Percent of development sites under warranty inspected twice a year (Target: 100%)	80%	100%	100%	100%
Percent of active development sites inspected every month (Target: 100%)	100%	75%	100%	100%



Zoning and Development Review Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Zoning and Development Review	804,697	759,640	995,320	31.0%
Zoning*	223,358	-	-	-
Division Total (\$)	1,028,055	759,640	995,320	31.0%

*The Zoning Cost Center was absorbed into other cost centers for the FY 2021 budget.

Zoning and Development Review Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	984,180	709,000	943,330	33.1%
Operating	43,875	50,640	51,990	2.7%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	1,028,055	759,640	995,320	31.0%

Zoning and Development Review Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Zoning and Development Review	50,745	222,380	155,000	-30.3%
Zoning*	99,162	-	-	-
Division Total (\$)	149,907	222,380	155,000	-30.3%

*The Zoning Cost Center was absorbed into other cost centers for the FY 2021 budget.

Significant Changes from FY 2021 to FY 2022

Formerly the Planning and Code Enforcement Division, this Division was renamed for FY 2022. Additionally, the Code Enforcement and Community Enhancement Cost Center was moved from this Division to the Inspection Services Division, and the Development Review Cost Center was renamed the Zoning and Development Review Cost Center.

Personnel costs increased due to the transfer of 2.0 FTEs to this Division.

Revenue in the Zoning and Development Review Cost Center decreased based on current and projected zoning and development review fees.



**Zoning and Development Review Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Zoning and Development Review	6.0	5.0	7.0	40.0%
Zoning*	2.0	-	-	-
Regular Subtotal	8.0	5.0	7.0	40.0%
<i>Temporary</i>				
Zoning and Development Review	-	-	-	-
Zoning*	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	8.0	5.0	7.0	40.0%

*The Zoning Cost Center was absorbed into other cost centers for the FY 2021 budget.

**Significant Changes from
FY 2021 to FY 2022**

A 1.0 FTE Community Enhancement Code Inspector Manager was moved from the Code Enforcement and Community Enhancement Cost Center (Inspection Services Division) and reclassified as a Deputy Zoning Manager during FY 2021. Additionally, a vacant 1.0 FTE Senior Forestry Inspector was added to the Zoning and Development Review Cost Center.



Police Department

In collaboration with others, the Police Department protects and promotes community safety, ensures the safe and orderly movement of traffic, and seeks solutions to any problems that create fear or threaten the quality of life in Rockville.

The Rockville City Police Department (RCPD) protects lives and property and promotes community safety. It is responsible for preserving the peace, ensuring safe and orderly movement of traffic, and providing the community with an overall sense of security. The Department continues to be in full compliance with national standards of professional excellence and recognized nationally as a model practitioner of community policing. The Governor's Office of Crime Control and Prevention consistently recognizes the Department for its traffic safety and overall crime prevention programs.

Police Department		<table><tr><td>Budget</td><td>\$13,220,040</td></tr><tr><td>Regular FTE</td><td>90.5</td></tr><tr><td>Temp FTE</td><td>0.0</td></tr></table>	Budget	\$13,220,040	Regular FTE	90.5	Temp FTE	0.0												
Budget	\$13,220,040																			
Regular FTE	90.5																			
Temp FTE	0.0																			
Office of the Chief of Police	Administrative Services Bureau	Field Services Bureau																		
<table><tr><td>Budget</td><td>\$1,010,440</td></tr><tr><td>Regular FTE</td><td>5.0</td></tr><tr><td>Temp FTE</td><td>0.0</td></tr></table>	Budget	\$1,010,440	Regular FTE	5.0	Temp FTE	0.0	<table><tr><td>Budget</td><td>\$3,637,360</td></tr><tr><td>Regular FTE</td><td>22.5</td></tr><tr><td>Temp FTE</td><td>0.0</td></tr></table>	Budget	\$3,637,360	Regular FTE	22.5	Temp FTE	0.0	<table><tr><td>Budget</td><td>\$8,572,240</td></tr><tr><td>Regular FTE</td><td>63.0</td></tr><tr><td>Temp FTE</td><td>0.0</td></tr></table>	Budget	\$8,572,240	Regular FTE	63.0	Temp FTE	0.0
Budget	\$1,010,440																			
Regular FTE	5.0																			
Temp FTE	0.0																			
Budget	\$3,637,360																			
Regular FTE	22.5																			
Temp FTE	0.0																			
Budget	\$8,572,240																			
Regular FTE	63.0																			
Temp FTE	0.0																			

Fiscal Year 2021 Accomplishments

- Two officers were promoted to the rank of Sergeant
- Maintained continued operations of police services and calls for service without interruption during the COVID-19 pandemic, to include establishing proper protocol both internally and externally for dealing with the public and taking the proper precautions while maintaining the health and wellness of all essential personnel. This included obtaining personal protective equipment (PPE) for all officers, ensuring proper supplies of hand sanitizers and disinfectant, setting up temperature check stations, and providing telework opportunities for non-frontline staff
- Received overwhelming support from the Rockville community businesses, restaurants and residents during the beginning of the COVID-19 crisis with donations of food, PPE supplies, vehicle decontamination services, along with many cards and letters of thanks
- Hosted the Fair and Impartial Policing (FIP) training for all RCPD officers and hosted two successful FIP command-community trainings with command staff, Mayor and Council, as well as local community representatives and non-profit organizations. This continues to bring open discussion and dialogue with the Rockville community and the police department about RCPD's mission and priorities of non-biased based community policing practices
- Ongoing effort to continue with training to all sworn staff in current best training and de-escalation practices to include Fair and Impartial Policing, and crisis intervention training, with emphasis on the proper techniques and skills while responding to a person suffering from a mental health crisis
- Received the Governor's Crime Prevention Award for our comprehensive crime prevention programs
- Five employees celebrated 20 years or more of service with the city
- Received our 9th re-accreditation from CALEA by successfully completing the final year of a four-year assessment. After a virtual hearing before the CALEA Commission in July, RCPD was found compliant and successful in all areas of the accreditation process
- Participated in two Drug Take Back initiatives collecting approximately 200 pounds of unused, discarded medication
- Awarded 12 RCPD officers with "Officer of the Month" awards for various acts of service and life saving measures



Police Department Fiscal Year 2022 Outlook

Police Staffing

With a significant number of personnel currently eligible for retirement, succession plans are essential to ensure operational continuity. The Department will continue its succession planning efforts in FY 2022 to maintain readiness for staffing changes. The FY 2022 budget does not include additional police officers due to the limited resources as a result of the COVID-19 pandemic. RCPD will continue to reassign officers from specialty units to patrol due to staffing shortages as needed. The Department will continue to plan to move towards an “urban” policing model that takes into consideration the complexities associated with vertical growth and mixed-use developments.

Professional Development and Mental Health Services

The skills and knowledge required to effectively deal with 21st century policing issues requires a higher level of education as well as extensive and ongoing training in specific disciplines, including the soon to be implemented Fair and Impartial Policing training method. Department staff will work within budgetary constraints to arrange trainings to address social justice and equity concerns.

The FY 2022 budget includes funding to contract with Montgomery County to provide mental health services and support to the Department. This contract will include training for officers to identify, evaluate, and provide mental health resources, and will provide access to crisis services for individuals and RCPD staff, including follow-up and connection to additional resources as needed.

Parking System Meter Upgrades

There are approximately 500 parking meters located within the city which have not been updated in over twelve years. While we have implemented a pay by phone service, these meters currently only accept quarters. RCPD will be upgrading 300 parking meters to smart meters. These smart meters fit into the existing meter housings and poles and will offer multiple payment options to include coins and credit/debit cards to customers. Each smart meter is wirelessly networked to a data management system which will provide the city with real time data and afford staff the ability to manage the city’s parking meter program more effectively. Staff will also continue working with the Mayor and Council in FY 2022 on potential adjustments to parking fees, fines, and citations.

Community Engagement

During the COVID-19 crisis, RCPD participated in additional outreach and engagement with our senior citizens on a regular basis. In June 2020, RCPD joined forces in a successful and peaceful Black Lives Matter protest march down Rockville Pike and back from the Circuit Court building in Town Center. Following several national incidents, the Chief of Police participated in an unprecedented Area Police Chiefs Roundtable discussion coordinated by the Montgomery County Office of Human Rights.

During FY 2022 the Department will continue community engagement initiatives by engaging in RCPD outreach programs such as Coffee with a Cop, Fair and Impartial Police Training, Senior Center Outreach and the Holiday Toy Drive. These programs are designed to promote community relations between the Rockville residents and the Police Department.



Coffee with a Cop



Black Lives Matter Protest



Police Department FY 2022 Adopted Expenditures by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Office of the Chief of Police	901,609	837,220	1,010,440	20.7%
Administrative Services Bureau	3,595,226	3,639,510	3,637,360	-0.1%
Field Services Bureau	8,316,722	8,367,790	8,572,240	2.4%
Department Total (\$)	12,813,557	12,844,520	13,220,040	2.9%

Police Department FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	10,857,433	10,680,940	10,894,960	2.0%
Operating	1,950,106	2,104,780	2,272,280	8.0%
Capital Outlay	6,018	58,800	52,800	-10.2%
Other	-	-	-	-
Department Total (\$)	12,813,557	12,844,520	13,220,040	2.9%

Police Department FY 2022 Adopted Revenues by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Office of the Chief of Police	28,552	6,620	7,550	14.0%
Administrative Services Bureau	3,312,133	3,959,590	3,218,300	-18.7%
Field Services Bureau	812,311	778,000	778,000	0.0%
Department Total (\$)	4,152,996	4,744,210	4,003,850	-15.6%

Significant Changes from FY 2021 to FY 2022

The Office of the Chief of Police's budget increased due to the addition of operating funding for a mental health services contract.

Capital outlay costs decreased due to the removal of one-time funding in the Field Services Bureau.

Revenues increased in the Office of the Chief of Police based on recent grant awards. Revenues decreased in the Administrative Services Bureau due to reduced parking meter revenue and reduced revenues from parking, redlight camera, and speed camera citations based on changes in travel related to the COVID-19 pandemic.



**Police Department
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Office of the Chief of Police	6.0	5.0	5.0	0.0%
Administrative Services Bureau	22.5	22.5	22.5	0.0%
Field Services Bureau	61.0	63.0	63.0	0.0%
Regular Subtotal	89.5	90.5	90.5	0.0%
<i>Temporary</i>				
Office of the Chief of Police	-	-	-	-
Administrative Services Bureau	-	-	-	-
Field Services Bureau	-	-	-	-
Temporary Subtotal	-	-	-	-
Department Total	89.5	90.5	90.5	0.0%

**Significant Changes from
FY 2021 to FY 2022**

There were no significant changes.



Office of the Chief of Police

The Office of the Chief of Police oversees and directs the Police Department in the overall pursuit of promoting public health and safety, protection of property, and the protection of personal liberties. The Office ensures effective management of all levels of police services provided to the community by ensuring fiscal soundness, operational effectiveness, and strong community outreach and information sharing. The Department's Homeland Security efforts are also coordinated within this Office. The Department participates in regional and local Homeland Security and emergency preparedness meetings, exercises, and drills to ensure the Police Department is equipped to protect Rockville residents in the event of a major emergency.

Office of the Chief of Police	Budget	\$1,010,440
	Regular FTE	5.0
	Temp FTE	0.0
Office of the Chief of Police	Budget	\$1,010,440
	Regular FTE	5.0
	Temp FTE	0.0

Performance Measures and Short Term Objectives

Goal: Provide leadership and direction to enable the Rockville City Police Department to protect and promote community safety

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of biennial Community Survey respondents rating Rockville's overall police services as good or excellent* (Target: ≥ 85%)	87%	-	-	-

**Due to the financial impacts associated with the COVID-19 pandemic, the city's biennial Community Survey was not funded in FY 2021. The future of the survey is unknown at this time.*

Goal: Ensure the city's ability to provide a coordinated, collaborative response to an emergency or disaster

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent participation in applicable regional preparedness efforts / exercises (Target: 100%)	100%	100%	100%	100%
Number of private sector business emergency preparedness / physical security assistance presentations (Target: ≥ 30)	15	15	20	20

Goal: Ensure transparent and accountable policing policies and practices

Critical Success Factor(s): Efficient and Effective City Service Delivery

Short Term Objectives	Planned Completion
Collaborate with the Mayor and Council to develop and implement the Community Policing Advisory Board	Q4 FY 2022
Continue collaborative community partnership by hosting quarterly Fair and Impartial Policing training	Q4 FY 2022
Mitigate the effects of COVID-19 to department and city operations through continued combined efforts with the Emergency Manager	Q4 FY 2022



**Office of the Chief of Police
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Office of the Chief of Police	901,609	837,220	1,010,440	20.7%
Division Total (\$)	901,609	837,220	1,010,440	20.7%

**Office of the Chief of Police
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	846,848	789,510	839,380	6.3%
Operating	54,761	47,710	171,060	258.5%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	901,609	837,220	1,010,440	20.7%

**Office of the Chief of Police
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Office of the Chief of Police	28,552	6,620	7,550	14.0%
Division Total (\$)	28,552	6,620	7,550	14.0%

**Office of the Chief of Police
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Office of the Chief of Police	6.0	5.0	5.0	0.0%
Regular Subtotal	6.0	5.0	5.0	0.0%
<i>Temporary</i>				
Office of the Chief of Police	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	6.0	5.0	5.0	0.0%

**Significant Changes from
FY 2021 to FY 2022**

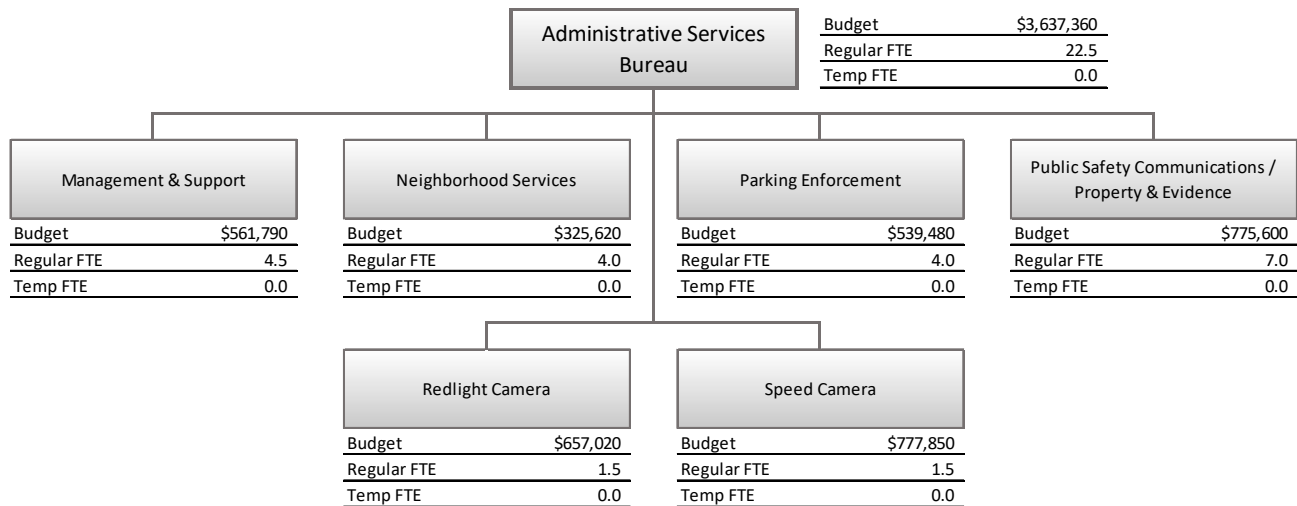
The budget for the Office of the Chief of Police increased due to the addition of \$122,860 in operating funds for mental health services.

Revenue in this Division increased based on recent grant award amounts.



Administrative Services Bureau

The Administrative Services Bureau provides the Department with proper communications technology to ensure officer safety. This Bureau supports the technical services needed to allow employees to perform their duties in an efficient and effective manner. Administrative functions include public safety communications, monitoring of the citywide alarm system, records retention, fiscal management, property/evidence control, warrant control, neighborhood services, photo enforcement, parking enforcement, and accreditation.



Performance Measures and Short Term Objectives

Goal: Provide efficient and effective communication between sworn personnel and residents

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Average response time, dispatch-to-scene for priority calls (Target: ≤ 10 minutes)	7 minutes	6 minutes	≤ 6 minutes	≤ 6 minutes
Average response time, dispatch-to-scene for non-priority calls (Target: ≤ 15 minutes)	13 minutes	14 minutes	≤ 11 minutes	≤ 12 minutes
Warrants entered into the State computer system within 72 hours (Target: 100%)	100%	100%	100%	100%
Percent of warrant validations compared within 10 days of receipt from the State (Target: 100%)	100%	100%	100%	100%
Percent of after-hour emergency contacts made within one hour of initial notification (Target: 100%)	100%	100%	100%	100%

Goal: Maintain found, recovered, or evidentiary property in accordance with federal, State, and local statutes

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of property / evidence items processed within three business days of receipt (Target: 100%)	100%	100%	100%	100%
Percent compliance with property and evidence records on all property and evidence inspections (Target: 100%)	100%	100%	100%	100%



Goal: Meet and maintain compliance with all applicable national police accreditation standards

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent compliance with all national accreditation standards mandated by CALEA (Target: 100%)	100%	100%	100%	100%

Goal: Promote public health and safety through enforcement of city animal regulations

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of public education presentations regarding pets and ownership (Target: > 10)	14	3	13	6
Number of animals registered	4,464	4,429	4,500	4,500
Number of animal licenses issued	2,088	1,745	2,200	2,200
Number of animal control calls for service	2,264	1,880	2,000	2,000
Number of notices of violation issued	326	385	400	400
Number of warnings issued	306	459	300	500
Number of animal review cases heard	33	20	50	50

Goal: Enforce parking regulations consistently to promote turnover and allow more people to park

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of parking permit violations issued	772	547	1,000	800
Number of parking meter citations issued	8,321	5,668	10,000	7,900
Number of miscellaneous parking citations issued	3,806	1,911	4,000	2,151
Number of special assignments	17	9	25	18
Short Term Objectives				Planned Completion
Present additional information requested by the Mayor and Council related to potential adjustments to parking fees, fines, and citations				Q1 FY 2022

Goal: Foster an environment of safety for motorists, bicyclists, and pedestrians

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of speed cameras (fixed pole)	6	6	6	6
Number of portable speed camera deployment hours	64,725	56,634	69,000	64,000
Number of mobile speed van deployment hours	1,520	1,139	1,700	1,500
Number of approved portable and mobile speed camera locations	131	131	131	131
Number of speed camera citations	34,244	30,072	36,200	28,250
Number of redlight cameras	10	10	10	10
Number of redlight camera citations	21,934	21,732	20,968	17,900



Administrative Services Bureau FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Management & Support	595,104	556,370	561,790	1.0%
Neighborhood Services	409,607	396,850	325,620	-17.9%
Parking Enforcement	305,045	364,420	539,480	48.0%
Public Safety Communications / Property & Evidence	732,280	764,480	775,600	1.5%
Redlight Camera	779,136	783,410	657,020	-16.1%
Speed Camera	774,054	773,980	777,850	0.5%
Division Total (\$)	3,595,226	3,639,510	3,637,360	-0.1%

Administrative Services Bureau FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	2,123,749	2,052,360	2,037,280	-0.7%
Operating	1,471,377	1,585,650	1,598,580	0.8%
Capital Outlay	100	1,500	1,500	0.0%
Other	-	-	-	-
Division Total (\$)	3,595,226	3,639,510	3,637,360	-0.1%

Administrative Services Bureau FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Management & Support	16,224	21,000	21,000	0.0%
Neighborhood Services	54,662	65,000	65,000	0.0%
Parking Enforcement	619,319	853,000	659,800	-22.6%
Public Safety Communications / Property & Evidence	-	-	-	-
Redlight Camera	1,496,281	1,572,590	1,342,500	-14.6%
Speed Camera	1,125,647	1,448,000	1,130,000	-22.0%
Division Total (\$)	3,312,133	3,959,590	3,218,300	-18.7%

Significant Changes from FY 2021 to FY 2022

The Parking Enforcement Cost Center's budget increased due to the addition of \$172,240 in operating funding (most of which is one-time) to replace parking meters in the Town Center area with smart meters.

The Redlight Camera Cost Center's budget decreased due to an estimated decrease in payments to the redlight camera program vendor based on the decline in redlight camera citations.

Parking Enforcement revenue decreased due to the change in shopping and commuting habits related to the COVID-19 pandemic.

Redlight and Speed Camera revenues decreased based on a decline in citation revenue related to decreased travel during the COVID-19 pandemic.



**Administrative Services Bureau
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Management & Support	4.5	4.5	4.5	0.0%
Neighborhood Services	4.0	4.0	4.0	0.0%
Parking Enforcement	4.0	4.0	4.0	0.0%
Public Safety Communications / Property & Evidence	7.0	7.0	7.0	0.0%
Redlight Camera	1.5	1.5	1.5	0.0%
Speed Camera	1.5	1.5	1.5	0.0%
Regular Subtotal	22.5	22.5	22.5	0.0%
<i>Temporary</i>				
Management & Support	-	-	-	-
Neighborhood Services	-	-	-	-
Parking Enforcement	-	-	-	-
Public Safety Communications / Property & Evidence	-	-	-	-
Redlight Camera	-	-	-	-
Speed Camera	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	22.5	22.5	22.5	0.0%

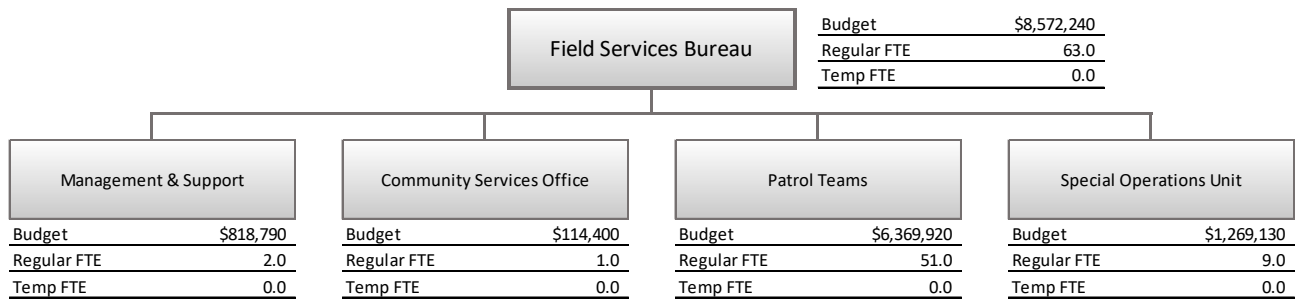
**Significant Changes from
FY 2021 to FY 2022**

There were no significant changes.



Field Services Bureau

The Field Services Bureau maintains public order, protects lives and property, and reduces criminal activity through its proactive patrols and enforcement of State and city laws. The Bureau consists of police officers assigned to patrol duties, providing primary response and preliminary investigation for police events within the city. Within the Field Services Bureau is the Special Operations Unit. This unit is comprised of the Criminal Investigations Unit, School Resources Officer, Town Center Officer, Community Services Officer, K-9 Team, and the Crime Analyst.



Performance Measures and Short Term Objectives

Goal: Protect life and property through the enforcement of State and local laws

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of police events in which a city police unit is the primary unit (Target: >73%)	68%	70%	72%	72%
Number of proactive checks on patrol (Target: > 6,500)	5,712	7,903	6,000	8,000
Number of enforcements (citations, warnings, repair orders)	15,910	16,928	16,500	16,500
Number of DWI arrests	175	113	140	140
Number of criminal arrests	780	746	800	800
Number of calls for service	38,250	26,830	39,000	32,000

Goal: Identify and target criminal offenders to successfully conclude investigations of property crimes and crimes against persons

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Closure rate for property crimes investigated (Target: > 19%, FBI-reported national average)	37%	39%	35%	39%
Closure rate for crimes against persons investigated (Target: > 47%, FBI-reported national average)	44%	89%	50%	80%



Goal: Ensure the public is fully involved as a partner with law enforcement

Critical Success Factor(s): Informed and Engaged Residents

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of crime trend reports prepared and provided to communities each month (Target: 20)	20	27	20	30
Number of Rockville business visits per year (Target: 500)	462	327	500	500
Number of crime prevention safety programs for juveniles and young adults (Target: 25)	36	10	32	32
Number of crime prevention and personal safety classes for seniors (Target: 14)	17	6	20	20



**Field Services Bureau
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Management & Support	701,104	794,000	818,790	3.1%
Community Services Office	105,506	159,010	114,400	-28.1%
Patrol Teams	6,358,701	6,330,820	6,369,920	0.6%
Special Operations Unit	1,151,411	1,083,960	1,269,130	17.1%
Division Total (\$)	8,316,722	8,367,790	8,572,240	2.4%

**Field Services Bureau
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	7,886,836	7,839,070	8,018,300	2.3%
Operating	423,968	471,420	502,640	6.6%
Capital Outlay	5,918	57,300	51,300	-10.5%
Other	-	-	-	-
Division Total (\$)	8,316,722	8,367,790	8,572,240	2.4%

**Field Services Bureau
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Management & Support	807,364	778,000	778,000	0.0%
Community Services Office	-	-	-	-
Patrol Teams	4,947	-	-	-
Special Operations Unit	-	-	-	-
Division Total (\$)	812,311	778,000	778,000	0.0%

**Significant Changes from
FY 2021 to FY 2022**

The budget increased in the Special Operations Unit due to the transfer in of two Police Officer positions from the Patrol Teams Cost Center.

Within the Management and Support Cost Center, the operating budget increased due to additional funding required to outfit leased police vehicles, and the capital outlay budget decreased due to the removal of one-time equipment funding related to the new officers added in FY 2021.



**Field Services Bureau
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Management & Support	2.0	2.0	2.0	0.0%
Community Services Office	1.0	1.0	1.0	0.0%
Patrol Teams	51.0	53.0	51.0	-3.8%
Special Operations Unit	7.0	7.0	9.0	28.6%
Regular Subtotal	61.0	63.0	63.0	0.0%
<i>Temporary</i>				
Management & Support	-	-	-	-
Community Services Office	-	-	-	-
Patrol Teams	-	-	-	-
Special Operations Unit	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	61.0	63.0	63.0	0.0%

**Significant Changes from
FY 2021 to FY 2022**

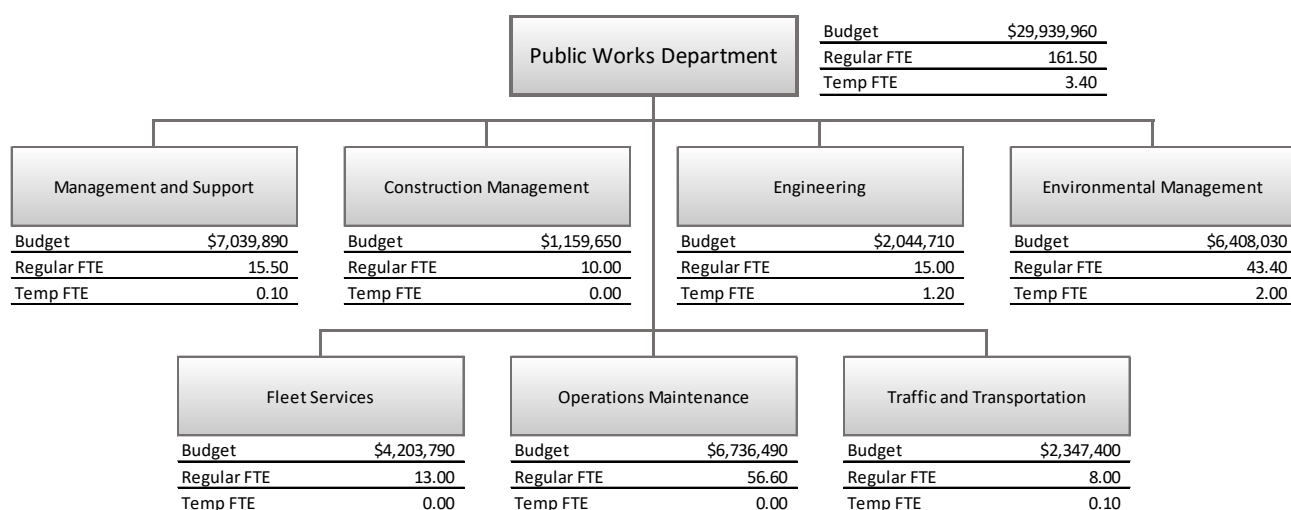
Two Police Officer positions were shifted from the Patrol Teams Cost Center to the Special Operations Unit for FY 2022; it is not uncommon for positions to shift between these two cost centers.



Public Works Department

The Department of Public Works is dedicated to delivering engineering and operational services, utilities, and infrastructure for high quality of life, protection of health and property, and premium customer service.

The Department of Public Works provides for the effective and efficient design, acquisition, construction, operation, maintenance, inspection, and renewal of the city's infrastructure to provide sustainable transportation, water, sewage disposal, stormwater management, recycling and refuse, fleet, and environmental management services.



Fiscal Year 2021 Accomplishments

- Adopted and began implementation of the Vision Zero Action Plan
- Initiated work on the Pedestrian Master Plan with the Rockville Pedestrian Advocacy Committee
- Conducted a public engagement process for development of the city's Climate Action Plan
- Led city efforts to oppose the Draft Environmental Impact Statement (DEIS) proposed by the Maryland Department of Transportation for the I-495/I-270 Managed Lanes P3 project
- Completed a Wayfinding Study that developed a plan for consistent signage in the Town Center area
- Developed and submitted an implementation plan to achieve requirements of the city's MS4 Phase II NPDES Permit
- Installed energy efficient interior lighting at Lincoln Park Community Center using a combination of city funds, Maryland Smart Energy Communities grant funding, and Pepco rebates
- Purchased wind renewable energy certificates that fully cover the electrical energy consumed by city operations
- Revised stormwater management regulations to streamline the approvals of stormwater management as-built plans for single-family homes (FAST initiative)
- Published a comprehensive guidance document for developers of single-family homes, including all applications, forms, checklists, standard notes, details, and general requirements necessary for an applicant to receive plan and permit approval in a customer friendly format (FAST initiative)
- Implemented electronic plan review and automated/electronic process for utility permit submissions and reviews using BlueBeam software and available web-based technology to streamline and standardize the permitting process for utility permits by providing a consistent, reliable, and timely approach to review and distribute plans, while also reducing the use of paper (FAST initiative)
- Implemented a paperless process to request and disseminate engineering plans and records via the city website (FAST initiative)

- Updated city construction standards for standard roadway sections and design standards for small cell facilities within the public right-of-way, and consolidated the location of all standards and details on the city website
- Constructed pedestrian safety projects in Twinbrook including new sidewalks, crosswalk, and bump outs, and installed a pedestrian safety flashing beacon at the intersection of Great Falls Road and Monument Street
- Completed a chlorine safety assessment in the Water Treatment Plant Safety Improvements CIP project (UB19)
- Began construction of the Rockville Intermodal Access – Baltimore Road CIP (8A11)
- Completed design of the following CIP projects: Beall Ave., Elizabeth Ave., Denfield Rd., Dundee Rd., Glenmore Terrace and Research Ct. water lines in Water Main Rehab & Improvement (UD21); Maple Alley improvements in Storm Drain Rehab & Improvement (SA16); and Cabin John Parkway gabion wall repair in Stream Restoration Spot Repairs (SB21)
- Completed construction of the following CIP projects: Southlawn Lane Sidewalk (6A11); North Horners Ln. Sidewalk (TF16); upgrade of the traffic signal at Wootton Pkwy./Tower Oaks Blvd. in Traffic Signal Upgrades (TG21); replacement of water lines in the Montrose community (Muriel St., Wilmart St., Nina Pl., Lorre Dr. and Lorraine Dr.) in Water Main Rehab & Improvement (UD21); sewer lining in Sewer Rehab & Improvement (UB16/UC21); Middle Ln. and Denham Rd. corrugated metal pipe rehabilitations in Storm Drain Rehab & Improvement (SA16); Cabin John Pkwy. gabion wall repair in Stream Restoration Spot Repairs (SB21); Bullards Park spot repair and the Woodley Gardens Park spot repair in Stream Restoration Spot Repairs (SD16)
- Recognized by the Water Environment Federation's 2020 National Municipal Stormwater and Green Infrastructure Awards Program and categorized at the Gold level for program management and at the Silver level for innovation
- Hosted the 4th Montgomery County Solar and Electric Vehicle Charger Co-op with 204 members in collaboration with Montgomery County's Department of Environmental Protection, Solar United Neighbors of Maryland, One Montgomery Green, City of Takoma Park, Poolesville Green, and the Town of Poolesville
- Distributed 300 free trees for residents to plant in the fall tree giveaway

Department of Public Works Fiscal Year 2022 Outlook

During FY 2022, the Department of Public Works plans to:

- Implement projects to improve pedestrian and bicycle safety improvements in Town Center and around the city, to reach the Vision Zero goal of zero deaths and serious injuries by 2030
- Adopt Rockville's first Climate Action Plan and begin implementation of priority actions to reduce greenhouse gas emissions and improve community resilience
- Receive recertification in the Sustainable Maryland program of the Maryland Municipal League and the University of Maryland Environmental Finance Center, which recognizes the strides the city has taken to foster a healthy environment, restore watersheds, reduce waste, conserve natural resources, and address climate change
- Review the 2021 Building Codes with stakeholders to include the energy efficiency and green construction code, and draft amendments for Rockville City Code Chapter 5, Buildings and Building Regulations, with a view toward meeting high standards for health and efficiency
- Implement an electronic asset management software solution to improve efficiency and work order management
- Planned CIP project progress as detailed on the appropriate division pages in this section and on the individual CIP project sheets



Pedestrian Safety Improvement at McAuliffe Drive/Linthicum Street



**Public Works Department
FY 2022 Adopted Expenditures by Division**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Management and Support	6,215,902	6,957,550	7,039,890	1.2%
Construction Management	1,110,280	1,114,760	1,159,650	4.0%
Engineering	2,078,819	2,093,500	2,044,710	-2.3%
Environmental Management	5,925,671	6,312,780	6,408,030	1.5%
Fleet Services	3,688,202	3,686,250	4,203,790	14.0%
Operations Maintenance	6,136,966	6,876,710	6,736,490	-2.0%
Traffic and Transportation	2,215,392	2,401,340	2,347,400	-2.2%
Department Total (\$)	27,371,232	29,442,890	29,939,960	1.7%

**Public Works Department
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	16,000,755	16,178,750	16,550,230	2.3%
Operating	9,643,748	11,453,800	11,591,450	1.2%
Capital Outlay	1,716,673	1,797,040	1,784,980	-0.7%
Other	10,056	13,300	13,300	0.0%
Department Total (\$)	27,371,232	29,442,890	29,939,960	1.7%

**Public Works Department
FY 2022 Adopted Revenues by Division**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Management and Support	-	-	-	-
Construction Management	-	-	-	-
Engineering	689,569	1,492,000	2,491,030	67.0%
Environmental Management	6,661	5,000	5,000	0.0%
Fleet Services	26,955	13,000	27,000	107.7%
Operations Maintenance	118,380	55,000	55,000	0.0%
Traffic and Transportation	345,621	356,600	356,600	0.0%
Department Total (\$)	1,187,186	1,921,600	2,934,630	52.7%

**Significant Changes from
FY 2021 to FY 2022**

The Fleet Services Division's budget increased mainly due to an increase in the number/dollar value of vehicles scheduled for lease or replacement in FY 2022, as well as an increase in fuel costs.

The Engineering Division's revenue budget increased due to the transfer in of utility connection and land rental revenue from Non-Departmental.

Fleet Services Division revenue increased due to the number and type of vehicles scheduled for auction, which fluctuates from year to year.



**Public Works Department
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Management and Support	15.50	15.50	15.50	0.0%
Construction Management	10.00	10.00	10.00	0.0%
Engineering	15.00	15.00	15.00	0.0%
Environmental Management	40.40	43.40	43.40	0.0%
Fleet Services	13.00	13.00	13.00	0.0%
Operations Maintenance	56.60	56.60	56.60	0.0%
Traffic and Transportation	8.00	8.00	8.00	0.0%
Regular Subtotal	158.50	161.50	161.50	0.0%
<i>Temporary</i>				
Management and Support	0.10	0.10	0.10	0.0%
Construction Management	-	-	-	-
Engineering	1.20	1.20	1.20	0.0%
Environmental Management	2.50	3.50	2.00	-42.9%
Fleet Services	-	-	-	-
Operations Maintenance	-	-	-	-
Traffic and Transportation	0.20	0.20	0.10	-50.0%
Temporary Subtotal	4.00	5.00	3.40	-32.0%
Department Total	162.50	166.50	164.90	-1.0%

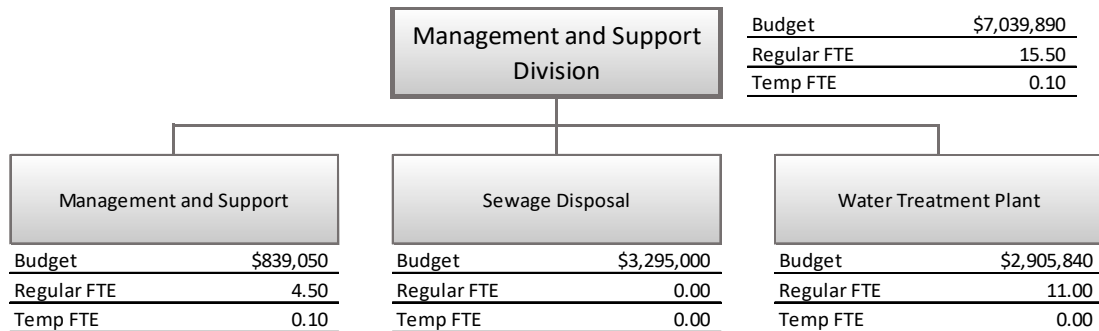
**Significant Changes from
FY 2021 to FY 2022**

Temporary FTEs decreased in the Environmental Management Division due to a shift in funding from temporary employees to temporary agency personnel.



Management and Support Division

The Management and Support Division provides oversight functions associated with managing the Department. These functions include: strategic planning facilitation for the Department; enhancing the effectiveness and competencies in the public works field; evaluating and upgrading Department performance; coordinating between Public Works and other departments; water treatment; and agreements with WSSC for sewage disposal at Blue Plains and purchase of backup water.



Performance Measures and Short Term Objectives

Goal: Provide leadership and strategic planning facilitation to the Department of Public Works to ensure sustainable city service delivery, premium customer service, optimum public outreach, and effective management of the city's public works infrastructure

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of email inquiries responded to within the city's customer service standard of 24 hours (Target: ≥ 95%)	93%	96%	≥ 95%	≥ 95%
Percent of DPW-managed CIP projects having public outreach prior to scheduled start of construction (Target: 100%)	100%	100%	100%	100%
Percent of annual strategic planning meetings conducted as scheduled (Target: 100%)	100%	100%	100%	100%
Percent of quarterly performance measure reports completed as scheduled (Target: 100%)	100%	100%	100%	100%
Percent of quarterly CIP project update meetings conducted as scheduled (Target: 100%)	100%	100%	100%	100%
Percent of monthly preventative maintenance team meetings conducted as scheduled (Target: 100%)	82%	86%	100%	100%
Short Term Objective				Planned Completion
Implementation of an asset management software solution				Q4 FY 2022



Goal: Provide safe drinking water for the city that meets or exceeds all federal and State water quality standards

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent daily compliance with MDE drinking water quality standards (Target: 100%)	100%	100%	100%	100%
Percent of routine maintenance work orders completed as scheduled (Target: 100%)	100%	100%	100%	100%
Percent of water purchased from WSSC that was not scheduled (Target: ≤ 2.0%)	4.3%	0.8%	≤ 2.0%	≤ 2.0%
Percent of unaccounted for water per calendar year (Target: ≤ 10.0%)	15.1%	15.8%	≤ 10.0%	≤ 10.0%

Short Term Objective	Planned Completion
Update policies and procedures at the Water Treatment Plant	Q4 FY 2022



Management and Support Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Management and Support	661,217	745,090	839,050	12.6%
Sewage Disposal	3,031,474	3,263,000	3,295,000	1.0%
Water Treatment Plant	2,523,211	2,949,460	2,905,840	-1.5%
Division Total (\$)	6,215,902	6,957,550	7,039,890	1.2%

Management and Support Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	1,736,594	1,777,430	1,865,320	4.9%
Operating	4,477,401	5,032,120	5,004,570	-0.5%
Capital Outlay	1,907	148,000	170,000	14.9%
Other	-	-	-	-
Division Total (\$)	6,215,902	6,957,550	7,039,890	1.2%

Management and Support Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Management and Support	-	-	-	-
Sewage Disposal	-	-	-	-
Water Treatment Plant	-	-	-	-
Division Total (\$)	-	-	-	-

Management and Support Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Management and Support	4.50	4.50	4.50	0.0%
Sewage Disposal	-	-	-	-
Water Treatment Plant	11.00	11.00	11.00	0.0%
Regular Subtotal	15.50	15.50	15.50	0.0%
<i>Temporary</i>				
Management and Support	0.10	0.10	0.10	0.0%
Sewage Disposal	-	-	-	-
Water Treatment Plant	-	-	-	-
Temporary Subtotal	0.10	0.10	0.10	0.0%
Division Total	15.60	15.60	15.60	0.0%

Significant Changes from FY 2021 to FY 2022

Capital outlay costs increased in the Management and Support Cost Center due to the addition of one-time and ongoing funding related to asset management. A total of \$97,100 is included in the operating and capital outlay budgets for this project (\$12,000 of which is budgeted in the Department of Information Technology).

Capital outlay funding for the Water Treatment Plant Cost Center includes one-time funding for a carbon feeder that will provide additional water treatment options for the facility. This addition offsets a large portion of one-time funding for security upgrades that was removed from this Cost Center.



Construction Management Division

The Construction Management Division ensures public infrastructure is safe and meets federal, State, and city regulations and standards. This Division provides construction management for all Public Works CIP projects (found in the Transportation, Stormwater Management, and Utilities program areas of the CIP); provides construction management for infrastructure projects managed by developers and residents who receive permits issued by Public Works; and provides inspection, quality assurance, and general oversight of city-permitted construction within the public rights-of-way and easements by developers, utility companies, and residents. This Division manages city-contracted services for construction and repair of city infrastructure for streets, bridges, and sidewalks, as well as water, sewer, and stormwater facilities.

Construction Management Division	Budget	\$1,159,650
	Regular FTE	10.00
	Temp FTE	0.00
Construction Management	Budget	\$1,159,650
	Regular FTE	10.00
	Temp FTE	0.00

Performance Measures and Short Term Objectives

Goal: Effectively manage transportation, water, sewer, and stormwater construction contracts in accordance with plans, specifications, and standards of the industry

Critical Success Factor(s): Stewardship of Infrastructure and Environment

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of construction inspectors accredited as APWA certified infrastructure inspectors or an equivalent certification (Target: 100%)	85%	88%	100%	100%
Percent of CIP projects managed by the Construction Management Division that are completed within 5% of contract award amount (Target: 95%)	94%	100%	95%	95%
Percent of CIP projects managed by the Construction Management Division that are completed on schedule (Target: ≥ 85%)	80%	85%	≥ 85%	≥ 85%
Percent of asphalt paving target completed through the Asphalt Repair & Replacement (TA21) CIP project (Target: 100% of the annual 13.5 miles)	90%	100%	100%	100%

Short Term Objectives	Planned Completion
Complete calendar year 2021 planned paving as part of the Asphalt Repair & Replacement (TA21) CIP	Q2 FY 2022
Complete calendar year 2021 planned concrete maintenance as part of the Concrete Repair & Replacement (TC21) CIP	Q2 FY 2022
Manage construction of new sidewalks on West Gude Drive, Potomac Valley Road, and Aleutian Avenue through the Sidewalks (TF16/TE21) CIP	Q3 FY 2022
Manage construction of the Rockville Intermodal Access – Baltimore Road (8A11) CIP	Q4 FY 2022



Goal: Provide inspection, quality assurance, and general oversight of city-permitted construction within the public right-of-way and easements by developers, utility companies, and residents

Critical Success Factor(s): Stewardship of Infrastructure and Environment

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of all Public Works-issued permits with all critical inspections fully completed within 48 hours of notification (Target: 100%)	98%	100%	100%	100%
Percent of bonds released within 30 days of permit closure (Target: 100%)	100%	90%	100%	100%
Percent of permit related inspection reports entered into electronic permitting system within 24 hours of inspection completion* (Target: 100%)	-	-	-	100%

*New performance measure for FY 2022.

Short Term Objectives	Planned Completion
Manage approximately 1.5 miles of sewer rehabilitation at various locations in the city through the Sewer Rehabilitation & Improvement (UC21) CIP	Q2 FY 2022
Complete an ADA compliance inspection on all city streets scheduled for repaving in advance of their paving schedule	Q3 FY 2022
Manage Phase II of the Maryland Dawson Extended (5C11) CIP	Q4 FY 2022
Manage various improvement/rehabilitation CIP projects at the Water Treatment Plant (UA17, UB18, UA19, UB19)	Q4 FY 2022
Manage the water main replacement projects on Beall Ave, Denfield Road, Dundee Road, Elizabeth Avenue, Glenmore Terrace, and Research Court as part of the Water Main Rehab & Improvement (UD21) CIP	Q4 FY 2022
Manage the Denham Road storm drain outfall, Maple Alley storm drain, and Croydon Creek/Calvin Park Tributary stream restoration projects as part of the Storm Drain Rehab & Improvement (SA21) CIP	Q4 FY 2022
Manage the Mount Vernon Pond retrofit and the Northeast Park stormwater facility retrofit and stream restoration as part of the SWM Facilities Improvement (SC21) CIP	Q4 FY 2022
Enter all permit related inspection reports into electronic permitting system within 24 hours of completion of the inspection	Q4 FY 2022



**Construction Management Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Construction Management	1,110,280	1,114,760	1,159,650	4.0%
Division Total (\$)	1,110,280	1,114,760	1,159,650	4.0%

**Significant Changes from
FY 2021 to FY 2022**

There are no significant changes.

**Construction Management Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	1,058,989	1,058,550	1,101,280	4.0%
Operating	50,594	56,210	58,370	3.8%
Capital Outlay	697	-	-	-
Other	-	-	-	-
Division Total (\$)	1,110,280	1,114,760	1,159,650	4.0%

**Construction Management Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Construction Management	-	-	-	-
Division Total (\$)	-	-	-	-

**Construction Management Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Construction Management	10.00	10.00	10.00	0.0%
Regular Subtotal	10.00	10.00	10.00	0.0%
<i>Temporary</i>				
Construction Management	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	10.00	10.00	10.00	0.0%



Engineering Division

The Engineering Division ensures that Rockville residents enjoy high quality of life by planning, engineering, reviewing, and evaluating city-constructed infrastructure for water, sewer, stormwater (which is planned by the Environmental Management Division), and bridges to comply with federal, State, and city standards and regulations. This Division reviews site development plans and issues public works permits; manages the Department of Public Works Geographic Information System (GIS); and manages projects in the Stormwater Management and Utilities program areas of the CIP, as well as bridge projects in the Transportation program area.

Engineering Division	Budget	\$2,044,710
	Regular FTE	15.00
	Temp FTE	1.20
Engineering	Budget	\$2,044,710
	Regular FTE	15.00
	Temp FTE	1.20

Performance Measures and Short Term Objectives

Goal: Ensure compliance with the Rockville City Code and policies through review of development applications and permits for water, sewer, stormwater, sediment control, roadway, and sidewalks

Critical Success Factor(s): Planning and Preservation

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of first-submittal engineering permit plan reviews completed within six weeks (Target: ≥ 80%)	95%	90%	≥ 80%	≥ 80%
Percent of subsequent engineering permit plan reviews completed within four weeks (Target: ≥ 80%)	98%	97%	≥ 80%	≥ 80%

Short Term Objectives	Planned Completion
Implement workflow permitting process for all remaining DPW permits using electronic plan review software and available web-based technology	Q2 FY 2022
Provide support to the Department of Planning and Development Services to implement FAST Initiatives	Q3 FY 2022



Goal: Provide sustainable city water, sewer, stormwater, and vehicular bridge infrastructure in accordance with federal, State, and city standards, policies, and codes

Critical Success Factor(s): Stewardship of Infrastructure and Environment

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of current fiscal year CIP rehabilitation project funds awarded (water main, sewer main, storm drain, bridge) as scheduled (Target: ≥ 90%)	57%	44%	≥ 90%	≥ 90%
Percent of current fiscal year CIP construction projects awarded as scheduled (Target: 100%)	17%	20%	100%	100%
Percent of water mains replaced as scheduled through the Water Main Rehab (UD21) CIP project (Target: 100%)	107%	103%	100%	100%
Percent of sanitary sewer mains replaced/rehabilitated as scheduled through the Sewer Rehab & Improvement (UC21) CIP project (Target: 100%)	19%	0%	100%	100%
Percent of fire hydrants providing optimal flow (1,000 gpm) through the Water Main Rehab (UD21) CIP project (Target: 100%)	88%	89%	≥ 89%	≥ 89%

Short Term Objectives	Planned Completion
Complete design of the Crawford Dr. corrugated metal pipe rehabilitation in Storm Drain Rehab & Improvement (SA21) CIP	Q2 FY 2022
Complete assessments of small structures in the Bridge Rehabilitation (TB21) CIP	Q3 FY 2022
Complete design of city SWM facility at the Villages of Tower Oaks in SWM Facilities Improvement (SC21) CIP	Q3 FY2022
Complete design of the Crawford Dr. sewer replacement in Sewer Rehab & Improvement (UC21) CIP	Q3 FY 2022
Complete design of Glenora Park spot repairs in Stream Restoration Spot Repairs (SB21) CIP	Q4 FY 2022
Complete design of the bulk sodium hypochlorite (NaOCl) system in the Water Treatment Plant Safety Improvements (UB19) CIP	Q4 FY 2022
Complete design of Reading Ave., Lofstrand Ln, Taft St., Edmonston Dr., Dean Dr., Bernerd Pl., and Stillwell Rd. water lines as part of the Water Main Rehab & Improvement (UD21) CIP	Q4 FY 2022
Complete design and implementation of the meter upgrades as part of the Commercial Water Meter Replacements (UB21) CIP	Q4 FY 2022



**Engineering Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Engineering	2,078,819	2,093,500	2,044,710	-2.3%
Division Total (\$)	2,078,819	2,093,500	2,044,710	-2.3%

**Engineering Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	2,037,369	2,036,290	1,984,230	-2.6%
Operating	41,450	57,210	60,480	5.7%
Capital Outlay	-	-	-	-
Other	-	-	-	-
Division Total (\$)	2,078,819	2,093,500	2,044,710	-2.3%

**Engineering Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Engineering	689,569	1,492,000	2,491,030	67.0%
Division Total (\$)	689,569	1,492,000	2,491,030	67.0%

**Engineering Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Engineering	15.00	15.00	15.00	0.0%
Regular Subtotal	15.00	15.00	15.00	0.0%
<i>Temporary</i>				
Engineering	1.20	1.20	1.20	0.0%
Temporary Subtotal	1.20	1.20	1.20	0.0%
Division Total	16.20	16.20	16.20	0.0%

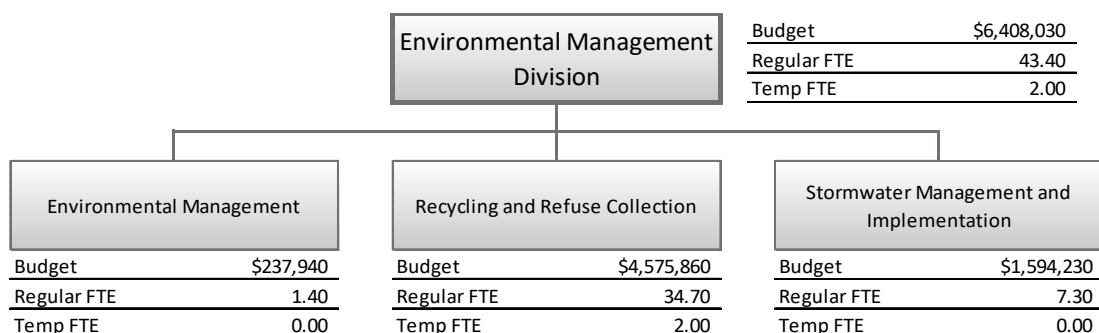
**Significant Changes from
FY 2021 to FY 2022**

The Engineering Division's revenue budget increased due to the transfer in of utility connection and land rental revenue from Non-Departmental.



Environmental Management Division

The Environmental Management Division provides leadership and coordination of city environmental programs related to sustainability, solid waste management, and stormwater management. The Division is responsible for providing recycling and refuse services to residents and planning and coordinating stormwater activities across the city, including ensuring that public and privately-owned facilities comply with federal, State, and city requirements. The Division promotes and implements programs and actions designed to make Rockville a national and regional leader in sustainability and environmental protection, including climate action planning, energy efficiency, green building development, natural resource stewardship, and water quality protection. The Division ensures that city activities are performed in accordance with all applicable federal and State environmental laws, rules, and permits and provides staff support to the Environment Commission.



Performance Measures and Short Term Objectives

Goal: Provide reliable and efficient collection of recycling, refuse, and yard waste from the city's single-family residences

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of biennial Community Survey respondents rating the following services good or excellent:*				
Recycling (Target: ≥ 90%)	91%	-	-	-
Refuse (Target: ≥ 90%)	90%	-	-	-
Percent of all material collected:				
Recycling (Target: ≥ 50%)	47%	47%	≥ 50%	≥ 50%
Refuse (Target: ≤ 50%)	53%	53%	≤ 50%	≤ 50%
Percent of neighborhood leaf collection performed as scheduled (Target: 100%)	100%	100%	100%	100%

*Due to the financial impacts associated with the COVID-19 pandemic, the city's biennial Community Survey was not funded in FY 2021. The future of the survey is unknown at this time.

Short Term Objective	Planned Completion
Implement recycling and refuse worker safety and program improvements	Q4 FY 2022
Improve efficiency, resource management, and customer service through mobile technology and software upgrades	Q4 FY 2022



Goal: Improve the sustainability and environmental sensitivity of the city's facilities and built environment by promoting energy efficiency, green building development, natural resource stewardship, and water quality protection

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measure	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of city sustainability-related applications approved for funding or technical assistance (Target: 100%)	100%	100%	100%	100%
Short Term Objective				Planned Completion
Achieve Sustainable Maryland recertification				Q1 FY 2022
Adopt Climate Action Plan				Q3 FY 2022

Goal: Protect city waterways, maintain city stormwater infrastructure, and ensure compliance with all applicable federal and State Clean Water Act requirements

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of active construction sites with sediment and erosion control permits that are inspected at least once every two weeks (Target: 100%)	100%	100%	100%	100%
Percent of the approximately 1,100 private and public stormwater management facilities inspected annually as scheduled (Target: ≥ 40%)	43%	63%	≥ 40%	≥ 40%
Percent of the approximately 330 food service establishments within the city that are inspected annually for compliance with fats, oils, and grease (FOG) requirements as scheduled (Target: ≥ 35%)	63%	48%	≥ 35%	≥ 35%
Percent of proposed stormwater projects reviewed within two weeks of submission for eligibility for a RainScapes rebate (Target: 100%)	100%	100%	100%	100%
Percent of the approximately 250 commercial properties within the city that are inspected annually for compliance with Water Quality Protection Ordinance (WQPO) requirements as scheduled* (Target: ≥ 35%)	N/A	N/A	≥ 35%	≥ 35%

*Full implementation of the new commercial property inspection program, which began in FY 2021, was delayed to FY 2022 due to the COVID-19 pandemic.

Short Term Objective	Planned Completion
Submit the annual report outlining the implementation plan to achieve the requirements of the city's MS4 Phase II NPDES Permit	Q2 FY 2022
Develop a Pollution Prevention Plan (PPP) for the water main rehabilitation program to ensure compliance with General Permit for Discharges from Tanks, Pipes, Other Containment Structures, Dewatering Activities, and Groundwater Remediation - Maryland General Permit No. 17-HT	Q3 FY 2022



**Environmental Management Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Environmental Management	226,361	230,600	237,940	3.2%
Recycling and Refuse Collection	4,209,424	4,482,500	4,575,860	2.1%
Stormwater Management and Implementation	1,489,886	1,599,680	1,594,230	-0.3%
Division Total (\$)	5,925,671	6,312,780	6,408,030	1.5%

**Environmental Management Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	3,799,843	3,933,900	3,995,570	1.6%
Operating	2,115,075	2,328,160	2,402,460	3.2%
Capital Outlay	697	40,720	-	-100.0%
Other	10,056	10,000	10,000	0.0%
Division Total (\$)	5,925,671	6,312,780	6,408,030	1.5%

**Environmental Management Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Environmental Management	-	-	-	-
Recycling and Refuse Collection	6,661	5,000	5,000	0.0%
Stormwater Management and Implementation	-	-	-	-
Division Total (\$)	6,661	5,000	5,000	0.0%

**Significant Changes from
FY 2021 to FY 2022**

The capital outlay budget in the Recycling and Refuse Collection Cost Center decreased due to the removal of one-time funding for an upgrade to the city's radio system.



**Environmental Management Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Environmental Management	1.40	1.40	1.40	0.0%
Recycling and Refuse Collection	31.70	34.70	34.70	0.0%
Stormwater Management and Implementation	7.30	7.30	7.30	0.0%
Regular Subtotal	40.40	43.40	43.40	0.0%
<i>Temporary</i>				
Environmental Management	-	-	-	-
Recycling and Refuse Collection	2.50	3.50	2.00	-42.9%
Stormwater Management and Implementation	-	-	-	-
Temporary Subtotal	2.50	3.50	2.00	-42.9%
Division Total	42.90	46.90	45.40	-3.2%

**Significant Changes from
FY 2021 to FY 2022**

The Recycling and Refuse Collection Cost Center's temporary FTEs decreased due to a shift in funding from temporary employees to temporary agency personnel.



Fleet Services Division

The Fleet Services Division manages vehicle acquisition, disposal, and leases; maintains and repairs city fleet vehicles and equipment; and manages fuel operations.

Fleet Services Division	Budget	\$4,203,790
	Regular FTE	13.00
	Temp FTE	0.00
Fleet Services	Budget	\$4,203,790
	Regular FTE	13.00
	Temp FTE	0.00

Performance Measures and Short Term Objectives

Goal: Ensure a sustainable fleet through the effective acquisition of new and the responsible disposal of obsolete city vehicles and equipment

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of vehicles and equipment awarded for purchase or lease per the annual fleet replacement schedule (Target: 100%)	59%	100%	100%	100%
Percent of obsolete vehicles successfully auctioned (Target: 100%)	56%	60%	100%	100%

Goal: Ensure a safe and reliable city fleet through effective preventative maintenance and timely repairs of city vehicles and equipment

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Fleet availability rate (Target: ≥ 95%)	97%	96%	≥ 95%	≥ 95%
Percent of driver-initiated work orders completed within 48 hours (Target: ≥ 80%)	71%	61%	≥ 80%	≥ 80%
Percent of tag renewals completed as scheduled (Target: 100%)	100%	100%	100%	100%
Percent of downtime due to parts unavailability (Target: ≤ 20%)	25%	15%	≤ 20%	≤ 20%
Percent of preventative maintenance performed as scheduled (Target: 100%)	41%	64%	100%	100%

Short Term Objective	Planned Completion
Implement new preventative maintenance service scheduling with user departments	Q4 FY2022



Goal: Provide uninterrupted fuel supply for city vehicles and equipment

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Fuel pump availability rate (Target: ≥ 99%)	99%	99%	≥ 99%	≥ 99%
Percent of fuel pump inspections, audits, and reports conducted as scheduled (Target: 100%)	100%	100%	100%	100%



**Fleet Services Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Fleet Services	3,688,202	3,686,250	4,203,790	14.0%
Division Total (\$)	3,688,202	3,686,250	4,203,790	14.0%

**Fleet Services Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	1,294,269	1,260,240	1,269,380	0.7%
Operating	1,097,184	1,460,750	1,664,430	13.9%
Capital Outlay	1,296,749	965,260	1,269,980	31.6%
Other	-	-	-	-
Division Total (\$)	3,688,202	3,686,250	4,203,790	14.0%

**Fleet Services Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Fleet Services	26,955	13,000	27,000	107.7%
Division Total (\$)	26,955	13,000	27,000	107.7%

**Fleet Services Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Fleet Services	13.00	13.00	13.00	0.0%
Regular Subtotal	13.00	13.00	13.00	0.0%
<i>Temporary</i>				
Fleet Services	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	13.00	13.00	13.00	0.0%

**Significant Changes from
FY 2021 to FY 2022**

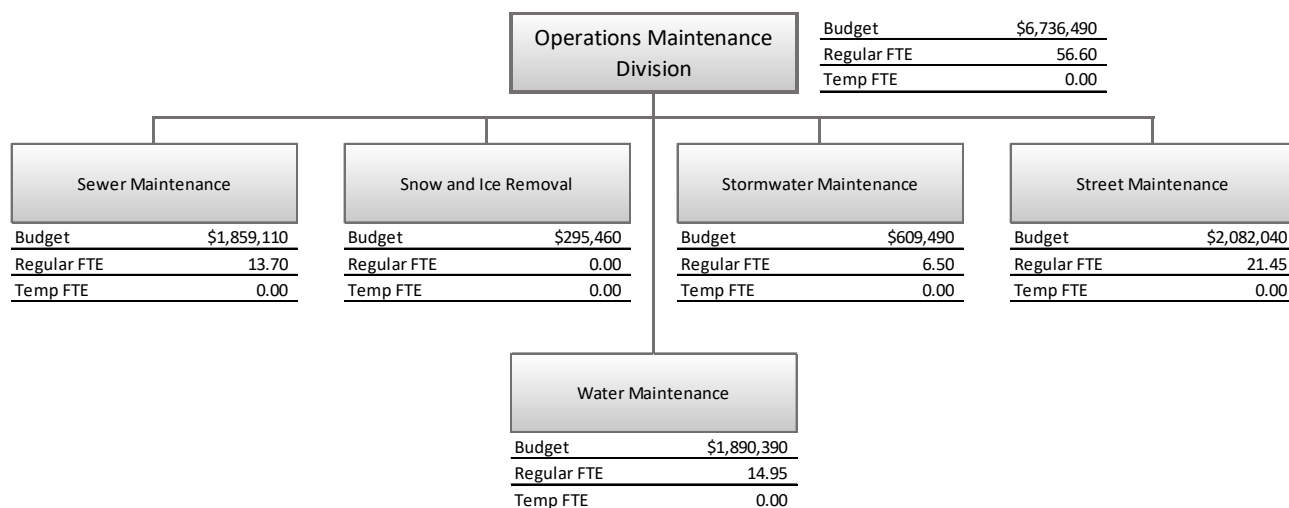
The Fleet Services Division's operating budget increased mainly due to an increase in the number of leased vehicles as well as an increase in fuel costs. The capital outlay budget increased due to a greater number/dollar value of vehicles scheduled for replacement in FY 2022.

Fleet Services Division revenue increased due to the number and type of vehicles scheduled for auction, which fluctuates from year to year.



Operations Maintenance Division

The Operations Maintenance Division operates, maintains, and repairs the city's streets, water, sewer, and stormwater infrastructure to meet federal, State, and city regulations and to maximize the lifespan of city infrastructure. This Division is responsible for the maintenance of 156 miles of city roadways, including signage and pavement markings; 174 miles of water mains, including 12,673 lateral connections and 12,726 meters; 148 miles of sewer lines, including 12,673 lateral connections; and 102 miles of storm drain pipes.



Performance Measures and Short Term Objectives

Goal: Provide well-maintained city road infrastructure

Critical Success Factor(s): Stewardship of Infrastructure and Environment

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of biennial Community Survey respondents rating street repairs and maintenance as good or excellent* (Target: ≥ 70%)	65%	-	-	-
Percent of regulatory sign requests completed within 4 hours of notification (Target: ≥ 90%)	100%	100%	≥ 90%	≥ 90%
Percent of pothole repair requests responded to within 24 hours of notification (Target: 100%)	100%	100%	100%	100%
Percent of sidewalk temporary repair work orders completed within 24 hours of notification (Target: 100%)	100%	100%	100%	100%

*Due to the financial impacts associated with the COVID-19 pandemic, the city's biennial Community Survey was not funded in FY 2021. The future of the survey is unknown at this time.



Goal: Ensure public safety through the timely, efficient, and responsible removal of snow and ice from city streets

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of biennial Community Survey respondents rating snow and ice removal operations as good or excellent* (Target: ≥ 70%)	76%	-	-	-
Percent of salt spreading augers calibrated as scheduled (Target: 100%)	100%	100%	100%	100%
Percent of staff attending snow operations training as scheduled (Target: 100%)	100%	60%	100%	100%

**Due to the financial impacts associated with the COVID-19 pandemic, the city's biennial Community Survey was not funded in FY 2021. The future of the survey is unknown at this time.*

Goal: Ensure safe and reliable distribution of drinking water for public use and fire protection through the efficient and effective operation and maintenance of the city's water infrastructure

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of biennial Community Survey respondents rating water and sewer services as good or excellent* (Target: ≥ 70%)	84%	-	-	-
Percent of fire hydrants in service (Target: 100%)	100%	100%	100%	100%
Percent of fire hydrant preventative maintenance performed as scheduled (Target: 100%)	100%	49%	100%	100%
Percent of water valve preventative maintenance performed as scheduled (Target: 100%)	100%	55%	100%	100%
Percent of unidirectional flushing performed as scheduled (Target: 100%)	100%	66%	100%	100%
Percent of unscheduled water main service interruption lasting less than six hours (Target: ≥ 90%)	90%	95%	≥ 90%	≥ 90%
Percent of water meter customer service requests responded to within two business days of notification (Target: 100%)	36%	42%	100%	100%

**Due to the financial impacts associated with the COVID-19 pandemic, the city's biennial Community Survey was not funded in FY 2021. The future of the survey is unknown at this time.*



Goal: Ensure safe and reliable conveyance of wastewater from businesses and residences through the efficient and effective operation and maintenance of the city's sewer infrastructure

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of pump station preventative maintenance performed as scheduled (Target: 100%)	100%	100%	100%	100%
Percent of lateral preventative maintenance performed as scheduled (Target: 100%)	131%	97%	100%	100%
Percent of sewer main line condition assessments performed as scheduled using CCTV (Target: 100%)	76%	5%	100%	100%
Percent of sewer main line acoustic inspections performed as scheduled using SL-RAT (Target: 100%)	99%	44%	100%	100%
Percent of in-house sewer lateral repair/replacement program completed as scheduled (Target: ≥ 98%)	92%	60%	≥ 98%	≥ 98%
Percent of contracted sewer lateral replacements/point repairs completed as scheduled (Target: ≥ 98%)	100%	70%	≥ 98%	≥ 98%
Percent of sewer mainline or lateral blockages in the city rights-of-way reported by customers, rather than found through preventative maintenance (Target: ≤ 2%)	1%	0.7%	≤ 2%	≤ 2%

Goal: Ensure safe and reliable conveyance of stormwater through the efficient and effective operation and maintenance of the city's storm drain infrastructure

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of storm structure repair excavations completed as scheduled (Target: 100%)	92%	60%	100%	100%
Percent of storm drain inlet structures coded and assessed as scheduled using Manhole Assessment Certification Program (MACP) standards (Target: 100%)	127%	75%	100%	100%
Percent of storm drain inlets evaluated for obstruction as scheduled (Target: 100%)	120%	118%	100%	100%



**Operations Maintenance Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Sewer Maintenance	1,634,625	1,896,440	1,859,110	-2.0%
Snow and Ice Removal	174,779	292,910	295,460	0.9%
Stormwater Maintenance	590,453	617,840	609,490	-1.4%
Street Maintenance	1,913,534	2,203,310	2,082,040	-5.5%
Water Maintenance	1,823,575	1,866,210	1,890,390	1.3%
Division Total (\$)	6,136,966	6,876,710	6,736,490	-2.0%

**Operations Maintenance Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	5,022,093	5,046,120	5,214,010	3.3%
Operating	893,549	1,457,530	1,387,480	-4.8%
Capital Outlay	221,324	373,060	135,000	-63.8%
Other	-	-	-	-
Division Total (\$)	6,136,966	6,876,710	6,736,490	-2.0%

**Operations Maintenance Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Sewer Maintenance	-	-	-	-
Snow and Ice Removal	-	-	-	-
Stormwater Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Water Maintenance	118,380	55,000	55,000	0.0%
Division Total (\$)	118,380	55,000	55,000	0.0%

**Significant Changes from
FY 2021 to FY 2022**

The Street Maintenance Cost Center's operating and capital outlay budgets decreased due to the removal of one-time funding for an upgrade to the city's radio system.



**Operations Maintenance Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Sewer Maintenance	13.70	13.70	13.70	0.0%
Snow and Ice Removal	-	-	-	-
Stormwater Maintenance	6.50	6.50	6.50	0.0%
Street Maintenance	21.45	21.45	21.45	0.0%
Water Maintenance	14.95	14.95	14.95	0.0%
Regular Subtotal	56.60	56.60	56.60	0.0%
<i>Temporary</i>				
Sewer Maintenance	-	-	-	-
Snow and Ice Removal	-	-	-	-
Stormwater Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Water Maintenance	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	56.60	56.60	56.60	0.0%

**Significant Changes from
FY 2021 to FY 2022**

There were no significant changes.



Traffic and Transportation Division

The Traffic and Transportation Division ensures a safe, efficient, and complete roadway system designed in conformance with city standards to efficiently accommodate automobiles, bicycles, pedestrians, and buses with an objective of the Vision Zero goal of moving towards zero fatalities on city streets. This Division plans traffic control devices and roadway improvements for all modes of transportation in compliance with national standards and operates and maintains traffic signals and streetlights. Sidewalk and bike facility projects managed by this Division improve pedestrian and bicyclist safety, connectivity, accessibility, and experience. This Division also reviews development applications, coordinates with other governments on traffic planning and funding, and provides staff support to the Traffic and Transportation Commission, the Rockville Bike Advisory Committee (RBAC), and the Rockville Pedestrian Advocacy Committee (RPAC). This Division is responsible for managing most of the projects in the Transportation program area of the CIP.

Traffic and Transportation Division		Budget	\$2,347,400
		Regular FTE	8.00
		Temp FTE	0.10
Traffic Operations and Streetlights		Budget	\$2,171,090
		Regular FTE	8.00
		Temp FTE	0.10
Transportation Improvement Plan		Budget	\$176,310
		Regular FTE	0.00
		Temp FTE	0.00

Performance Measures and Short Term Objectives

Goal: Provide a safe and complete multimodal transportation system by applying the Vision Zero Action Plan, Complete Streets Policy, and Guidelines for Neighborhood Traffic Management, reviewing development applications for transportation issues, and coordination of regional projects with the State and County

Critical Success Factor(s): Well Planned Community

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of bus shelters installed as planned (Target: 100% of two shelters per year starting in FY 2020; previous target was eight shelters every two years)	100%	0%	100%	100%
Percent of bicycle facilities (bicycle lanes, bicycle paths, sharrows) installed as planned through the Pedestrian Safety (4B71/TD21) CIP (Target: 100% of 2,000 linear feet)	242%	39%	100%	100%
Percent of development applications reviewed within 6 weeks for transportation issues (Target: 100%)	100%	100%	100%	100%

Short Term Objectives	Planned Completion
Complete 75 percent of the shared roadway facilities according to the adopted Bikeway Master Plan	Q4 FY 2022
Complete design of the Maryland Dawson Extended (5C11) CIP	Q4 FY 2022
Complete design of the Stonestreet Corridor Improvements (TA20) CIP	Q4 FY 2022



Goal: Provide a safe and efficient roadway transportation system meeting Vision Zero goals for all modes of transportation by operating, maintaining, and coordinating city traffic signals and traffic control devices

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of traffic signal preventative maintenance performed as scheduled (Target: 100%)	100%	100%	100%	100%
Percent of pedestrian safety improvements completed as scheduled (Target: 100% of two locations)	N/A	100%	100%	100%
Number of traffic-related deaths and serious injuries in Rockville* (Target: 0 by 2030)	-	-	-	0

*This is a new performance measure for FY 2022.

Short Term Objectives	Planned Completion
Complete first draft of the Pedestrian Master Plan	Q4 FY 2022
Implement second year goals for the Vision Zero Action Plan to eliminate traffic-related deaths and injuries in Rockville	Q4 FY 2022

Goal: Provide sustainable city streets, sidewalks, streetlights, and pedestrian and bicycle amenities in accordance with federal, State, and local standards and city transportation plans and policies

Critical Success Factor(s): Stewardship of Infrastructure and Environment

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of sidewalks installed through the Sidewalks (TF16/TE21) CIP project as scheduled (Target: 100% of 2,000 linear feet)	277%	125%	100%	100%
Percent of streetlights upgraded as scheduled (Target: 100%)	76%	30%	100%	100%

Short Term Objectives	Planned Completion
Complete construction of the Potomac Valley Rd. project and start construction of the W. Gude Dr. sidewalk project between MD 355 and Watkins Pond Blvd. in the Sidewalks (TF16/TE21) CIP	Q2 FY 2022
Work with Pepco to start converting Pepco-owned streetlights to LED lights through the LED Streetlight Conversion (TA22) CIP	Q3 FY 2022
Complete upgrade of traffic signals at Wootton Parkway/Hurley Ave. and Nelson St./Mannakee St. as part of the Traffic Signal Upgrades (TG21) CIP	Q4 FY 2022



Traffic and Transportation Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Traffic Operations and Streetlights	2,080,985	2,163,840	2,171,090	0.3%
Transportation Improvement Plan	134,407	237,500	176,310	-25.8%
Division Total (\$)	2,215,392	2,401,340	2,347,400	-2.2%

Traffic and Transportation Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	1,051,598	1,066,220	1,120,440	5.1%
Operating	968,495	1,061,820	1,013,660	-4.5%
Capital Outlay	195,299	270,000	210,000	-22.2%
Other	-	3,300	3,300	0.0%
Division Total (\$)	2,215,392	2,401,340	2,347,400	-2.2%

Traffic and Transportation Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Traffic Operations and Streetlights	6,600	6,600	6,600	0.0%
Transportation Improvement Plan	339,021	350,000	350,000	0.0%
Division Total (\$)	345,621	356,600	356,600	0.0%

Traffic and Transportation Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Traffic Operations and Streetlights	11.50	8.00	8.00	0.0%
Transportation Improvement Plan	-	-	-	-
Regular Subtotal	11.50	8.00	8.00	0.0%
<i>Temporary</i>				
Traffic Operations and Streetlights	0.20	0.20	0.10	-50.0%
Transportation Improvement Plan	-	-	-	-
Temporary Subtotal	0.20	0.20	0.10	-50.0%
Division Total	11.70	8.20	8.10	-1.2%

Significant Changes from FY 2021 to FY 2022

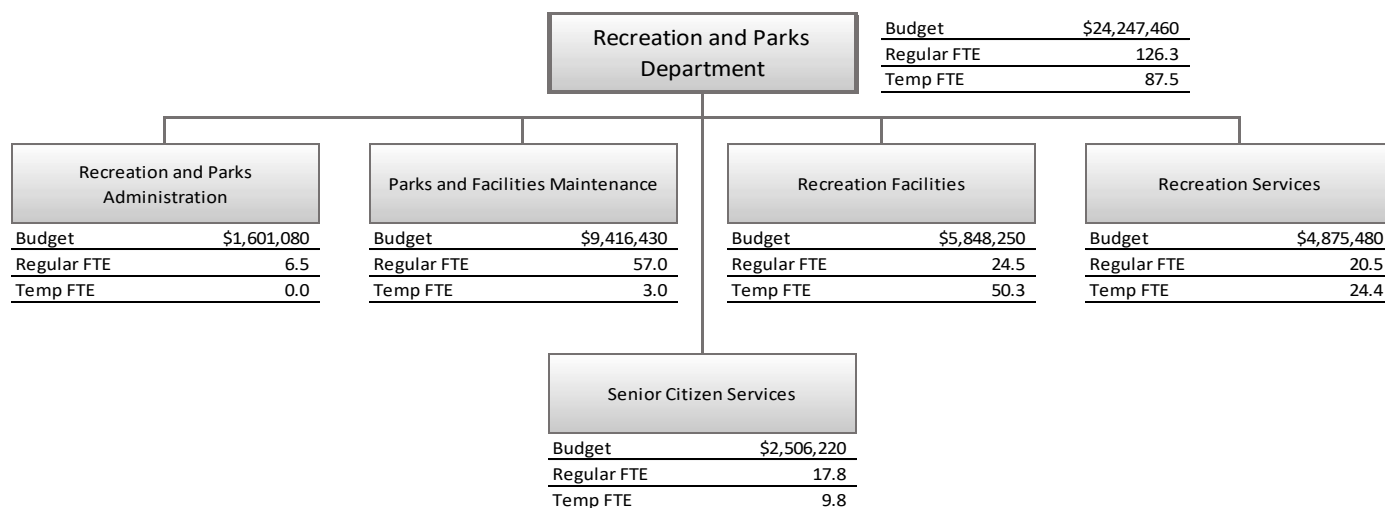
Capital outlay funding in the Transportation Improvement Plan Cost Center decreased to more closely align the budget with recent trends.



Recreation and Parks Department

The Department of Recreation and Parks promotes participation for all Rockville residents in diverse, interesting, and high quality recreational and leisure opportunities in safe, modern, and well-maintained parks and facilities.

The Department of Recreation and Parks enhances our community by providing high quality recreational and educational programming and facilities for Rockville residents and non-residents of all ages. The Department administers the city's diverse array of recreation opportunities, including youth and adult sports, health and wellness activities, afterschool programs, specialty classes, and summer camps, among many other offerings. The Department also delivers programs, services, and provides recreation fund scholarship resources for at-risk and disadvantaged youth and families, reduced price facility memberships, and youth development initiatives. The Department has responsibility for the stewardship, maintenance, and management of all city facilities, trees, and over 1,000 acres of parkland, rights-of-way, and open spaces. The Department manages all city community and specialty centers, including the Glenview Mansion, Senior Center, Croydon Creek Nature Center, and the Swim and Fitness Center, and produces citywide special events, such as Hometown Holidays, the Rockville Independence Day Celebration, and the weekly farmers market.



Fiscal Year 2021 Accomplishments

- Adjusted operations in March 2020 due to the COVID-19 pandemic: staff implemented protective measures and cleaning protocols; modified in-person programs to follow safety guidelines; became proficient in virtual programming; and provided a variety of offerings including 450+ virtual programs (generated 6,700+ registrations) and 950+ modified in-person programs (generated 3,600+ registrations)
- Increased trash collection in parks due to an exponential increase in visitors because of the COVID-19 pandemic
- Transitioned to virtual events including Rocktoberfest, September 11 Remembrance, and Veterans Day Ceremony, and celebrated our diversity with International Night and Lunar New Year
- 40,000 customers shopped at the Farmers Market; the "Eat Fresh Rockville" program provided funds for 1,100 customers (SNAP or federal nutrition benefits program) to purchase fresh food from the Farmers Market
- Hosted dozens of indoor/outdoor COVID-19 testing and meal distribution sites at city facilities, in partnership with Montgomery County, Montgomery County Public Schools, and community nonprofit organizations
- Distributed over 7,700 shelf stable food packages and 69,000 frozen meals to seniors; this weekly effort received more than \$26,000 in grants and in-kind or monetary donations
- Rockville Senior Center received the 2020 Neighborhood Favorite Award from *Nextdoor* and the Best Senior Center Award from *2020 Best of Jewish Washington: Washington Jewish Week*
- The Woottons Mill Garden Plot program provided 159 plots for vegetables and flowers gardens



- Social media outreach increased followers up to 20 percent; Civic Center platforms increased from an average of 250 views to over 7,500 views during the pandemic
- Swim and Fitness Center re-opened in June 2020 with revised facility procedures including advanced reservations, enhanced cleaning/sanitizing procedures, distancing, and lowered capacities
- Extended outdoor pool's season into December to accommodate users given capacity restrictions
- Glenview Mansion adapted for small celebrations and outdoor "mini-monies," which served as small wedding ceremonies for couples and their immediate household families
- Mayor and Council approved 2020 Recreation & Parks Strategic Plan
- Completed the design of the following CIP projects: Isreal Park Shelter Replacement (RA17), phase two of the Senior Center ADA Improvements (RE18) and lighting elements of Dogwood Park Renovation (RD16)
- Completed construction of the Skate Park (RJ16) CIP project including associated stormwater management area, construction of lighting elements of Dogwood Park Renovation (RD16), and replaced roof sections at City Hall, Lincoln Park Community Center, Rothgeb Drive Facility, and Senior Center through Roofing Improvements (RE21)
- Received the Tree City USA (31st year) award from the National Arbor Day Foundation and PLANT Award from the MD Urban and Community Forest Council: planted 654 trees, removed 168 hazardous trees on city streets and in parks, pruned 1,318 trees, and planted 59,355 spring flowering bulbs in 188 locations
- Coordinated and managed the first pilot archery deer culling operation in the John Hayes Forest Preserve
- Continued to implement the recommendations of the 2019 Arts and Culture Study; supported by the Cultural Arts Commission, three wood sculptures were carved at Montrose, Dogwood, and David Scull Parks
- Received more than \$400,000 in grants to support seniors (food, improvements to the community garden, technology and internet services, and English as a second language classes), energy efficiency improvements, youth programming, support for virtual programming and ADA and lighting improvements
- Rockville Civic Ballet celebrated 45 years providing performing arts programs and shows in Rockville
- Mayor and Council approved the Arts in Public Architecture project at the Rockville Swim and Fitness Center

Recreation and Parks Department Fiscal Year 2022 Outlook

Due to reduced participation and lower public levels of comfort to engage in group gatherings because of the COVID-19 pandemic, a reduction in revenue is expected for memberships, recreation program fees, admissions, special event fees, rentals, internal fees, and concessions.

Despite continuing pandemic-related challenges, the Department plans to accomplish the following in FY 2022:

- Continue to provide quality programs and services to the community with in-person and virtual options
- Complete conceptual design for Swim & Fitness Center Outdoor Recreation Pool Renovations (RC18), construction of Isreal Park Shelter Replacement (RA17), and installation of gender-neutral bathrooms for Dogwood Park Renovation (RD16) Project
- Replace sections of roofs at F. Scott Fitzgerald Theatre, Swim & Fitness Center, and Senior Center within Roofing Improvements (RE21)
- Complete design and construction of the following CIP projects: elevator portion of the Promenade Park Elevator and Park Redesign (RD21), Pervious Parking Lot Replacement: Fallsgrove Park (RB19), King Farm Farmstead Fire Suppression (RB21), Playground Structure Replacement (RC21) at Potomac Woods Park, and Splash Pad (RF21)
- Construct the following: Playground Structure Replacement (RC21) at Elwood Smith Park, and the planned lifecycle replacement of HVAC units at Croydon Creek Nature Center, City Hall, and F. Scott Fitzgerald Theatre and close out construction of phase two of the Senior Center ADA Improvements (RE18)
- Research and apply for grant opportunities to supplement the Department's budget
- Support Mayor and Council's direction regarding the future use of RedGate Park and its Master Plan
- Commission the artwork piece "Kibbie Kisbee Kisby" by Mr. Matthew Geller at Rockville Swim and Fitness Center
- Implement 2020 Recreation and Parks Strategic Plan and 2016 ADA Audit and Transition Plan



Recreation and Parks Department FY 2022 Adopted Expenditures by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Recreation and Parks Administration	1,955,209	1,697,920	1,601,080	-5.7%
Community Services	1,867,891	1,877,900	-	-100.0%
Parks and Facilities Maintenance	8,898,994	9,151,770	9,416,430	2.9%
Recreation Facilities	5,090,721	5,789,390	5,848,250	1.0%
Recreation Services	3,629,041	4,915,910	4,875,480	-0.8%
Senior Citizen Services	2,392,776	2,558,490	2,506,220	-2.0%
Department Total (\$)	23,834,632	25,991,380	24,247,460	-6.7%

Recreation and Parks Department FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	15,927,317	16,865,610	16,109,190	-4.5%
Operating	6,010,404	7,266,150	7,184,470	-1.1%
Capital Outlay	977,381	819,800	722,800	-11.8%
Other	919,530	1,039,820	231,000	-77.8%
Department Total (\$)	23,834,632	25,991,380	24,247,460	-6.7%

Recreation and Parks Department FY 2022 Adopted Revenues by Division

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Recreation and Parks Administration	-	-	-	-
Community Services	374,511	343,070	-	-100.0%
Parks and Facilities Maintenance	271,814	253,260	572,470	126.0%
Recreation Facilities	2,455,032	3,460,700	3,222,990	-6.9%
Recreation Services	1,840,525	2,370,220	2,127,470	-10.2%
Senior Citizen Services	455,538	651,580	559,980	-14.1%
Department Total (\$)	5,397,420	7,078,830	6,482,910	-8.4%

Significant Changes from FY 2021 to FY 2022

Expenditures and revenues for the Community Services Division were transferred to the Department of Housing and Community Development, accounting for the net decreases in personnel and other costs.

Expenditures decreased in the Recreation and Parks Administration Division due to reduced public participation and limited in-person programming because of the COVID-19 pandemic and updated capital outlay cost estimates for various pedestrian bridge and athletic court repairs throughout the city.

Revenue increased in the Parks and Facilities Maintenance Division due to expected developer contributions in FY 2022 for the Forest and Tree Preservation Fund.

Revenue decreased in the Recreation Facilities, Recreation Services, and Senior Citizen Services Divisions due to reduced public participation and limited in-person programming because of the COVID-19 pandemic.



**Recreation and Parks Department
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Recreation and Parks Administration	7.5	6.5	6.5	0.0%
Community Services	9.0	9.0	-	-100.0%
Parks and Facilities Maintenance	58.0	57.0	57.0	0.0%
Recreation Facilities	24.5	24.5	24.5	0.0%
Recreation Services	20.5	20.5	20.5	0.0%
Senior Citizen Services	17.6	17.8	17.8	0.0%
Regular Subtotal	137.1	135.3	126.3	-6.7%
<i>Temporary</i>				
Recreation and Parks Administration	-	-	-	-
Community Services	1.0	1.0	-	-100.0%
Parks and Facilities Maintenance	2.4	3.0	3.0	0.0%
Recreation Facilities	49.8	52.1	50.3	-3.5%
Recreation Services	28.5	26.4	24.4	-7.6%
Senior Citizen Services	10.8	11.2	9.8	-12.5%
Temporary Subtotal	92.5	93.7	87.5	-6.6%
Department Total	229.6	229.0	213.8	-6.6%

**Significant Changes from
FY 2021 to FY 2022**

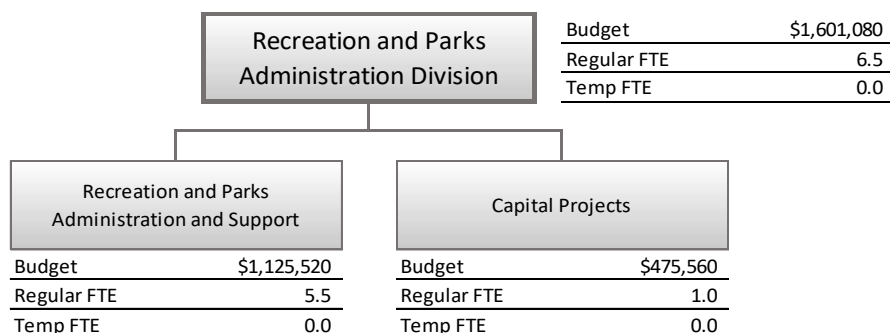
The 9.0 regular FTEs and 1.0 temporary FTE in the Community Services Division were transferred to the Department of Housing and Community Development.

Temporary FTEs decreased in the Recreation Facilities, Recreation Services, and Senior Citizen Services Divisions due to reduced public participation and limited in-person programming because of the COVID-19 pandemic.



Recreation and Parks Administration Division

The Recreation and Parks Administration Division is responsible for the leadership and management of the Recreation and Parks Department, marketing and development functions, coordination of the registration and customer service operations, and the planning and management of capital and planned improvement projects. This Division also supports the Recreation and Park Advisory Board and the Rockville Recreation and Parks Foundation, Inc. In addition, this Division oversees and manages projects in the Recreation and Parks program area of the CIP that directly impact city facilities, as well as park and open space areas.



Performance Measures and Short Term Objectives

Goal: Provide leadership and strategic direction to ensure quality stewardship of the city's lands and facilities as well as universal access to opportunities that improve community health and wellness

Critical Success Factor: Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of registered participants who are Rockville residents (Target: > 68%)	64%	60%	> 65%	> 65%
Total Recreation and Parks social media engagement, based on followers on all platforms	15,620	17,240	17,000	20,000
Percent of registrations via online registration system (Target: > 40%)	68%	73%	65%	65%
Applications submitted for public or private grants*	-	-	-	3

*This is a new performance measure for FY 2022.

Goal: Provide high quality, efficient project management to improve city facilities and parkland amenities

Critical Success Factor: Stewardship of Infrastructure and Environment

Short Term Objectives	Planned Completion
Create implementation plan of recommendations in the 2020 Recreation and Parks Strategic Plan	Q2 FY 2022
Complete construction of the Pervious Parking Lot Replacement: Falls Grove Park (RB19) CIP project	Q4 FY 2022
Complete pedestrian bridge repairs within RedGate and Civic Center Parks	Q4 FY 2022
Complete athletic court repairs at Broome, Rockcrest, Woodley Gardens, David Scull, and Mattie Stepanek Parks	Q4 FY 2022



Recreation and Parks Administration Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Recreation and Parks Administration and Support	1,216,543	1,127,960	1,125,520	-0.2%
Capital Projects	738,666	569,960	475,560	-16.6%
Division Total (\$)	1,955,209	1,697,920	1,601,080	-5.7%

Recreation and Parks Administration Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	973,278	961,440	998,090	3.8%
Operating	376,121	246,780	213,890	-13.3%
Capital Outlay	555,810	429,700	329,100	-23.4%
Other	50,000	60,000	60,000	0.0%
Division Total (\$)	1,955,209	1,697,920	1,601,080	-5.7%

Recreation and Parks Administration Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Recreation and Parks Administration and Support	-	-	-	-
Capital Projects	-	-	-	-
Division Total (\$)	-	-	-	-

Recreation and Parks Administration Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Recreation and Parks Administration and Support	5.5	5.5	5.5	0.0%
Capital Projects	2.0	1.0	1.0	0.0%
Regular Subtotal	7.5	6.5	6.5	0.0%
<i>Temporary</i>				
Recreation and Parks Administration and Support	-	-	-	-
Capital Projects	-	-	-	-
Temporary Subtotal	-	-	-	-
Division Total	7.5	6.5	6.5	0.0%

Significant Changes from FY 2021 to FY 2022

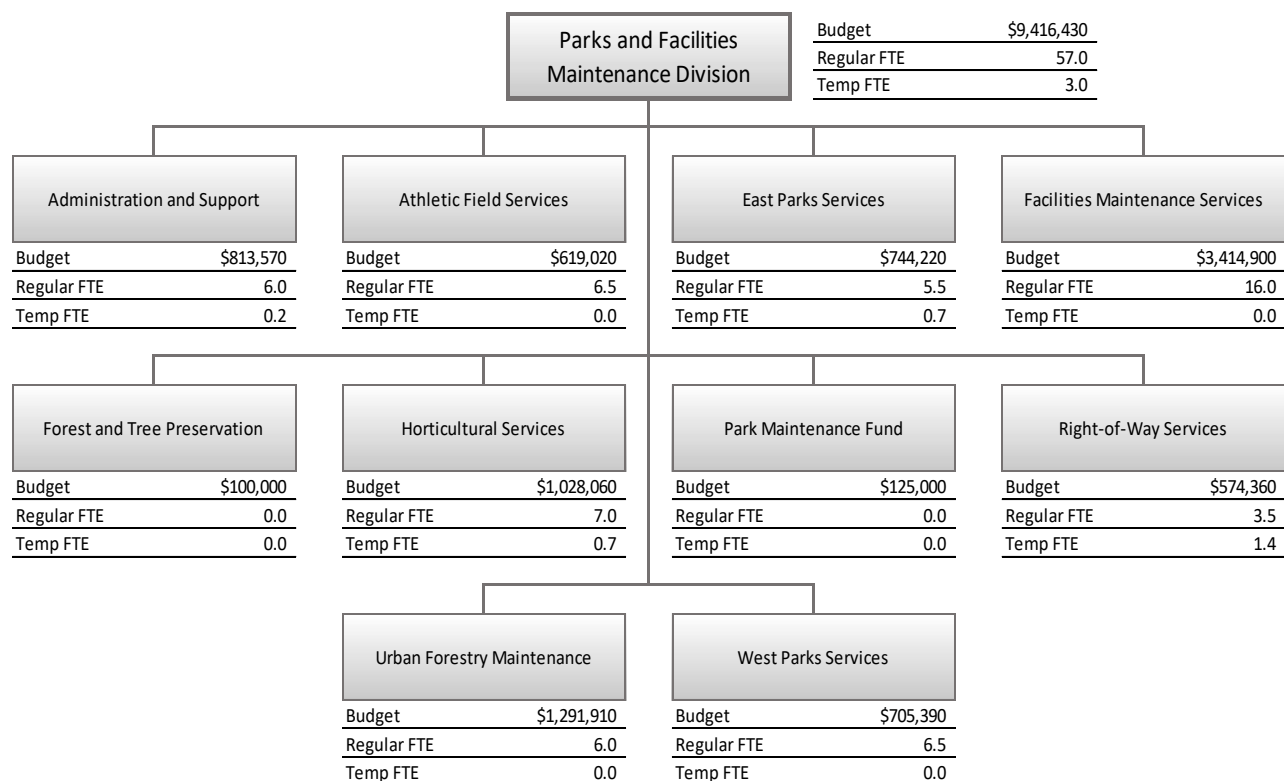
Recreation and Parks Administration and Support operating costs decreased by \$41,500 in program registration costs due to reduced public participation and limited in-person programming because of the COVID-19 pandemic.

Capital Projects capital outlay costs decreased by \$100,600 due to the reduction in planned projects for FY 2022. This category varies each year depending on replacement cycles.



Parks and Facilities Maintenance Division

The Parks and Facilities Maintenance Division is responsible for the stewardship and management of all the city's parkland and open space, as well as maintenance of all city facilities. This Division handles the operation, maintenance, and improvements to Rockville's parks, rights-of-way, street trees, athletic fields, and courts. It plants and maintains the annual and perennial flowers throughout the city. The Division also provides essential support for sports, special events, and other programs. The Division manages projects in the Recreation and Parks and General Government CIP program areas that directly impact city parks, open spaces, and city facilities.



Performance Measures and Short Term Objectives

Goal: Provide support services and leadership for the stewardship of all parks, facilities, rights of ways, and the urban forest

Critical Success Factor: Stewardship of Infrastructure and Environment

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of p-card audits returned with no findings	100%	100%	100%	100%
Percent of payments for invoices received and processed within 30 days of receipt (Target: 100%)	97%	98%	100%	100%

Short Term Objectives	Planned Completion
Implement Parks and Facilities' portion of an asset management software solution	Q4 FY 2022



Goal: Provide maintenance and management of all parks and open spaces to provide high-quality, safe places that contribute to distinctive neighborhoods and sound environmental stewardship

Critical Success Factor: Safe and Livable Neighborhoods, Stewardship of Infrastructure and Environment

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of parks that meet or exceed minimum maintenance standards set by Department for beautification, safety, usability, and cleanliness, as determined by staff inspections (Target: ≥ 90%)	98%	94%	≥ 85%	≥ 90%
Percent of biennial Community Survey respondents rating athletic fields as good or excellent* (Target: ≥ 85%)	82%	-	-	-
Percent of biennial Community Survey respondents rating the appearance of parks as good or excellent* (Target: ≥ 85%)	87%	-	-	-
Percent of playgrounds inspected each year (Target: ≥ 100%)	100%	100%	100%	100%

*Due to the financial impacts associated with the COVID-19 pandemic, the city's biennial Community Survey was not funded in FY 2021; the future of the survey is unknown at this time.

Short Term Objectives	Planned Completion
Complete the installation of the new Isreal Park shelter through the Isreal Park Shelter Replacement (RA17) CIP project	Q4 FY 2022
Complete the installation of a new playground at Elwood Smith and Potomac Woods Parks through the Playground Structure Replacement (RC21) CIP project	Q4 FY 2022

Goal: Provide maintenance and management of all city facilities to keep them in their as-built condition

Critical Success Factor: Stewardship of Infrastructure and Environment

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of internal survey respondents rating daytime custodial services as good or excellent (Target: ≥ 95%)	82%	82%	≥ 95%	≥ 95%
Percent of facilities passing annual quality inspections (Target: ≥ 95%)	90%	92%	≥ 95%	≥ 95%

Short Term Objectives	Planned Completion
Complete the installation of four HVAC units at Croydon Creek Nature Center, City Hall, and F. Scott Fitzgerald Theatre (2)	Q4 FY 2022
Complete the renovation to the Promenade Park elevator through the Promenade Park Elevator and Park Redesign (RD21) CIP project	Q4 FY 2022

Goal: Preserve, protect, maintain, and manage Rockville's urban forest

Critical Success Factor: Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of trees pruned per year (Target: 3,000)	2,895	3,506	2,900	3,000
Percent of biennial Community Survey respondents rating street tree maintenance as good or excellent* (Target: ≥ 75%)	71%	-	-	-

*Due to the financial impacts associated with the COVID-19 pandemic, the city's biennial Community Survey was not funded in FY 2021; the future of the survey is unknown at this time.



**Parks and Facilities Maintenance Division
FY 2022 Adopted Expenditures by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration and Support	763,516	829,730	813,570	-1.9%
Athletic Field Services	598,386	606,780	619,020	2.0%
East Parks Services	584,285	626,680	744,220	18.8%
Facilities Maintenance Services	3,386,781	3,412,700	3,414,900	0.1%
Forest and Tree Preservation	100,050	-	100,000	N/A
Horticultural Services	982,838	1,046,320	1,028,060	-1.7%
Park Maintenance Fund	28,734	125,000	125,000	0.0%
Right-of-Way Services	541,019	558,840	574,360	2.8%
Urban Forestry Maintenance	1,223,051	1,278,690	1,291,910	1.0%
West Parks Services	690,334	667,030	705,390	5.8%
Division Total (\$)	8,898,994	9,151,770	9,416,430	2.9%

**Parks and Facilities Maintenance Division
FY 2022 Adopted Expenditures by Type**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	5,124,925	5,252,970	5,371,240	2.3%
Operating	3,511,510	3,643,300	3,724,190	2.2%
Capital Outlay	262,559	255,500	321,000	25.6%
Other	-	-	-	-
Division Total (\$)	8,898,994	9,151,770	9,416,430	2.9%

**Parks and Facilities Maintenance Division
FY 2022 Adopted Revenues by Cost Center**

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration and Support	-	-	-	-
Athletic Field Services	-	-	-	-
East Parks Services	-	-	-	-
Facilities Maintenance Services	251,587	37,520	256,730	584.2%
Forest and Tree Preservation	8,400	-	100,000	N/A
Horticultural Services	-	-	-	-
Park Maintenance Fund	25	200,000	200,000	0.0%
Right-of-Way Services	11,802	15,740	15,740	0.0%
Urban Forestry Maintenance	-	-	-	-
West Parks Services	-	-	-	-
Division Total (\$)	271,814	253,260	572,470	126.0%

**Significant Changes from
FY 2021 to FY 2022**

East Parks Services operating costs increased by \$51,220 due to contract cost increases for grounds maintenance, mainly for RedGate Park.

East Parks Services capital outlay costs increased by \$41,500 and West Parks Services capital outlay costs increased by \$20,000 to replace park maintenance equipment.

Revenue in the Facilities Maintenance Services Cost Center includes \$216,000 for a six-month lease extension to Montgomery County for the use of 6 Taft Court.

Revenue increased in the Forest and Tree Preservation Cost Center by \$100,000 based on expected developer contributions.



**Parks and Facilities Maintenance Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Administration and Support	6.0	6.0	6.0	0.0%
Athletic Field Services	6.5	6.5	6.5	0.0%
East Parks Services	5.5	5.5	5.5	0.0%
Facilities Maintenance Services	16.0	16.0	16.0	0.0%
Forest and Tree Preservation	-	-	-	-
Horticultural Services	7.0	7.0	7.0	0.0%
Park Maintenance Fund	-	-	-	-
Right-of-Way Services	3.5	3.5	3.5	0.0%
Urban Forestry Maintenance	7.0	6.0	6.0	0.0%
West Parks Services	6.5	6.5	6.5	0.0%
Regular Subtotal	58.0	57.0	57.0	0.0%
<i>Temporary</i>				
Administration and Support	0.3	0.2	0.2	0.0%
Athletic Field Services	-	-	-	-
East Parks Services	0.7	0.7	0.7	0.0%
Facilities Maintenance Services	-	-	-	-
Forest and Tree Preservation	-	-	-	-
Horticultural Services	0.7	0.7	0.7	0.0%
Park Maintenance Fund	-	-	-	-
Right-of-Way Services	0.7	1.4	1.4	0.0%
Urban Forestry Maintenance	-	-	-	-
West Parks Services	-	-	-	-
Temporary Subtotal	2.4	3.0	3.0	0.0%
Division Total	60.4	60.0	60.0	0.0%

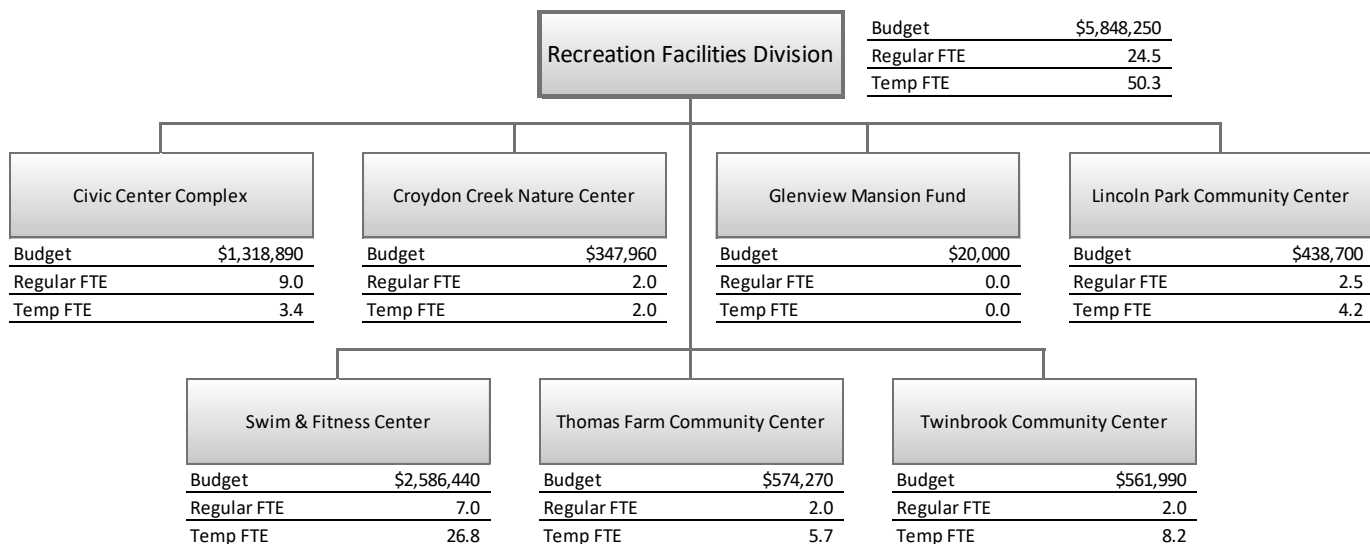
**Significant Changes from
FY 2021 to FY 2022**

There were no significant changes.



Recreation Facilities Division

The Recreation Facilities Division safely and efficiently maintains and operates three community centers—Lincoln Park, Twinbrook, and Thomas Farm—and three specialty facilities—Croydon Creek Nature Center, the Rockville Civic Center (Glenview Mansion and F. Scott Fitzgerald Theatre), and the Rockville Swim and Fitness Center. The Division ensures these facilities are ready for use and provides high-quality, diverse, and appropriate programming and services. The Division is responsible for delivering a wide variety of high-quality activities for drop-in use, structured programs, special events, facility rental opportunities, and performing and visual arts events. The Division manages CIP projects in the Recreation and Parks program area that directly impact these facilities.



Performance Measures and Short Term Objectives

Goal: Provide safe, innovative, high-quality recreation programs that improve health and wellness, ensure social equity, and provide cultural opportunities for residents and visitors

Critical Success Factor: Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of center visits (Target: > 195,000)	185,076	125,2247	185,230	138,920
Number of center rentals (Target: > 1,400)	1,115	802	1,150	860
Number of programs provided by the centers (Target: > 4,000)	3,161	2,216	3,200	2,400
Percentage of surveyed participants that feel the community center and its programs are safe (Target: >95%)	95%	95%	95%	95%
Percentage of surveyed participants who report the community center activities help improve their health and wellness (Target: > 95%)	95%	95%	95%	95%
Percent of center customers rating services and programs as good or excellent (Target: > 95%)	99%	99%	99%	99%



Goal: Provide safe, socially equitable access to high-quality, special-focus facilities offering experiences to meet the interests and needs of regional participants; to foster involvement with health and wellness activities; to engage people with meaningful arts, cultural, and recreational opportunities; and to cultivate environmental literacy and stewardship

Critical Success Factor: Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020*	Adopted FY 2021	Adopted FY 2022
Percent ticket sales purchased online at the F. Scott Fitzgerald Theatre	43%	50%	42%	42%
Percent of patrons that rate the F. Scott Fitzgerald Theatre box office services as above average or excellent	100%	100%	95%	95%
Number of Glenview Mansion weddings and receptions**	14	16	41	30
Number of Glenview Mansion conferences**	49	29	94	47
Percent of wedding rentals that rate Glenview Mansion as 4 or 5 stars on Wedding Wire and The Knot	98%	98%	95%	95%
Number of students served at Croydon Creek Nature Center (virtually or in-person) (Target: 3,000)	3,022	686	3,000	2,500
Croydon Creek Nature Center volunteerism:				
Number of volunteers	258	205	260	125
Number of volunteer hours	1,315	1,052	1,300	500
Number of visits to Croydon Creek Nature Center	26,120	13,063	25,000	15,000
Croydon Creek Nature Center's percent of visitors who agree that they learned something new at the Center (virtually or in-person) (Target: > 95%)	96%	96%	95%	95%
Swim and Fitness Center registrations for youth and adult learn to swim programs	4,769	3,200	4,000	3,000
Swim and Fitness Center member visits	99,044	59,235	108,000	75,000
Swim and Fitness Center swim team registrations	1,163	936	900	800
Percent of participants that reported learning a new skill or improving existing skills during instructional swimming lessons	95%	96%	95%	95%

*The reduction in facility visits, events, and program participation is due to facility closures because of COVID-19.

**In FY 2019, the Glenview Mansion had limited access due to the construction of the ADA parking lot.

Short Term Objectives	Planned Completion
Complete flooring replacement in the Discovery Room of Croydon Creek Nature Center	Q1 FY 2022
Complete Phase 2 of Mrs. Lyon's Dressing Room remodel on the second floor of Glenview Mansion	Q4 FY 2022
Complete the conceptual design of the Outdoor Recreation Pool Renovations (RC18) CIP project	Q4 FY 2022



Recreation Facilities Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Civic Center Complex	1,207,811	1,278,490	1,318,890	3.2%
Croydon Creek Nature Center	306,830	328,540	347,960	5.9%
Glenview Mansion Fund	34,590	20,000	20,000	0.0%
Lincoln Park Community Center	388,592	434,850	438,700	0.9%
Swim & Fitness Center	2,137,904	2,556,290	2,586,440	1.2%
Thomas Farm Community Center	473,299	571,790	574,270	0.4%
Twinbrook Community Recreation Center	541,695	599,430	561,990	-6.2%
Division Total (\$)	5,090,721	5,789,390	5,848,250	1.0%

Recreation Facilities Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	3,929,736	4,330,730	4,360,990	0.7%
Operating	1,047,822	1,388,160	1,391,160	0.2%
Capital Outlay	113,163	70,500	46,700	-33.8%
Other	-	-	49,400	N/A
Division Total (\$)	5,090,721	5,789,390	5,848,250	1.0%

Recreation Facilities Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Civic Center Complex	345,586	575,000	539,110	-6.2%
Croydon Creek Nature Center	58,903	89,840	68,340	-23.9%
Glenview Mansion Fund	20,362	20,000	20,000	0.0%
Lincoln Park Community Center	92,858	122,950	99,050	-19.4%
Swim & Fitness Center	1,618,171	2,241,990	2,161,190	-3.6%
Thomas Farm Community Center	161,662	216,420	170,320	-21.3%
Twinbrook Community Recreation Center	157,490	194,500	164,980	-15.2%
Division Total (\$)	2,455,032	3,460,700	3,222,990	-6.9%

Significant Changes from FY 2021 to FY 2022

Capital outlay costs decreased by \$23,800 due to the removal of one-time equipment purchases at several city facilities.

Other costs increased by \$49,400 due to the allocation of additional aid to RESCOs for COVID-19 relief.

Revenue decreased as follows: in the Civic Center Complex Cost Center by \$35,890 for facility rental fees, recreation program fees, and theater ticket revenue; in the Croydon Creek Nature Center Cost Center by \$21,500 for recreation program fees; and in the Lincoln Park Community Center, Thomas Farm Community Center, and Twinbrook Community Recreation Center Cost Centers by a total of \$99,520 for membership revenue, facility rental fees, and recreation program fees. All decreases were due to reduced public participation and limited in-person programming because of the COVID-19 pandemic.



**Recreation Facilities Division
FY 2022 Adopted Regular and Temporary FTEs**

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Civic Center Complex	9.0	9.0	9.0	0.0%
Croydon Creek Nature Center	2.0	2.0	2.0	0.0%
Glenview Mansion Fund	-	-	-	-
Lincoln Park Community Center	2.5	2.5	2.5	0.0%
Swim & Fitness Center	7.0	7.0	7.0	0.0%
Thomas Farm Community Center	2.0	2.0	2.0	0.0%
Twinbrook Community Recreation Center	2.0	2.0	2.0	0.0%
Regular Subtotal	24.5	24.5	24.5	0.0%
<i>Temporary</i>				
Civic Center Complex	2.8	3.7	3.4	-8.1%
Croydon Creek Nature Center	2.0	2.0	2.0	0.0%
Glenview Mansion Fund	-	-	-	-
Lincoln Park Community Center	4.2	4.4	4.2	-4.5%
Swim & Fitness Center	26.6	27.8	26.8	-3.6%
Thomas Farm Community Center	6.1	6.2	5.7	-8.1%
Twinbrook Community Recreation Center	8.1	8.0	8.2	2.5%
Temporary Subtotal	49.8	52.1	50.3	-3.5%
Division Total	74.3	76.6	74.8	-2.3%

**Significant Changes from
FY 2021 to FY 2022**

Temporary FTEs decreased by 0.3 FTEs at the Civic Center Complex and 0.5 FTEs at the Thomas Farm Community Center due to reduced public participation and limited in-person programming because of the COVID-19 pandemic.



Recreation Services Division

The Recreation Services Division provides high-quality recreational and educational programming with an emphasis on improving the health of our community, enhancing our social equity, planning and delivering high quality special events, and providing opportunities for cultural growth. The Arts, Sports, Classes, Camps, Summer Playgrounds, Teens, Special Events, and Childcare programs are managed by this Division. A staff liaison provides support and assistance to the Cultural Arts Commission. The Recreation Fund is used to collect donations and provide financial assistance toward recreation programs for residents who are eligible. This Division also manages projects in the Recreation and Parks program area of the CIP that directly impact recreation programming.

Recreation Services Division		Budget	\$4,875,480
		Regular FTE	20.5
		Temp FTE	24.4
Administration and Support	Afterschool	Art in Public Architecture	Art in Public Places
Budget	\$326,230	Budget	\$167,740
Regular FTE	2.0	Budget	\$115,720
Temp FTE	0.9	Regular FTE	0.0
		Temp FTE	0.0
		Budget	\$451,500
		Regular FTE	0.0
		Temp FTE	0.0
Arts	Childcare	Classes	Farmers Market Eat Fresh Program
Budget	\$239,700	Budget	\$297,690
Regular FTE	1.0	Budget	\$301,980
Temp FTE	1.1	Regular FTE	1.4
		Temp FTE	1.0
		Budget	\$25,200
		Regular FTE	0.0
		Temp FTE	0.0
Friends of the Arts	Recreation Fund	Skate Park	Special Events
Budget	\$10,000	Budget	\$40,000
Regular FTE	0.0	Budget	\$106,270
Temp FTE	0.0	Regular FTE	0.0
		Temp FTE	1.4
		Budget	\$1,158,790
		Regular FTE	5.0
		Temp FTE	1.4
Sports	Summer Camps	Summer Playgrounds	Teens
Budget	\$535,520	Budget	\$476,530
Regular FTE	2.8	Budget	\$364,670
Temp FTE	3.5	Regular FTE	1.0
		Temp FTE	5.8
		Budget	\$257,940
		Regular FTE	1.3
		Temp FTE	1.2



Performance Measures and Short Term Objectives

Goal: Provide leadership and guidance in providing high quality recreation programs and services to Rockville area residents

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of registrants in recreation programs*	33,581	25,987	31,000	27,500
Percent of recreation programs that include Healthy Eating Active Living (HEAL) components (Target: > 80%)	81%	82%	> 80%	> 80%
Percent of participants that feel Rockville's recreation programs strengthen the community and improve their quality of life (Target: > 90%)	96%	95%	90%	90%

*The reduction in program participation is due to facility closures and class cancellations because of COVID-19.

Short Term Objectives	Planned Completion
Assess and modify program operations to create efficiencies in program processes	Q4 FY 2022

Goal: Offer core programs and services for children and teens at a moderate cost; provide childcare, as well as safe, fun, and enriching activities during out-of-school time, and promote healthy eating and active living

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Preschool enrollment, as percent of total capacity (Target: > 90%)	98%	94%	95%	95%
Afterschool program enrollment, as percent of total capacity (Target: > 85%)	77%	69%	80%	80%
Number of Summer Playgrounds program participants engaged in health and wellness activities (Target: > 630)	674	673	650	650
Teen program enrollment, as a percent of total capacity (Target: > 85%)	90%	93%	> 85%	> 85%
Number of participants awarded financial assistance through the Recreation Fund	381	294	400	400

Goal: Produce high quality, innovative, safe, and diverse community special event celebrations and ceremonies for residents and visitors

Critical Success Factor: Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of community groups and organizations participating in city's special events* (Target: > 150)	164	81	160	107
Percent of biennial Community Survey respondents rating the city sponsored special events as "higher" or "much higher" ** (Target: > 75%)	85%	-	-	-

* The reduction in community group and organization participation is due to event cancellations because of COVID-19.

** Due to the financial impacts associated with the COVID-19 pandemic, the city's biennial Community Survey was not funded in FY 2021; the future of the survey is unknown at this time.

Short Term Objectives	Planned Completion
Review all events post pandemic, with consideration for current trends and safety precautions	Q4 FY 2022



Goal: Provide individuals opportunities for growth through participation in sports, fitness, recreation, and leisure activities, while promoting healthy and active living

Critical Success Factor(s): Efficient and Effective City Service Delivery

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Percent of surveyed participants who rate youth sports leagues as good or excellent (Target: ≥ 85%)	87%	85%	≥ 85%	≥ 85%
Percent of surveyed participants who would recommend a program to family, friends, or neighbors (Target: ≥ 85%)	88%	86%	≥ 85%	≥ 85%
Number of fitness and health-related classes for children, teens, and adults (Target: > 550)	623	619	600	600
Number of participants served in sports leagues (Target: > 12,000)	11,569	8,675	12,000	9,000

Goal: Maintain equitable opportunities for program participation, cultural stimulation, and display of public art for all residents and visitors to Rockville

Critical Success Factor(s): Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of arts programs offered by the city for performing, visual, and literary arts (Target: 21)	21	18	28	11
Number of volunteers in arts programs (Target: 295)	300	300	300	150
Number of volunteer hours for the arts programs (Target: 30,000)	30,500	21,000	30,000	15,000
Number of temporary or permanent art projects installed (Target: 1)	1	3	1	1

Short Term Objectives	Planned Completion
Complete three maintenance projects on public art as recommended by the Public Art Assessment Study	Q4 FY 2022



Recreation Services Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration and Support	328,261	355,530	326,230	-8.2%
Afterschool	170,198	203,570	167,740	-17.6%
Art in Public Architecture	-	-	115,720	N/A
Art in Public Places	15,751	409,000	451,500	10.4%
Arts	236,008	249,980	239,700	-4.1%
Childcare	240,073	272,640	297,690	9.2%
Classes	295,088	342,300	301,980	-11.8%
Farmers Market Eat Fresh Program	18,720	30,000	25,200	-16.0%
Friends of the Arts	5,275	-	10,000	N/A
Recreation Fund	24,430	40,000	40,000	0.0%
Skate Park	8,778	91,140	106,270	16.6%
Special Events	850,580	1,122,760	1,158,790	3.2%
Sports	468,050	588,620	535,520	-9.0%
Summer Camps	438,822	575,260	476,530	-17.2%
Summer Playgrounds	296,636	381,110	364,670	-4.3%
Teens	232,371	254,000	257,940	1.6%
Division Total (\$)	3,629,041	4,915,910	4,875,480	-0.8%

Recreation Services Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	2,899,766	3,284,460	3,251,600	-1.0%
Operating	669,499	1,500,300	1,507,280	0.5%
Capital Outlay	8,126	22,400	20,000	-10.7%
Other	51,650	108,750	96,600	-11.2%
Division Total (\$)	3,629,041	4,915,910	4,875,480	-0.8%

Significant Changes from FY 2021 to FY 2022

Administration and Support, Afterschool, Arts, Classes, Sports, Summer Camps, and Summer Playgrounds operating costs decreased due to reduced public participation and limited in-person programming because of the COVID-19 pandemic.

Art in Public Architecture, Art in Public Places, and Friends of the Arts operating costs increased by \$115,720, \$42,500, and \$10,000, respectively, for various public arts projects such as the Skate Park's art installation.

Skate Park operating costs increased due to adding operating cost impacts (OCI) associated with maintaining city infrastructure and facilities.

Other costs decreased by \$12,150 due to decreases in community assistance and outside agency grants in the Arts, Farmers Market Eat Fresh Program, and Special Events Cost Centers because of lower expected participation.

Capital outlay costs decreased by \$2,400 due to the removal of one-time equipment purchases in several cost centers.



Recreation Services Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Administration and Support	32,741	54,710	24,710	-54.8%
Afterschool	38,468	53,770	45,190	-16.0%
Art in Public Architecture	42,830	-	1,600	N/A
Art in Public Places	82,420	84,240	84,610	0.4%
Arts	76,236	67,720	67,720	0.0%
Childcare	203,218	285,250	285,250	0.0%
Classes	266,960	341,500	304,830	-10.7%
Farmers Market Eat Fresh Program	21,878	25,000	25,200	0.8%
Friends of the Arts	24,832	-	-	-
Recreation Fund	46,242	55,000	32,500	-40.9%
Skate Park	-	-	-	-
Special Events	50,365	122,300	102,300	-16.4%
Sports	272,533	444,900	421,900	-5.2%
Summer Camps	373,581	498,000	417,970	-16.1%
Summer Playgrounds	162,495	191,700	175,330	-8.5%
Teens	145,726	146,130	138,360	-5.3%
Division Total (\$)	1,840,525	2,370,220	2,127,470	-10.2%

Significant Changes from FY 2021 to FY 2022

Revenue decreased as follows:
in the Administration and Support Cost Center by \$30,000 for MRPA Theme Park ticket sales; in the Afterschool, Classes, Sports, Summer Camps, Summer Playgrounds, and Teens Cost Centers by a total of \$172,420 for recreation program fees; in the Recreation Fund by \$22,500 to align with estimated participation; and in the Special Events Cost Center by \$20,000 for special event fees and community contributions. All decreases were due to reduced public participation and limited in-person programming because of the COVID-19 pandemic.



Recreation Services Division FY 2022 Adopted Regular and Temporary FTEs

	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Administration and Support	2.0	2.0	2.0	0.0%
Afterschool	1.5	1.5	1.5	0.0%
Art in Public Architecture	-	-	-	-
Art in Public Places	-	-	-	-
Arts	1.0	1.0	1.0	0.0%
Childcare	3.0	3.0	3.0	0.0%
Classes	1.4	1.4	1.4	0.0%
Farmers Market Eat Fresh Program	-	-	-	-
Friends of the Arts	-	-	-	-
Recreation Fund	-	-	-	-
Skate Park	-	-	-	-
Special Events	5.0	5.0	5.0	0.0%
Sports	2.8	2.8	2.8	0.0%
Summer Camps	1.5	1.5	1.5	0.0%
Summer Playgrounds	1.0	1.0	1.0	0.0%
Teens	1.3	1.3	1.3	0.0%
Regular Subtotal	20.5	20.5	20.5	0.0%
<i>Temporary</i>				
Administration and Support	1.5	1.1	0.9	-18.2%
Afterschool	1.3	1.3	1.0	-23.1%
Art in Public Architecture	-	-	-	-
Art in Public Places	-	-	-	-
Arts	1.2	1.1	1.1	0.0%
Childcare	1.9	1.8	1.8	0.0%
Classes	1.3	1.1	1.0	-9.1%
Farmers Market Eat Fresh Program	-	-	-	-
Friends of the Arts	-	-	-	-
Recreation Fund	-	-	-	-
Skate Park	1.4	1.3	1.4	7.7%
Special Events	1.6	1.2	1.4	16.7%
Sports	4.3	3.8	3.5	-7.9%
Summer Camps	6.8	6.0	5.3	-11.7%
Summer Playgrounds	5.8	6.2	5.8	-6.5%
Teens	1.4	1.5	1.2	-20.0%
Temporary Subtotal	28.5	26.4	24.4	-7.6%
Division Total	49.0	46.9	44.9	-4.3%

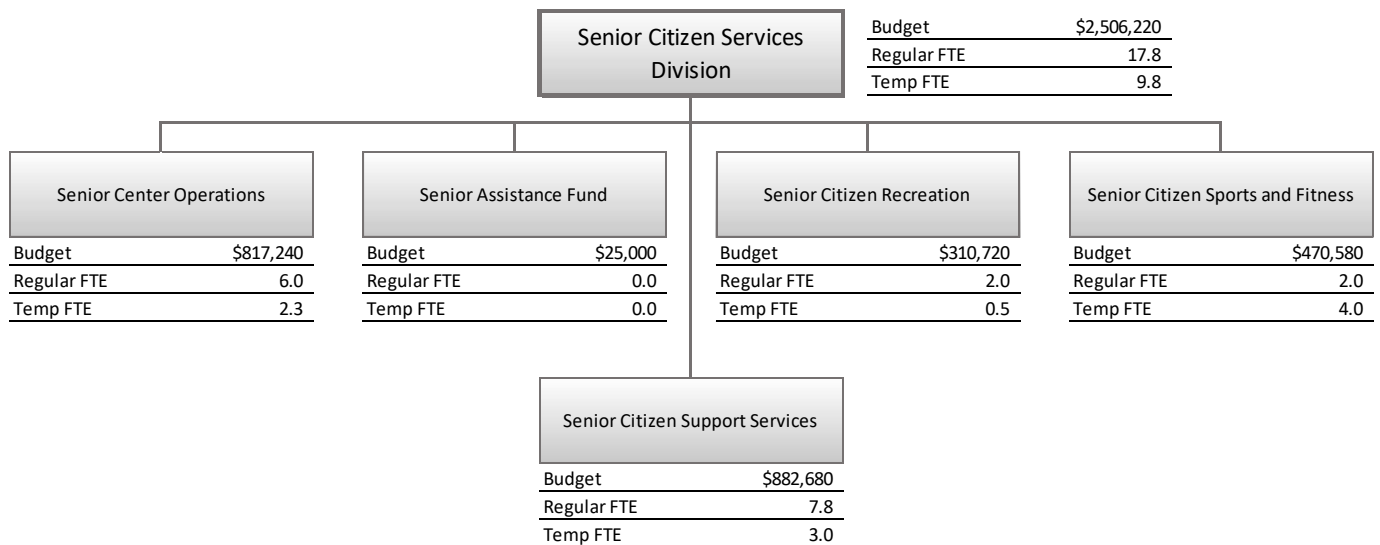
Significant Changes from FY 2021 to FY 2022

Temporary FTE changes in the Division are due to shifting programming priorities and related temporary FTE needs, primarily due to reduced public participation and limited in-person programming because of the COVID-19 pandemic.



Senior Citizen Services Division

The Senior Citizen Services Division serves the city's diverse population of adults age 60 and above, and supports their social, recreational, educational, fitness, and wellness needs. This Division manages the 39,000 square foot Senior Center, the hub for the city's senior services, as well as a place to access information, services, and support related to aging. The Division offers programs and services for aging in place, transportation, socialization, recreation, leisure, education, trips, fitness, health, and wellness. Among those is the city's Villages program that links residents age 60 and above to neighborhood volunteers who assist with tasks to enable them to age in place. Staff provides support to the Senior Citizens Commission and Rockville Seniors, Incorporated (RSI). This Division manages projects in the Recreation and Parks program area of the CIP that directly impact the Senior Center or facilities that may have senior programming.



Performance Measures and Short Term Objectives

Goal: Ensure social equity among all Rockville adults age 60 and above through a well-supported Senior Center and broad range of available services

Critical Success Factor: Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of Senior Center members (Target: > 1,500)	1,689	1,273	1,700	1,275
Number of Senior Center facility rentals (Target: > 350)	499	460	525	395
Number of Senior Center volunteers (Target: > 300)	150	150	200	150
Number of bus rides provided*	32,647	21,666	34,000	25,500
Number of taxi coupons sold*	1,210	669	1,365	1,365
Percentage of surveyed seniors that report Senior Center Support services (counseling, home maintenance, wellness, outreach, and transportation) meet most or all of their needs**	98%	-	98%	98%
Percentage of surveyed seniors who rate the maintenance and cleanliness of the Senior Center as above average or outstanding**	98%	-	98%	98%
Number of special interest and wellness classes offered*	100	86	102	75



Performance Measures (continued)	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022
Number of computer classes offered* (Target: ≥ 225)	275	248	275	275
Number of meals provided***	23,748	40,000	24,600	24,600
Number of wellness screening and health appointments*	2,041	1,530	2,040	1,530
Percent of seniors that use city's transportation services to the Senior Center and grocery store that rate it as a high-quality, valuable service**	90%	-	95%	95%
Senior Assistance Fund scholarships provided * (Target: > 120)	194	183	200	200
Community contributions to Senior Assistance Fund*** (Target: > \$4,000)	\$4,650	\$14,320	\$4,000	\$4,000

*The reduction in facility visits, transportation, events, and program participation is due to facility closures because of COVID-19.

**Surveys were not completed in FY 2020 due to the COVID-19 closure of the Rockville Senior Center from March-June 2020.

***The Senior Center doubled its meal service to the senior community due to the COVID-19 pandemic Senior Assistance Fund increase in donation revenue in response to the COVID-19 pandemic food campaign.

Short Term Objectives	Planned Completion
Work with various city departments to develop new standards and procedures to identify vulnerable seniors who may need assistance from Senior Services staff, services, and programs	Q3 FY 2022
Launch second fully operational village within the city by the end of the fiscal year	Q4 FY 2022

Goal: Encourage all Rockville adults age 60 and above to remain healthy, active, and socially engaged through participation in innovative, high-quality programs, classes, events, and trips

Critical Success Factor: Safe and Livable Neighborhoods

Performance Measures	Actual FY 2019	Actual FY 2020*	Adopted FY 2021	Adopted FY 2022
Participants in special events, classes, and trips (Target: > 5,000)	5,029	3,100	5,300	3,975
Participants in fitness classes and sports leagues (Target: > 4,000)	4,660	3,716	4,800	4,320
Number of trips offered (Target: > 33)	32	16	35	25
Trips completed as a percent of total trips offered (Target: > 98%)	94%	48%	97%	97%
Number of Fitness Club members (Target: > 1000)	983	673	1,000	750
Number of classes, programs, sports leagues, and trips offered (Target: > 600)	645	812	655	800
Number of personal training sessions provided (Target: > 1,700)	2,310	1,413	2,500	1,750
Percent of seniors that report Senior Center programs and membership meet most or all of their fitness and recreational needs (Target: ≥ 98%) **	98%	-	>98%	>98%

*The reduction in program participation is due to facility closures as a result of COVID-19.

**Surveys were not completed in FY 2020 due to the COVID-19 closure of the Rockville Senior Center from March-June 2020.

Short Term Objectives	Planned Completion
Double the potential capacity of senior fitness participants by offering hybrid classes of in-person and virtual programs simultaneously	Q2 FY 2022
Increase outreach and provide four new innovative, inclusive programs to meet the needs of a diverse senior population	Q4 FY 2022



Senior Citizen Services Division FY 2022 Adopted Expenditures by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Senior Center Operations	817,885	845,850	817,240	-3.4%
Senior Assistance Fund	13,689	25,000	25,000	0.0%
Senior Citizen Recreation	271,017	341,020	310,720	-8.9%
Senior Citizen Sports and Fitness	450,961	472,200	470,580	-0.3%
Senior Citizen Support Services	839,224	874,420	882,680	0.9%
Division Total (\$)	2,392,776	2,558,490	2,506,220	-2.0%

Senior Citizen Services Division FY 2022 Adopted Expenditures by Type

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Personnel	2,057,417	2,108,920	2,127,270	0.9%
Operating	305,756	382,870	347,950	-9.1%
Capital Outlay	15,914	41,700	6,000	-85.6%
Other	13,689	25,000	25,000	0.0%
Division Total (\$)	2,392,776	2,558,490	2,506,220	-2.0%

Senior Citizen Services Division FY 2022 Adopted Revenues by Cost Center

	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
Senior Center Operations	97,838	141,700	106,200	-25.1%
Senior Assistance Fund	25,570	28,000	23,000	-17.9%
Senior Citizen Recreation	59,104	129,800	101,700	-21.6%
Senior Citizen Sports and Fitness	200,995	267,770	245,770	-8.2%
Senior Citizen Support Services	72,031	84,310	83,310	-1.2%
Division Total (\$)	455,538	651,580	559,980	-14.1%

Significant Changes from FY 2021 to FY 2022

Senior Citizen Recreation Cost Center operating costs decreased by \$30,890 due to reduced public participation and limited in-person programming because of the COVID-19 pandemic.

Capital outlay costs decreased by \$35,700 due to the removal of one-time funding added in FY 2021 for equipment replacement.

Revenue decreased as follows: in the Senior Center Operations Cost Center by \$35,500 for memberships revenue, concessions, and facility rental fees; in the Senior Assistance Fund by \$5,000 to align with estimated participation; in the Senior Citizen Recreation Cost Center by \$28,100 for recreation program fees; and in the Senior Citizen Sports and Fitness Cost Center by \$22,000 for memberships revenue and recreation program fees. All decreases were due to reduced public participation and limited in-person programming because of the COVID-19 pandemic.



**Senior Citizen Services Division
FY 2022 Adopted Regular and Temporary FTEs**

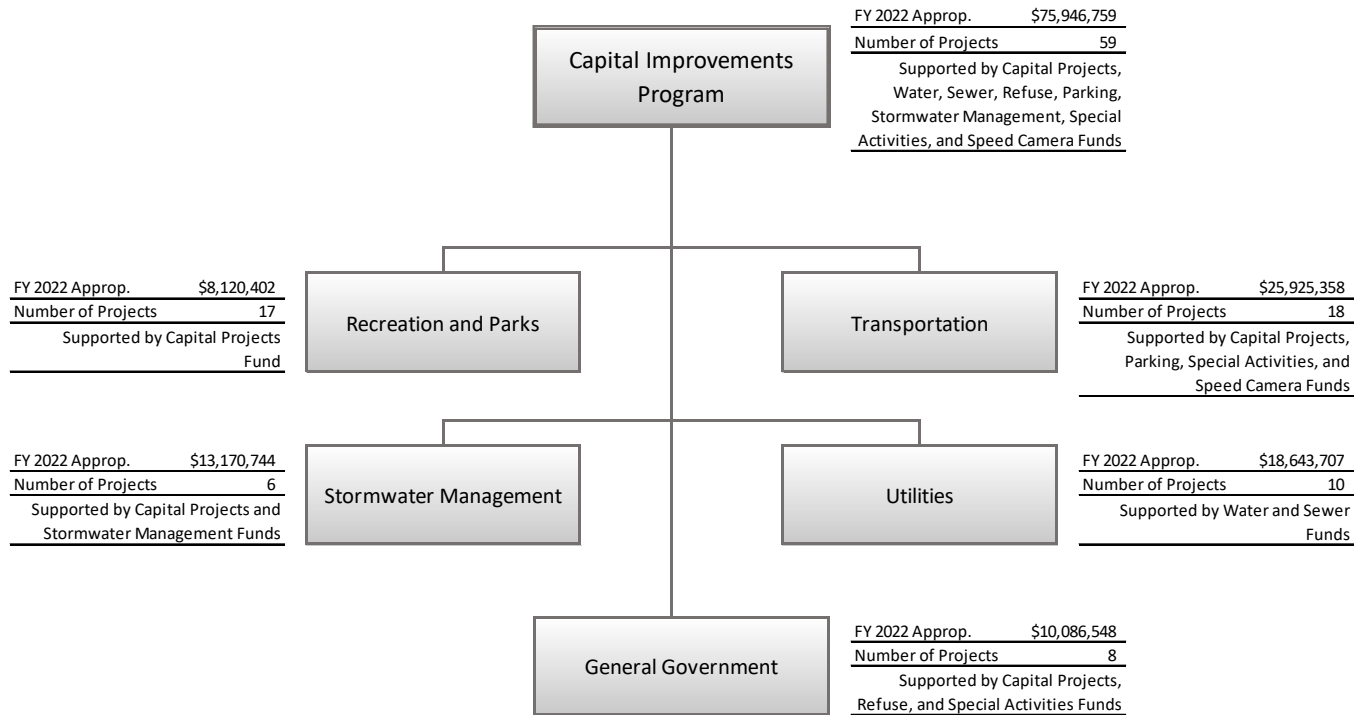
	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022	% Change from FY21
<i>Regular</i>				
Senior Center Operations	6.0	6.0	6.0	0.0%
Senior Assistance Fund	-	-	-	-
Senior Citizen Recreation	1.8	2.0	2.0	0.0%
Senior Citizen Sports and Fitness	2.0	2.0	2.0	0.0%
Senior Citizen Support Services	7.8	7.8	7.8	0.0%
Regular Subtotal	17.6	17.8	17.8	0.0%
<i>Temporary</i>				
Senior Center Operations	3.1	2.9	2.3	-20.7%
Senior Assistance Fund	-	-	-	-
Senior Citizen Recreation	0.6	0.6	0.5	-16.7%
Senior Citizen Sports and Fitness	3.9	4.2	4.0	-4.8%
Senior Citizen Support Services	3.2	3.5	3.0	-14.3%
Temporary Subtotal	10.8	11.2	9.8	-12.5%
Division Total	28.4	29.0	27.6	-4.8%

**Significant Changes from
FY 2021 to FY 2022**

Temporary FTE changes in the Division are due to shifting programming priorities and related temporary FTE needs, primarily due to reduced public participation and limited in-person programming because of the COVID-19 pandemic.



Capital Improvements Program Structure





Capital Improvements Program Overview

The Capital Improvements Program, or 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 monitor all capital project costs, funding sources, departmental responsibilities, and project schedules. Each year, the CIP is reviewed within the context of ongoing city, County, State, and federal planning programs and policies, as well as the city's Master Plan. The new year of the CIP, along with any unspent prior appropriations, comprise the capital budget for each project beginning July 1 of each fiscal year. The remaining four years of the CIP serve as a financial plan for capital investments. The five year financial plan is reviewed and updated each year, and the Mayor and Council adopt both the capital budget and the five year financial plan. CIP highlights, including a summary of all new projects, are included in the Introduction section of this document.

Definition of Significant Capital Expenditures

The city defines significant capital expenditures as any expenditure incurred within a project contained in the city's CIP. To qualify for inclusion in the CIP, a project must fall under one or more of the following categories:

- The acquisition of property for a public purpose
- The design and construction of a major new city facility or infrastructure
- The design and construction of a major addition or extension of an existing city facility or infrastructure
- The design and major improvement, rehabilitation, or repair of a city facility or infrastructure
- A significant one-time investment in new technology or upgraded technology infrastructure

Recurring Versus Nonrecurring Projects

All projects in the city's CIP are considered significant, as defined above. The CIP includes both recurring and nonrecurring projects. Recurring CIP projects, which involve ongoing major improvements, rehabilitation, or repairs (such as major street repaving or water infrastructure rehabilitation), are budgeted in five year increments. These projects are readily identified in this document by the inclusion of the five year timeframe at the end of the project title (for example, Asphalt/Concrete Improvements: FY21-FY25). Nonrecurring projects have defined beginning and end dates and long useful lives. These investments are generally capitalized as fixed assets and are eligible for debt financing according to the city's Financial Management Policies. The majority of the projects in the city's CIP are nonrecurring projects.

Studies that may lead to future projects are not funded in the CIP unless needed to apply for outside funding; such studies are planned for as Planned Improvement Projects (PIPs) and included in the operating budget when they are approved. Large nonrecurring projects that do not meet the criteria for inclusion in the CIP are also planned for through the PIP process. For a listing of current PIPs please see the Supplemental Information section of this document.

CIP Structure

Projects in the CIP are organized into five program areas: Recreation and Parks, Transportation, Stormwater Management, Utilities, and General Government. Each program area in this document includes an overview page followed by individual project sheets, shown in alphabetical order, for each project within the program area. These program area overview pages and individual project sheets are located in the CIP Projects section of this document.

CIP Project Identification and Prioritization

Department staff recommend renovations, repairs, or replacements for existing capital infrastructure based on established replacement cycles, inspection reports, condition assessments, and other studies. All recurring projects include information on how the budgeted work within those projects was identified; this information can be found in the Notes section at the bottom of each CIP project sheet. Nonrecurring projects are recommended as a result of Mayor and Council direction, study recommendations, or staff determinations.

Solicitation of Project Ideas

For all CIP projects, both recurring and nonrecurring, Budget Office staff seek input from the Mayor and Council and from the public throughout the budget process. This input is gathered in the following ways:



- Surveys were distributed to the Mayor and Council early in the budget process to gather their budget priorities, preferences, and ideas. The results of the Mayor and Council's FY 2022 budget surveys were presented at the December 14, 2020 Mayor and Council meeting.
- Project proposals were solicited from neighborhood groups prior to the start of the budget season. Department staff reviewed these proposals for possible inclusion in their budget submissions. Summaries of this year's requests and staff's responses to those requests can be found in the Supplemental Information section.
- The community was invited to submit online public budget survey responses, oral testimony at budget public hearings, and written testimony to the Mayor and Council during the budget process through the close of the budget public record. The FY 2022 budget public record closed on May 3, 2021.

CIP Project Prioritization

Once all projects have been identified, city staff review those projects and prioritize them based on the needs of the Rockville community, the condition of the city's infrastructure, and the priorities of the Mayor and Council.

Projects supported by the taxpayer-funded Capital Projects Fund are reviewed by a cross-departmental CIP Prioritization Committee. Committee members score each project independently, and their scores are averaged to form an overall project prioritization score. The committee provides the overall project scores along with comments as a recommendation to the City Manager.

Department directors are given an opportunity to review and comment on that recommendation. The City Manager ultimately uses the committee's recommendation and any associated comments as a tool to aid in determining what projects will be included in the proposed CIP.

The criteria used by the FY 2022 CIP Prioritization Committee are shown in the image to the right.

FY 2022 CIP Prioritization Criteria	
The criteria and supporting examples shown below were developed by the CIP Prioritization Committee in past years to reflect the internal principles that are most critical for capital projects. The criteria do not include specific Mayor and Council Critical Success Factors; however, the contents of the Critical Success Factors as they relate to long term capital planning are reflected throughout the criteria.	
	Max Score
A. Improves/Maintains City Facilities or Infrastructure	25
Develops, upgrades, and enhances both the City's IT tools and infrastructure along with the access that employees and customers have to them	
Technology that improves access and organization, storage, analysis and presentation of City information	
Preventative maintenance or improvement of infrastructure (facility, building or road)	
Acquisition of property or parkland	
B. Improves City Operations and Service Delivery	25
Improves cost/time efficiency of City operations	
Improves response times and/or saves time/money for customers	
Improves the ability of the City to provide high quality services	
Enhances business processes, communication, and efficiency amongst City staff and between external customers and the City	
Increases the transparency of the City government and access to information through better communication with residents and other stakeholders	
Improves the ability of staff to make informed and timely decisions	
C. Improves the Safety, Attractiveness, and Sustainability of the City for Residents, Workers, Businesses/Employers and/or City Staff	25
Improve the health, welfare, or safety of residents, workers, businesses/employers or City staff	
Provides other benefits such as education, recreation, open space, community livability, economic development	
Improve Rockville's emergency management preparedness/readiness	
Improves the City's environmental stewardship	
Distinguishes the City as a desirable location to live, work, learn, or play	
D. Required to Meet Legal Mandates and Adopted Plans and Policies	25
CIP project contains grant funding and/or establishment of a CIP project is a prerequisite for outside funding	
Recommended part of the Master, a neighborhood or other plan that has been approved by the Mayor and Council	
Legal mandate or statutory requirement by the City, County, State, and/or Federal government (ADA, etc)	
Max Total Project Score	100

Funding Sources Used to Finance the CIP

The funding sources used to finance the current CIP are described below. The city seeks outside funding sources when possible to meet capital needs without affecting taxpayers and/or ratepayers. Funding sources for each project are identified on the individual project sheets, and a summary of funding by source and fund is included with the summary tables in this section.



Paygo Funding

Paygo funding refers to resources available within an operating fund to support a capital project. The current CIP includes paygo funding from the following funds:

- **Capital Projects (Cap) Fund** – Capital expenses funded by the General Fund for general capital improvements. Funds are received from transfers to the CIP from the General Fund. The main sources of funding for the General Fund are property and income taxes.
- **Water (Wtr) Fund** – Capital expenses funded by the Water Fund for major water system expansions or improvements. The source of funding is water usage charges and fees.
- **Sewer (Swr) Fund** – Capital expenses funded by the Sewer Fund for major sewer system expansions or improvements. The source of funding is sewer usage charges and fees.
- **Refuse (Ref) Fund** – Capital expenses funded by the Refuse Fund. The source of funding is annual recycling and refuse fees.
- **Parking (Pkg) Fund** – Capital expenses funded by the Parking Fund. The source of funding is parking meter fees, and revenue from parking fines and violations.
- **Stormwater Management (SWM) Fund** – Capital expenses funded by the Stormwater Management Fund. The source of funding is annual stormwater management fees.
- **Special Activities (Act) Fund** – Capital expenses funded by legally restricted revenue sources. There are two separate Special Activities Funds in the current CIP: Transportation Improvement Plan (TIP) and Cable TV/Equipment (Cable). TIP is funded by payments from developers and can only be used on strategies that decrease traffic congestion and vehicle emissions. Cable is funded by grants from the franchise agreements with local cable providers and can only be used for television production or allowed institutional network (I-Net) equipment.
- **Speed Camera (Spd) Fund** – Capital expenses funded by the Speed Camera Fund. The source of funding is speed camera violations.

Bond Proceeds

Bond proceeds are proceeds from the sale of bonds for a specific capital improvement project. A bond is a written promise to pay a designated sum of money at specific dates in the future, together with periodic interest at a specified rate. Bonds are used as a long term financing tool.

Grant Funding

Grant funding refers to funding received from an outside agency for a specific capital improvement project. Grant funding does not need to be repaid, but it may require the city to match a certain percentage of the award.

Developer Funding

Developer funding refers to contributions that developers make to the city in support of public improvements, such as stormwater drains or traffic control devices, that increase the value of a private development.

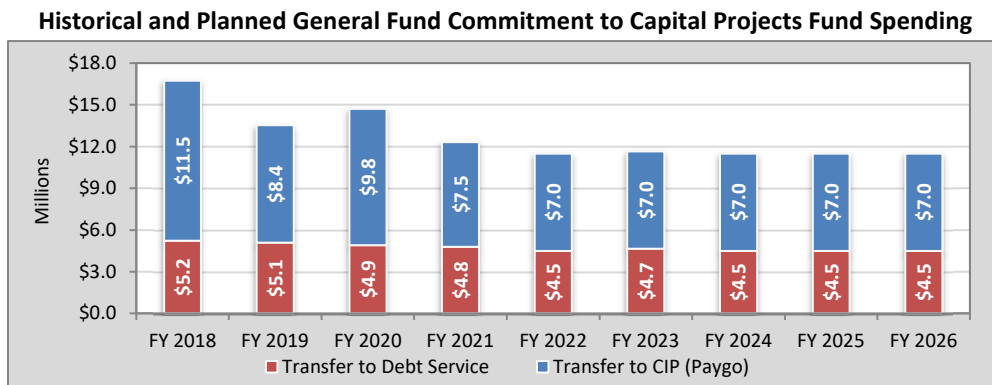
Other Funding Sources

Other funding sources refers to payments and contributions that are not specifically listed elsewhere. Other funding sources included in the current CIP include County Impact Tax, contributions from the Rockville Baseball Association (RBBA), State bond bill funding, and funding from the State Highway Administration (SHA).



Impact of the CIP on the Operating Budget

Projects funded within the CIP have a direct impact on the operating budget. The cost of the project itself, if supported by taxpayer dollars, impacts the amount of the General Fund transfer to the CIP for paygo-funded projects, and impacts the amount of the General Fund transfer to the Debt Service Fund and future borrowing capacity for bond-funded projects. In the past, the Mayor and Council have appropriated General Fund unassigned fund balance in excess of the reserve requirement in addition to the adopted transfers to the CIP to reduce future borrowing needs. Assuming an interest rate of 3.5 percent, every \$1 million that the city borrows results in an increased average annual debt service burden of approximately \$69,000. The chart below shows the historical and planned General Fund transfers to the Debt Service Fund and to the CIP.



In addition to the cost to complete a CIP project, many projects require ongoing funding to operate or maintain the completed project. Ongoing operating cost impacts must be considered when determining if and when to include a particular project in the CIP. The following table lists all CIP projects that have associated ongoing operating cost impacts, either positive (increased cost) or negative (decreased cost or increased revenue), in the five year planning period. The total shown represents the estimated net change to the operating budget in the current five year planning period due to the completion of the project. One-time operating cost impacts and operating cost impacts that fall outside of the current five year planning period are not shown in this summary, but can be seen on the affected project sheets. For the total operating cost impact of any individual CIP project please refer to the individual project sheet.

Ongoing Operating Cost Impacts (OCI), FY 2022 - FY 2026

Program Area / Project Title (Unit): OCI Description	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	5 Year Total
Recreation and Parks Program Area						
Dogwood Park Renovation (RD16): Electricity savings resulting from installation of more energy efficient lighting						
General Fund	-	(3,400)	-	-	-	(3,400)
F. Scott Fitzgerald Theatre ADA Improvements (RA20): Annual inspections of new equipment						
General Fund	-	-	-	-	1,500	1,500
King Farm Farmstead Fire Suppression (RB21): Utilities and annual inspection						
General Fund	2,000	1,500	-	-	-	3,500
Skate Park (RJ16): Additional funding for utilities, maintenance, temporary employee staffing, and program costs						
General Fund	15,000	-	-	-	-	15,000
Splash Pad (RF21): Maintenance and repairs, on-site supervision						
General Fund	-	60,000	-	-	-	60,000



Ongoing Operating Cost Impacts (OCI), FY 2022 - FY 2026 (continued)

Program Area / Project Title (Unit): OCI Description	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	5 Year Total
<i>Transportation Program Area</i>						
LED Streetlight Conversion (TA22): Electricity savings resulting from installation of more energy efficient lighting						
General Fund	-	-	(100,000)	-	-	(100,000)
Maryland/Dawson Extended (SC11): Landscaping, snow removal, stormwater management, and maintenance / repair related to construction of Phase II						
General Fund	-	3,000	-	-	-	3,000
SWM Fund	-	1,500	-	-	-	1,500
Pedestrian and Bicycle Safety: FY21-FY25 (TD21): Funding for signal maintenance, signs, line striping, repairs, stormwater management, and landscaping						
General Fund	1,000	1,000	1,000	1,000	1,000	5,000
Rockville Intermodal Access - Baltimore Road (8A11): Landscaping, stormwater management, snow removal, traffic sign repair, maintenance, and supplies						
General Fund	-	8,000	-	-	-	8,000
SWM Fund	-	3,730	-	-	-	3,730
Sidewalks: FY21-FY25 (TE21): Funding for maintenance, snow removal, landscaping, and stormwater management						
General Fund	1,000	1,000	1,000	1,000	1,000	5,000
SWM Fund	2,000	2,000	2,000	2,000	2,000	10,000
Town Center Road Diet (TB22): Maintenance, signage, pavement markings						
General Fund	-	3,000	-	-	-	3,000
<i>Stormwater Management Program Area</i>						
Stream Restoration: Anderson Park/Plymouth Woods HOA (SA18): Funding for five years of post-restoration stream stability monitoring*						
SWM Fund	-	-	50,000	-	-	50,000
Stream Restoration: Croydon Creek/Calvin Park Tributary (SB16): Funding for five years of post-restoration stream stability monitoring*						
SWM Fund	-	-	47,000	-	-	47,000
SWM Facilities Improvement: FY21-FY25 (SC21): Funding for maintenance, repairs, landscaping, and non-native invasive control						
SWM Fund	8,000	5,000	-	13,000	-	26,000
<i>Utilities Program Area</i>						
SCADA Improvements (UE16): Electricity and communication funding						
Water Fund	-	-	-	2,000	-	2,000
Water Treatment Plant Electrical, Roof, and HVAC Upgrades (UA17): Funding for electrical replacement parts						
Water Fund	-	2,000	-	-	-	2,000
Water Treatment Plant Safety Improvements (UB19): Additional funding for required chemicals						
Water Fund	-	25,000	-	-	-	25,000
<i>General Government Program Area</i>						
Electronic Plan Submission and Review Software (GA19): Funding for annual software agreement						
General Fund	54,380	-	-	-	-	54,380
Enterprise Resource Planning System (2B01): Annual license and maintenance costs						
General Fund	-	-	236,000	-	-	236,000
Gude Yard Recycle Transfer Enclosure (GC19): Funding for electricity and maintenance						
General Fund	-	500	-	-	-	500
Refuse Fund	-	4,000	-	-	-	4,000
I-Net Security Enhancements (GA18, closed FY 2021): Funding for equipment maintenance						
General Fund	-	300,000	-	-	-	300,000
Maintenance and Emergency Operations Facility Improvements (GD19): Funding for increases in general facility maintenance and utilities						
General Fund	-	210,930	-	-	-	210,930
<i>Closed Projects</i>						
Traffic Signal Communication System (TA18, closed FY 2020): Communication costs and software maintenance						
General Fund	-	10,000	-	-	-	10,000
<i>All Program Areas</i>						
General Fund	73,380	595,530	138,000	2,000	3,500	812,410
Water Fund	-	27,000	-	2,000	-	29,000
Refuse Fund	-	4,000	-	-	-	4,000
SWM Fund	10,000	12,230	99,000	15,000	2,000	138,230
Total, All Funds (\$)	83,380	638,760	237,000	19,000	5,500	983,640

*This OCI is required by the U.S. Army Corps of Engineers and will be removed from the budget at the end of the requirement period, which will be FY 2029.



Debt Management Policies and Ratios

The City's Financial Management Policies establish quantitative parameters for managing the city's debt. Since neither Maryland State law nor the City Charter mandates a limit on municipal debt, the parameters are designed to ensure that debt burdens remain within manageable levels. Each year the CIP is crafted with a view toward ensuring compliance with these quantitative targets.

In the Capital Projects Fund, the city strives to:

1. Maintain its net tax-supported debt at a level not to exceed 1 percent of the assessed valuation of taxable property within the city.
2. Ensure that its net tax-supported debt per capita does not exceed \$1,360 (amount adjusted annually by the November Washington-Arlington-Alexandria CPI-U).
3. Ensure that its net tax-supported debt per capita as a percentage of federal adjusted gross income does not exceed 2.5 percent.
4. Maintain its annual net tax-supported debt service costs at a level less than 15 percent of the city's annual adopted General Fund expenditures.
5. Maintain a five year amortization rate of at least 25 percent, and a ten year amortization rate of at least 50 percent.

Capital Projects Fund Debt Ratios ¹	Target	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Debt per assessed valuation	≤1.0%	0.3%	0.3%	0.3%	0.3%	0.2%
Debt per capita	≤\$1,360 ²	\$640	\$572	\$594	\$518	\$443
Debt per capital w/o parking garage debt	≤\$1,360 ²	\$303	\$259	\$306	\$254	\$203
Debt per capita as a % of per capita income	≤2.5%	1.2%	1.0%	1.0%	0.9%	0.8%
Debt service as a % of operating budget	<15.0%	7.9%	7.5%	6.9%	6.6%	5.3%
Amortization rate - 5 years	≥25%	39.0%	40.3%	41.0%	41.9%	43.8%
Amortization rate - 10 years	≥50%	68.0%	70.4%	73.3%	77.0%	82.0%

1. All Capital Projects Fund ratios include the debt issued for the Town Center parking garages unless otherwise noted.

2. The target is adjusted annually by the change in the November CPI-U for the Washington-Arlington-Alexandria region.

AAA/Aaa Bond Rating

The city maintains a AAA/Aaa bond rating by Moody's Investor Services and Standard and Poor's. This rating saves the taxpayers money by allowing the city to issue bonds at the lowest possible interest rates. For each bond sale, Rockville is evaluated for overall debt burden, financial management, financial performance, and the city's economic base and prospects.

The city most recently received credit opinions in September 2020. Credit strengths noted by the rating agencies include Rockville's sizable, diverse tax base; strong economy; historically stable financial position bolstered by formal fiscal policies; manageable fixed costs; strong management; and strong budgetary flexibility and performance.



Total Outstanding City Debt

The city has a total of \$130.4 million in outstanding taxpayer-supported and enterprise debt. During FY 2022 the city will retire \$3.7 million in taxpayer-supported debt and \$8.3 million in enterprise debt. Current debt to maturity schedules for each fund can be found in the Financial Summaries section of this document.

Taxpayer-Supported Debt Summary	Year	Outstanding Principal	Interest Rate	Maturity
General Improvements - Refunding 2013B	2013	894,370	3.00 - 4.00%	2023
General Improvements - Refunding 2014A	2014	1,540,192	2.00 - 5.00%	2024
General Improvements - 2014B	2014	315,000	2.00 - 5.00%	2025
General Improvements - Refunding 2015A	2015	2,440,662	4.00 - 5.00%	2025
General Improvements - 2016A	2016	825,000	2.00 - 3.00%	2036
General Improvements - Advance Refunding 2016B	2016	2,704,000	2.00 - 5.00%	2028
General Improvements - 2017A	2017	4,325,000	4.00%	2037
General Improvements - 2019A	2019	5,765,000	2.00 - 5.00%	2039
General Improvements - Refunding 2020A	2020	6,795,000	1.90%	2031
General Improvements - Advance Refunding 2020C	2020	995,000	1.00 - 1.70%	2025
Total General Debt (\$):		26,599,224		

Enterprise Debt Summary	Year	Outstanding Principal	Interest Rate	Maturity
Loan Payable - State of Maryland	2002	412,193	1.90%	2023
Loan Payable - State of Maryland	2005	290,653	0.00%	2025
Loan Payable - State of Maryland	2010	444,791	1.00%	2031
General Improvements - 2013A	2013	800,000	3.00 - 4.00%	2034
General Improvements - Refunding 2013B	2013	290,629	3.00 - 4.00%	2023
General Improvements - Refunding 2014A	2014	364,808	2.00 - 5.00%	2024
General Improvements - 2014B	2014	655,000	2.00 - 5.00%	2035
General Improvements - Refunding 2015A	2015	1,839,338	4.00 - 5.00%	2025
General Improvements - 2015B	2015	7,415,000	2.00 - 5.00%	2036
General Improvements - 2016A	2016	3,830,000	2.00 - 3.00%	2036
General Improvements - Advance Refunding 2016B	2016	4,516,000	2.00 - 5.00%	2028
General Improvements - 2017A	2017	3,805,000	4.00%	2037
General Improvements - 2019A	2019	7,575,000	2.00 - 5.00%	2039
General Improvements - Advance Refunding 2019B	2019	26,660,000	2.55 - 3.00%	2036
General Improvements - Refunding 2020A	2020	4,885,000	1.90%	2031
General Improvements - 2020B	2020	17,725,000	2.00 - 5.00%	2040
General Improvements - Advance Refunding 2020C	2020	22,255,000	1.00 - 1.70%	2035
Total Enterprise Debt (\$):		103,763,412		

Total Outstanding Debt: \$ 130,362,636

Planned New Debt

The city does not plan to issue new debt in FY 2022. In FY 2023 through FY 2026, the city may consider issuing debt for the following projects. Annual reviews will be performed to see if using cash or issuing debt is more favorable.

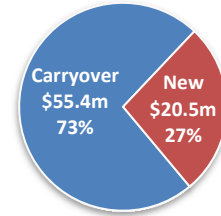
Project	Fiscal Year	Amount	Program Area	Fund
Hurley Avenue Bridge Rehabilitation (TE16)	FY 2023	1,000,000	Transportation	Cap
Blue Plains Wastewater Treatment (UA21)	FY 2023	3,871,000	Utilities	Swr
Commercial Water Meter Replacements (UB21)	FY 2023	1,380,000	Utilities	Wtr
Water Main Rehab & Improvement (UD21)	FY 2023	7,052,000	Utilities	Wtr
Outdoor Recreation Pool Renovations (RC18)	FY 2024	7,886,000	Rec & Parks	Cap
Commercial Water Meter Replacements (UB21)	FY 2025	2,310,000	Utilities	Wtr
Water Main Rehab & Improvement (UD21)	FY 2025	6,766,000	Utilities	Wtr



FY 2022 CIP Appropriations Summary

Unlike annual appropriations in the operating budget, funds for CIP projects can be carried over from year to year until the project is complete. The annual CIP appropriation total is a combination of unspent funding from prior years plus new funding approved for the budget year. The CIP budget of \$75.9 million will support a total of 48 projects in FY 2022.

FY 2022 CIP Appropriation



FY 2022 CIP Appropriations Summary by Fund

Fund	Prior Year Approps.	Less Exp. as of 4/15/2021	Carryover Funding	Add New Approps.	Total FY 2022 Approps.
Capital Projects	48,624,332	(19,298,274)	29,326,058	10,757,448	40,083,506
Water	11,406,000	(2,243,816)	9,162,184	3,671,000	12,833,184
Sewer	4,096,000	(2,521,477)	1,574,523	4,236,000	5,810,523
Refuse	533,345	-	533,345	-	533,345
Parking	-	-	-	45,000	45,000
SWM	12,749,202	(953,458)	11,795,744	1,275,000	13,070,744
Special Activities	5,322,995	(2,838,657)	2,484,338	250,000	2,734,338
Speed Camera	1,324,263	(785,144)	539,119	297,000	836,119
Total (\$)	84,056,137	(28,640,826)	55,415,311	20,531,448	75,946,759

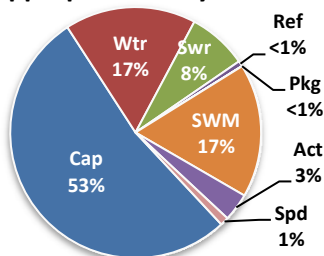
FY 2022 CIP Appropriations Summary by Program Area

Program Area	Prior Year Approps.	Less Exp. as of 4/15/2021	Carryover Funding	Add New Approps.	Total FY 2022 Approps.
Recreation and Parks	7,473,506	(2,742,118)	4,731,388	3,389,014	8,120,402
Transportation	28,844,435	(10,879,511)	17,964,924	7,960,434	25,925,358
SWM	12,849,202	(953,458)	11,895,744	1,275,000	13,170,744
Utilities	15,502,000	(4,765,293)	10,736,707	7,907,000	18,643,707
General Government	19,386,994	(9,300,446)	10,086,548	-	10,086,548
Total (\$)	84,056,137	(28,640,826)	55,415,311	20,531,448	75,946,759

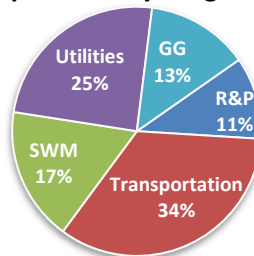
FY 2022 CIP Appropriations Summary by Department

Department	Prior Year Approps.	Less Exp. as of 4/15/2021	Carryover Funding	Add New Approps.	Total FY 2022 Approps.
Information Technology	6,414,925	(3,187,719)	3,227,206	-	3,227,206
PDS	503,600	(70,215)	433,385	-	433,385
Public Works	69,664,106	(22,640,774)	47,023,332	17,142,434	64,165,766
Recreation and Parks	7,473,506	(2,742,118)	4,731,388	3,389,014	8,120,402
Total (\$)	84,056,137	(28,640,826)	55,415,311	20,531,448	75,946,759

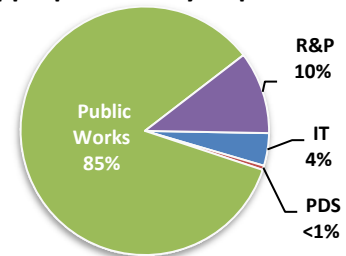
Appropriations by Fund



Appropriations by Program Area



Appropriations by Department

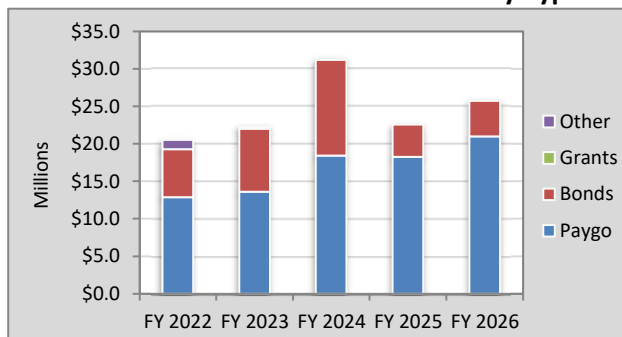




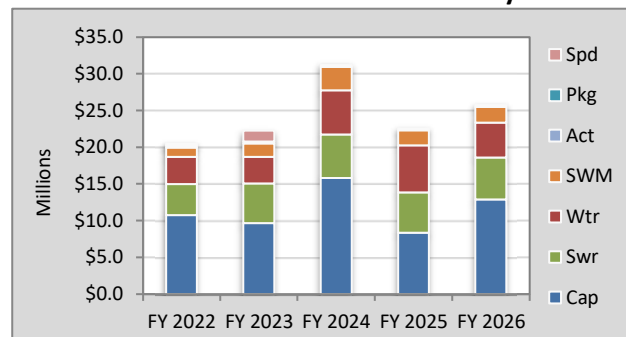
Sources of Funds by Type and Fund

Type / Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo Funding								
Capital Projects Fund	29,038,520	9,490,014	8,418,220	7,909,650	8,343,469	12,896,381	-	76,096,254
Water Fund	1,040,000	830,000	70,000	1,143,000	2,074,000	-	-	5,157,000
Sewer Fund	195,000	674,000	1,527,000	5,930,000	5,511,000	5,686,000	-	19,523,000
Refuse Fund	533,345	-	-	-	-	-	-	533,345
Parking Fund	-	45,000	-	-	-	-	-	45,000
Stormwater Mgmt.	10,826,202	1,275,000	1,832,000	3,200,000	2,076,000	2,143,000	5,285,000	26,637,202
Special Activities	5,322,995	250,000	250,000	250,000	250,000	250,000	-	6,572,995
Speed Camera	1,324,263	297,000	1,500,000	-	-	-	-	3,121,263
Total Paygo	48,280,325	12,861,014	13,597,220	18,432,650	18,254,469	20,975,381	5,285,000	137,686,059
Bond Proceeds								
Capital Projects Fund	8,000,000	-	1,000,000	7,886,000	-	-	-	16,886,000
Water Fund	10,366,000	2,841,000	3,555,000	4,877,000	4,304,000	4,772,000	2,209,000	32,924,000
Sewer Fund	3,901,000	3,562,000	3,871,000	-	-	-	-	11,334,000
Total Bond Proceeds	22,267,000	6,403,000	8,426,000	12,763,000	4,304,000	4,772,000	2,209,000	61,144,000
Grant Funding								
Capital Projects Fund	5,611,500	-	250,000	-	-	-	-	5,861,500
Stormwater Mgmt.	350,000	-	-	-	-	-	-	350,000
Total Grants	5,961,500	-	250,000	-	-	-	-	6,211,500
Developer Funding								
Capital Projects Fund	1,967,402	-	-	-	-	-	-	1,967,402
Total Developer	1,967,402	-	-	-	-	-	-	1,967,402
Other Funding Sources								
Capital Projects Fund	4,006,910	1,267,434	-	-	-	-	-	5,274,344
Stormwater Mgmt.	1,573,000	-	-	-	-	-	-	1,573,000
Total Other	5,579,910	1,267,434	-	-	-	-	-	6,847,344
All Funding Types								
Capital Projects Fund	48,624,332	10,757,448	9,668,220	15,795,650	8,343,469	12,896,381	-	106,085,500
Water Fund	11,406,000	3,671,000	3,625,000	6,020,000	6,378,000	4,772,000	2,209,000	38,081,000
Sewer Fund	4,096,000	4,236,000	5,398,000	5,930,000	5,511,000	5,686,000	-	30,857,000
Refuse Fund	533,345	-	-	-	-	-	-	533,345
Parking Fund	-	45,000	-	-	-	-	-	45,000
Stormwater Mgmt.	12,749,202	1,275,000	1,832,000	3,200,000	2,076,000	2,143,000	5,285,000	28,560,202
Special Activities	5,322,995	250,000	250,000	250,000	250,000	250,000	-	6,572,995
Speed Camera	1,324,263	297,000	1,500,000	-	-	-	-	3,121,263
Total All Types (\$)	84,056,137	20,531,448	22,273,220	31,195,650	22,558,469	25,747,381	7,494,000	213,856,305

FY 2022 - FY 2026 Sources of Funds by Type



FY 2022 - FY 2026 Sources of Funds by Fund

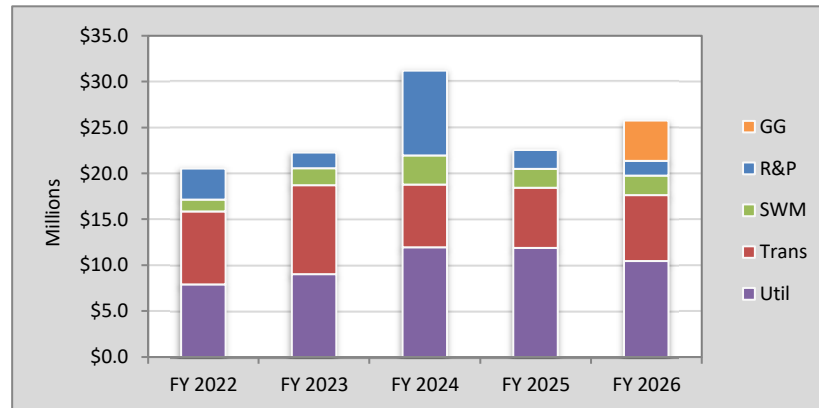




Use of Funds by Program Area and Fund

Program Area / Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
<i>Recreation and Parks Program Area</i>								
Capital Projects Fund	7,473,506	3,389,014	1,723,220	9,231,650	2,055,469	1,577,381	-	25,450,240
Total Rec & Parks	7,473,506	3,389,014	1,723,220	9,231,650	2,055,469	1,577,381	-	25,450,240
<i>Transportation Program Area</i>								
Capital Projects Fund	22,971,102	7,368,434	7,945,000	6,564,000	6,288,000	6,919,000	-	58,055,536
Parking Fund	-	45,000	-	-	-	-	-	45,000
Special Activities	4,549,070	250,000	250,000	250,000	250,000	250,000	-	5,799,070
Speed Camera	1,324,263	297,000	1,500,000	-	-	-	-	3,121,263
Total Transportation	28,844,435	7,960,434	9,695,000	6,814,000	6,538,000	7,169,000	-	67,020,869
<i>Stormwater Management Program Area</i>								
Capital Projects Fund	100,000	-	-	-	-	-	-	100,000
Stormwater Mgmt.	12,749,202	1,275,000	1,832,000	3,200,000	2,076,000	2,143,000	5,285,000	28,560,202
Total SWM	12,849,202	1,275,000	1,832,000	3,200,000	2,076,000	2,143,000	5,285,000	28,660,202
<i>Utilities Program Area</i>								
Water Fund	11,406,000	3,671,000	3,625,000	6,020,000	6,378,000	4,772,000	2,209,000	38,081,000
Sewer Fund	4,096,000	4,236,000	5,398,000	5,930,000	5,511,000	5,686,000	-	30,857,000
Total Utilities	15,502,000	7,907,000	9,023,000	11,950,000	11,889,000	10,458,000	2,209,000	68,938,000
<i>General Government Program Area</i>								
Capital Projects Fund	18,079,724	-	-	-	-	4,400,000	-	22,479,724
Refuse Fund	533,345	-	-	-	-	-	-	533,345
Special Activities	773,925	-	-	-	-	-	-	773,925
Total General Gov't	19,386,994	-	-	-	-	4,400,000	-	23,786,994
<i>All Program Areas</i>								
Capital Projects Fund	48,624,332	10,757,448	9,668,220	15,795,650	8,343,469	12,896,381	-	106,085,500
Water Fund	11,406,000	3,671,000	3,625,000	6,020,000	6,378,000	4,772,000	2,209,000	38,081,000
Sewer Fund	4,096,000	4,236,000	5,398,000	5,930,000	5,511,000	5,686,000	-	30,857,000
Refuse Fund	533,345	-	-	-	-	-	-	533,345
Parking Fund	-	45,000	-	-	-	-	-	45,000
Stormwater Mgmt.	12,749,202	1,275,000	1,832,000	3,200,000	2,076,000	2,143,000	5,285,000	28,560,202
Special Activities	5,322,995	250,000	250,000	250,000	250,000	250,000	-	6,572,995
Speed Camera	1,324,263	297,000	1,500,000	-	-	-	-	3,121,263
Total All Areas (\$)	84,056,137	20,531,448	22,273,220	31,195,650	22,558,469	25,747,381	7,494,000	213,856,305

FY 2022 - FY 2026 Use of Funds by Program Area

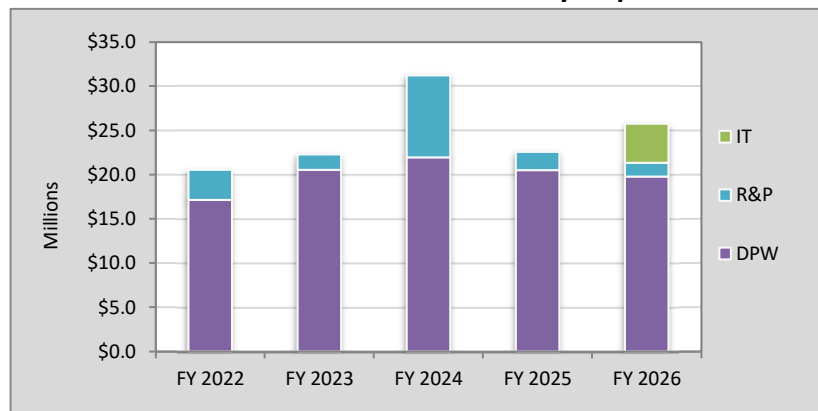




Use of Funds by Department and Fund

Department / Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
PDS								
Capital Projects Fund	503,600	-	-	-	-	-	-	503,600
Total PDS	503,600	-	-	-	-	-	-	503,600
Information Technology								
Capital Projects Fund	5,641,000	-	-	-	-	4,400,000	-	10,041,000
Special Activities	773,925	-	-	-	-	-	-	773,925
Total IT	6,414,925	-	-	-	-	4,400,000	-	10,814,925
Public Works								
Capital Projects Fund	34,906,226	7,368,434	7,945,000	6,564,000	6,288,000	6,919,000	-	69,990,660
Water Fund	11,406,000	3,671,000	3,625,000	6,020,000	6,378,000	4,772,000	2,209,000	38,081,000
Sewer Fund	4,096,000	4,236,000	5,398,000	5,930,000	5,511,000	5,686,000	-	30,857,000
Refuse Fund	533,345	-	-	-	-	-	-	533,345
Parking Fund	-	45,000	-	-	-	-	-	45,000
Stormwater Mgmt.	12,749,202	1,275,000	1,832,000	3,200,000	2,076,000	2,143,000	5,285,000	28,560,202
Special Activities	4,549,070	250,000	250,000	250,000	250,000	250,000	-	5,799,070
Speed Camera	1,324,263	297,000	1,500,000	-	-	-	-	3,121,263
Total Public Works	69,564,106	17,142,434	20,550,000	21,964,000	20,503,000	19,770,000	7,494,000	176,987,540
Recreation and Parks								
Capital Projects Fund	7,573,506	3,389,014	1,723,220	9,231,650	2,055,469	1,577,381	-	25,550,240
Total Rec. and Parks	7,573,506	3,389,014	1,723,220	9,231,650	2,055,469	1,577,381	-	25,550,240
All Departments								
Capital Projects Fund	48,624,332	10,757,448	9,668,220	15,795,650	8,343,469	12,896,381	-	106,085,500
Water Fund	11,406,000	3,671,000	3,625,000	6,020,000	6,378,000	4,772,000	2,209,000	38,081,000
Sewer Fund	4,096,000	4,236,000	5,398,000	5,930,000	5,511,000	5,686,000	-	30,857,000
Refuse Fund	533,345	-	-	-	-	-	-	533,345
Parking Fund	-	45,000	-	-	-	-	-	45,000
Stormwater Mgmt.	12,749,202	1,275,000	1,832,000	3,200,000	2,076,000	2,143,000	5,285,000	28,560,202
Special Activities	5,322,995	250,000	250,000	250,000	250,000	250,000	-	6,572,995
Speed Camera	1,324,263	297,000	1,500,000	-	-	-	-	3,121,263
Total All Areas (\$)	84,056,137	20,531,448	22,273,220	31,195,650	22,558,469	25,747,381	7,494,000	213,856,305

FY 2022 - FY 2026 Use of Funds by Department





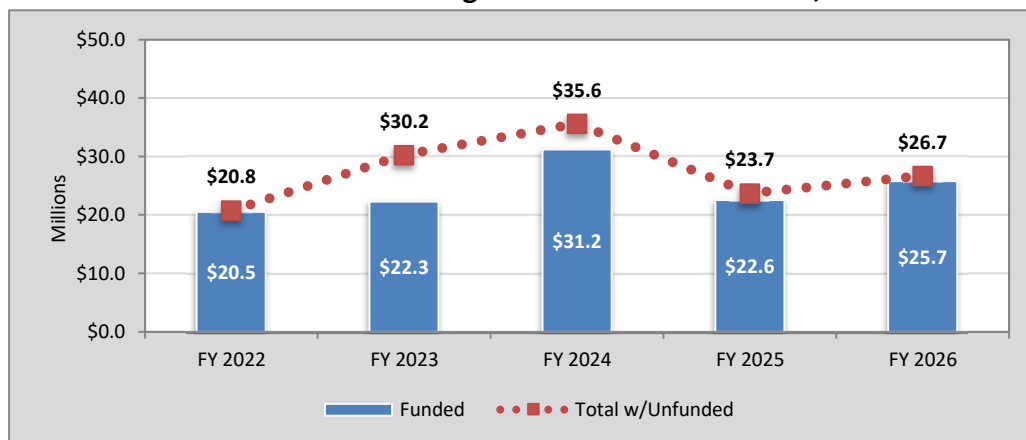
Unfunded Totals by Program Area and Fund

Every year, the city evaluates project funding requests in regards to the priorities and the financial resources of the city. As a result of this evaluation, some projects may receive no funding or receive only a portion of the funding needed to complete the tasks as detailed on the project sheet. Funding for these projects should be considered by the Mayor and Council and City Manager as resources become available and new priorities are established. The table below summarizes the city's total unfunded needs over the five year planning period. It is important to note that for some projects, the unfunded needs shown are not intended to come from city funds, but rather from an outside source. For these projects the anticipated outside funding source is described in the Project Funding section of the individual project sheet.

Program Area / Fund	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
<i>Recreation and Parks Program Area</i>							
Capital Projects Fund	-	200,000	1,427,000	47,000	927,700	2,538,000	5,139,700
Total Rec & Parks	-	200,000	1,427,000	47,000	927,700	2,538,000	5,139,700
<i>Transportation Program Area</i>							
Capital Projects Fund	-	1,900,000	3,000,000	1,100,000	-	9,450,000	15,450,000
Total Transportation	-	1,900,000	3,000,000	1,100,000	-	9,450,000	15,450,000
<i>Utilities Program Area</i>							
Water Fund	245,000	-	-	-	-	-	245,000
Total Utilities	245,000	-	-	-	-	-	245,000
<i>General Government Program Area</i>							
Capital Projects Fund	-	5,872,000	-	-	-	-	5,872,000
Total General Gov't	-	5,872,000	-	-	-	-	5,872,000
<i>All Program Areas</i>							
Capital Projects Fund	-	7,972,000	4,427,000	1,147,000	927,700	11,988,000	26,461,700
Total All Areas (\$)	245,000	7,972,000	4,427,000	1,147,000	927,700	11,988,000	26,706,700

The graph below shows the total new funding programmed over the five year projection period, along with the total including the unfunded amounts. Unfunded needs may be addressed through one-time transfers from unassigned fund balance, identification of new revenue sources, or bond financing. The city considers the cost and implications of deferring necessary projects when making funding decisions.

FY 2022 - FY 2026 New Funding Schedule with Unfunded, All Funds







How to Read this Section

Program Area Overview Pages

Projects in the CIP are organized into five program areas: Recreation and Parks, Transportation, Stormwater Management, Utilities, and General Government. Each program area contains an overview page followed by individual project sheets for each project that falls within that program area. The program area overview sheet contains the following information:

- 1 A description of the types of projects that fall within that program area
- 2 The long-term goal(s) for projects within the program area
- 3 A listing of any projects within the program area that are new to the current CIP
- 4 A listing of any projects within the program area that have closed since the last adopted CIP
- 5 A graph showing new funding requested over the five-year CIP by source for the program area
- 6 A table showing the total funded and unfunded amounts by year for the program area

Individual Project Sheets

Each project is presented on a separate sheet in alphabetical order within each program area. Each project sheet contains the following information:

- A A photo or map depicting the project or its location
- B A brief description of the project
- C An explanation of any significant changes to the project since the prior adopted CIP
- D Calculation of the current year appropriation
- E Alignment of the project with Mayor and Council Critical Success Factors, city policies, legal mandates, and/or adopted plans
- F Anticipated project outcome
- G A table showing project cost and timeline, with explanation of any changes
- H A table showing both funded and unfunded amounts by year and by funding source, with explanation of any unfunded amounts or outside funding
- I A table showing any ongoing operating cost impact by year and by fund, with explanation of impacts
- J Project manager's contact info and any project notes

City of Rockville, Maryland
FY 2022 Adopted Budget

Recreation and Parks Program Area Overview

Description: The projects in the Recreation and Parks Program Area focus on acquiring, maintaining, and improving the quality, attractiveness, infrastructure, and usability of the city's parks, open spaces, forest areas, and rights-of-way, as well as constructing and maintaining all of the city's recreation facilities.

Goal: To provide safe, modern, and well-maintained parks and facilities in which Rockville residents and visitors can enjoy the city's diverse, interesting, and high quality recreation and leisure opportunities.

New project(s) for FY 2022:
Lincoln Park Community Center improvements (RA22)
Pedestrian Bridge Replacement: Horizon Hill Park (R822)

Project(s) closed for FY 2022:
Swim and Fitness Center Locker Rooms Renovations (RC18)



FY 2022 - FY 2026 New Funding Schedule



Recreation and Parks Program Area Summary of Total Funding

	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Funded:	7,473,506	3,369,014	3,723,220	9,438,650	2,035,419	1,577,383	2,338,000	28,215,210
Unfunded:	-	-	220,000	2,200,000	47,000	227,700	-	2,374,700
Total with Unfunded (\$)	7,473,506	3,369,014	3,943,220	11,638,650	2,102,419	2,505,083	2,338,000	30,589,910

City of Rockville, Maryland
FY 2022 Adopted Budget

Outdoor Recreation Pool Renovations (RC18)

Description: This project funds major renovations and improvements to the outdoor recreation pool, tot pool, sprayground, outdoor pool filter room, overhead pool lights, and surrounding deck areas. Funding includes replacing the existing water slide tower and flume, built in 1989, as the structures are at the end of their lifecycle and will soon be unsafe.

Changes from Previous Year: Conceptual design moved from FY20 to FY22 due to delays caused by the COVID-19 pandemic.

Current Project Appropriations

Prior Appropriations:	74,000
Less Expended as of 4/15/21:	-
Total Carryover:	74,000
New Funding:	1,154,000
Total FY 2022 Appropriations:	1,268,000

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2020 Recreation & Parks Strategic Plan; ADA; Montgomery County Manual on Swimming Pool Construction; 2015 Aquatic Facility Audit and Recommendations for Enhancements

Anticipated Project Outcome: An updated and safe recreation facility that meets the needs of users.

Project Timeline and Total Cost by Type: Project timeline shifted out to allow for completion of the indoor locker room renovation prior to the start of this project. Construction funding increased to add an escalation factor and additional construction contingency. Conceptual design was delayed due to effects of the COVID-19 pandemic.

Type	Estimated Start		Estimated Completion		Original		Estimated Cost		% Change
	Original	Current	Original	Current	Original	Current	\$ Change		
Planning / Design	FY 2019	FY 2021	FY 2020	FY 2023	850,000	1,042,000	200,000	24%	
Construction	FY 2019	FY 2024	FY 2020	FY 2025	5,585,000	7,896,000	2,315,000	42%	
Other (contingency, etc.)	FY 2020	FY 2024	FY 2021	FY 2025	140,000	100,000	(40,000)	-4%	
Project Total (\$)					6,575,000	8,938,000	2,363,000	36%	

Project Funding: This project is fully funded.

	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Source:								
Paygo (Cap)	74,000	1,174,000	-	-	-	-	-	1,248,000
Bonds (Cap)	-	-	-	7,896,000	-	-	-	7,896,000
Total Funded (\$)	74,000	1,174,000	-	7,896,000	-	-	-	9,144,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	74,000	1,174,000	-	7,896,000	-	-	-	9,144,000

Operating Cost Impacts: Specific ongoing operating cost impacts will be determined during the design phase of the major pool renovations component.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Adam Goldstein, Swim and Fitness Center Superintendent, 240-314-8752.

Notes: This project first appeared in FY 2018. FY 2022 work includes completion of conceptual design and start of architectural and engineering design.



Summary of CIP Projects

All projects in the current CIP are listed in the following table by program area. There are a total of 59 projects in the CIP, 48 of which have carryover and/or new FY 2022 appropriations. This table shows the total project funding. For a breakdown of funding by source for any particular project, please see the individual project sheet.

Program Area / Project Title	Unit	FY 2022 Appropriations				FY 2023 - Future	Funded Total	Unfunded Total
		Prior Spent	Prior Carryover	FY 2022 New	Total			
Recreation and Parks								
Asphalt/Concrete Improvements: FY21-FY25	RA21	124,241	300,759	420,000	720,759	1,875,000	2,720,000	-
David Scull Park Improvements	RA19	-	-	-	-	-	-	544,700
Dogwood Park Renovation	RD16	509,516	563,284	160,000	723,284	-	1,232,800	-
F. Scott Fitzgerald Theatre ADA Improvements	RA20	-	-	-	-	1,030,000	1,030,000	-
Isreal Park Shelter Replacement	RA17	64,426	384,992	-	384,992	-	449,418	-
King Farm Farmstead Fire Suppression	RB21	28,470	696,530	-	696,530	-	725,000	-
King Farm Farmstead – Horse Barn	RA18	55,356	-	-	-	-	55,356	2,765,000
Lincoln Park Community Center Improvements	RA22 *	-	-	250,000	250,000	-	250,000	-
Outdoor Recreation Pool Renovations	RC18	-	74,000	1,194,000	1,268,000	7,886,000	9,154,000	-
Pedestrian Bridge Replacement: Horizon Hill Park	RB22 *	-	-	-	-	-	-	430,000
Pervious Parking Lot Replacement: Fallsgrove Park	RB19	12,475	684,525	-	684,525	-	697,000	-
Playground Structure Replacement: FY21-FY25	RC21	-	174,070	185,000	359,070	688,000	1,047,070	-
Promenade Park Elevator and Park Redesign	RD21	-	62,622	250,000	312,622	-	312,622	1,400,000
Roofing Improvements: FY21-FY25	RE21	-	-	930,014	930,014	3,108,720	4,038,734	-
Senior Center ADA Improvements	RE18	816,046	569,954	-	569,954	-	1,386,000	-
Skate Park	RJ16	1,131,588	720,652	-	720,652	-	1,852,240	-
Splash Pad	RF21	-	500,000	-	500,000	-	500,000	-
Transportation								
Asphalt Repair & Replacement: FY21-FY25	TA21	2,359,644	846,356	3,472,000	4,318,356	14,659,000	21,337,000	-
Bridge Rehabilitation: FY21-FY25	TB21	-	300,000	750,000	1,050,000	2,100,000	3,150,000	-
Concrete Repair & Replacement: FY21-FY25	TC21	1,570,767	247,233	2,079,000	2,326,233	8,957,000	12,854,000	-
Hurley Avenue Bridge Rehabilitation	TE16	40,533	162,477	-	162,477	2,500,000	2,703,010	-
LED Streetlight Conversion	TA22 *	-	-	-	-	1,000,000	1,000,000	2,200,000
Maryland Dawson Extended	5C11	437,001	3,422,899	1,017,434	4,440,333	-	4,877,334	9,450,000
Pedestrian and Bicycle Safety: FY16-FY20	4B71	3,419,621	504,362	-	504,362	-	3,923,983	-
Pedestrian and Bicycle Safety: FY21-FY25	TD21	-	150,000	50,000	200,000	200,000	400,000	-
Pedestrian Bridge - WMATA Rockville Station	TA19	-	505,000	-	505,000	-	505,000	-
Rockville Intermodal Access - Baltimore Road	8A11	1,239,119	6,969,266	-	6,969,266	-	8,208,385	-
Sidewalks: FY16-FY20	TF16	1,717,862	317,348	-	317,348	-	2,035,210	-
Sidewalks: FY21-FY25	TE21	-	1,292,040	200,000	1,492,040	800,000	2,292,040	-
Stonestreet Corridor Improvements	TA20	-	630,000	-	630,000	-	630,000	3,400,000
Town Center Road Diet	TB22 *	-	-	342,000	342,000	-	342,000	-
Traffic Signal at E. Middle Lane/Helen Heneghan	TF21	-	-	-	-	-	-	400,000
Traffic Signal Upgrades	TG21	81,464	383,536	-	383,536	-	465,000	-
Twinbrook Pedestrian/Bicycle Crossing	TC22 *	-	-	50,000	50,000	-	50,000	-
West End Park Noise Barrier	3A81	13,500	2,234,407	-	2,234,407	-	2,247,907	-

* Projects are new to the FY 2022 book.



Summary of CIP Projects (continued)

Program Area / Project Title	Unit	Prior Spent	FY 2022 Appropriations			FY 2023 - Future	Funded Total	Unfunded Total
			Prior Carryover	FY 2022 New	Total			
Stormwater Management								
Storm Drain Rehab & Improvement: FY21-FY25	SA21	-	695,000	677,000	1,372,000	4,951,000	6,323,000	-
Stream Restoration: Anderson Park/Plymouth	SA18	327,955	3,914,045	-	3,914,045	-	4,242,000	-
Stream Restoration: Croydon Creek/Calvin Park	SB16	386,532	4,439,468	-	4,439,468	-	4,826,000	-
Stream Restoration Spot Repairs: FY21-FY25	SB21	238,971	13,029	145,000	158,029	1,516,000	1,913,000	-
Stream Restoration: Watts Branch – Lower Stream	SA19	-	-	-	-	5,773,000	5,773,000	-
SWM Facilities Improvement: FY21-FY25	SC21	-	2,834,202	453,000	3,287,202	2,296,000	5,583,202	-
Utilities								
Blue Plains Wastewater Treatment: FY21-FY25	UA21	2,478,195	1,422,805	3,562,000	4,984,805	16,957,000	24,420,000	-
Commercial Water Meter Replacements	UB21	23,752	7,248	450,000	457,248	5,899,000	6,380,000	-
SCADA Improvements	UE16	-	-	-	-	923,000	923,000	-
Sewer Rehab & Improvement: FY21-FY25	UC21	43,282	151,718	674,000	825,718	5,568,000	6,437,000	-
Water Main Rehab & Improvement: FY21-FY25	UD21	1,060,735	19,265	2,391,000	2,410,265	13,818,000	17,289,000	-
Water Treatment Plant Clarifier Improvements	UD16	-	-	-	-	2,364,000	2,364,000	-
Water Treatment Plant Electrical, Roof, and HVAC	UA17	928,958	8,471,042	-	8,471,042	-	9,400,000	-
Water Treatment Plant Filter Media Replacement	UB18	-	-	300,000	300,000	-	300,000	-
Water Treatment Plant Raw Water Infrastructure	UA19	72,498	387,502	-	387,502	-	460,000	-
Water Treatment Plant Safety Improvements	UB19	157,873	277,127	530,000	807,127	-	965,000	245,000
General Government								
Core Financial, HR, & Procurement ERP	GA21	-	-	-	-	4,400,000	4,400,000	-
Data Center and Disaster Recovery Infrastructure	GB21	-	-	-	-	-	-	5,872,000
Electronic Plan Submission and Review Software	GA19	70,215	433,385	-	433,385	-	503,600	-
Enterprise Resource Planning System	2B01	801,705	2,573,295	-	2,573,295	-	3,375,000	-
Financial System Upgrade	GC21	-	500,000	-	500,000	-	500,000	-
Gude Yard Recycle Transfer Enclosure	GC19	-	533,345	-	533,345	-	533,345	-
I-Net Security Enhancements	GA18	2,386,014	153,911	-	153,911	-	2,539,925	-
Maintenance and Emergency Operations Facility	GD19	6,042,512	5,892,612	-	5,892,612	-	11,935,124	-
Total All Program Areas (\$)		28,640,826	55,415,311	20,531,448	75,946,759	109,268,720	213,856,305	26,706,700



Projects Closed for FY 2022

Each year the Mayor and Council formally authorize staff via adopted resolution to close completed CIP projects as of the end of the fiscal year. The projects shown below will close as of June 30, 2021, and are not included in the FY 2022 CIP. Any unspent appropriations from the closed projects will be returned to the fund from which the appropriations were made, unless the project was funded from an outside source.

Program Area / Project Title	Fiscal Year Opened	Fund	Original Budget	Final Budget	Estimated Actual	Estimated Unspent*
<i>Recreation and Parks</i>						
Asphalt/Concrete Improvements: FY16-FY20 (RB16)**	2016	Cap	1,575,530	1,669,706	1,669,706	-
Playground Structure Replacement: FY16-FY20 (RH16)**	2016	Cap	849,900	1,284,365	1,284,365	-
Roofing Improvements: FY16-FY20 (RI16)**	2016	Cap	1,655,300	1,978,028	1,978,028	-
		Wtr	-	55,000	55,000	-
Swim and Fitness Center Locker Rooms Renovation (RK16)	2016	Cap	3,649,500	6,795,000	6,795,000	-
<i>Transportation</i>						
Asphalt Repair & Replacement: FY16-FY20 (TA16)**	2016	Cap	11,709,000	13,072,054	13,072,054	-
Bridge Rehabilitation: FY16-FY20 (TB16)**	2016	Cap	4,140,000	3,351,828	3,334,695	17,133
Concrete Repair & Replacement: FY16-FY20 (TC16)**	2016	Cap	9,004,000	9,113,000	9,113,000	-
Southlawn Lane Sidewalk (6A11)	2006	Act	1,500	1,056,880	1,056,880	-
<i>Stormwater Management</i>						
Storm Drain Rehab & Improvement: FY16-FY20 (SA16)**	2016	SWM	1,969,700	648,200	615,228	32,972
Stream Restoration Spot Repairs: FY16-FY20 (SD16)**	2016	SWM	734,000	1,090,000	1,090,000	-
SWM Facilities Improvement: FY16-FY20 (SE16)**	2016	SWM	4,669,000	2,416,879	2,416,879	-
<i>Utilities</i>						
Sewer Rehab & Improvement: FY16-FY20 (UB16)**	2016	Swr	4,558,000	1,981,480	1,981,480	-
Water Treatment Plant and Distribution System Assessment (UA20)	2020	Wtr	650,000	-	-	-
<i>General Government</i>						
I-Net Infrastructure Upgrade (5B87)	2015	Cap	-	300,000	300,000	-
		Act	543,230	1,830,971	1,830,971	-
Rockville 11 Studio (GA16)	2016	Act	600,000	1,167,000	1,167,000	-
		Wtr	65,000	100,000	100,000	-
Utility Billing Upgrade (GB16)	2016	Swr	65,000	100,000	100,000	-
		Ref	50,000	-	-	-

* Estimated unspent as of 4/23/2021.

**These projects are considered routine capital maintenance projects and are budgeted in five year increments.



Recreation and Parks Program Area Overview

Description: The projects in the Recreation and Parks Program Area focus on acquiring, maintaining, and improving the quality, attractiveness, infrastructure, and usability of the city's parks, open spaces, forest areas, and rights-of-way, as well as constructing and maintaining all of the city's recreation facilities.

Goal: To provide safe, modern, and well maintained parks and facilities in which Rockville residents and visitors can enjoy the city's diverse, interesting, and high quality recreation and leisure opportunities.

New project(s) for FY 2022:

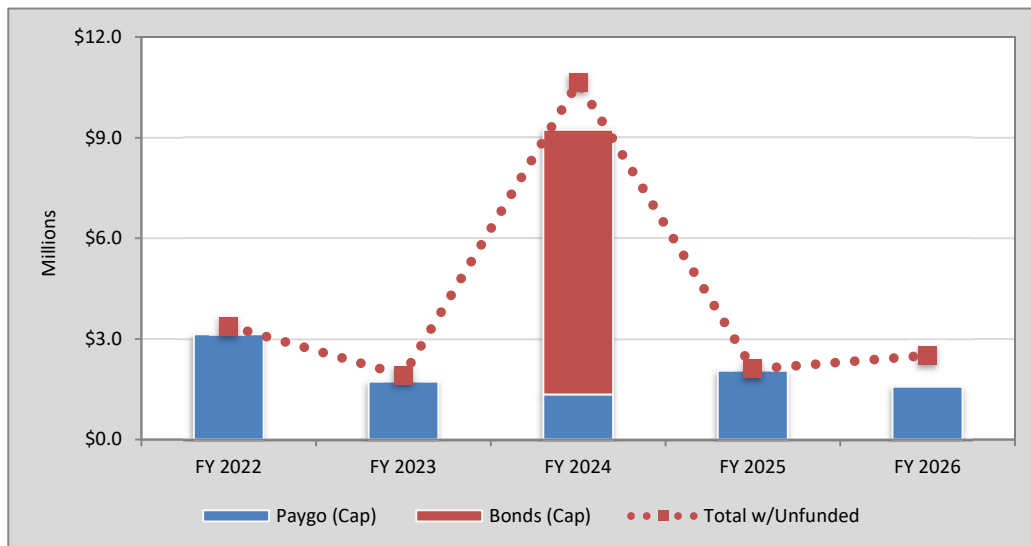
Lincoln Park Community Center Improvements (RA22)
Pedestrian Bridge Replacement: Horizon Hill Park (RB22)

Project(s) closed for FY 2022:

Swim and Fitness Center Locker Rooms Renovations (RK16)



FY 2022 - FY 2026 New Funding Schedule



Recreation and Parks Program Area Summary of Total Funding

	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Funded	7,473,506	3,389,014	1,723,220	9,231,650	2,055,469	1,577,381	-	25,450,240
Unfunded	-	-	200,000	1,427,000	47,000	927,700	2,538,000	5,139,700
Total with Unfunded (\$)	7,473,506	3,389,014	1,923,220	10,658,650	2,102,469	2,505,081	2,538,000	30,589,940



Asphalt/Concrete Improvements: FY21-FY25 (RA21)



Description: This project funds improvements to the infrastructure of the city's parks and buildings, including roadways, sidewalks, pathways, parking lots, retaining walls, plazas, drains, culverts, curbs and gutters, railings, fences, light fixtures, bollards, line striping, and related ADA compliance repairs and renovations. Projects are identified in a five year plan that is updated annually.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	425,000
Less Expended as of 4/15/21:	124,241
Total Carryover:	300,759
New Funding:	420,000
Total FY 2022 Appropriations:	720,759

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: ADA; 2020 Recreation & Parks Strategic Plan

Anticipated Project Outcome: Infrastructure and safety improvements to the asphalt and concrete within and around city parks and buildings.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2025	FY 2025	52,500	52,500	-	-
Construction	FY 2021	FY 2021	FY 2025	FY 2025	2,177,500	2,177,500	-	-
Other (contract inspections)	FY 2021	FY 2021	FY 2025	FY 2025	25,000	25,000	-	-
Project Total (\$):					2,255,000	2,255,000	-	-

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	425,000	420,000	460,000	465,000	485,000	465,000	-	2,720,000
Total Funded (\$)	425,000	420,000	460,000	465,000	485,000	465,000	-	2,720,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	425,000	420,000	460,000	465,000	485,000	465,000	-	2,720,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Mauricio Daza, Parks and Facilities Development Coordinator, 240-314-8608.

Notes: FY 2022 work includes repairs and modifications at multiple city locations and facilities as prioritized based on current conditions. Budget based on cost estimates for specific asphalt/concrete improvements as identified and prioritized in a five year plan that is updated annually.



David Scull Park Improvements (RA19)



Description: This project funds improvements to David Scull Park based on recommendations from the 2015 Southlawn Industrial Area Study and responds to implementation items in the 2007 Lincoln Park Neighborhood Plan, 2004 East Rockville Neighborhood Plan, and the 2002 citywide Comprehensive Master Plan. Design will provide a more appropriate transition between the Southlawn industrial area and adjacent residential neighborhoods with the park as the featured access point.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	-
Total FY 2022 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2015 Southlawn Industrial Area Study; 2007 Lincoln Park Neighborhood Plan; 2004 East Rockville Neighborhood Plan; 2002 Master Plan; 2020 Recreation & Parks Strategic Plan

Anticipated Project Outcome: Providing the David Scull and Maryvale communities with an improved park that serves as a gateway to the community.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					-	-	-	-

Project Funding: This project is completely unfunded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	-	-	-	-	-	-	-	-
Total Funded (\$)	-	-	-	-	-	-	-	-
Unfunded (Cap)	-	-	-	-	-	544,700	-	544,700
Total w/Unfunded (\$)	-	-	-	-	-	544,700	-	544,700

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Dianne Fasolina, Parks Maintenance Manager, 240-314-8711.

Notes: This project first appeared in the FY 2019 CIP.



Dogwood Park Renovation (RD16)



Description: This project funds construction of a new pavilion, benches, covered dugouts, and grills; repairs to press boxes; installation of a hood for one backstop; extended fencing; installation of concrete pads for picnic tables; player benches in dugouts; snack bar improvements; sports lighting replacement; ADA accessibility improvements; and a family/gender neutral restroom.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	1,072,800
Less Expended as of 4/15/21:	509,516
Total Carryover:	563,284
New Funding:	160,000
Total FY 2022 Appropriations:	723,284

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2020 Recreation & Parks Strategic Plan; ADA

Anticipated Project Outcome: Improved park and facility amenities.

Project Timeline and Total Cost by Type: The sport lighting replacement component of this project was originally unfunded. Project cost increased to address field erosion, provide additional light replacement contingency, and to construct a family/gender neutral restroom.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2019	FY 2019	FY 2019	FY 2021	5,000	20,000	15,000	300%
Construction	FY 2019	FY 2019	FY 2021	FY 2022	521,800	1,212,800	691,000	132%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					526,800	1,232,800	706,000	134%

Project Funding: This project is fully funded. The city received \$20,000 in FY 2019 from the Rockville Baseball Association (RBBA) toward this project, and has received a commitment for an additional \$20,000 upon completion of the lighting project.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	719,800	160,000	-	-	-	-	-	879,800
Grants (Cap)	313,000	-	-	-	-	-	-	313,000
RBBA Contrib. (Other-Cap)	40,000	-	-	-	-	-	-	40,000
Total Funded (\$)	1,072,800	160,000	-	-	-	-	-	1,232,800
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,072,800	160,000	-	-	-	-	-	1,232,800

Operating Cost Impact: Electricity savings resulting from installation of more energy efficient sports lighting.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	(3,400)	-	-	-	-	(3,400)

Project Manager: Jason Bible, Parks Maintenance Manager, 240-314-8703.

Notes: This project first appeared in the FY 2016 CIP. FY 2022 work includes design and installation of sports lighting on two baseball fields, and design and construction of a family/gender neutral restroom. In accordance with the "Incorporation of Works of Art in Public Architecture" ordinance, the General Fund will contribute \$1,600 to the Art in Public Architecture program in FY 2022.



F. Scott Fitzgerald Theatre ADA Improvements (RA20)



Description: The project funds ADA improvements to the F. Scott Fitzgerald Theatre and Social Hall lobby, auditorium, backstage areas, gender neutral restrooms, concession stand, box office, hallways, and corridors, as well as speaker improvements to the Theatre auditorium.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	-
Total FY 2022 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: ADA; 2020 Recreation & Parks Strategic Plan

Anticipated Project Outcome: ADA compliant renovations to meet changing patron needs and demand.

Project Timeline and Total Cost by Type: Contingency funding was increased for ADA improvements.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2024	FY 2024	FY 2024	FY 2024	85,000	143,000	58,000	68%
Construction	FY 2025	FY 2025	FY 2025	FY 2025	795,000	887,000	92,000	12%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					880,000	1,030,000	150,000	17%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	-	-	-	143,000	887,000	-	-	1,030,000
Total Funded (\$)	-	-	-	143,000	887,000	-	-	1,030,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	143,000	887,000	-	-	1,030,000

Operating Cost Impact: The facility will have to close for construction and there will be a one-time OCI decrease in revenue during that time; the amount will be determined during the design phase of the project. Ongoing funding of \$1,500 is required for inspections of the speakers and assistive listening device (ALD) systems.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	1,500	-	1,500

Project Manager: Paige Janzen, Superintendent of Community Facilities, 240-314-8661.

Notes: This project first appeared in the FY 2020 CIP.



Isreal Park Shelter Replacement (RA17)



Description: This project funds the design and replacement of the Isreal Park shelter which is more than 50 years old. The improvements include construction of a new shelter, ADA compliant family/gender neutral restrooms, storage area, and a covered picnic area. New walking paths linking park elements are also included. This site is used for summer programs, rentals, and community gatherings.

Changes from Previous Year: Estimated construction completion shifted to FY 2022 due to delays caused by the COVID-19 pandemic.

Current Project Appropriations

Prior Appropriations:	449,418
Less Expended as of 4/15/21:	64,426
Total Carryover:	384,992
New Funding:	-
Total FY 2022 Appropriations:	384,992

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2020 Recreation & Parks Strategic Plan; ADA

Anticipated Project Outcome: An updated and ADA compliant structure that enhances service to the community.

Project Timeline and Total Cost by Type: Project received funding earlier than originally programmed. Project total increased due to the addition of ADA accessible routes linking park elements, updated cost estimates, and the addition of contingency funding.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2022	FY 2019	FY 2022	FY 2019	30,000	75,418	45,418	151%
Construction	FY 2023	FY 2019	FY 2023	FY 2022	270,000	374,000	104,000	39%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					300,000	449,418	149,418	50%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	449,418	-	-	-	-	-	-	449,418
Total Funded (\$)	449,418	-	-	-	-	-	-	449,418
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	449,418	-	-	-	-	-	-	449,418

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Dianne Fasolina, Park Maintenance Manager, 240-314-8711.

Notes: This project first appeared in the FY 2017 CIP. FY 2022 work includes demolition of existing structure and installation of new pre-fabricated custom shelter, as well as ADA compliant connecting paths.



King Farm Farmstead Fire Suppression (RB21)



Description: This project funds the design and installation of water service from the WSSC system located within the public right of way, and design and installation of a fire sprinkler system in the Dairy Barns and Farmstead House.

Changes from Previous Year: Funding to extend utility lines was added mid-FY 2021.

Current Project Appropriations

Prior Appropriations:	725,000
Less Expended as of 4/15/21:	28,470
Total Carryover:	696,530
New Funding:	-
Total FY 2022 Appropriations:	696,530

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2014 King Farm Farmstead Property Condition Assessment Report

Anticipated Project Outcome: Protection of the King Farm Farmstead Dairy Barns and Farmstead House from fire damage.

Project Timeline and Total Cost by Type: Funding to extend utility lines was added mid-FY 2021.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2021	FY 2021	94,250	94,250	-	-
Construction	FY 2021	FY 2021	FY 2022	FY 2022	555,750	630,750	75,000	13%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					650,000	725,000	75,000	12%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	725,000	-	-	-	-	-	-	725,000
Total Funded (\$)	725,000	-	-	-	-	-	-	725,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	725,000	-	-	-	-	-	-	725,000

Operating Cost Impact: Utilities and annual inspection.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	2,000	1,500	-	-	-	-	3,500

Project Manager: Mauricio Daza, Parks and Facilities Development Coordinator, 240-314-8608.

Notes: This project first appeared in the FY 2021 CIP. FY 2022 work includes construction completion and project close out.



King Farm Farmstead – Horse Barn (RA18)



Description: This project funds temporary shoring followed by the demolition and replacement of the horse barn. This project includes salvaging historic material for reuse, demolition of existing structure and foundation, and reconstruction to maintain the overall character. This project will create a weathertight building shell, but it will not be ready for occupancy nor will it be fit out for any specific use.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	55,356
Less Expended as of 4/15/21:	55,356
Total Carryover:	-
New Funding:	-
Total FY 2022 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2014 King Farm Farmstead Property Condition Assessment Report

Anticipated Project Outcome: A rebuilt weathertight structure (building #5).

Project Timeline and Total Cost by Type: Project total decreased due to savings from the shoring portion of this project.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	FY 2024	-	FY 2025	-	-	-	-
Construction	FY 2019	FY 2019	FY 2020	FY 2028	62,000	55,356	(6,644)	-11%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					62,000	55,356	(6,644)	-11%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	55,356	-	-	-	-	-	-	55,356
Total Funded (\$)	55,356	-	-	-	-	-	-	55,356
Unfunded (Cap)	-	-	-	227,000	-	-	2,538,000	2,765,000
Total w/Unfunded (\$)	55,356	-	-	227,000	-	-	2,538,000	2,820,356

Operating Cost Impact: No measurable impact.

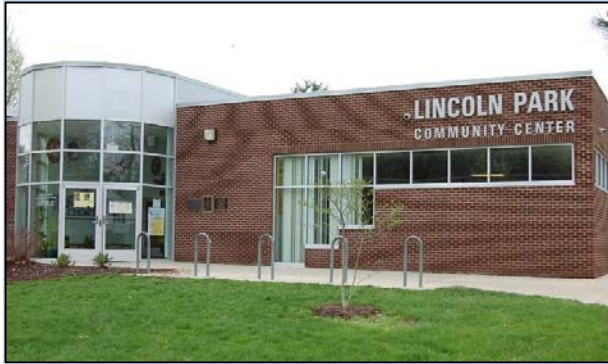
Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Christine Henry, Deputy Director of Recreation and Parks, 240-314-8603.

Notes: This project first appeared in the FY 2018 CIP.



Lincoln Park Community Center Improvements (RA22)



Description: This project funds the renovation, including design and construction, of approximately one-third of the Lincoln Park Community Center building. This work will reconfigure space from offices to program space for activities such as out-of-school time programs, community gatherings, and classes.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	250,000
Total FY 2022 Appropriations:	250,000

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2020 Recreation & Parks Strategic Plan, ADA

Anticipated Project Outcome: Improved programmable space within the community center.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2022	FY 2022	FY 2022	FY 2022	15,000	15,000	-	-
Construction	FY 2022	FY 2022	FY 2023	FY 2023	235,000	235,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					250,000	250,000	-	-

Project Funding: This project is fully funded. The city was awarded State bond bill funding for this project.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
State Bond Bill (Other-Cap)	-	250,000	-	-	-	-	-	250,000
Total Funded (\$)	-	250,000	-	-	-	-	-	250,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	250,000	-	-	-	-	-	250,000

Operating Cost Impact: This project will add ongoing revenues and expenditures related to programming of the renovated space, with amounts to be determined during the design process.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Yvette Yeboah Schools, Community Center Supervisor, 240-314-8783.

Notes: This is a new project for FY 2022. FY 2022 work includes design and start of construction.



Outdoor Recreation Pool Renovations (RC18)



Description: This project funds major renovations and improvements to the outdoor recreation pool, tot pool, sprayground, outdoor pool filter room, overhead pool lights, and surrounding deck areas. Funding includes replacing the existing water slide tower and flume, built in 1989, as the structures are at the end of their lifecycle and will soon be unsafe.

Changes from Previous Year: Conceptual design moved from FY 2020 to FY 2022 due to delays caused by the COVID-19 pandemic.

Current Project Appropriations

Prior Appropriations:	74,000
Less Expended as of 4/15/21:	-
Total Carryover:	74,000
New Funding:	1,194,000
Total FY 2022 Appropriations:	1,268,000

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2020 Recreation & Parks Strategic Plan; ADA; Montgomery County Manual on Swimming Pool Construction; 2015 Aquatic Facility Audit and Recommendations for Enhancements

Anticipated Project Outcome: An updated and safe recreation facility that meets the needs of users.

Project Timeline and Total Cost by Type: Project timeline shifted out to allow for completion of the indoor locker room renovation prior to the start of this project. Construction funding increased to add an escalation factor and additional construction contingency. Conceptual design was delayed due to effects of the COVID-19 pandemic.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2019	FY 2021	FY 2020	FY 2023	859,000	1,061,000	202,000	24%
Construction	FY 2019	FY 2024	FY 2020	FY 2025	5,560,000	7,896,000	2,336,000	42%
Other (contract mgmt.)	FY 2020	FY 2024	FY 2021	FY 2025	140,000	197,000	57,000	41%
Project Total (\$):					6,559,000	9,154,000	2,595,000	40%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	74,000	1,194,000	-	-	-	-	-	1,268,000
Bonds (Cap)	-	-	-	7,886,000	-	-	-	7,886,000
Total Funded (\$)	74,000	1,194,000	-	7,886,000	-	-	-	9,154,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	74,000	1,194,000	-	7,886,000	-	-	-	9,154,000

Operating Cost Impact: Specific ongoing operating cost impacts will be determined during the design phase of the major pool renovations component.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Adam Goldstein, Swim and Fitness Center Superintendent, 240-314-8752.

Notes: This project first appeared in FY 2018. FY 2022 work includes completion of conceptual design and start of architectural and engineering design.



Pedestrian Bridge Replacement: Horizon Hill Park (RB22)



Description: This project includes the design and construction of a replacement for an approximately thirty year old steel truss pedestrian bridge at Horizon Hill Park, crossing a Watts Branch tributary. The bridge was identified for replacement through the city's Bridge Inspection Program completed by a third party engineering firm.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	-
Total FY 2022 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2018 City of Rockville Bridge Inspection Report; 2020 Recreation & Parks Strategic Plan; ADA

Anticipated Project Outcome: Construction of a safe and modern pedestrian bridge.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					-	-	-	-

Project Funding: This project is completely unfunded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	-	-	-	-	-	-	-	-
Total Funded (\$)	-	-	-	-	-	-	-	-
Unfunded (Cap)	-	-	-	-	47,000	383,000	-	430,000
Total w/Unfunded (\$)	-	-	-	-	47,000	383,000	-	430,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Mauricio Daza, Parks & Facilities Development Coordinator, 240-314-8608.

Notes: This is a new project for FY 2022.



Pervious Parking Lot Replacement: Falls Grove Park (RB19)



Description: This project funds repair and replacement of the existing pervious pavement parking lot at Falls Grove Park and the Thomas Farm Community Center. The community center will stay open during construction.

Changes from Previous Year: Estimated completion shifted to FY 2022 due to delays caused by the COVID-19 pandemic.

Current Project Appropriations

Prior Appropriations:	697,000
Less Expended as of 4/15/21:	12,475
Total Carryover:	684,525
New Funding:	-
Total FY 2022 Appropriations:	684,525

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2017 ECS Report of Subsurface Exploration Pavement Analysis, Geotechnical Engineering Analysis and Repair Recommendations

Anticipated Project Outcome: Structurally sound and environmentally friendly parking lot at Falls Grove Park and Thomas Farm Community Center.

Project Timeline and Total Cost by Type: While the project was estimated to be completed prior to the original date, the timeline has been pushed back to its original completion date due to delays caused by the pandemic.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2019	FY 2019	FY 2019	FY 2021	100,000	100,000	-	-
Construction	FY 2020	FY 2021	FY 2022	FY 2022	597,000	597,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					697,000	697,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	697,000	-	-	-	-	-	-	697,000
Total Funded (\$)	697,000	-	-	-	-	-	-	697,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	697,000	-	-	-	-	-	-	697,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Mauricio Daza, Parks and Facilities Development Coordinator, 240-314-8608.

Notes: This project first appeared in FY 2019. FY 2022 work includes construction completion and project close out.



Playground Structure Replacement: FY21-FY25 (RC21)



Description: This project funds the replacement of playground structures in city parks that are up to 17 years old and/or are no longer in compliance with current Consumer Product Safety Commission (CPSC) standards and/or ADA. Neighborhood advisory teams assist in the design review of each replacement playground.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	174,070
Less Expended as of 4/15/21:	-
Total Carryover:	174,070
New Funding:	185,000
Total FY 2022 Appropriations:	359,070

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2020 Recreation & Parks Strategic Plan; ADA; Consumer Product Safety Commission (CPSC) standards

Anticipated Project Outcome: Playground equipment that meets current ADA and CPSC standards.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	FY 2021	FY 2021	FY 2025	FY 2025	872,070	872,070	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					872,070	872,070	-	-

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments. The city pursues grant funding for playground projects when possible. Additional playground replacements may be added to this project if grant funding is awarded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	174,070	185,000	165,000	163,000	185,000	175,000	-	1,047,070
Total Funded (\$)	174,070	185,000	165,000	163,000	185,000	175,000	-	1,047,070
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	174,070	185,000	165,000	163,000	185,000	175,000	-	1,047,070

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Jason Bible, Parks Services Manager, 240-314-8703.

Notes: FY 2022 work includes the replacement of the playground at Potomac Woods Park. Budget based on cost estimates for replacement structures at specific playground locations. The following playgrounds are tentatively scheduled for replacement in the coming four years: Isreal Park (FY 2023), Rockcrest Park (FY 2024), Maryvale Park (FY 2025), and Bullards Park (FY 2026). Playground replacement schedule is subject to change based on a number of factors including condition, use, budget appropriation, and the availability of grant funding.



Promenade Park Elevator and Park Redesign (RD21)



Description: Promenade Park serves as a major thoroughfare between the Rockville Metro Station and the Town Center. This project consists of two phases. Phase I: design and reconstruct elevator by replacing and upgrading all major components, including a new passenger cab, controls, motors, and safety devices. The elevator provides ADA access to Monroe Street from the Promenade and the Rockville Metro Station. Phase II: design and renovate Promenade Park. The park was originally built in 1998 as part of the Town Center Development.

Changes from Previous Year: Construction costs have been updated based on recent projects with similar scope. Additional funding for ADA design elements was added mid-FY 2021.

Current Project Appropriations

Prior Appropriations:	62,622
Less Expended as of 4/15/21:	-
Total Carryover:	62,622
New Funding:	250,000
Total FY 2022 Appropriations:	312,622

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: ADA Access and Rockville Town Center: Strengthening Its Vitality report

Anticipated Project Outcome: A safe and functional elevator and an enhanced gateway into the Town Center.

Project Timeline and Total Cost by Type: Design costs increased due to ADA needs and construction costs increased based on a comparison of projects of similar scope.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2021	FY 2022	\$33,000	62,622	29,622	90%
Construction	FY 2022	FY 2022	FY 2022	FY 2022	\$180,000	250,000	70,000	39%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					213,000	312,622	99,622	47%

Project Funding: This project is partially funded. Phase II of this project (design and renovation of Promenade Park) is currently unfunded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	62,622	250,000	-	-	-	-	-	312,622
Total Funded (\$)	62,622	250,000	-	-	-	-	-	312,622
Unfunded (Cap)	-	-	200,000	1,200,000	-	-	-	1,400,000
Total w/Unfunded (\$)	62,622	250,000	200,000	1,200,000	-	-	-	1,712,622

Operating Cost Impact: If funded, the promenade redesign portion of this project would require \$30,000 for contract maintenance of park elements beginning in FY 2024.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Noel Gonzalez, Facilities Property Manager, 240-314-8728.

Notes: This project first appeared in the FY 2021 CIP. FY 2022 work includes construction of the elevator. This project requires coordination with WMATA, Montgomery County, and the office buildings that are adjacent to Promenade Park.



Roofing Improvements: FY21-FY25 (RE21)



Description: This project funds maintenance and replacement for city facility roofing systems. Keeping roofing systems watertight and structurally sound ensures overall protection of facilities, personnel, and equipment. Work scheduled in this project is based on the 2020 Citywide Roofing Study recommendations.

Changes from Previous Year: Updated construction and design cost based on the 2020 Citywide Roofing Study.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	930,014
Total FY 2022 Appropriations:	930,014

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2020 Citywide Roofing Study

Anticipated Project Outcome: Watertight and structurally sound city facilities.

Project Timeline and Total Cost by Type: Project total increased based on the results of the 2020 Citywide Roofing Study.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2022	FY 2022	FY 2025	FY 2025	417,000	188,617	(228,383)	-55%
Construction	FY 2022	FY 2022	FY 2025	FY 2025	2,085,000	2,912,736	827,736	40%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,502,000	3,101,353	599,353	24%

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	-	930,014	1,098,220	574,650	498,469	937,381	-	4,038,734
Total Funded (\$)	-	930,014	1,098,220	574,650	498,469	937,381	-	4,038,734
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	930,014	1,098,220	574,650	498,469	937,381	-	4,038,734

Operating Cost Impact: No measurable impact.

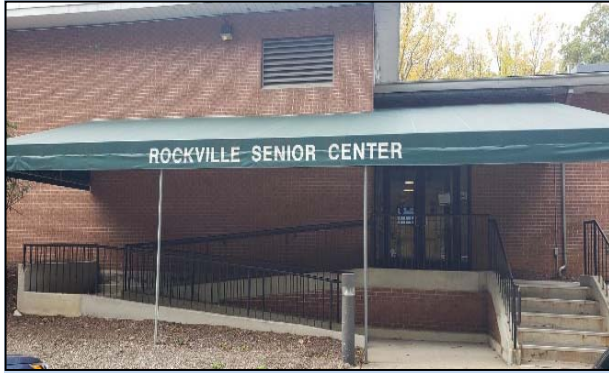
Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Noel Gonzalez, Facilities Property Manager, 240-314-8728.

Notes: FY 2022 work includes replacement of roofs or portions of roofs at the following facilities: Swim and Fitness Center, F. Scott Fitzgerald Theatre, and Senior Center. Budget and roof replacement schedule is based on the 2020 Citywide Roofing Study.



Senior Center ADA Improvements (RE18)



Description: The project funds improvements to the Rockville Senior Center's restrooms, classrooms, offices, dining room, stage access, and front foyer. These improvements include ADA compliance, facility modernization, repurposing of rooms to meet current and future needs and capacity, and the addition of family/gender neutral bathrooms.

Changes from Previous Year: Timeline was extended due to delays caused by the COVID-19 pandemic. The previously unfunded portion of this project was funded mid-FY 2021.

Current Project Appropriations

Prior Appropriations:	1,386,000
Less Expended as of 4/15/21:	816,046
Total Carryover:	569,954
New Funding:	-
Total FY 2022 Appropriations:	569,954

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: ADA; 2016 Senior Needs Assessment and Gap Analysis Study; 2020 Recreation & Parks Strategic Plan

Anticipated Project Outcome: ADA compliant renovations and repurposed space to meet changing needs and demand.

Project Timeline and Total Cost by Type: Project funding increased due to the addition of a \$200,000 State bond bill, and funding previously unfunded portions of this project. Delays are related to the COVID-19 pandemic and ADA work being more extensive than originally planned.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2018	FY 2018	FY 2018	FY 2018	91,800	91,800	-	-
Construction	FY 2019	FY 2019	FY 2021	FY 2022	413,200	1,154,200	741,000	179%
Other	FY 2019	FY 2019	FY 2021	FY 2022	70,000	140,000	70,000	100%
Project Total (\$):					575,000	1,386,000	811,000	141%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	1,186,000	-	-	-	-	-	-	1,186,000
State Bond Bill (Other-Cap)	200,000	-	-	-	-	-	-	200,000
Total Funded (\$)	1,386,000	-	-	-	-	-	-	1,386,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,386,000	-	-	-	-	-	-	1,386,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Terri Hilton, Senior Services Manager, 240-314-8802.

Notes: This project first appeared in FY 2018. FY 2022 work includes construction completion and project close out.



Skate Park (RJ16)



Description: This project funds the construction of a concrete skate park on the eastern parking lot of the Swim and Fitness Center outdoor pool. This project includes funding to reconfigure the outdoor pool parking lot to accommodate the new Skate Park while maintaining the current number of parking spaces, as well as funding for a required stormwater management facility.

Changes from Previous Year: Estimated completion shifted to FY 2022 due to delays in the start of construction.

Current Project Appropriations

Prior Appropriations:	1,852,240
Less Expended as of 4/15/21:	1,131,588
Total Carryover:	720,652
New Funding:	-
Total FY 2022 Appropriations:	720,652

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2020 Recreation & Parks Strategic Plan; ADA

Anticipated Project Outcome: Safe and more durable Skate Park.

Project Timeline and Total Cost by Type: Project costs increased and timeline was extended to include relocation of the Skate Park, replacement of skate elements to a concrete skate park, and park lighting.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	89,430	89,430	-
Construction	FY 2017	FY 2017	FY 2017	FY 2022	190,500	1,614,810	1,424,310	748%
Other (owner's rep.)	-	-	-	-	-	148,000	148,000	-
Project Total (\$):					190,500	1,852,240	1,661,740	872%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	1,852,240	-	-	-	-	-	-	1,852,240
Total Funded (\$)	1,852,240	-	-	-	-	-	-	1,852,240
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,852,240	-	-	-	-	-	-	1,852,240

Operating Cost Impact: Stormwater management fees, maintenance, utilities, staffing, and program costs.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	84,260	15,000	-	-	-	-	-	99,260

Project Manager: Andy Lett, Superintendent of Recreation, 240-314-8627.

Notes: This project first appeared in the FY 2016 CIP. FY 2022 work includes project close out.



Splash Pad (RF21)



Description: This project funds the design and construction of a splash pad within Maryvale Park based on a request received from the East Rockville Civic Association. A neighborhood advisory team would assist in the design of this amenity. Water and sewer infrastructure and ADA compliant bathroom facilities would be required for this project.

Changes from Previous Year: This project received funding mid-FY 2021.

Current Project Appropriations

Prior Appropriations:	500,000
Less Expended as of 4/15/21:	-
Total Carryover:	500,000
New Funding:	-
Total FY 2022 Appropriations:	500,000

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: Montgomery County Manual on Swimming Pool Construction

Anticipated Project Outcome: Provide a new recreational amenity within East Rockville.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	FY 2022	FY 2022	FY 2022	FY 2022	500,000	500,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					500,000	500,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	500,000	-	-	-	-	-	-	500,000
Total Funded (\$)	500,000	-	-	-	-	-	-	500,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	500,000	-	-	-	-	-	-	500,000

Operating Cost Impact: Funding will be needed for monitoring/contract maintenance (\$37,000), on-site supervision (\$18,000), and parts and repairs (\$5,000). Estimates are based on costs for operating the interactive fountain in Town Square, which is open from Memorial Day weekend through Labor Day weekend.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	60,000	-	-	-	-	60,000

Project Manager: Dianne Fasolina, Parks Maintenance Manager, 240-314-8711.

Notes: This project first appeared in the FY 2021 CIP. FY 2022 work includes design and construction of the splash pad.



Transportation Program Area Overview

Description: The projects in the Transportation Program Area focus on providing sustainable city streets, bridges, sidewalks, streetlights, traffic signals, and pedestrian and bicycle amenities in accordance with County, State, and federal standards; city transportation plans and policies; and the Vision Zero Action Plan.

Goal: To provide a safe, complete, efficient, and ADA compliant multimodal transportation system.

New project(s) for FY 2022:

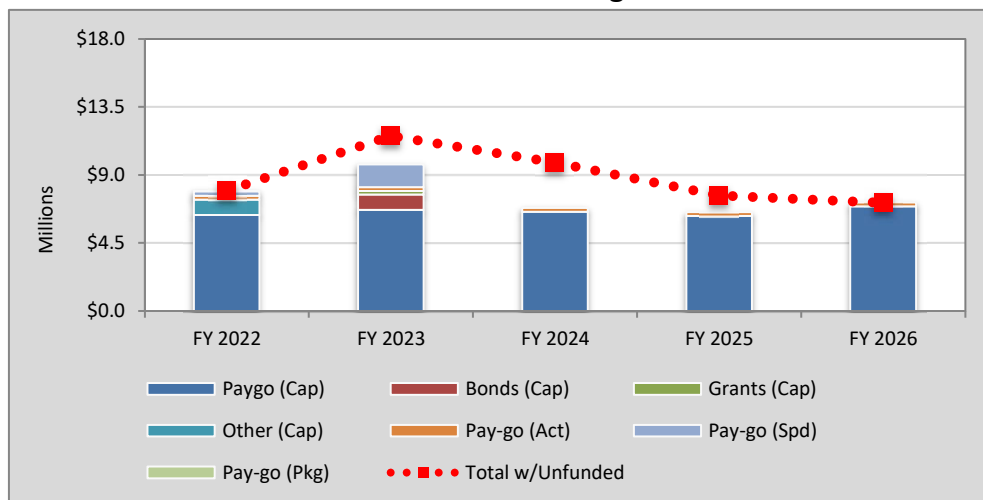
- LED Streetlight Conversion (TA22)
- Town Center Road Diet (TB22)
- Twinbrook Pedestrian/Bicycle Crossing (TC22)

Project(s) closed for FY 2022:

- Southlawn Lane Sidewalk (6A11)



FY 2022 - FY 2026 New Funding Schedule



Transportation Program Area Summary of Total Funding

	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Funded	28,844,435	7,960,434	9,695,000	6,814,000	6,538,000	7,169,000	-	67,020,869
Unfunded	-	-	1,900,000	3,000,000	1,100,000	-	9,450,000	15,450,000
Total with Unfunded (\$)	28,844,435	7,960,434	11,595,000	9,814,000	7,638,000	7,169,000	9,450,000	82,470,869



Asphalt Repair & Replacement: FY21-FY25 (TA21)



Description: This sustainable program resurfaces streets, including milling, base asphalt repairs, and restriping. The city currently maintains approximately 367 lane-miles (or 161 center-line miles) of streets. This program is currently funded on a 12 year cycle, as degradation to the road and the cost to repair the damage increases significantly after approximately 12 years.

Changes from Previous Year: Funding was added for paving of Maryland Ave. from S. Washington Street to Great Falls/Potomac Valley Road and striping two new bike lanes per the Bikeway Master Plan.

Current Project Appropriations

Prior Appropriations:	3,206,000
Less Expended as of 4/15/21:	2,359,644
Total Carryover:	846,356
New Funding:	3,472,000
Total FY 2022 Appropriations:	4,318,356

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2010 Asphalt Maintenance Program
Comparative Data and Established Criteria Report

Anticipated Project Outcome: Safe and smooth city streets.

Project Timeline and Total Cost by Type: Funding was added for paving of Maryland Ave. from S. Washington Street to Great Falls/Potomac Valley Road and striping two new bike lanes per the Bikeway Master Plan.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	FY 2021	FY 2021	FY 2025	FY 2025	17,438,000	17,508,000	70,000	0%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					17,438,000	17,508,000	70,000	0%

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	3,206,000	3,472,000	3,504,000	3,609,000	3,717,000	3,829,000	-	21,337,000
Total Funded (\$)	3,206,000	3,472,000	3,504,000	3,609,000	3,717,000	3,829,000	-	21,337,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	3,206,000	3,472,000	3,504,000	3,609,000	3,717,000	3,829,000	-	21,337,000

Operating Cost Impact: Signage and towing services for work zones.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	4,500	-	-	-	-	-	-	4,500

Project Manager: Mike Wilhelm, Chief of Construction Management, 240-314-8542.

Notes: FY 2022 work includes rehabilitation of approximately 30 lane miles of city streets, as well as paving of Maryland Ave. from S. Washington Street to Great Falls/Potomac Valley Road and striping two new bike lanes per the Bikeway Master Plan. Budget is based on a 12 year cycle for rehabilitation of approximately one-twelfth of the city's total inventory of streets each year, and includes a cost escalation factor of approximately 3 percent each year. The schedule of streets will be posted on the city's website and updated, as needed, each fiscal year.



Bridge Rehabilitation: FY21-FY25 (TB21)



Description: This sustainable program assesses, designs, rehabilitates, and replaces bridges and structures. Condition assessment reports identify and prioritize maintenance work, including replacement; repainting structural steel; lining culvert inverts; and rehabilitating damaged concrete, bearing assemblies, support beams, expansion joints, guiderails, and other safety elements. Major projects are funded as separate CIP projects.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	300,000
Less Expended as of 4/15/21:	-
Total Carryover:	300,000
New Funding:	750,000
Total FY 2022 Appropriations:	1,050,000

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: National Bridge Inspection (NBI) Program

Anticipated Project Outcome: Safe carrying capacity and maximum useful service life for all city bridges and structures.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2025	FY 2025	600,000	600,000	-	-
Construction	FY 2021	FY 2021	FY 2025	FY 2025	1,800,000	1,800,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,400,000	2,400,000	-	-

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	300,000	750,000	300,000	750,000	300,000	750,000	-	3,150,000
Total Funded (\$)	300,000	750,000	300,000	750,000	300,000	750,000	-	3,150,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	300,000	750,000	300,000	750,000	300,000	750,000	-	3,150,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: John W. Hollida, Engineering Supervisor, 240-314-8526.

Notes: FY 2022 work includes miscellaneous repairs to long span bridges and small structures. West Gude Drive bridge rehabilitation continues to be deferred until SHA selects an I-495 and I-270 P3 alternative. Montgomery County manages assessment of all long span bridges and Recreation and Parks manages the design and rehabilitation of all pedestrian bridges, except for those in the right-of-way for which Public Works is responsible.



Concrete Repair & Replacement: FY21-FY25 (TC21)



Description: This sustainable program repairs and replaces concrete street components such as curbs and gutters, sidewalks, and driveway aprons; miscellaneous infrastructure items such as drainage structures, guiderails, retaining walls, and brick paving; and small sidewalk additions. Specific areas for repair and replacement are selected through staff's annual evaluation based on ADA compliance, research, and generally accepted industry standards.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	1,818,000
Less Expended as of 4/15/21:	1,570,767
Total Carryover:	247,233
New Funding:	2,079,000
Total FY 2022 Appropriations:	2,326,233

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: Americans with Disabilities Act (ADA)

Anticipated Project Outcome: Safe and operational city concrete infrastructure that meets ADA standards and eliminates trip hazards.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	FY 2021	FY 2021	FY 2025	FY 2025	10,514,000	10,514,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					10,514,000	10,514,000	-	-

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	1,818,000	2,079,000	2,141,000	2,205,000	2,271,000	2,340,000	-	12,854,000
Total Funded (\$)	1,818,000	2,079,000	2,141,000	2,205,000	2,271,000	2,340,000	-	12,854,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,818,000	2,079,000	2,141,000	2,205,000	2,271,000	2,340,000	-	12,854,000

Operating Cost Impact: Signage and towing services for work zones.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	4,500	-	-	-	-	-	-	4,500

Project Manager: Mike Wilhelm, Chief of Construction Management, 240-314-8542.

Notes: FY 2022 work includes repairs and replacements at multiple city locations as prioritized by staff based on current conditions. Neighborhood concrete repairs and replacements are generally implemented concurrent with scheduled asphalt repairs. Budget is based on historical data and programmed upgrades to concrete infrastructure for compliance with ADA standards to maintain safe pedestrian access. Funding includes a cost escalation factor of 3 percent each year.



Hurley Avenue Bridge Rehabilitation (TE16)



Description: This project plans, designs, and constructs rehabilitations to the Hurley Ave. bridge near the Watts Branch Parkway intersection. This bridge was constructed in 1969 and requires replacement of the concrete deck, beam bearing assemblies, and expansion joints; removal of lead paint; and painting steel beams. The planned improvements will increase the structure's live load carrying capacity.

Changes from Previous Year: Staff is investigating federal aid opportunities, which has impacted the project's schedule. If successful in obtaining federal aid, the city's funding amount will be reduced.

Current Project Appropriations

Prior Appropriations:	203,010
Less Expended as of 4/15/21:	40,533
Total Carryover:	162,477
New Funding:	-
Total FY 2022 Appropriations:	162,477

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: National Bridge Inspection (NBI) Program; 2013 Hurley Avenue Bridge Rehabilitation Alternatives Report

Anticipated Project Outcome: Increased safe carrying capacity and longer useful service life.

Project Timeline and Total Cost by Type: Project total increased based on the updated alternatives report in 2016. Start of construction shifted out to FY 2023 due to inspection report and exploration of federal aid. Prior year funding decreased in FY 2019 due to actual cost of the 2016 Alternatives Report.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2016	FY 2021	FY 2019	FY 2022	370,000	203,010	(166,990)	-45%
Construction	FY 2019	FY 2023	FY 2020	FY 2024	1,590,000	2,500,000	910,000	57%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					1,960,000	2,703,010	743,010	38%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	203,010	-	-	-	-	-	-	203,010
Bonds (Cap)	-	-	1,000,000	-	-	-	-	1,000,000
Paygo (Spd)	-	-	1,500,000	-	-	-	-	1,500,000
Total Funded (\$)	203,010	-	2,500,000	-	-	-	-	2,703,010
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	203,010	-	2,500,000	-	-	-	-	2,703,010

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Andrew Luetkemeier, Principal Transportation Engineer, 240-314-8524.

Notes: This project first appeared in the FY 2016 CIP. FY 2022 work includes the rehabilitation design of the Hurley Avenue Bridge.



LED Streetlight Conversion (TA22)



Description: This project provides for the replacement of all remaining city-owned and maintained high pressure sodium (HPS) streetlights (approximately 3,200) with more energy efficient, light-emitting diode (LED) luminaires.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	-
Total FY 2022 Appropriations:	-

Critical Success Factor: Safe and Livable Neighborhoods and Stewardship of Infrastructure

Mandate/Plan: Vision Zero Action Plan; Strategy for Sustainable Rockville; Climate Action Plan

Anticipated Project Outcome: Safer streets and smarter, more energy efficient lighting.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	FY 2023	FY 2023	FY 2025	FY 2025	1,000,000	1,000,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					1,000,000	1,000,000	-	-

Project Funding: This project is partially funded. Current funding covers replacement of approximately 2,000 non-decorative HPS fixtures. The unfunded portion of this project covers the remaining 1,200 decorative fixtures.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	-	-	750,000	-	-	-	-	750,000
Grants (Cap)	-	-	250,000	-	-	-	-	250,000
Total Funded (\$)	-	-	1,000,000	-	-	-	-	1,000,000
Unfunded (Cap)	-	-	-	1,100,000	1,100,000	-	-	2,200,000
Total w/Unfunded (\$)	-	-	1,000,000	1,100,000	1,100,000	-	-	3,200,000

Operating Cost Impact: Operating cost reduction in streetlight electricity is anticipated starting in FY 2024. Additional savings estimated at a total of \$60,000 per year would result from funding the unfunded portion of this project.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	(100,000)	-	-	-	(100,000)

Project Manager: Andrew Luetkemeier, Principal Transportation Engineer, 240-314-8524.

Notes: This is a new project for FY 2022. Conversions would begin in FY 2023, coinciding with the city's Climate Action Plan, and would include the replacement of approximately 2,000 non-decorative HPS fixtures with LED. The city anticipates receiving rebates through the EmPower Maryland incentive program.



Maryland Dawson Extended (5C11)



Description: This project extends Maryland Ave. between Beall Ave. and Dawson Ave., as well as Dawson Ave. between N. Washington St. and MD 355. This project supports Town Center development and includes necessary utility relocation, street lighting, and integrated pocket parks along Maryland Ave. This is a phased project: Phase I-Dawson Avenue from N. Washington St. to Maryland Ave. extended (complete; designed and constructed by developers); Phase II-Dawson Ave. extended to MD 355; Phase III-Maryland Ave. from Beall Ave. to Dawson Ave. extended.

Changes from Previous Year: Design and construction for Phase III were delayed to FY 2024 and FY 2025, respectively as they are dependent on the redevelopment of properties on Maryland Ave. that has not begun.

Current Project Appropriations

Prior Appropriations:	3,859,900
Less Expended as of 4/15/21:	437,001
Total Carryover:	3,422,899
New Funding:	1,017,434
Total FY 2022 Appropriations:	4,440,333

Critical Success Factor: Well-Planned Community

Mandate/Plan: Complete Streets Policy; 2008 North Maryland Extension Feasibility Study; Master Plan

Anticipated Project Outcome: Road network that supports existing and future Town Center development.

Project Timeline and Total Cost by Type: Design of Phase II, which started in spring 2015, increased in cost due to right-of-way acquisition. Phase II construction costs increased based on refined scope, materials, and right-of-way needs, and timeline was delayed due to a change of property ownership and coordination with a development that was delayed.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2014	FY 2015	FY 2016	FY 2024	500,000	800,000	300,000	60%
Construction	FY 2017	FY 2022	FY 2020	FY 2025	1,960,000	4,077,334	2,117,334	108%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,460,000	4,877,334	2,417,334	98%

Project Funding: This project is partially funded. Future unfunded amount covers right-of-way acquisition, design, and construction of Phase III. Sources of funding may include County Impact Tax, developer contributions, and federal grants.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Developer (Cap)	99,900	-	-	-	-	-	-	99,900
Co. Impact Tax (Other-Cap)	3,760,000	1,017,434	-	-	-	-	-	4,777,434
Total Funded (\$)	3,859,900	1,017,434	-	-	-	-	-	4,877,334
Unfunded (Cap)	-	-	-	-	-	-	9,450,000	9,450,000
Total w/Unfunded (\$)	3,859,900	1,017,434	-	-	-	-	9,450,000	14,327,334

Operating Cost Impact: Landscaping, snow removal, stormwater management, and maintenance and repair. If funded, Phase III would add an additional \$7,500 for these services upon completion.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	3,000	-	-	-	-	3,000
SWM	-	-	1,500	-	-	-	-	1,500

Project Manager: Jennifer Wang, Senior Transportation Engineer, 240-314-8506.

Notes: This project first appeared in the FY 2005 CIP. FY 2022 work includes Phase II design completion.



Pedestrian and Bicycle Safety: FY16-FY20 (4B71)



Description: This project improves pedestrian and bicycle safety by working with neighborhoods to conduct feasibility analyses for new pedestrian initiatives and installing new pedestrian and bicycle traffic control devices and facilities. When available, federal grant resources will be used for this project.

Changes from Previous Year: The timeline has been extended to FY 2022 for the completion of grant-funded projects: Scott Drive and Veirs Drive shared-use path study; and the accessibility and amenity improvements to 78 bus stops.

Current Project Appropriations

Prior Appropriations:	3,923,983
Less Expended as of 4/15/21:	3,419,621
Total Carryover:	504,362
New Funding:	-
Total FY 2022 Appropriations:	504,362

Critical Success Factor: Planning and Preservation

Mandate/Plan: Vision Zero Action Plan; 2017 Bikeway Master Plan; 2016 Southlawn Study; Pedestrian Policies and Guidelines for Neighborhood Traffic Management

Anticipated Project Outcome: Streets that are safer and better connected for pedestrians, bicyclists, and transit riders.

Project Timeline and Total Cost by Type: Grant funding, as well as funding for work recommended in the 2016 Southlawn Study and the 2017 Bikeway Master Plan, has been added to this project. Timeline extended to allow for completion of grant-funded portion of project.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2004	FY 2004	ongoing	FY 2022	ongoing	513,000	-	-
Construction	FY 2004	FY 2004	ongoing	FY 2022	ongoing	3,410,983	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					-	3,923,983	-	-

Project Funding: This project is fully funded. See Pedestrian and Bicycle Safety: FY21-FY25 (TD21) for future funding.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	925,381	-	-	-	-	-	-	925,381
Grants (Cap)	1,154,650	-	-	-	-	-	-	1,154,650
Developer (Cap)	386,047	-	-	-	-	-	-	386,047
Misc. (Other-Cap)	6,910	-	-	-	-	-	-	6,910
Paygo (Act)	631,732	-	-	-	-	-	-	631,732
Paygo (Spd)	819,263	-	-	-	-	-	-	819,263
Total Funded (\$)	3,923,983	-	-	-	-	-	-	3,923,983
Unfunded (Act)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	3,923,983	-	-	-	-	-	-	3,923,983

Operating Cost Impact: Signal maintenance, signs, striping, repairs, stormwater management, and landscaping.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	8,300	-	-	-	-	-	-	8,300
SWM	1,500	-	-	-	-	-	-	1,500

Project Manager: Senior Transportation Planner, 240-314-8527.

Notes: This project first appeared in the FY 2004 CIP. FY 2022 work includes the completion of the accessibility and amenity improvements to 78 bus stops as part of the FTP grant, the completion of the Scott/Veirs Drive shared-use path study, and the continued implementation of the 2017 Bikeway Master Plan improvements.



Pedestrian and Bicycle Safety: FY21-FY25 (TD21)



Description: This project improves pedestrian and bicycle safety by working with neighborhoods to conduct feasibility analyses for new pedestrian initiatives and installing new pedestrian and bicycle traffic control devices and facilities. When available, federal grant resources will be used for this project.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	150,000
Less Expended as of 4/15/21:	-
Total Carryover:	150,000
New Funding:	50,000
Total FY 2022 Appropriations:	200,000

Critical Success Factor: Planning and Preservation

Mandate/Plan: Vision Zero Action Plan; 2017 Bikeway Master Plan; Pedestrian Policies and Guidelines for Neighborhood Traffic Management

Anticipated Project Outcome: Streets that are safer and better connected for pedestrians, bicyclists, and transit riders.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2025	FY 2025	50,000	50,000	-	-
Construction	FY 2021	FY 2021	FY 2025	FY 2025	300,000	300,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					350,000	350,000	-	-

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	100,000	-	-	-	-	-	-	100,000
Paygo (Act)	50,000	50,000	50,000	50,000	50,000	50,000	-	300,000
Total Funded (\$)	150,000	50,000	50,000	50,000	50,000	50,000	-	400,000
Unfunded (Act)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	150,000	50,000	50,000	50,000	50,000	50,000	-	400,000

Operating Cost Impact: Signal maintenance, signs, line striping, repairs, stormwater management, and landscaping.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	1,000	1,000	1,000	1,000	1,000	1,000	-	6,000

Project Manager: Senior Transportation Planner, 240-314-8527.

Notes: FY 2022 work includes planning, design, and implementation of higher priority bikeway facilities recommended in the 2017 Bikeway Master Plan and projects associated with the Vision Zero Action Plan. Funding was added to the Asphalt Repair & Replacement (TA21) project in FY 2022 for paving of Maryland Ave. from S. Washington Street to Great Falls/Potomac Valley Road and striping two new bike lanes per the Bikeway Master Plan.



Pedestrian Bridge - WMATA Rockville Station (TA19)



Description: This project funds the city's portion of construction repairs to the WMATA-owned pedestrian bridge over Rockville Pike connecting The Promenade to the Rockville Metro Station. A WMATA inspection of this structure, built in the early 1980s, identified numerous needed repairs. A 1979 Master Agreement with WMATA, Montgomery County, and the city requires the County and the city to each pay 25 percent of maintenance.

Changes from Previous Year: Construction completion has been extended to FY 2022 due to delays in WMATA's construction contract awards.

Current Project Appropriations

Prior Appropriations:	505,000
Less Expended as of 4/15/21:	-
Total Carryover:	505,000
New Funding:	-
Total FY 2022 Appropriations:	505,000

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 1979 Master Agreement between WMATA, Montgomery County, and the city

Anticipated Project Outcome: Longer useful service life of the pedestrian bridge over Rockville Pike.

Project Timeline and Total Cost by Type: Project scope and cost has been adjusted. Project total represents the city's 25 percent share. Construction start has been delayed due to WMATA's design process.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2019	FY 2019	FY 2019	FY 2020	70,000	-	(70,000)	-100%
Construction	FY 2019	FY 2021	FY 2020	FY 2022	175,000	505,000	330,000	189%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					245,000	505,000	260,000	106%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Spd)	505,000	-	-	-	-	-	-	505,000
Total Funded (\$)	505,000	-	-	-	-	-	-	505,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	505,000	-	-	-	-	-	-	505,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: John W. Hollida, Engineering Supervisor, 240-314-8526.

Notes: This project first appeared in FY 2019 CIP. FY 2022 work includes construction, which is being managed by WMATA.



Rockville Intermodal Access - Baltimore Road (8A11)



Description: This project designs and constructs improvements along Baltimore Rd., including environmental requirements and right-of-way acquisition. Improvements between Town Center and Norbeck Rd. include roadside improvements to street crossings at specific locations. Improvements from Norbeck Rd. to the city limits include curbs and gutters, stormdrains, sidewalks, and bike paths.

Changes from Previous Year: Funding was transferred from Southlawn Lane Sidewalk (6A11) to provide additional funding for contract award and contingency.

Current Project Appropriations

Prior Appropriations:	8,208,385
Less Expended as of 4/15/21:	1,239,119
Total Carryover:	6,969,266
New Funding:	-
Total FY 2022 Appropriations:	6,969,266

Critical Success Factor: Planning and Preservation

Mandate/Plan: Complete Streets Policy

Anticipated Project Outcome: Safer, standard roadway section.

Project Timeline and Total Cost by Type: The lengthy property acquisition process and the need to meet federal requirements caused major project delays. Cost increases are from actual consulting fees and updated estimates of construction costs.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2008	FY 2010	FY 2009	FY 2019	600,000	1,137,133	537,133	90%
Construction	FY 2009	FY 2021	FY 2011	FY 2022	4,600,000	6,860,834	2,260,834	49%
Other (land acquisition)	FY 2008	FY 2012	FY 2009	FY 2019	400,000	210,418	(189,582)	-47%
Project Total (\$):					5,600,000	8,208,385	2,608,385	47%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	1,050,000	-	-	-	-	-	-	1,050,000
Bonds (Cap)	1,000,000	-	-	-	-	-	-	1,000,000
Grants (Cap)	3,598,810	-	-	-	-	-	-	3,598,810
Developer (Cap)	1,316,455	-	-	-	-	-	-	1,316,455
Paygo (Act)	1,243,120	-	-	-	-	-	-	1,243,120
Total Funded (\$)	8,208,385	-	-	-	-	-	-	8,208,385
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	8,208,385	-	-	-	-	-	-	8,208,385

Operating Cost Impact: Landscaping; stormwater management; snow removal; and traffic sign repair, maintenance, and supplies.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	8,000	-	-	-	-	8,000
SWM	-	-	3,730	-	-	-	-	3,730

Project Manager: Andrew Luetkemeier, Principal Transportation Engineer, 240-314-8524.

Notes: This project was created mid-year FY 2007. FY 2022 work includes construction.



Sidewalks: FY16-FY20 (TF16)



Description: This project supports the Vision Zero Action Plan by providing safe and accessible pedestrian facilities. The city currently has 53 miles of missing sidewalks. Sidewalk projects are programmed using the Sidewalk Prioritization Policy rating system, petitions submitted by residents in support of construction, and coordination with other city projects. The Sidewalk Prioritization Policy can be found on the city website.

Changes from Previous Year: Grant-supported funding for the design of Potomac Valley Rd. sidewalk was transferred to Sidewalks: FY21-FY25 (TE21).

Current Project Appropriations

Prior Appropriations:	2,035,210
Less Expended as of 4/15/21:	1,717,862
Total Carryover:	317,348
New Funding:	-
Total FY 2022 Appropriations:	317,348

Critical Success Factor: Planning and Preservation

Mandate/Plan: Vision Zero Action Plan; Complete Streets Policy; Sidewalk Prioritization Policy

Anticipated Project Outcome: Streets that are safer and better connected for pedestrians.

Project Timeline and Total Cost by Type: Project total increased due to identification of specific sidewalk projects.

Type	Estimated Start		Estimated Completion		Estimated Cost (through FY 2020 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2016	FY 2016	FY 2020	FY 2022	100,000	450,483	350,483	350%
Construction	FY 2016	FY 2016	FY 2020	FY 2022	900,000	1,584,727	684,727	76%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					1,000,000	2,035,210	1,035,210	104%

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments. See Sidewalks: FY21-FY25 (TE21) for future funding.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	225,992	-	-	-	-	-	-	225,992
Paygo (Act)	1,809,218	-	-	-	-	-	-	1,809,218
Total Funded (\$)	2,035,210	-	-	-	-	-	-	2,035,210
Unfunded (Act)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,035,210	-	-	-	-	-	-	2,035,210

Operating Cost Impact: Maintenance, snow removal, landscaping, and stormwater management.

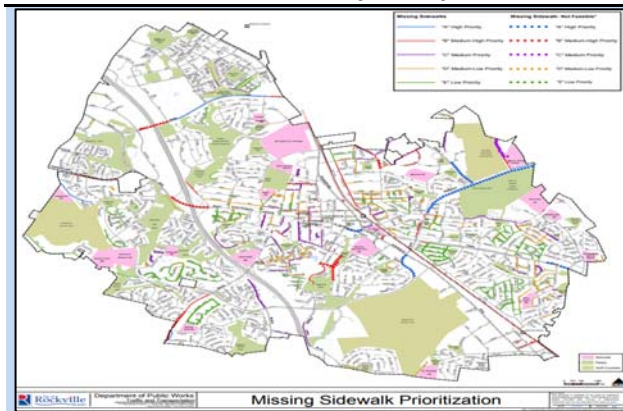
Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	11,000	-	-	-	-	-	-	11,000
SWM	4,500	-	-	-	-	-	-	4,500

Project Manager: Jennifer Wang, Senior Transportation Engineer, 240-314-8506.

Notes: FY 2022 work includes design of W. Gude Dr. sidewalk.



Sidewalks: FY21-FY25 (TE21)



Description: This project supports the Vision Zero Action Plan by providing safe and accessible pedestrian facilities. The city currently has 53 miles of missing sidewalks. Sidewalk projects are programmed using the Sidewalk Prioritization Policy rating system, petitions submitted by residents in support of construction, and coordination with other city projects. Information on the Sidewalk Prioritization Policy can be found on the city website.

Changes from Previous Year: Grant-supported funding for the design of the Potomac Valley Rd. sidewalk was transferred in from Sidewalks: FY16-FY20 (TF16). Sidewalk priorities were identified in the Twinbrook area.

Current Project Appropriations

Prior Appropriations:	1,292,040
Less Expended as of 4/15/21:	-
Total Carryover:	1,292,040
New Funding:	200,000
Total FY 2022 Appropriations:	1,492,040

Critical Success Factor: Planning and Preservation

Mandate/Plan: Vision Zero Action Plan; Complete Streets Policy; Sidewalk Prioritization Policy

Anticipated Project Outcome: Streets that are safer and better connected for pedestrians.

Project Timeline and Total Cost by Type: Grant funding was added to this project.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2022	FY 2025	FY 2025	200,000	315,000	115,000	58%
Construction	FY 2021	FY 2022	FY 2025	FY 2025	1,777,040	1,777,040	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					1,977,040	2,092,040	115,000	6%

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	47,000	-	-	-	-	-	-	47,000
Grants (Cap)	265,040	-	-	-	-	-	-	265,040
Developer (Cap)	165,000	-	-	-	-	-	-	165,000
Paygo (Act)	815,000	200,000	200,000	200,000	200,000	200,000	-	1,815,000
Total Funded (\$)	1,292,040	200,000	200,000	200,000	200,000	200,000	-	2,292,040
Unfunded (Act)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,292,040	200,000	200,000	200,000	200,000	200,000	-	2,292,040

Operating Cost Impact: Maintenance, snow removal, landscaping, and stormwater management.

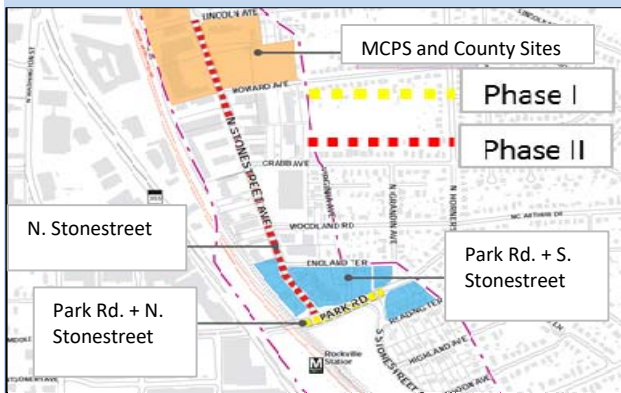
Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	1,000	1,000	1,000	1,000	1,000	1,000	-	6,000
SWM	2,000	2,000	2,000	2,000	2,000	2,000	-	12,000

Project Manager: Jennifer Wang, Senior Transportation Engineer, 240-314-8506.

Notes: FY 2022 work includes construction of W Gude Dr., Potomac Valley, and sidewalk priorities as identified in the Twinbrook area. Outyears include a baseline of \$200,000 for other high priority needs or requests.



Stonestreet Corridor Improvements (TA20)



Description: This complete street project designs street and sidewalk improvements along Park Road and N. Stonestreet Ave. near the Rockville Metro Station to provide safer multimodal transportation. This is a phased project: Phase I - Park Road improvement and traffic signal reconstruction at the intersection of S. Stonestreet Ave. and Park Road; Phase II - N. Stonestreet Ave. road improvement between Park Road and Lincoln Ave.

Changes from Previous Year: The estimated completion year shifted to FY 2022 due to grant coordination with MD SHA.

Current Project Appropriations

Prior Appropriations:	630,000
Less Expended as of 4/15/21:	-
Total Carryover:	630,000
New Funding:	-
Total FY 2022 Appropriations:	630,000

Critical Success Factor: Well-Planned Community

Mandate/Plan: Vision Zero Action Plan; Complete Streets Policy; 2018 Stonestreet Corridor Study; 2007 Lincoln Park Neighborhood Plan; 2004 East Rockville Neighborhood Plan; 2002 Comprehensive Master Plan; 2001 Town Ctr. Master Plan

Anticipated Project Outcome: Safer road network that supports existing and future Stonestreet Corridor development.

Project Timeline and Total Cost by Type: The project is delayed due to grant coordination with MD SHA.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2020	FY 2021	FY 2021	FY 2022	250,000	450,000	200,000	80%
Construction	-	-	-	-	-	-	-	-
Other (land acquisition)	FY 2020	FY 2022	FY 2021	FY 2022	100,000	180,000	80,000	80%
Project Total (\$):					350,000	630,000	280,000	80%

Project Funding: This project is partially funded. FY 2023 and FY 2024 unfunded amounts represent construction for Phase I and Phase II, respectively. Sources of funding may include federal grants.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	350,000	-	-	-	-	-	-	350,000
Grants (Cap)	280,000	-	-	-	-	-	-	280,000
Total Funded (\$)	630,000	-	-	-	-	-	-	630,000
Unfunded (Cap)	-	-	1,500,000	1,900,000	-	-	-	3,400,000
Total w/Unfunded (\$)	630,000	-	1,500,000	1,900,000	-	-	-	4,030,000

Operating Cost Impact: If funded, the construction portion of this project would add \$4,500 (\$3,000 General Fund, \$1,500 SWM Fund) in both FY 2024 and FY 2025 for landscaping, snow removal, stormwater management, and maintenance and repair.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-
SWM	-	-	-	-	-	-	-	-

Project Manager: Jennifer Wang, Senior Transportation Engineer, 240-314-8506.

Notes: This project first appeared in the FY 2020 CIP. FY 2022 work includes design and land acquisition.



Town Center Road Diet (TB22)



Description: This project designs and constructs new cross sections for N. Washington Street and E. Middle Lane. The project includes narrowing the existing two travel lanes to one lane in each direction, and adding protected bike lanes with precast concrete separators, bump-outs, on-street parking spaces, parking meters, and signs along the roadways. This project also includes the widening of the sidewalk on the south side of E. Middle Lane between N. Washington Street and Maryland Avenue.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	342,000
Total FY 2022 Appropriations:	342,000

Critical Success Factor: Safe and Livable Neighborhoods

Mandate/Plan: Vision Zero Action Plan; Bikeway Master Plan

Anticipated Project Outcome: Improved safety for pedestrians, bicycle users, and motorists.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2022	FY 2022	FY 2022	FY 2022	57,000	57,000	-	-
Construction	FY 2022	FY 2022	FY 2023	FY 2023	285,000	285,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					342,000	342,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Pkg)	-	45,000	-	-	-	-	-	45,000
Paygo (Spd)	-	297,000	-	-	-	-	-	297,000
Total Funded (\$)	-	342,000	-	-	-	-	-	342,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	342,000	-	-	-	-	-	342,000

Operating Cost Impact: Maintenance, signage, pavement markings.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	3,000	-	-	-	-	3,000

Project Manager: Daniel Seo, Principal Transportation Engineer, 240-314-8510.

Notes: This is a new project for FY 2022 CIP. FY 2022 work includes design and construction. This project will be coordinated with the Traffic Signal at E. Middle Lane/Helen Heneghan Way (TF21) project.



Traffic Signal at E. Middle Lane/Helen Heneghan Way (TF21)



Description: This project constructs a new traffic signal at the intersection of E. Middle Lane and Helen Heneghan Way, including designing the traffic signal and installing a traffic signal cabinet, accessible pedestrian signals, handboxes, wire, poles, signal heads, conduits, and vehicle detection devices. The project removes existing flashing beacons at this intersection, closes the existing median opening at E. Middle Lane/Monroe Street, and removes the crosswalk at this location.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	-
Total FY 2022 Appropriations:	-

Critical Success Factor: Safe and Livable Neighborhoods

Mandate/Plan: Vision Zero Action Plan; Traffic Operations Safety

Anticipated Project Outcome: Allow safe pedestrian crossing and vehicle operations at the intersection.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					-	-	-	-

Project Funding: This project is completely unfunded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	-	-	-	-	-	-	-	-
Total Funded (\$)	-	-	-	-	-	-	-	-
Unfunded (Cap)	-	-	400,000	-	-	-	-	400,000
Total w/Unfunded (\$)	-	-	400,000	-	-	-	-	400,000

Operating Cost Impact: If funded, this project would require \$2,000 for signal maintenance in FY 2024.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Daniel Seo, Principal Transportation Engineer, 240-314-8510.

Notes: This project first appeared in the FY 2021 CIP. This project will be coordinated with the Town Center Road Diet (TB22) project.



Traffic Signal Upgrades (TG21)



Description: This project designs and constructs traffic signal rehabilitation and intersection modifications at Wootton Parkway/Hurley Avenue, Nelson Street/Mannakee Street, and Wootton Parkway/Tower Oaks Boulevard. Upgrades include designing traffic signals, reconstructing medians and concrete islands, and replacing traffic signal equipment such as traffic signal cabinets, poles, signal heads, detection loops, span wires, conduits, and other signal related equipment.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	465,000
Less Expended as of 4/15/21:	81,464
Total Carryover:	383,536
New Funding:	-
Total FY 2022 Appropriations:	383,536

Critical Success Factor: Safe and Livable Neighborhoods

Mandate/Plan: Vision Zero Action Plan; Traffic Operations Safety

Anticipated Project Outcome: Efficient traffic movement and improved safety at intersections.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2021	FY 2021	45,000	45,000	-	-
Construction	FY 2021	FY 2021	FY 2022	FY 2022	420,000	420,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					465,000	465,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	465,000	-	-	-	-	-	-	465,000
Total Funded (\$)	465,000	-	-	-	-	-	-	465,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	465,000	-	-	-	-	-	-	465,000

Operating Cost Impact: No measurable impact.

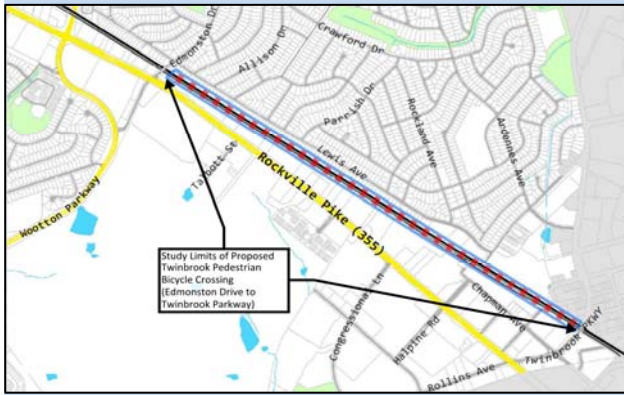
Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Daniel Seo, Principal Transportation Engineer, 240-314-8510.

Notes: This project first appeared in the FY 2021 CIP. FY 2022 work includes completion of traffic signal upgrades at Wootton Parkway/Hurley Avenue and Nelson Street/Mannakee Street.



Twinbrook Pedestrian/Bicycle Crossing (TC22)



Description: This project provides a new pedestrian/bicycle crossing that will extend from the Twinbrook neighborhood to Rockville Pike (MD 355) across the CSX and WMATA railroad tracks with access to the Twinbrook Quarter development. This connection will significantly improve east-west access and enhances pedestrian and bicycle mobility and safety. Current funding covers a feasibility study only.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	50,000
Total FY 2022 Appropriations:	50,000

Critical Success Factor: Safe and Livable Neighborhoods

Mandate/Plan: Vision Zero Action Plan; the City's Comprehensive Plan; Rockville 2040 Comprehensive Plan Update; Rockville Pike Neighborhood Plan; Twinbrook Neighborhood Plan

Anticipated Project Outcome: Improved east-west mobility and enhanced pedestrian/bicycle safety.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2022	FY 2022	future	future	50,000	50,000	-	-
Construction	future	future	future	future		-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					50,000	50,000	-	-

Project Funding: This feasibility study is fully funded. A more defined scope and project estimate for the future crossing will be determined through this study and added to this project when available.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	-	50,000	-	-	-	-	-	50,000
Total Funded (\$)	-	50,000	-	-	-	-	-	50,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	50,000	-	-	-	-	-	50,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Faramarz Mokhtari, Senior Transportation Planner, 240-314-8509.

Notes: This is a new project for FY 2022. FY 2022 work includes an assessment of design options with cost estimates for these options.



West End Park Noise Barrier (3A81)



Description: This project is the city's required contribution toward MD State Highway Administration (SHA) construction of a Type II noise barrier along I-270 in the West End Park neighborhood. There is an existing noise barrier along the northern portion of this community, and to protect the impacted residents, this barrier needs to be extended approximately 2,000 feet, with an average height of 17.2 feet.

Changes from Previous Year: This project is on hold; however, it has been included in the Draft Environmental Impact Statement (DEIS) for the I-495/I-270 Managed Lanes project.

Current Project Appropriations

Prior Appropriations:	2,247,907
Less Expended as of 4/15/21:	13,500
Total Carryover:	2,234,407
New Funding:	-
Total FY 2022 Appropriations:	2,234,407

Critical Success Factor: Safe and Livable Neighborhoods

Mandate/Plan: MD SHA Type II Noise Barrier Program

Anticipated Project Outcome: Noise abatement to the West End Park neighborhood directly adjacent to I-270.

Project Timeline and Total Cost by Type: MD SHA design and construction timelines have been delayed due to issues related to right-of-way acquisition for the project. The project is currently on hold by MD SHA due to budget constraints. The I-495 and I-270 Managed-Lanes Project also could incorporate a noise barrier in this location. Project costs have increased based on cost estimate for 60 percent design.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2013	FY 2013	FY 2015	Future	111,350	758,901	647,551	582%
Construction	FY 2015	Future	FY 2015	Future	773,000	1,489,006	716,006	93%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					884,350	2,247,907	1,363,557	154%

Project Funding: The city's portion of this project is fully appropriated; however, the project is currently on hold by MD SHA.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	2,247,907	-	-	-	-	-	-	2,247,907
Total Funded (\$)	2,247,907	-	-	-	-	-	-	2,247,907
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,247,907	-	-	-	-	-	-	2,247,907

Operating Cost Impact: No measurable impact to the city (structure will be owned and maintained by MD SHA).

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Jennifer Wang, Senior Transportation Engineer, 240-314-8506.

Notes: This project first appeared in the FY 2013 CIP.





Stormwater Management Program Area Overview

Description: The projects in the Stormwater Management Program Area focus on improving, creating, restoring, and maintaining the city's stormwater management infrastructure including streams, stormwater treatment facilities, and storm drain/flood conveyance systems.

Goal: To preserve, improve, and protect city infrastructure; enhance local and regional water quality; and comply with federal and State clean water regulations.

New project(s) for FY 2022:

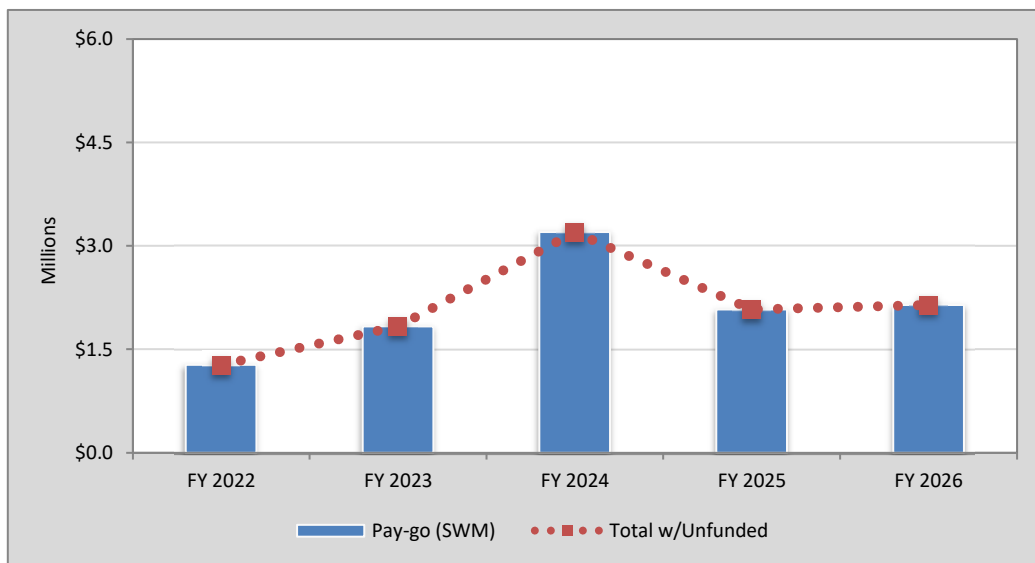
None

Project(s) closed for FY 2022:

None



FY 2022 - FY 2026 New Funding Schedule



Stormwater Management Program Area Summary of Total Funding

	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Funded	12,849,202	1,275,000	1,832,000	3,200,000	2,076,000	2,143,000	5,285,000	28,660,202
Unfunded	-	-	-	-	-	-	-	-
Total with Unfunded (\$)	12,849,202	1,275,000	1,832,000	3,200,000	2,076,000	2,143,000	5,285,000	28,660,202



Storm Drain Rehab & Improvement: FY21-FY25 (SA21)



Description: This sustainable program inspects and analyzes storm drain infrastructure; designs and constructs pipe extensions and surface drainage improvements; and rehabilitates or replaces structures and pipes. Project prioritization is based on multiple factors including public safety, the immediate risk to property, and the consequence of failure of the existing infrastructure.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	695,000
Less Expended as of 4/15/21:	-
Total Carryover:	695,000
New Funding:	677,000
Total FY 2022 Appropriations:	1,372,000

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 1972 Clean Water Act; 2010 Water Resources Element

Anticipated Project Outcome: Integrity of existing storm drain infrastructure and elimination of localized flooding and resulting property damage.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2025	FY 2025	522,000	522,000	-	-
Construction	FY 2021	FY 2021	FY 2025	FY 2025	4,977,000	4,977,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					5,499,000	5,499,000	-	-

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (SWM)	695,000	677,000	1,215,000	1,997,000	915,000	824,000	-	6,323,000
Total Funded (\$)	695,000	677,000	1,215,000	1,997,000	915,000	824,000	-	6,323,000
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	695,000	677,000	1,215,000	1,997,000	915,000	824,000	-	6,323,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
SWM	-	-	-	-	-	-	-	-

Project Manager: Gabe Kosarek, Principal Civil Engineer, 240-314-8513.

Notes: FY 2022 work includes design of the Crawford Drive corrugated metal pipe renewal project and construction of the Denham Road outfall and Maple Alley storm drain projects. Projects are based on results of infrastructure assessments. Budget is based on comparable rehabilitation projects implemented within the last few years in Rockville, plus a 3 percent escalation factor.



Stream Restoration: Anderson Park/Plymouth Woods HOA (SA18)



Description: This project designs and constructs stream restoration within Anderson Park and Plymouth Woods HOA. This stream has highly eroded stream banks that endanger sanitary sewer infrastructure and private property, and are a significant source of sediment. Large sediment sources and potential sanitary sewer overflows reduce water quality within the watershed and ultimately the Chesapeake Bay.

Changes from Previous Year: Project is on hold due to MD SHA withdrawal as a partner responsible for the work on Plymouth Woods HOA property as a result of budgetary constraints.

Current Project Appropriations

Prior Appropriations:	4,242,000
Less Expended as of 4/15/21:	327,955
Total Carryover:	3,914,045
New Funding:	-
Total FY 2022 Appropriations:	3,914,045

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: NPDES Permit; 2015 Watts Branch Watershed Assessment; 2010 Water Resources Element; 2010 Chesapeake Bay TMDL; 1972 Clean Water Act; MOU with MD SHA

Anticipated Project Outcome: Stabilization of stream banks, protection of public infrastructure and private property, and reduction in TMDL pollutant loads.

Project Timeline and Total Cost by Type: Project scope and costs increased due to Nelson St. spot repair and coordination with MD SHA to fund restoration work on Plymouth Woods HOA private property. Estimated construction was delayed because of the need for additional floodplain analysis. The project is on hold due to MD SHA withdrawal as a partner due to budgetary constraints.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2018	FY 2018	FY 2020	FY 2022	454,000	454,000	-	-
Construction	FY 2020	FY 2023	FY 2021	FY 2024	2,349,000	3,788,000	1,439,000	61%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,803,000	4,242,000	1,439,000	51%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (SWM)	2,669,000	-	-	-	-	-	-	2,669,000
MDSHA (Other-SWM)	1,573,000	-	-	-	-	-	-	1,573,000
Total Funded (\$)	4,242,000	-	-	-	-	-	-	4,242,000
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	4,242,000	-	-	-	-	-	-	4,242,000

Operating Cost Impact: Five years, starting in FY 2024, of post-restoration stream stability monitoring as required by U.S. Army Corps of Engineers.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
SWM	-	-	-	50,000	-	-	-	50,000

Project Manager: Diron H. Baker, Senior Civil Engineer, 240-314-8533.

Notes: This project first appeared in the FY 2018 CIP under the title, Stream Restoration: Anderson Park. The project is currently on hold as the city pursues a new partnership to construct the Plymouth Woods portion of the restoration.



Stream Restoration: Croydon Creek/Calvin Park Tributary (SB16)



Description: This project designs and constructs stream restoration at Croydon Creek and the Calvin Park Tributary to Rock Creek. These streams have highly eroded stream banks that are significant sources of sediment. Large sediment sources reduce water quality within the watershed and ultimately the Chesapeake Bay. This project also funds the design and construction of an access path park enhancement.

Changes from Previous Year: The project timeline was extended as a result of extensive federal and state agency negotiations that were necessary to secure permission to remove a historically significant, but obsolete, dam.

Current Project Appropriations

Prior Appropriations:	4,826,000
Less Expended as of 4/15/21:	386,532
Total Carryover:	4,439,468
New Funding:	-
Total FY 2022 Appropriations:	4,439,468

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: NPDES Permit; 2013 Rock Creek Watershed Assessment and Management Plan; 2010 Chesapeake Bay TMDL; 2010 Water Resources Element; 1972 Clean Water Act

Anticipated Project Outcome: Stabilization of eroding stream banks and reduction in TMDL pollutant loads.

Project Timeline and Total Cost by Type: The construction cost estimate increased due to additional stream restoration required to ensure stability and park trail improvements. Project timeline shifted to allow additional time needed for design due to the involvement of a historically significant dam.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2017	FY 2017	FY 2019	FY 2022	636,000	536,000	(100,000)	-16%
Construction	FY 2019	FY 2022	FY 2020	FY 2023	3,192,000	4,290,000	1,098,000	34%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					3,828,000	4,826,000	998,000	26%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	100,000	-	-	-	-	-	-	100,000
Paygo (SWM)	4,726,000	-	-	-	-	-	-	4,726,000
Total Funded (\$)	4,826,000	-	-	-	-	-	-	4,826,000
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	4,826,000	-	-	-	-	-	-	4,826,000

Operating Cost Impact: Five years, starting in FY 2024, of post-restoration stream stability monitoring as required by U.S. Army Corps of Engineers.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
SWM	-	-	-	47,000	-	-	-	47,000

Project Manager: Gabe Kosarek, Principal Civil Engineer, 240-314-8513.

Notes: This project first appeared in the FY 2016 CIP. FY 2022 work includes the start of construction.



Stream Restoration Spot Repairs: FY21-FY25 (SB21)



Description: This project designs and constructs stream restoration spot repairs. Spot repair projects are identified through previous watershed studies, monitoring reports, maintenance observations, and resident inquiries. Projects are prioritized by areas identified as posing an immediate risk to public safety, infrastructure, or with adverse impacts to public or private property. Major stream restoration projects are funded as separate CIP projects.

Changes from Previous Year: Project schedule and funding adjusted to address emergency spot repair at Cabin John Parkway. Recently identified and prioritized spot repairs have been added to the project.

Current Project Appropriations

Prior Appropriations:	252,000
Less Expended as of 4/15/21:	238,971
Total Carryover:	13,029
New Funding:	145,000
Total FY 2022 Appropriations:	158,029

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: NPDES Permit; 2011 Cabin John Creek, 2013 Rock Creek, and 2015 Watts Branch Watershed Assessments; 2010 Chesapeake Bay TMDL; 2010 Water Resources Element; 1972 Clean Water Act

Anticipated Project Outcome: Stabilization of stream banks, protection of public infrastructure and private property, and reduction in TMDL pollutant loads.

Project Timeline and Total Cost by Type: Project schedule and funding adjusted to address emergency spot repair at Cabin John Parkway. Recently identified and prioritized spot repairs have been added to the project.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2025	FY 2025	333,000	497,000	164,000	49%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	485,000	885,000	400,000	82%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					818,000	1,382,000	564,000	69%

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (SWM)	252,000	145,000	450,000	100,000	435,000	531,000	-	1,913,000
Total Funded (\$)	252,000	145,000	450,000	100,000	435,000	531,000	-	1,913,000
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	252,000	145,000	450,000	100,000	435,000	531,000	-	1,913,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
SWM	-	-	-	-	-	-	-	-

Project Manager: Diron H. Baker, Senior Civil Engineer, 240-314-8533.

Notes: FY 2022 work includes the design of the Glenora Park and Ritchie Parkway spot repairs. The budget is estimated based on the size of the specific spot repairs comparable to other stream restoration spot repairs implemented within the last five years.



Stream Restoration: Watts Branch – Lower Stream (SA19)



Description: This project designs and constructs stream restoration at the Watts Branch - Lower Stream from Wootton Parkway to the city limits. This stream has highly eroded stream banks that are significant sources of sediment. Large sediment sources reduce the water quality within the watershed and ultimately the Chesapeake Bay.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	-
Total FY 2022 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: NPDES Permit; 2015 Watts Branch Watershed Assessment; 2010 Chesapeake Bay TMDL; 2010 Water Resources Element; 1972 Clean Water Act

Anticipated Project Outcome: Stabilization of eroding stream banks, protection of public infrastructure, and reduction in TMDL pollutant loads.

Project Timeline and Total Cost by Type: As part of the FY 2021 budget process, the project was deferred since there is low risk of immediate failure and because of the significant progress that the city has gained towards compliance with the new NPDES permit.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2020	FY 2025	FY 2022	FY 2028	460,000	488,000	28,000	6%
Construction	FY 2022	FY 2027	FY 2023	FY 2029	4,982,000	5,285,000	303,000	6%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					5,442,000	5,773,000	331,000	6%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (SWM)	-	-	-	-	488,000	-	5,285,000	5,773,000
Total Funded (\$)	-	-	-	-	488,000	-	5,285,000	5,773,000
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	-	488,000	-	5,285,000	5,773,000

Operating Cost Impact: Five years, starting in FY 2030, of post-restoration stream stability monitoring as required by U.S. Army Corps of Engineers.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
SWM	-	-	-	-	-	-	89,000	89,000

Project Manager: Gabe Kosarek, Principal Civil Engineer, 240-314-8513.

Notes: This project first appeared in the FY 2019 CIP.



SWM Facilities Improvement: FY21-FY25 (SC21)



Description: This project assesses, designs, rehabilitates, constructs, and decommissions stormwater management (SWM) facilities. This project improves water quality, aesthetics, and flood control; promotes wildlife; and restores facility function. Projects are identified and prioritized through the city watershed study and planning process.

Changes from Previous Year: Additional funding was added based on increased construction cost estimates for Mt Vernon and Northeast Park. Funding for the completion of the Northeast Park design was transferred from the prior five year project mid-FY 2021. Funding for a park amenity at Northeast Park was removed from the project.

Current Project Appropriations

Prior Appropriations:	2,834,202
Less Expended as of 4/15/21:	-
Total Carryover:	2,834,202
New Funding:	453,000
Total FY 2022 Appropriations:	3,287,202

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: NPDES Permit; 2010 Chesapeake Bay TMDL; 2007 SWM Act; 1972 Clean Water Act

Anticipated Project Outcome: Enhancement of SWM facility function and reduction in TMDL pollutant loads.

Project Timeline and Total Cost by Type: Additional funding was added based on increased construction cost estimates for Mt Vernon and Northeast Park. Funding for a park amenity at Northeast Park was removed from the project.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2025	FY 2025	495,000	567,835	72,835	15%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	3,933,767	4,227,367	293,600	7%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					4,428,767	4,795,202	366,435	8%

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments. The city received a grant from the Department of Natural Resources (DNR) toward the construction of the Mt Vernon pond retrofit project.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (SWM)	2,484,202	453,000	167,000	1,103,000	238,000	788,000	-	5,233,202
Grants (SWM)	350,000	-	-	-	-	-	-	350,000
Total Funded (\$)	2,834,202	453,000	167,000	1,103,000	238,000	788,000	-	5,583,202
Unfunded (SWM)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,834,202	453,000	167,000	1,103,000	238,000	788,000	-	5,583,202

Operating Cost Impact: Maintenance and repairs. Landscaping and non-native invasive control during permitting phase.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
SWM	-	8,000	5,000	-	13,000	-	-	26,000

Project Manager: Diron H. Baker, Senior Civil Engineer, 240-314-8533.

Notes: FY 2022 work includes the rehabilitation of the city SWM facility at the Villages of Tower Oaks. Projects are identified by the SWM maintenance program and prioritized by surveying the amount of sediment within a facility. The budget is based on cost estimates for specific SWM improvements.





Utilities Program Area Overview

Description: The projects in the Utilities Program Area focus on rehabilitating, modifying, and building new infrastructure for sustainable and resilient city water and wastewater systems including the water distribution system, water tanks, Water Treatment Plant (WTP), wastewater collection system, and the Blue Plains Advanced Wastewater Treatment Plant (owned and operated by DC Water).

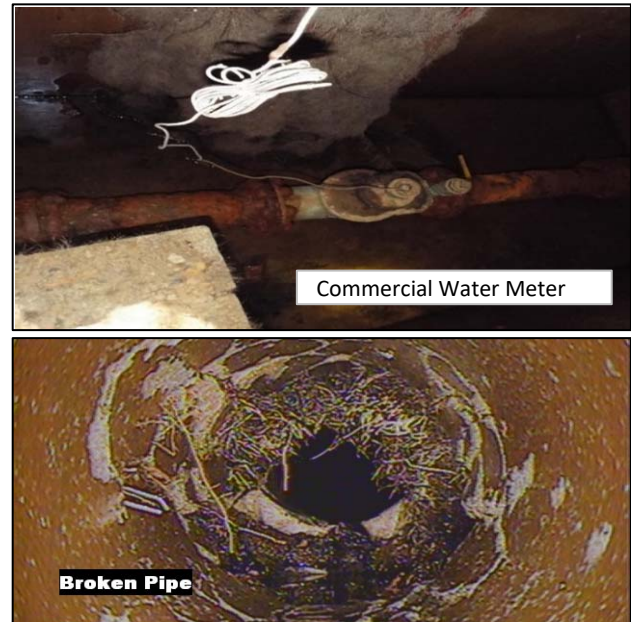
Goal: To protect public health, comply with federal and State safe drinking water and clean water regulations, preserve and improve the reliability of water and wastewater infrastructure, and support existing and planned development consistent with Rockville's Comprehensive Master Plan.

New project(s) for FY 2022:

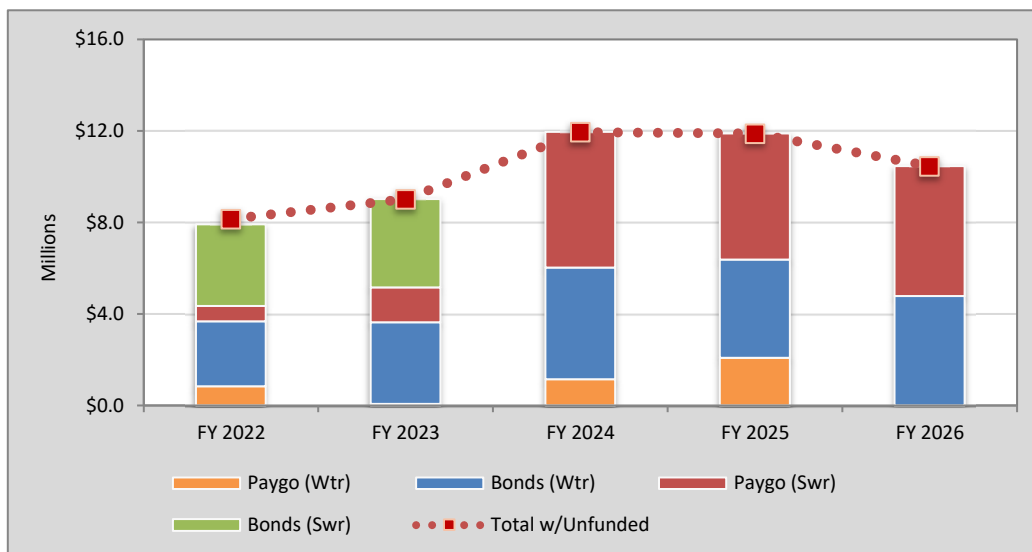
None

Project(s) closed for FY 2022:

Water Treatment Plant and Distribution System Assessment (UA20)



FY 2022 - FY 2026 New Funding Schedule



Utilities Program Area Summary of Total Funding

	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Funded	15,502,000	7,907,000	9,023,000	11,950,000	11,889,000	10,458,000	2,209,000	68,938,000
Unfunded	-	245,000	-	-	-	-	-	245,000
Total with Unfunded (\$)	15,502,000	8,152,000	9,023,000	11,950,000	11,889,000	10,458,000	2,209,000	69,183,000



Blue Plains Wastewater Treatment: FY21-FY25 (UA21)



Description: This project is the city's cost-share to upgrade, expand, enhance, and improve wastewater treatment and solids handling at the DC Water Blue Plains Advanced Wastewater Treatment Plant (Blue Plains), the Washington Suburban Sanitary Commission (WSSC), and DC Water sanitary sewer transmission system. The city is allocated 9.31 million gallons per day (MGD) capacity of wastewater treatment.

Changes from Previous Year: Overall project total decreased based on WSSC's proposed capital budget.

Current Project Appropriations

Prior Appropriations:	3,901,000
Less Expended as of 4/15/21:	<u>2,478,195</u>
Total Carryover:	1,422,805
New Funding:	<u>3,562,000</u>
Total FY 2022 Appropriations:	4,984,805

Critical Success Factor: Efficient and Effective City Service Delivery

Mandate/Plan: Blue Plains Capacity Agreement between the City and WSSC dated September 12, 1975

Anticipated Project Outcome: Continued availability of 9.31 MGD of wastewater treatment capacity at Blue Plains.

Project Timeline and Total Cost by Type: Overall project total decreased based on WSSC's proposed capital budget.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	FY 2021	FY 2021	FY 2025	FY 2025	21,792,000	19,565,000	(2,227,000)	-10%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					21,792,000	19,565,000	(2,227,000)	-10%

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Swr)	-	-	-	4,111,000	4,120,000	4,855,000	-	13,086,000
Bonds (Swr)	3,901,000	3,562,000	3,871,000	-	-	-	-	11,334,000
Total Funded (\$)	3,901,000	3,562,000	3,871,000	4,111,000	4,120,000	4,855,000	-	24,420,000
Unfunded (Swr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	3,901,000	3,562,000	3,871,000	4,111,000	4,120,000	4,855,000	-	24,420,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Sewer	-	-	-	-	-	-	-	-

Project Manager: Gabe Kosarek, Principal Civil Engineer, 240-314-8513.

Notes: FY 2022 – FY 2026 funding is based on the Proposed WSSC FY 2022 – FY 2027 Capital Improvement Program, plus capital equipment expenses, and reflects the allocated costs of Blue Plains spending attributed to the city through WSSC.



Commercial Water Meter Replacements (UB21)



Description: This project plans, designs, and constructs commercial water meter replacements and other elements of the city's aging water metering system. Tasks include inspections and rehabilitation of vaults, piping, valves, and appurtenances, and the implementation of advanced metering infrastructure (AMI). This project covers commercial accounts. The city has approximately 700 commercial meters in the water system, which are typically large diameter, 3-inch and greater.

Changes from Previous Year: Projects were reprioritized in order to transfer funds to other Water Fund project needs, and completion shifted from FY 2028 to FY 2029 as a result.

Current Project Appropriations

Prior Appropriations:	31,000
Less Expended as of 4/15/21:	23,752
Total Carryover:	7,248
New Funding:	450,000
Total FY 2022 Appropriations:	457,248

Critical Success Factor: Stewardship of Infrastructure and Env

Mandate/Plan: 2019 Water Meter and Backflow Prevention Report

Anticipated Project Outcome: Increased revenue, improved system reliability, and a sustainable water metering system.

Project Timeline and Total Cost by Type: Funding decreased due to the transfer of funding to another project, and timeline was extended to accommodate project reprioritization.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2028	FY 2028	450,000	450,000	-	-
Construction	FY 2021	FY 2021	FY 2028	FY 2029	6,030,000	5,930,000	(100,000)	-2%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					6,480,000	6,380,000	(100,000)	-2%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Bonds (Wtr)	31,000	450,000	450,000	930,000	930,000	1,380,000	2,209,000	6,380,000
Total Funded (\$)	31,000	450,000	450,000	930,000	930,000	1,380,000	2,209,000	6,380,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	31,000	450,000	450,000	930,000	930,000	1,380,000	2,209,000	6,380,000

Operating Cost Impact: No measurable impact.

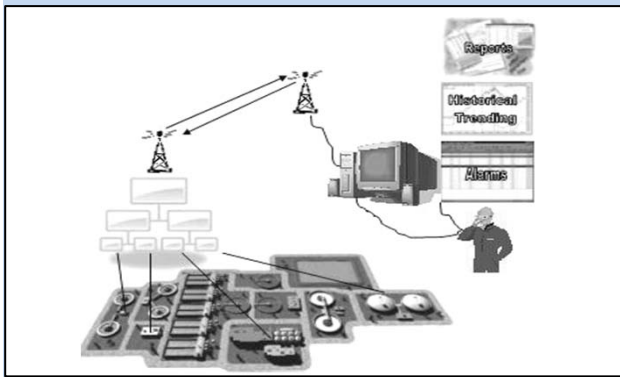
Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: John W. Hollida, Engineering Supervisor, 240-314-8526.

Notes: This project was added to the budget via amendment mid-FY 2020. FY 2022 work includes water meter replacements prioritized by high volume accounts and historical meter maintenance records. AMI implementation is planned for FY 2026.



SCADA Improvements (UE16)



Description: This project connects pressure reducing valves (PRVs) at three WSSC water distribution interconnections to the city's existing System Control and Data Acquisition (SCADA) system and replaces the Water Treatment Plant's (WTP) obsolete programmable logic controllers and modules. SCADA refers to a system that collects data from various sensors at the WTP, water and wastewater systems, which is then sent to a central location to coordinate, manage, and control the systems.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	-
Total FY 2022 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2011 SCADA System Evaluation Report

Anticipated Project Outcome: Ability to monitor the status of the pressure reducing valves at the WSSC interconnections.

Project Timeline and Total Cost by Type: Project cost increased due to project deferral until the Water Fund is in compliance with the city's Financial Management Policies. Legacy SCADA hardware replacement was added to this project.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2020	FY 2023	FY 2021	FY 2024	64,000	70,000	6,000	9%
Construction	FY 2021	FY 2024	FY 2022	FY 2025	341,000	853,000	512,000	150%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					405,000	923,000	518,000	128%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Wtr)	-	-	70,000	853,000	-	-	-	923,000
Total Funded (\$)	-	-	70,000	853,000	-	-	-	923,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	70,000	853,000	-	-	-	923,000

Operating Cost Impact: Electricity and communication costs for the three PRV locations.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Water	-	-	-	-	2,000	-	-	2,000

Project Manager: John W. Hollida, Engineering Supervisor, 240-314-8526.

Notes: This project first appeared in the FY 2016 CIP.



Sewer Rehab & Improvement: FY21-FY25 (UC21)



Description: This sustainable program analyzes, plans, designs, monitors, and models sewer flows, and constructs sanitary sewer system replacements or rehabilitation identified through the preventative maintenance program. Typical rehabilitation consists of lining sewers with a cured-in-place liner. This project also funds replacing sewers to provide adequate capacity for future expansion, and relocating sewers from private property into city-maintained utility easements or rights-of-way.

Changes from Previous Year: Funding levels were adjusted based on current assessments and project prioritization.

Current Project Appropriations

Prior Appropriations:	195,000
Less Expended as of 4/15/21:	43,282
Total Carryover:	151,718
New Funding:	674,000
Total FY 2022 Appropriations:	825,718

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: Clean Water Act; 2002 Master Plan; 2010 Water Resources Element

Anticipated Project Outcome: Sustainable replacement and renewal of sanitary sewer infrastructure and mitigation of existing capacity constraints resulting in improved system reliability.

Project Timeline and Total Cost by Type: Funding levels were adjusted based on current assessments and project prioritization.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2025	FY 2025	435,000	1,004,000	569,000	131%
Construction	FY 2021	FY 2021	FY 2025	FY 2025	7,003,000	4,602,000	(2,401,000)	-34%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					7,438,000	5,606,000	(1,832,000)	-25%

Project Funding: This project is fully funded. In FY 2022, project funding returns to the level required for the one percent annual renewal/replacement cycle. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Swr)	195,000	674,000	1,527,000	1,819,000	1,391,000	831,000	-	6,437,000
Total Funded (\$)	195,000	674,000	1,527,000	1,819,000	1,391,000	831,000	-	6,437,000
Unfunded (Swr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	195,000	674,000	1,527,000	1,819,000	1,391,000	831,000	-	6,437,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Sewer	-	-	-	-	-	-	-	-

Project Manager: Gabe Kosarek, Principal Civil Engineer, 240-314-8513.

Notes: FY 2022 work includes sewer flow monitoring, approximately 1.5 miles of sewer lining, and the design of the Crawford Road sewer replacement project. The budget is based on cost estimates for specific sewer rehab and improvement projects identified through the sewer system preventative maintenance program, site specific failures, and sewer hydraulic modeling.



Water Main Rehab & Improvement: FY21-FY25 (UD21)



Description: This sustainable program plans, designs, and constructs improvements to water mains, tanks, and other elements of the city's aging water system. Tasks include increasing fire flows; inspecting and assessing the 24-inch transmission main; rehabilitating existing tuberculated pipes, valves, vaults, and appurtenances; increasing the diameter of undersized pipes; connecting dead-end pipe segments; and replacing pipes with a history of frequent water main breaks.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	1,080,000
Less Expended as of 4/15/21:	1,060,735
Total Carryover:	19,265
New Funding:	2,391,000
Total FY 2022 Appropriations:	2,410,265

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: Safe Drinking Water Act; 2008 Water Dist. System Master Plan; 2010 Water Resources Element

Anticipated Project Outcome: Sustainable replacement and renewal of the water distribution system's infrastructure resulting in improved fire flows, increased revenue, improved system reliability, and safe drinking water compliant with federal and State regulations.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost (FY 2021 through FY 2025 only)			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2021	FY 2021	FY 2025	FY 2025	1,407,000	1,407,000	-	-
Construction	FY 2021	FY 2021	FY 2025	FY 2025	12,490,000	12,490,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					13,897,000	13,897,000	-	-

Project Funding: This project is fully funded. This project is considered a routine capital maintenance project and is funded in five year increments.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Bonds (Wtr)	1,080,000	2,391,000	3,105,000	3,947,000	3,374,000	3,392,000	-	17,289,000
Total Funded (\$)	1,080,000	2,391,000	3,105,000	3,947,000	3,374,000	3,392,000	-	17,289,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	1,080,000	2,391,000	3,105,000	3,947,000	3,374,000	3,392,000	-	17,289,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: John W. Hollida, Engineering Supervisor, 240-314-8526.

Notes: FY 2022 work includes pipe replacement on Beall Avenue, Denfield Road, Dundee Road, Elizabeth Avenue, Glenmore Terrace, and Research Court. The budget includes a prioritized list of specific water main rehabilitation and improvement projects to be addressed, with cost estimates derived from recent projects.



Water Treatment Plant Clarifier Improvements (UD16)



Description: This project designs and constructs improvements to clarifier #1, which was part of the Water Treatment Plant (WTP) original build in 1958. Rehabilitation includes replacing outdated mechanisms with new coated steel mechanisms. The WTP implemented the use of a new coagulant, ferric chloride, to meet EPA Stage 2 Disinfection Byproducts Regulations; however, ferric chloride has corrosive properties that can potentially accelerate deterioration of the clarifier.

Changes from Previous Year: Project timeline shifted out by one year to ensure compliance with Financial Management Policies.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	-
Total FY 2022 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2009 Facility Plan; 2012 Water Quality Study; 2015 Structural Integrity Inspection Report

Anticipated Project Outcome: New clarifier mechanisms to support a sustainable facility.

Project Timeline and Total Cost by Type: Construction has been deferred with the goal of bringing the Water Fund into compliance with the city's Financial Management Policies.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2020	FY 2024	FY 2022	FY 2024	265,750	290,000	24,250	9%
Construction	FY 2020	FY 2025	FY 2022	FY 2026	1,897,000	2,074,000	177,000	9%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					2,162,750	2,364,000	201,250	9%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Wtr)	-	-	-	290,000	2,074,000	-	-	2,364,000
Total Funded (\$)	-	-	-	290,000	2,074,000	-	-	2,364,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	290,000	2,074,000	-	-	2,364,000

Operating Cost Impact: There are no ongoing operating cost impacts; however, there will be a one-time impact of \$440,000 in FY 2025 for the purchase of water from WSSC during the time the WTP must be shut down for construction.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: John W. Hollida, Engineering Supervisor, 240-314-8526.

Notes: This project first appeared in the FY 2016 CIP. Use of ferric chloride was implemented in FY 2017. Although the clarifier is in serviceable condition, it is near the end of its design life and will be monitored due to ferric chloride's corrosive properties.



Water Treatment Plant Electrical, Roof, and HVAC Upgrades (UA17)



Description: This project designs and constructs upgrades for the Water Treatment Plant (WTP) electrical, roof, and HVAC systems, and second floor renovations. The major electrical system components are original (1958) and are at or near the end of their useful life. Electrical system components and associated control systems will be replaced, rehabilitated, and relocated to improve electrical system reliability, safety, and capacity.

Changes from Previous Year: Additional funding was added mid-FY 2021 to support construction award, which was higher than expected due to delays and cost increases caused by the COVID-19 pandemic.

Current Project Appropriations

Prior Appropriations:	9,400,000
Less Expended as of 4/15/21:	928,958
Total Carryover:	8,471,042
New Funding:	-
Total FY 2022 Appropriations:	8,471,042

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2009 Facility Plan; 2012 Water Quality Study; 2016 WTP Electrical System Feasibility Study

Anticipated Project Outcome: Safer, more reliable, and modern WTP.

Project Timeline and Total Cost by Type: Funding for design and construction was advanced two years due to urgent electrical issues/concerns. Additional funding was added for roof replacement, HVAC upgrades, and renovations to the 2nd floor (operations floor), as well as for an increase in construction costs.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2020	FY 2018	FY 2022	FY 2020	1,250,000	1,250,000	-	-
Construction	FY 2022	FY 2022	FY 2024	FY 2023	4,000,000	8,050,000	4,050,000	101%
Other (furniture/IT)	FY 2022	FY 2022	FY 2024	FY 2023	-	100,000	100,000	-
Project Total (\$):					5,250,000	9,400,000	4,150,000	79%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Wtr)	245,000	-	-	-	-	-	-	245,000
Bonds (Wtr)	9,155,000	-	-	-	-	-	-	9,155,000
Total Funded (\$)	9,400,000	-	-	-	-	-	-	9,400,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	9,400,000	-	-	-	-	-	-	9,400,000

Operating Cost Impact: Replacement electrical parts. In addition, there will be a one-time impact of \$210,000 for the purchase of water from WSSC during FY 2022 when the WTP must be shut down during construction.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Water	-	-	2,000	-	-	-	-	2,000

Project Manager: John W. Hollida, Engineering Supervisor, 240-314-8526.

Notes: This project first appeared in the FY 2017 CIP. FY 2022 work includes construction of electrical improvements, roof replacement, and HVAC upgrades.



Water Treatment Plant Filter Media Replacement (UB18)



Description: This project designs and constructs the replacement of exhausted filter media for two of the four filters in the filtration system at the Water Treatment Plant. The filter media in two of the four filters is expected to be at or near the end of its useful life by FY 2022. The filter media of the other two filters was replaced in FY 2017.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	300,000
Total FY 2022 Appropriations:	300,000

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: 2012 Water Quality Study

Anticipated Project Outcome: New filter media performing at design capacity to treat water to meet or exceed federal and State water quality standards.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2022	FY 2022	FY 2023	FY 2023	19,000	19,000	-	-
Construction	FY 2022	FY 2022	FY 2023	FY 2023	281,000	281,000	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					300,000	300,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Wtr)	-	300,000	-	-	-	-	-	300,000
Total Funded (\$)	-	300,000	-	-	-	-	-	300,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	300,000	-	-	-	-	-	300,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: John W. Hollida, Engineering Supervisor, 240-314-8526.

Notes: This project first appeared in the FY 2018 CIP. FY 2022 work includes replacing the filter media at the Water Treatment Plant.



Water Treatment Plant Raw Water Infrastructure Protection (UA19)



Description: This project assesses, plans, designs, and constructs environmental improvements at the Water Treatment Plant (WTP). Project tasks include stream spot repairs and stabilization of an exposed duct bank. This project will protect the concrete duct bank (electric and communications) and 24-inch raw water transmission main running between the WTP and raw water intake, which are vital to WTP operations. A study may be warranted to assess one mile of stream adjacent to the city's water transmission main.

Changes from Previous Year: Timeline shifted due to approval/permit delays. Funding was transferred from another project to support the final engineer's construction estimate.

Current Project Appropriations

Prior Appropriations:	460,000
Less Expended as of 4/15/21:	72,498
Total Carryover:	387,502
New Funding:	-
Total FY 2022 Appropriations:	387,502

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: Safe Drinking Water Act

Anticipated Project Outcome: Improved plant reliability.

Project Timeline and Total Cost by Type: Timeline shifted due to delays caused by the approval and permitting process. Additional funding was transferred from another project to support the final engineer's construction cost estimate, contingency, and inspection services.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2019	FY 2019	FY 2020	FY 2021	60,000	60,000	-	-
Construction	FY 2020	FY 2021	FY 2021	FY 2022	300,000	400,000	100,000	33%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					360,000	460,000	100,000	28%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Wtr)	360,000	-	-	-	-	-	-	360,000
Bonds (Wtr)	100,000	-	-	-	-	-	-	100,000
Total Funded (\$)	460,000	-	-	-	-	-	-	460,000
Unfunded (Wtr)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	460,000	-	-	-	-	-	-	460,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Water	-	-	-	-	-	-	-	-

Project Manager: Diron H. Baker, Senior Civil Engineer, 240-314-8533.

Notes: This project first appeared in the FY 2019 CIP. FY 2022 work includes the completion of construction. This project is outside of the city limits and not on city property, thereby requiring coordination with outside agencies including HOA private property, Montgomery County, and the National Park Service.



Water Treatment Plant Safety Improvements (UB19)



Description: This project assesses, plans, designs, and constructs safety improvements at the Water Treatment Plant. The purpose of this project is to comply with OSHA's Process Safety Management Regulations involving highly hazardous chemicals. The system will be modified from the use of chlorine gas to bulk sodium hypochlorite (NaOCl), a safer alternative, consistent with the Process Safety Management Plan and Recommendation Report.

Changes from Previous Year: Funding increased due to change in scope to implement NaOCl system, which is a safer alternative.

Current Project Appropriations

Prior Appropriations:	435,000
Less Expended as of 4/15/21:	157,873
Total Carryover:	277,127
New Funding:	530,000
Total FY 2022 Appropriations:	807,127

Critical Success Factor: Stewardship of Infrastructure/Env.

Mandate/Plan: Safe Drinking Water Act; OSHA Process Safety Management Regulations

Anticipated Project Outcome: Safer environment for staff and adjacent residents for the handling and use of chlorine gas.

Project Timeline and Total Cost by Type: Project total increased and timeline was extended to support the conversion to a NaOCl system.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2019	FY 2019	FY 2020	FY 2022	170,000	345,000	175,000	103%
Construction	FY 2021	FY 2022	FY 2022	FY 2023	480,000	620,000	140,000	29%
Other	-	-	-	-	-	-	-	-
Project Total (\$):					650,000	965,000	315,000	48%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Wtr)	435,000	530,000	-	-	-	-	-	965,000
Total Funded (\$)	435,000	530,000	-	-	-	-	-	965,000
Unfunded (Wtr)	-	245,000	-	-	-	-	-	245,000
Total w/Unfunded (\$)	435,000	775,000	-	-	-	-	-	1,210,000

Operating Cost Impact: Increase due to the chemical costs of bulk NaOCl being higher combined with more frequent deliveries as compared to the current chlorine gas being used.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Water	-	-	25,000	-	-	-	-	25,000

Project Manager: John W. Hollida, Engineering Supervisor, 240-314-8526.

Notes: This project first appeared in the FY 2019 CIP. FY 2022 work includes the design of the bulk sodium hypochlorite (NaOCl) system.





General Government Program Area Overview

Description: General Government Program Area projects provide for the planning, design, construction, and rehabilitation of city facilities (with the exception of the recreation facilities), improvements to the city's information and communication systems, and other projects that do not clearly fit into one of the other program areas of the CIP.

Goal: To maintain and improve the city's information and communication systems, and to provide adequate facilities for city staff to maintain and improve service delivery.

New project(s) for FY 2022:

None

Project(s) closed for FY 2022:

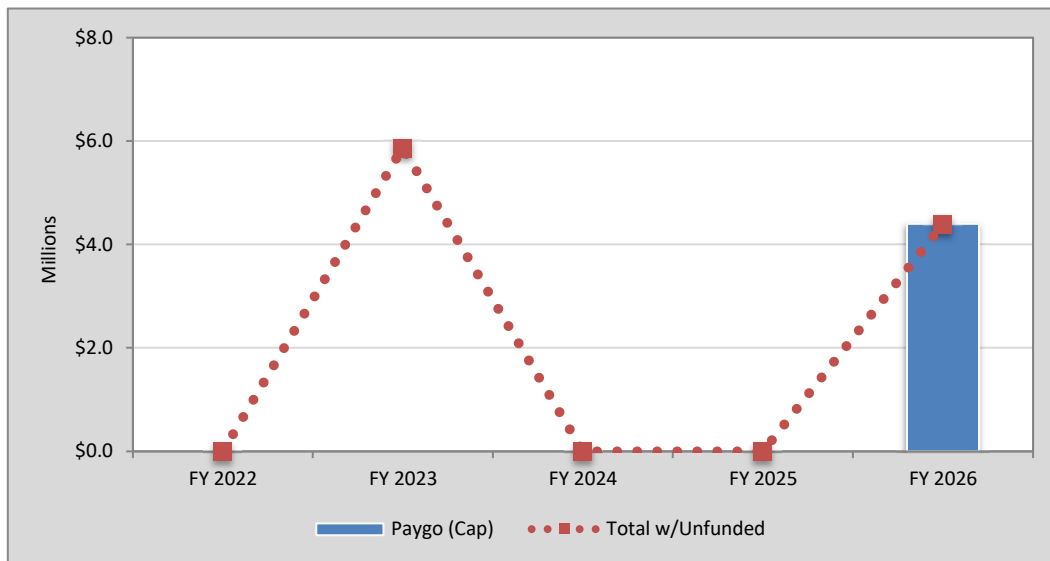
I-Net Infrastructure Upgrade (5B87)

Rockville 11 Studio (GA16)

Utility Billing Upgrade (GB16)



FY 2022 - FY 2026 New Funding Schedule



General Government Program Area Summary of Total Funding

	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Funded	19,386,994	-	-	-	-	4,400,000	-	23,786,994
Unfunded	-	-	5,872,000	-	-	-	-	5,872,000
Total with Unfunded (\$)	19,386,994	-	5,872,000	-	-	4,400,000	-	29,658,994



Core Financial, HR, & Procurement ERP (GA21)



Description: This project includes the analysis, purchase, and implementation of a comprehensive Financial, HR, and Procurement Enterprise Resource Planning (ERP) system for the city. The city has funded a consultant in the IT operating budget to provide guidance on a variety of IT projects, including refining this project's scope and identifying resources needed.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	-
Total FY 2022 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: IT Strategic Plan

Anticipated Project Outcome: Increase in productivity and efficiency.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	FY 2026	FY 2026	FY 2028	FY 2028	4,400,000	4,400,000	-	-
Project Total (\$):					4,400,000	4,400,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	-	-	-	-	-	4,400,000	-	4,400,000
Total Funded (\$)	-	-	-	-	-	4,400,000	-	4,400,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	-	-	-	-	-	4,400,000	-	4,400,000

Operating Cost Impact: The city has engaged a consultant to assist with refining the scope of this project and identifying the resources needed to maintain it. Ongoing operating costs will include license and maintenance agreements, which may be at least partially offset by the funding currently budgeted for the existing financial and HR systems.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Nicholas Obodo, Chief Information Officer, 240-314-8162.

Notes: This project first appeared in the FY 2021 CIP.



Data Center and Disaster Recovery Infrastructure Replacement (GB21)



Description: This project will make significant Data Center improvements and enhancements by giving access to more computing power and storage space as part of the 7-year replacement cycle for Data Center infrastructure. The result will be improved performance and responsiveness of city systems; simplified operational and maintenance activities; quick disaster recovery; reduced carbon footprint; and a smaller, denser, and more efficient and reliable Data Center.

Changes from Previous Year: None.

Current Project Appropriations

Prior Appropriations:	-
Less Expended as of 4/15/21:	-
Total Carryover:	-
New Funding:	-
Total FY 2022 Appropriations:	-

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: IT Strategic Plan

Anticipated Project Outcome: A more efficient and reliable data center.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					-	-	-	-

Project Funding: This project is completely unfunded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	-	-	-	-	-	-	-	-
Total Funded (\$)	-	-	-	-	-	-	-	-
Unfunded (Cap)	-	-	5,872,000	-	-	-	-	5,872,000
Total w/Unfunded (\$)	-	-	5,872,000	-	-	-	-	5,872,000

Operating Cost Impact: No measurable impact.

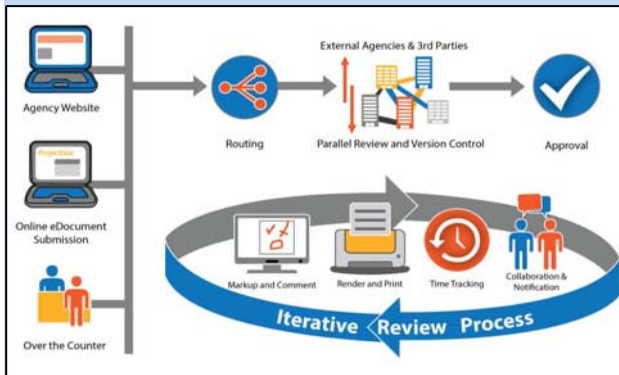
Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Nicholas Obodo, Chief Information Officer, 240-314-8162.

Notes: This project first appeared in the FY 2021 CIP.



Electronic Plan Submission and Review Software (GA19)



Description: This project funds the purchase of web-based plan submission and review software, along with necessary user equipment. This software allows applicants to submit building, development review, and public works plans electronically, and allows internal reviewers to mark up documents concurrently, reducing review time and enhancing cross-departmental coordination. Customers will be able to monitor the review process and submit revisions electronically without having to make multiple trips to City Hall.

Changes from Previous Year: This project will likely change based on changes to the ERP (2B01) project. An immediate non-capital solution was implemented mid-FY 2021.

Current Project Appropriations

Prior Appropriations:	503,600
Less Expended as of 4/15/21:	70,215
Total Carryover:	433,385
New Funding:	-
Total FY 2022 Appropriations:	433,385

Critical Success Factor: Efficient and Effective City Service Delivery

Mandate/Plan: Mayor and Council Priority Initiative to reduce development review times

Anticipated Project Outcome: Reduced review times, enhanced customer communication, and increased customer satisfaction.

Project Timeline and Total Cost by Type: Funding and implementation time for two additional workflows (development review and public works plans) was added. As this project coordinates with ERP (2B01) which has been delayed, the main portion of this project is currently on hold; however, an immediate software solution was funded in the operating budget mid-FY 2021 through a reduction in this project's budget, and project funds will be used for equipment to support implementation.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other (IT services & equip.)	FY 2019	FY 2019	FY 2020	FY 2022	347,600	503,600	156,000	45%
Project Total (\$):					347,600	503,600	156,000	45%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	503,600	-	-	-	-	-	-	503,600
Total Funded (\$)	503,600	-	-	-	-	-	-	503,600
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	503,600	-	-	-	-	-	-	503,600

Operating Cost Impact: Annual costs for MyGovernmentOnline and Bluebeam software.

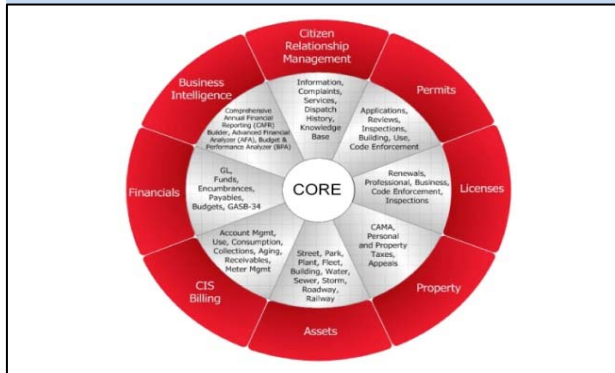
Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	54,380	-	-	-	-	-	54,380

Project Manager: Rabbiah Sabbakhan, Chief of Inspection Services, 240-314-8242.

Notes: This project first appeared in the FY 2019 CIP. FY 2022 work includes full implementation of an immediate solution, funded mid-FY 2021 in the operating budget.



Enterprise Resource Planning System (2B01)



Description: This project includes the analysis, purchase, and implementation of a comprehensive Enterprise Resource Planning (ERP) system for the city. This project funded an upgrade to the finance and HR modules in FY 2016, and includes funding for new asset management and permitting modules. The city has funded a consultant in the IT operating budget to provide guidance on a variety of IT projects, including refining this project's scope and identifying resources needed.

Changes from Previous Year: Staff will likely merge this project with the Core ERP (GA21) project in FY 2023.

Current Project Appropriations

Prior Appropriations:	3,375,000
Less Expended as of 4/15/21:	801,705
Total Carryover:	2,573,295
New Funding:	-
Total FY 2022 Appropriations:	2,573,295

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: IT Strategic Plan

Anticipated Project Outcome: Increase in productivity and efficiency.

Project Timeline and Total Cost by Type: This project was delayed to allow for cross-departmental business process improvement and optimization work, and to engage a consultant to assist with scope refinement and resource requirements. Additional funding was added in FY 2020 in order to fully fund the scale and scope of this project. Project was further delayed after the cancellation of the first contract in late FY 2020.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other (IT services & equip.)	FY 2012	FY 2014	FY 2013	FY 2023	1,500,000	3,375,000	1,875,000	125%
Project Total (\$):					1,500,000	3,375,000	1,875,000	125%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	3,375,000	-	-	-	-	-	-	3,375,000
Total Funded (\$)	3,375,000	-	-	-	-	-	-	3,375,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	3,375,000	-	-	-	-	-	-	3,375,000

Operating Cost Impact: Ongoing annual licensing and maintenance costs will be added at the completion of this project. A vacant FTE from another department was transferred to IT mid-FY 2019 to manage the ERP system.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	236,000	-	-	-	236,000

Project Manager: Nicholas Obodo, Chief Information Officer, 240-314-8162.

Notes: This project first appeared in the FY 2012 CIP. In October 2019, the Mayor and Council approved the award of the ERP System contract; however, contract negotiations with the vendor were unsuccessful and the award was canceled. To provide an immediate solution to the city's permitting and asset management needs the city procured a software solution mid-FY 2021. Assuming the rollout of this immediate solution is successful in FY 2022, the urgency to procure sub-modules of a core ERP system will have been addressed. The city will then focus on procuring core Financial, HR, and Procurement ERP systems unto which all other enterprise ERP sub-modules integrate seamlessly.



Financial System Upgrade (GC21)



Description: This project provides funding for an upgrade to the city's current financial system, which will no longer be supported starting in October 2023. This project is an interim solution that will keep the city operational until resources are available for the new Core Financial, HR, and Procurement ERP (GA21) project. The last financial system upgrade took place in FY 2016.

Changes from Previous Year: Funding for this project was advanced from FY 2022 to mid-FY 2021 in order to utilize reserves.

Current Project Appropriations

Prior Appropriations:	500,000
Less Expended as of 4/15/21:	-
Total Carryover:	500,000
New Funding:	-
Total FY 2022 Appropriations:	500,000

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: IT Strategic Plan

Anticipated Project Outcome: An upgraded, reliable, and user-friendly financial system.

Project Timeline and Total Cost by Type: No change.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	FY 2022	FY 2022	FY 2023	FY 2023	500,000	500,000	-	-
Project Total (\$):					500,000	500,000	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	500,000	-	-	-	-	-	-	500,000
Total Funded (\$)	500,000	-	-	-	-	-	-	500,000
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	500,000	-	-	-	-	-	-	500,000

Operating Cost Impact: No measurable impact.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	-	-	-	-	-	-

Project Manager: Nicholas Obodo, Chief Information Officer, 240-314-8162.

Notes: This project first appeared in the FY 2021 CIP. FY 2022 work includes preparation and commencement of the upgrade.



Gude Yard Recycle Transfer Enclosure (GC19)



Description: This project provides for the installation of a new enclosure at the Gude Maintenance Facility for city trucks to transfer recycle loads to trailers for haul-off. The new structure allows the transfer work to occur under cover, provides fire suppression, stops windblown material in the yard and surrounding properties, improves vehicular traffic in this part of the yard, expands recycling program efficiency, and increases contract hauling/processing options.

Changes from Previous Year: In early FY 2021 the city pursued offsite alternatives to constructing this enclosure. The alternatives proved infeasible, so this project will proceed as described above.

Current Project Appropriations

Prior Appropriations:	533,345
Less Expended as of 4/15/21:	-
Total Carryover:	533,345
New Funding:	-
Total FY 2022 Appropriations:	533,345

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: MDE Solid Waste Transfer Operations Directives

Anticipated Project Outcome: More flexibility to choose haulers and processing plants; reduced windblown recycling materials; safer storage of recycling materials; savings of fuel, city truck wear, and emissions.

Project Timeline and Total Cost by Type: The project has been delayed due to changes in scope and to explore project alternatives.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2019	FY 2021	FY 2019	FY 2022	55,706	55,706	-	-
Construction	FY 2019	FY 2022	FY 2020	FY 2022	477,639	477,639	-	-
Other	-	-	-	-	-	-	-	-
Project Total (\$):					533,345	533,345	-	-

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Ref)	533,345	-	-	-	-	-	-	533,345
Total Funded (\$)	533,345	-	-	-	-	-	-	533,345
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	533,345	-	-	-	-	-	-	533,345

Operating Cost Impact: Electricity (General Fund) and maintenance and repair (Refuse Fund). Additional maintenance funding will be needed in future years as facility ages.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	-	-	500	-	-	-	-	500
Refuse	-	-	4,000	-	-	-	4,000	8,000

Project Manager: Lise Soukup, Principal Environmental Engineer, 240-314-8874.

Notes: This project first appeared in the FY 2019 CIP. FY 2022 includes the completion of design and construction.



I-Net Security Enhancements (GA18)



Description: This project will make significant institutional network security improvements and enhancements. The city's institutional network and systems were not designed for today's internal and external high risk information security and ever evolving threats. The city conducted a Risk and Vulnerability Assessment in 2018; the FY 2020 funding added to this project covers the critical remediation actions recommended in this report.

Changes from Previous Year: Project completion shifted from FY 2021 to FY 2022 due to delays related to the COVID-19 pandemic.

Current Project Appropriations

Prior Appropriations:	2,539,925
Less Expended as of 4/15/21:	2,386,014
Total Carryover:	153,911
New Funding:	-
Total FY 2022 Appropriations:	153,911

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: IT Strategic Plan; 2018 Risk and Vulnerability Assessment Report

Anticipated Project Outcome: Updated and secure IT infrastructure.

Project Timeline and Total Cost by Type: Funding was added to cover the critical remediation actions recommended in the 2018 Risk and Vulnerability Assessment Report. Project completion was delayed due to the COVID-19 pandemic.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other (IT services & equip.)	FY 2018	FY 2018	FY 2021	FY 2022	800,000	2,539,925	1,739,925	217%
Project Total (\$):					800,000	2,539,925	1,739,925	217%

Project Funding: This project is fully funded.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	1,766,000	-	-	-	-	-	-	1,766,000
Paygo (Act)	773,925	-	-	-	-	-	-	773,925
Total Funded (\$)	2,539,925	-	-	-	-	-	-	2,539,925
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	2,539,925	-	-	-	-	-	-	2,539,925

Operating Cost Impact: Additional maintenance costs related to equipment funded in this project.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	277,140	-	300,000	-	-	-	-	577,140

Project Manager: Nicholas Obodo, Chief Information Officer, 240-314-8162.

Notes: This project first appeared in FY 2018. FY 2022 work includes project completion and close out.



Maintenance and Emergency Operations Facility Improvements (GD19)



Description: This project funds the purchase and Phase 1 renovations of a 50,000+ square foot commercial building located at 6 Taft Court, adjacent to the city's Gude Maintenance Facility. Phase 1 will create an Emergency Operations Center and renovate two floors of the north wing and atrium for city employees currently working at the Gude Facility, which is past its life span and does not meet accessibility standards or provide adequate space for current operations.

Changes from Previous Year: Master Space Plan for ultimate use of both 6 Taft Court and City Hall has delayed the project.

Current Project Appropriations

Prior Appropriations:	11,935,124
Less Expended as of 4/15/21:	<u>6,042,512</u>
Total Carryover:	5,892,612
New Funding:	<u>-</u>
Total FY 2022 Appropriations:	5,892,612

Critical Success Factor: Stewardship of Infrastructure and Env.

Mandate/Plan: Continuation of Gude Maintenance Facility Improvements

Anticipated Project Outcome: Functional, accessible, and modern building to house maintenance and emergency operations as well as other city programs and resources.

Project Timeline and Total Cost by Type: Project scope and timeline changed to include purchase and partial renovation of an adjacent property rather than constructing a smaller facility on the current property. Schedule has been delayed to complete a Master Space Plan for the ultimate use of both 6 Taft Court and City Hall.

Type	Estimated Start		Estimated Completion		Estimated Cost			
	Original	Current	Original	Current	Original	Current	\$ Change	% Change
Planning / Design	FY 2019	FY 2019	FY 2020	FY 2022	955,124	300,000	(655,124)	-69%
Construction	FY 2021	FY 2022	FY 2022	FY 2023	6,367,500	5,555,124	(812,376)	-13%
Other (land acquisition/FFE)	-	FY 2019	-	FY 2019	-	6,080,000	6,080,000	-
Project Total (\$):					7,322,624	11,935,124	4,612,500	63%

Project Funding: The full scope of this project is under review. Additional funding will be required to renovate remaining floors of 6 Taft Court and City Hall as per the Master Space Plan.

Source	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
Paygo (Cap)	4,935,124	-	-	-	-	-	-	4,935,124
Bonds (Cap)	7,000,000	-	-	-	-	-	-	7,000,000
Total Funded (\$)	11,935,124	-	-	-	-	-	-	11,935,124
Unfunded (Cap)	-	-	-	-	-	-	-	-
Total w/Unfunded (\$)	11,935,124	-	-	-	-	-	-	11,935,124

Operating Cost Impact: General facility maintenance and utilities. Costs are estimated based on comparable City Hall expenses. Additional costs to fund ongoing needs for the remainder of the building will be identified once the use is determined. Due to the delay in this project OCI funding added in prior years has been reduced to the amount needed for utilities and basic services. The remaining funding will be added back when this phase is complete.

Fund	Prior	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Future	Total
General	70,000	-	210,930	-	-	-	-	280,930

Project Manager: John W. Hollida, Engineering Supervisor, 240-314-8526.

Notes: This project first appeared in the FY 2019 CIP. FY 2022 work includes design and initial construction of renovations.





Non-Departmental Revenues and Expenses by Fund

Non-Departmental revenues and expenses are defined as income or obligations that are not directly attributable to one particular department or activity. A majority of the revenues in this category represent tax revenue, utility charges for services, and investment related income. Expenses in this category represent overhead or “costs of doing business.” For example, items that the city must continue to fund in order to operate, like the purchase of citywide insurance, or where a long-standing financial commitment exists, such as debt service and the city-funded disability program, are included in this area. The majority of the revenues and expenses in the Non-Departmental budget are managed by the Department of Finance.

Summary of the FY 2022 Non-Departmental Budget

	General	Speed Camera	Debt Service	Water	Sewer	Refuse	SWM	Parking	RedGate	Total All Funds
Revenue (\$)	72,396,860	10,000	4,522,000	13,672,620	15,308,180	6,489,580	5,200,140	2,223,170	1,400	119,823,950
Expense (\$)	15,917,370	204,760	4,656,500	6,301,920	7,756,990	2,023,880	2,167,640	1,061,640	102,360	40,193,060

	General			Speed Camera			Debt Service		
	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted
<i>Revenue</i>									
Property Taxes	42,551,677	43,816,000	44,890,000	-	-	-	-	-	-
Other Gov't.	21,976,102	20,480,950	22,113,980	-	-	-	-	-	-
Fine/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	1,011,669	201,000	201,000	13,288	10,000	10,000	80,768	31,000	22,000
Charges for Serv.	1,851	15,000	15,000	-	-	-	-	-	-
Licenses/Permits	31,073	130,000	130,000	-	-	-	-	-	-
Other Revenue	5,143,344	5,338,220	5,046,880	-	-	-	-	-	-
Total Revenue	70,715,716	69,981,170	72,396,860	13,288	10,000	10,000	80,768	31,000	22,000
Transfers In	-	-	-	-	-	-	12,915,000	4,800,000	4,500,000
Total (\$)	70,715,716	69,981,170	72,396,860	13,288	10,000	10,000	12,995,768	4,831,000	4,522,000
<i>Expenses</i>									
Personnel	1,717,715	1,421,040	1,737,730	5,170	4,270	4,860	-	-	-
Operating	523,354	986,760	1,013,230	4,068	25,690	25,900	40,222	-	40,000
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	-	-	-	172,000	177,000	174,000	-	-	-
Other	-	20,000	20,000	-	-	-	26,000	-	-
Total Oper. Exp.	2,241,069	2,427,800	2,770,960	181,238	206,960	204,760	66,222	-	40,000
Principal	-	-	-	-	-	-	1,438,225	4,196,100	3,722,500
Interest	-	-	-	-	-	-	12,112,488	1,212,600	894,000
CIP Transfer	9,800,000	6,330,000	7,000,000	-	-	-	-	-	-
Transfers Out	6,155,250	6,214,240	6,146,410	-	-	-	-	-	-
Total (\$)	18,196,319	14,972,040	15,917,370	181,238	206,960	204,760	13,616,935	5,408,700	4,656,500



Non-Departmental Revenues and Expenses by Fund (continued)

	Water			Sewer			Refuse		
	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted
<i>Revenue</i>									
Property Taxes	-	-	-	-	-	-	-	-	-
Other Gov't.	-	-	-	-	-	-	-	-	-
Fine/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	45,447	52,400	-	2,501	-	-	37,023	17,000	9,080
Charges for Serv.	13,191,215	13,919,400	13,029,000	15,518,518	15,774,300	15,011,800	6,188,819	6,133,400	6,423,200
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	268,450	230,700	310,430	282,162	238,830	296,380	18,633	9,100	9,100
Total Revenue	13,505,112	14,202,500	13,339,430	15,803,181	16,013,130	15,308,180	6,244,475	6,159,500	6,441,380
Transfers In	306,590	306,590	333,190	-	-	-	46,730	46,730	48,200
Total (\$)	13,811,702	14,509,090	13,672,620	15,803,181	16,013,130	15,308,180	6,291,205	6,206,230	6,489,580
<i>Expenses</i>									
Personnel	159,230	196,670	210,850	92,276	103,100	110,290	145,065	176,500	189,140
Operating	111,988	157,980	146,370	69,857	145,350	134,560	39,303	106,450	148,340
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	1,284,000	1,292,000	1,375,000	674,000	637,000	639,000	1,021,000	1,119,000	1,137,000
Other	3,571,273	3,553,200	3,609,700	4,969,555	5,077,600	5,334,950	457,749	519,200	531,900
Total Oper. Exp.	5,126,491	5,199,850	5,341,920	5,805,688	5,963,050	6,218,800	1,663,117	1,921,150	2,006,380
Principal	-	-	-	-	-	-	-	-	-
Interest	915,586	997,600	960,000	1,541,297	1,495,600	1,205,000	26,131	22,000	17,500
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	306,590	306,590	333,190	-	-	-
Total (\$)	6,042,077	6,197,450	6,301,920	7,653,575	7,765,240	7,756,990	1,689,248	1,943,150	2,023,880



Non-Departmental Revenues and Expenses by Fund (continued)

	Stormwater Management			Parking			RedGate Golf Course		
	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted
<i>Revenue</i>									
Property Taxes	-	-	-	160,762	160,850	159,000	-	-	-
Other Gov't.	-	-	-	313,349	315,000	315,000	-	-	-
Fine/Forfeitures	-	-	-	-	-	-	-	-	-
Use Money/Prop.	95,384	112,000	31,000	16,716	51,000	51,000	-	-	-
Charges for Serv.	5,101,779	5,140,000	5,140,000	-	-	-	-	-	-
Licenses/Permits	-	-	-	-	-	-	-	-	-
Other Revenue	82,998	41,300	29,140	101,292	60,840	198,170	8,552	1,400	1,400
Total Revenue	5,280,161	5,293,300	5,200,140	592,119	587,690	723,170	8,552	1,400	1,400
Transfers In	-	-	-	1,100,000	1,250,000	1,500,000	-	-	-
Total (\$)	5,280,161	5,293,300	5,200,140	1,692,119	1,837,690	2,223,170	8,552	1,400	1,400
<i>Expenses</i>									
Personnel	101,903	118,900	127,030	24,537	12,270	13,830	-	-	-
Operating	30,150	92,920	94,290	89,177	26,920	27,180	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Administrative	700,000	773,000	770,000	87,000	90,000	88,000	-	-	-
Other	962,142	1,002,000	1,164,260	2,389,577	173,530	173,530	488,442	100,600	100,600
Total Oper. Exp.	1,794,195	1,986,820	2,155,580	2,590,291	302,720	302,540	488,442	100,600	100,600
Principal	-	-	-	-	-	-	-	-	-
Interest	50,630	44,550	12,060	711,924	813,300	759,100	3,260	2,640	1,760
CIP Transfer	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total (\$)	1,844,825	2,031,370	2,167,640	3,302,215	1,116,020	1,061,640	491,702	103,240	102,360



Full Time Equivalent Position Summary

The city's total regular staffing level increased by a net 3.0 regular full time equivalent (FTE) positions from the FY 2021 budget to the FY 2022 budget, all in the General Fund. The left side of the table below includes the changes to regular FTEs by fund and by department, along with the associated personnel budget impact. The right side of the table shows the changes in FTEs by department due to the transfer of existing positions to the newly created Department of Housing and Community Development (HCD) at the start of FY 2021. The following two pages contain a five year presentation of the city's regular and temporary FTEs by fund and department.

General Fund Position Change Summary			3.0	Positions Transferred to New HCD Department		14.0
City Manager's Office			2.0	City Manager's Office		(1.0)
Assistant to the City Manager for Social Justice,				Human Rights & Community Mediation Admin.		(1.0)
Inclusion, & Diversity	\$112,040	1.0		Planning and Development Services		(4.0)
Digital Engagement Specialist	\$78,400	1.0		Dir. of Housing & Community Development		(1.0)
Planning and Development Services			1.0	Housing Specialist		(1.0)
Senior Forestry Inspector	\$91,530	1.0		Landlord/Tenant Specialist		(1.0)
				Rehabilitation Specialist		(1.0)
				Recreation and Parks		(9.0)
				Administrative Assistant		(1.0)
				Community Services Manager		(1.0)
				Community Services Outreach Worker		(1.0)
				Community Services Program Analyst		(1.0)
				Community Services Program Coordinator		(2.0)
				Linkages to Learning Specialist		(1.0)
				Linkages to Learning Site Coordinator		(1.0)
				Youth and Family Counselor		(1.0)

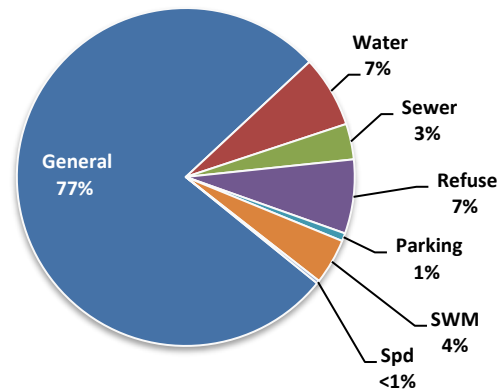
Towards the end of the FY 2021 budget process, the Mayor and Council approved the unfunding of six positions due to the financial constraints associated with the COVID-19 pandemic. These six positions remain unfunded for FY 2022 and are not included in the authorized FTE counts that appear on the following pages. These six positions are listed below.

Frozen/Unfunded Positions		6.0
Planning and Development Services		3.0
Executive Assistant		1.0
Senior Planner		2.0
Police		1.0
Police Major		1.0
Recreation and Parks		2.0
Construction Projects Manager		1.0
Tree Climber		1.0



Full Time Equivalent Position Summary by Fund

All regular and temporary positions are charged against a fund (or funds) based on the scope of the work being performed. Of the city's eleven operating funds, seven funds support employee salaries and benefits for FY 2022. Below is the breakdown of FTEs added and deleted by fund for FY 2022. The city's largest fund, the General Fund, supports 77 percent of all regular FTEs.



Total Regular Positions by Fund

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	Additions	Deletions	FY 2022 Adopted	FTE Change
General	401.95	402.95	406.15	402.35	3.00		405.35	3.00
Water	36.65	36.75	35.95	35.95	-	-	35.95	-
Sewer	18.60	18.60	17.90	17.90	-	-	17.90	-
Refuse	33.20	33.20	34.20	37.20	-	-	37.20	-
Parking	4.00	4.00	4.00	4.00	-	-	4.00	-
Stormwater Management	21.00	21.10	22.90	22.90	-	-	22.90	-
Speed Camera	1.50	1.50	1.50	1.50	-	-	1.50	-
Regular FTE Total	516.90	518.10	522.60	521.80	3.00	-	524.80	3.00

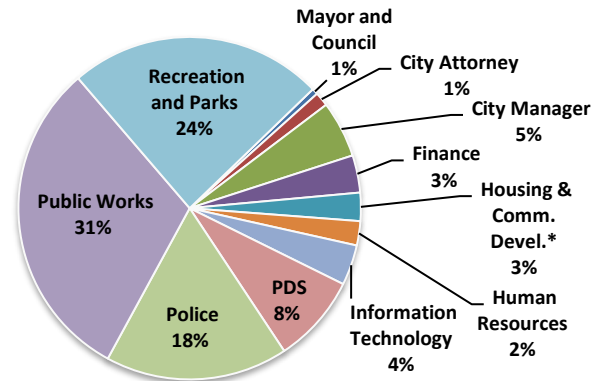
Total Temporary Positions by Fund

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	Additions	Deletions	FY 2022 Adopted	FTE Change
General	92.2	94.1	94.8	95.7	4.1	(6.8)	93.0	(2.70)
Water	0.8	0.8	0.3	0.8	-	(0.5)	0.3	(0.5)
Sewer	0.3	0.3	0.3	-	0.3	-	0.3	0.3
Refuse	1.5	2.5	2.5	3.5	-	(1.5)	2.0	(1.5)
Stormwater Management	0.3	0.3	0.3	0.2	0.1	-	0.3	0.1
Temporary FTE Total	95.1	98.0	98.2	100.2	4.5	(8.8)	95.9	(4.3)
All FTE Total	612.0	616.1	620.8	622.0	7.5	(8.8)	620.7	(1.3)



Full Time Equivalent Position Summary by Department

All regular and temporary positions are charged to one of the city's eleven operating departments. No positions are charged against the multi-year capital budget. Below is the breakdown of FTEs added and deleted by department for FY 2022. The city's two largest departments, Public Works and Recreation and Parks, support approximately 55 percent of all regular FTEs.



Total Regular Positions by Department

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	Additions	Deletions	FY 2022 Adopted	FTE Change
Mayor and Council	3.0	3.0	3.0	3.0	-	-	3.0	-
City Attorney	6.0	6.0	7.0	7.0	-	-	7.0	-
City Manager	28.0	27.0	27.0	27.0	2.0	(1.0)	28.0	1.0
Finance	19.5	18.5	18.5	18.5	-	-	18.5	-
Housing & Comm. Devel.*	-	-	-	-	14.0	-	14.0	14.0
Human Resources	11.0	12.0	12.0	12.0	-	-	12.0	-
Information Technology	18.0	19.0	20.0	20.0	-	-	20.0	-
PDS	42.0	41.0	50.0	47.0	1.0	(4.0)	44.0	(3.0)
Police	95.5	96.5	89.5	90.5	-	-	90.5	-
Public Works	155.8	156.0	158.5	161.5	-	-	161.5	-
Recreation and Parks	138.1	139.1	137.1	135.3	-	(9.0)	126.3	(9.0)
Regular FTE Total	516.9	518.1	522.6	521.8	17.0	(14.0)	524.8	3.0

Total Temporary Positions by Department

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	Additions	Deletions	FY 2022 Adopted	FTE Change
Mayor and Council	0.1	0.2	0.2	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-
City Manager	1.4	1.6	1.5	1.5	-	-	1.5	-
Finance	-	-	-	-	-	-	-	-
Housing & Comm. Devel.*	-	-	-	-	1.9	-	1.9	1.9
Human Resources	-	-	-	-	-	-	-	-
Information Technology	-	-	-	-	-	-	-	-
PDS	-	-	-	-	1.6	-	1.6	1.6
Police	-	-	-	-	-	-	-	-
Public Works	3.5	4.5	4.0	5.0	0.5	(2.1)	3.4	(1.6)
Recreation and Parks	90.1	91.7	92.5	93.7	0.5	(6.7)	87.5	(6.2)
Temporary FTE Total	95.1	98.0	98.2	100.2	4.5	(8.8)	95.9	(4.3)
All FTE Total	612.0	616.1	620.8	622.0	21.5	(22.8)	620.7	(1.3)

*The Department of Housing and Community Development was created at the start of FY 2021; FTEs were moved after budget adoption.



FY 2022 Position Control Summary by Department

Department: Mayor and Council	3.0	Department: City Manager	28.0
Division: Office of the City Clerk/Dir. Council Ops.	3.0	Division: Administration	7.5
City Clerk/Director of Council Ops. (appointed)	1.0	Cost Center: Administration	5.5
Deputy City Clerk (AD111)	1.0	Administrative Assistant (AD106)	1.0
Executive Assistant (AD109)	1.0	Assistant to the City Mgr for Social Justice (AD114)	1.0
		City Hall Facilities Specialist (AD105)	0.5
		City Manager (appointed)	1.0
		Deputy City Manager (AD124)	1.0
		Executive Assistant (AD109)	1.0
Department: City Attorney	7.0	Cost Center: Community Support and Intergov'tal Affairs	2.0
Division: Office of the City Attorney	7.0	Assistant to the City Manager (AD114)	1.0
Assistant City Attorney (AD118)	1.0	Management Assistant (AD112)	1.0
Assistant to the City Attorney (AD114)	1.0	Cost Center: REDI	-
City Attorney (appointed)	1.0	Division: Procurement	8.5
Deputy City Attorney (AD123)	1.0	Cost Center: Procurement	5.5
Legal Executive Assistant (AD109)	1.0	Administrative Assistant (AD106)	0.5
Senior Assistant City Attorney (AD120)	2.0	Buyer (AD108)	1.0
		Director of Procurement (AD122)	1.0
Department: Finance	18.5	Principal Buyer (AD114)	2.0
Division: Administration and Budget	5.0	Senior Buyer (AD109)	1.0
Chief Financial Officer/Director (AD124)	1.0	Cost Center: Stockroom	3.0
Deputy Chief Financial Officer (AD123)	1.0	Inventory Services Clerk (AD107)	2.0
Financial Systems Manager (AD117)	1.0	Inventory Services Supervisor (AD108)	1.0
Management and Budget Analyst (AD113)	1.0	Division: Public Info. and Community Engagement	12.0
Senior Management and Budget Analyst (AD115)	1.0	Cost Center: Cable Television	4.0
Division: Accounting and Control	7.5	Communications Manager (AD115)	1.0
Accountant (AD111)	1.0	Digital Engagement Specialist (AD107)	1.0
Director of Accounting (AD122)	1.0	Multi-Media Production Specialist (AD109)	1.0
Fiscal Assistant (AD106)	1.5	Television Production Specialist (AD108)	1.0
Payroll Supervisor (AD110)	1.0	Cost Center: Cable TV Equipment	-
Senior Accountant (AD114)	1.0	Cost Center: Graphics and Printing	2.5
Senior Fiscal Assistant (AD107)	2.0	Copy Center/Mail Specialist (AD105)	1.0
Division: Utility Billing	6.0	Graphics Specialist (AD108)	1.5
Utility Billing and Revenue Manager (AD116)	1.0	Cost Center: Public Info. and Community Engagement	4.0
Utility Revenue Specialist (AD106)	5.0	Director of Communications (AD122)	1.0
		Public Information Specialist (AD109)	2.0
		Sr. Neighborhood Resources Coordinator (AD113)	1.0
		Cost Center: Website and Internet	1.5
		Communications Manager (AD115)	1.0
		Graphics Specialist (AD108)	0.5



FY 2022 Position Control Summary by Department (continued)

Department: Human Resources	12.0	Department: Housing & Community Development	14.0
<i>Division: Human Resources</i>	<i>9.0</i>	<i>Division: Administration</i>	<i>5.0</i>
Benefits Manager (AD115)	1.0	Administrative Assistant (AD106)	1.0
Deputy Director (AD120)	1.0	Community Services Manager (AD115)	1.0
Director (AD124)	1.0	Dir. of Housing and Community Dev. (AD124)	1.0
General Service Aide (AD101)	1.0	Grants and Program Analyst (AD111)	1.0
Human Resources Administrator (AD114)	1.0	Housing Specialist (AD111)	1.0
Human Resources Assistant (AD106)	1.0		
Human Resources Associate (AD108)	2.0	<i>Division: Community Services</i>	<i>5.0</i>
Human Resources Specialist (AD112)	1.0	<i>Cost Center: Caregiver Grants</i>	-
<i>Division: Health and Wellness Program</i>	<i>1.0</i>	<i>Cost Center: Holiday Drive Fund</i>	-
Health and Wellness Program Manager (AD113)	1.0	<i>Cost Center: Linkages to Learning</i>	2.0
<i>Division: Safety and Risk Management</i>	<i>2.0</i>	Linkages to Learning Site Coordinator (AD111)	1.0
Safety Specialist (AD112)	1.0	Linkages to Learning Specialist (AD109)	1.0
Safety and Risk Manager (AD118)	1.0	<i>Cost Center: Youth Development and Family Services</i>	3.0
		Community Services Outreach Worker (AD107)	1.0
		Community Services Program Coord. (AD109)	1.0
		Youth and Family Counselor (AD112)	1.0
Department: Information Technology	20.0	<i>Division: Housing and Neighborhood Services</i>	<i>4.0</i>
<i>Division: IT Operations</i>	<i>16.0</i>	<i>Cost Center: CDBG</i>	-
Application Developer (AD115)	1.0	<i>Cost Center: Housing Opportunities Fund</i>	-
Chief Information Officer (AD124)	1.0	<i>Cost Center: Housing Programs</i>	4.0
Information Systems Engineer (AD112)	4.0	Community Services Program Coord. (AD109)	1.0
IT End User Services Manager (AD116)	1.0	Housing Programs Supervisor (AD113)	1.0
IT Enterprise Project Manager (AD116)	1.0	Human Rights & Comm. Mediation Admin (AD111)	1.0
IT Infrastructure Manager (AD117)	1.0	Rehabilitation Specialist (AD110)	1.0
Office Manager (AD108)	1.0	<i>Cost Center: REAP Endowment Fund</i>	-
Senior ERP Systems Analyst (AD117)	1.0		
Senior Information Systems Engineer (AD115)	2.0		
Senior Systems Analyst (AD116)	1.0		
Systems Analyst (AD114)	2.0		
<i>Division: GIS Operations</i>	<i>1.0</i>	Department: PDS	44.0
Manager, Application Development & GIS (AD116)	1.0	<i>Division: Management and Support</i>	<i>4.0</i>
<i>Division: IT Security</i>	<i>2.0</i>	Asst. Dir. of Planning and Econ. Dev. (AD119)	1.0
Info. Systems Security & Compliance Mgr. (AD116)	1.0	Director (AD124)	1.0
Information Systems Security Engineer (AD114)	1.0	Principal Planner (AD113)	1.0
<i>Division: Voice Communications</i>	<i>1.0</i>	Special Projects & Records Mgmt. Admin. (AD112)	1.0
Telecommunications Systems Admin. (AD110)	1.0	<i>Division: Comprehensive Planning</i>	<i>4.0</i>
		<i>Cost Center: Historic Preservation</i>	1.0
		Principal Planner (AD113)	1.0
		<i>Cost Center: Long Range Planning</i>	3.0
		Chief of Long Range Planning (AD118)	1.0
		Principal Planner (AD113)	2.0



FY 2022 Position Control Summary by Department (continued)

Department: PDS (continued)

Division: Development Services	8.0
Development Services Manager (AD116)	1.0
Development Services Supervisor (AD115)	1.0
Permit Technician (AD108)	3.0
Planning Technician (AD108)	2.0
Software Support Specialist (AD112)	1.0
Division: Inspection Services	21.0
Cost Center: Administration, Plan Review, and Fire Marshal	9.0
Building Plans Examiner Supervisor (AD113)	1.0
Chief of Inspection Services (AD118)	1.0
Codes Inspector (AD109)	1.0
Fire Code Plans Examiner (AD110)	1.0
Fire Marshal (AD114)	1.0
Fire Protection Engineer (AD113)	1.0
Plans Examiner (AD111)	1.0
Senior Codes Inspector (AD110)	1.0
Senior Plans Examiner (AD112)	1.0
Cost Center: Building Inspections	5.0
Codes Inspector (AD109)	2.0
Inspection Supervisor (AD112)	1.0
Senior Codes Inspector (AD110)	2.0
Cost Center: Comm. Enhancement and Code Enforcement	7.0
Comm. Enhance/Code Enforce. Mgr. (AD115)	1.0
Comm. Enhance/Codes Inspector (AD109)	5.0
Senior Codes Inspector (AD110)	1.0
Division: Zoning and Development Review	7.0
Chief of Zoning (AD118)	1.0
Deputy Zoning Manager (AD115)	1.0
Planning Supervisor (AD115)	1.0
Principal Planner (AD113)	3.0
Senior Forestry Inspector (AD110)	1.0

Department: Police

90.5

Division: Office of the Chief of Police	5.0
Chief of Police (AD124)	1.0
Deputy Chief of Police (AD122)	1.0
Emergency Manager (AD118)	1.0
Executive Assistant (AD109)	1.0
Police Lieutenant (PL116)	1.0
Division: Administrative Services Bureau	22.5
Cost Center: Management and Support	4.5
Administrative Assistant (AD106)	1.0
Office Manager (AD108)	1.0
Police Lieutenant (PL116)	1.0
Police Service Aide (AD105)	0.5
Records Management Clerk (AD105)	1.0
Cost Center: Neighborhood Services	4.0
Neighborhood Services Officer (AD107)	3.0
Secretary (AD105)	1.0
Cost Center: Parking Enforcement	4.0
Parking Enforcement Officer (AD105)	4.0
Cost Center: Public Safety Comm. / Prop. & Evidence	7.0
Police Communications Operator (AD108)	6.0
Support Services Coordinator (AD112)	1.0
Cost Center: Redlight Camera	1.5
Parking and Photo Enforcement Supv. (AD110)	0.5
Photo Enforcement Analyst (AD105)	1.0
Cost Center: Speed Camera	1.5
Parking and Photo Enforcement Supv. (AD110)	0.5
Photo Enforcement Analyst (AD105)	1.0
Division: Field Services Bureau	63.0
Cost Center: Management and Support	2.0
Crime Analyst (AD108)	1.0
Police Major (PL119)	1.0
Cost Center: Community Services Office	1.0
Police Officer I / Ofc. II / Corporal (PL110-PL112)	1.0
Cost Center: Patrol Teams	51.0
Police Lieutenant (PL116)	3.0
Police Officer I / Ofc. II / Corporal (PL110-PL112)	42.0
Police Sergeant (PL114)	6.0
Cost Center: Special Operations Unit	9.0
Police Officer I / Ofc. II / Corporal (PL110-PL112)	8.0
Police Sergeant (PL114)	1.0



FY 2022 Position Control Summary by Department (continued)

Department: Public Works	161.50
Division: Management and Support	15.50
<i>Cost Center: Management and Support</i>	<i>4.50</i>
Administrative Assistant (AD106)	1.00
Deputy Director (AD120)	1.00
Director (AD124)	1.00
Public Works Administrator (AD113)	1.00
Secretary (AD105)	0.50
<i>Cost Center: Sewage Disposal</i>	<i>-</i>
<i>Cost Center: Water Treatment Plant</i>	<i>11.00</i>
Asst. WTP Superintendent (AD113)	1.00
Water Treatment Plant Operator (AD108)	7.00
Water Treatment Plant Shift Leader (AD109)	2.00
Water Treatment Plant Superintendent (AD116)	1.00
Division: Construction Management	10.00
Chief of Construction Management (AD116)	1.00
Inspection Aide (AD104)	1.00
Principal Construction Inspector (AD112)	1.00
Senior Construction Inspector (AD110)	7.00
Division: Engineering	15.00
Chief of Engineering (AD118)	1.00
Engineering Supervisor (AD116)	2.00
Engineering Technician (AD109)	3.00
GIS Specialist (AD111)	1.00
Principal Civil Engineer (AD114)	3.00
Senior Civil Engineer (AD113)	4.00
Senior Engineering Technician (AD110)	1.00

Department: Public Works (continued)	
Division: Environmental Management	43.40
<i>Cost Center: Environmental Management</i>	<i>1.40</i>
Chief of Environmental Management (AD118)	0.40
Environmental Specialist (AD109)	0.20
Sustainability Coordinator (AD115)	0.80
<i>Cost Center: Recycling and Refuse Collection</i>	<i>34.70</i>
Administrative Assistant (AD106)	0.25
Chief of Environmental Management (AD118)	0.30
Crew Supervisor-Public Works I (AD108)	2.00
Crew Supervisor-Public Works II (AD109)	0.50
Maintenance Communications Operator (AD105)	0.75
Maintenance Worker-Public Works I (UN103)	1.75
Maintenance Worker-Public Works II (UN104)	1.50
Operations Maintenance Assistant Super. (AD114)	0.25
Recycling and Refuse Superintendent (AD113)	1.00
Sanitation Operator (UN105)	11.00
Sanitation Worker (UN104)	15.00
Secretary (AD105)	0.40
<i>Cost Center: SWM and Implementation</i>	<i>7.30</i>
Chief of Environmental Management (AD118)	0.30
Environmental Outreach Specialist (AD109)	1.00
Environmental Specialist (AD109)	0.80
Principal Environmental Engineer (AD114)	1.00
Senior Enviro. Compliance Inspector (AD110)	2.00
Senior Sediment and Erosion Inspector (AD110)	1.00
Stormwater Manager (AD115)	1.00
Sustainability Coordinator (AD115)	0.20
Division: Fleet Services	13.00
Administrative Assistant (AD106)	1.00
Fleet Maintenance Supervisor (AD110)	1.00
Fleet Manager (AD114)	1.00
Fleet Mechanic I (AD105)	3.00
Fleet Mechanic II (AD106)	1.00
Fleet Mechanic III (AD107)	6.00



FY 2022 Position Control Summary by Department (continued)

Department: Public Works (continued)

Division: Operations Maintenance	56.60
<i>Cost Center: Sewer Maintenance</i>	<i>13.70</i>
Administrative Assistant (AD106)	0.25
Administrative Specialist (AD108)	0.25
Crew Supervisor-Public Works II (AD109)	2.00
Maintenance Worker-Public Works I (UN103)	3.00
Maintenance Worker-Public Works II (UN104)	7.00
Operations Maintenance Assistant Super. (AD114)	0.75
Operations Maintenance Superintendent (AD117)	0.25
Secretary (AD105)	0.20
<i>Cost Center: Snow and Ice Removal</i>	<i>-</i>
<i>Cost Center: Stormwater Maintenance</i>	<i>6.50</i>
Administrative Specialist (AD108)	0.25
Crew Supervisor-Public Works II (AD109)	0.75
Maintenance Worker-Public Works I (UN103)	2.00
Maintenance Worker-Public Works II (UN104)	3.00
Operations Maintenance Assistant Super. (AD114)	0.25
Operations Maintenance Superintendent (AD117)	0.25
<i>Cost Center: Street Maintenance</i>	<i>21.45</i>
Administrative Assistant (AD106)	0.25
Administrative Specialist (AD108)	0.25
Crew Supervisor-Public Works II (AD109)	2.75
Maintenance Communications Operator (AD105)	0.25
Maintenance Worker-Public Works I (UN103)	5.25
Maintenance Worker-Public Works II (UN104)	9.50
Operations Maintenance Assistant Super. (AD114)	0.75
Operations Maintenance Superintendent (AD117)	0.25
Secretary (AD105)	0.20
Traffic Maintenance Worker (UN105)	2.00
<i>Cost Center: Water Systems Maintenance</i>	<i>14.95</i>
Administrative Assistant (AD106)	0.25
Administrative Specialist (AD108)	0.25
Crew Supervisor-Public Works II (AD109)	2.00
Maintenance Worker-Public Works I (UN103)	5.00
Maintenance Worker-Public Works II (UN104)	6.00
Operations Maintenance Assistant Super. (AD114)	1.00
Operations Maintenance Superintendent (AD117)	0.25
Secretary (AD105)	0.20

Department: Public Works (continued)

Division: Traffic and Transportation	8.00
<i>Cost Center: Traffic Operations and Streetlights</i>	<i>8.00</i>
Chief of Traffic and Transportation (AD118)	1.00
Principal Transportation Engineer (AD114)	2.00
Senior Transportation Engineer (AD113)	1.00
Senior Transportation Planner (AD111)	2.00
Traffic Signal and Lighting Technician (AD110)	2.00
<i>Cost Center: Transportation Improvement Plan</i>	<i>-</i>

Department: Recreation and Parks

126.3

Division: Rec. and Parks Administration	6.5
<i>Cost Center: Recreation and Parks Administration</i>	<i>5.5</i>
Deputy Director (AD120)	1.0
Director (AD124)	1.0
Program Support Supervisor (AD109)	1.0
Rec. and Parks Marketing Devel. Mgr. (AD114)	1.0
Secretary (AD105)	0.5
Secretary/Bookkeeper (AD106)	1.0
<i>Cost Center: Capital Projects</i>	<i>1.0</i>
Parks and Facilities Devel. Coordinator (AD111)	1.0
Division: Parks and Facilities Maintenance	57.0
<i>Cost Center: Parks Administration and Support</i>	<i>6.0</i>
Administrative Assistant (AD106)	1.0
Administrative Specialist (AD108)	1.0
Parks and Facilities Manager (AD111)	1.0
Parks Equipment Mechanic (AD107)	1.0
Sanitation Operator-R&P (UN105)	1.0
Superintendent of Parks and Facilities (AD117)	1.0
<i>Cost Center: Athletic Field Services</i>	<i>6.5</i>
Crew Supervisor-R&P I (AD108)	1.0
Maintenance Supervisor-Athletic Fields (AD106)	1.0
Maintenance Worker-R&P I (UN103)	3.0
Maintenance Worker-R&P II (UN104)	1.0
Parks Maintenance Manager (AD114)	0.5



FY 2022 Position Control Summary by Department (continued)

Department: Recreation and Parks (continued)

Division: Parks and Facilities Maintenance (continued)

<i>Cost Center: East Parks Services</i>	<i>5.5</i>
Crew Supervisor-R&P I (AD108)	1.0
Maintenance Worker-R&P I (UN103)	3.0
Maintenance Worker-R&P II (UN104)	1.0
Parks Maintenance Manager (AD114)	0.5
<i>Cost Center: Facilities Maintenance</i>	<i>16.0</i>
Crew Supervisor-R&P II (AD109)	2.0
Facilities Engineer (AD108)	2.0
Facilities Engineer Supervisor (AD109)	1.0
Facilities Maintenance Specialist (AD110)	1.0
Facilities Maintenance Trades Worker (UN106)	5.0
Facilities Property Manager (AD116)	1.0
Maintenance Worker-R&P I (UN103)	3.0
Maintenance Worker-R&P II (UN104)	1.0
<i>Cost Center: Forest and Tree Preservation</i>	<i>-</i>
<i>Cost Center: Horticulture Services</i>	<i>7.0</i>
Crew Supervisor-R&P I (AD108)	1.0
Horticulturalist (AD114)	1.0
Maintenance Worker-R&P I (UN103)	3.0
Maintenance Worker-R&P II (UN104)	1.0
Parks Maintenance Specialist (AD109)	1.0
<i>Cost Center: Park Maintenance Fund</i>	<i>-</i>
<i>Cost Center: Rights-of-Way Services</i>	<i>3.5</i>
Crew Supervisor-R&P I (AD108)	1.0
Maintenance Worker-R&P I (UN103)	1.0
Maintenance Worker-R&P II (UN104)	1.0
Parks Maintenance Manager (AD114)	0.5
<i>Cost Center: Urban Forestry Maintenance</i>	<i>6.0</i>
Certified Tree Climber (UN106)	1.0
City Forester (AD114)	1.0
Crew Supervisor-R&P II (AD109)	1.0
Maintenance Worker-R&P I (UN103)	1.0
Tree Climber (UN105)	2.0
<i>Cost Center: West Parks Services</i>	<i>6.5</i>
Crew Supervisor-R&P I (AD108)	1.0
Maintenance Worker-R&P I (UN103)	4.0
Maintenance Worker-R&P II (UN104)	1.0
Parks Maintenance Manager (AD114)	0.5

Department: Recreation and Parks (continued)

Division: Recreation Facilities

24.5

<i>Cost Center: Civic Center Complex</i>	<i>9.0</i>
Administrative Assistant (AD106)	1.0
Box Office and Marketing Manager (AD106)	1.0
Community Facilities Superintendent (AD117)	1.0
Crew Supervisor-R&P II (AD109)	1.0
Maintenance Worker-R&P II (UN104)	2.0
Office Manager (AD108)	1.0
Theatre and Civic Center Supervisor (AD112)	1.0
Theatre Production Specialist (AD109)	1.0
<i>Cost Center: Croydon Creek Nature Center</i>	<i>2.0</i>
Assistant Community Center Supervisor (AD109)	1.0
Nature Center Supervisor (AD112)	1.0
<i>Cost Center: Glenview Mansion Fund</i>	<i>-</i>
<i>Cost Center: Lincoln Park Community Center</i>	<i>2.5</i>
Recreation Facilities Clerk (AD100)	0.5
Assistant Community Center Supervisor (AD109)	1.0
Community Center Supervisor (AD112)	1.0
<i>Cost Center: Swim and Fitness Center</i>	<i>7.0</i>
Aquatic Facility Operator I (AD107)	1.0
Aquatic Facility Operator II (AD108)	1.0
Head Swim Coach (AD107)	1.0
Office Manager (AD108)	1.0
Recreation Programs Supervisor (AD113)	1.0
Swim & Fitness Center Superintendent (AD115)	1.0
Swim & Fitness Facility Supervisor (AD110)	1.0
<i>Cost Center: Thomas Farm Community Center</i>	<i>2.0</i>
Assistant Community Center Supervisor (AD109)	1.0
Community Center Supervisor (AD112)	1.0
<i>Cost Center: Twinbrook Recreation Center</i>	<i>2.0</i>
Assistant Community Center Supervisor (AD109)	1.0
Community Center Supervisor (AD112)	1.0



FY 2022 Position Control Summary by Department (continued)

Department: Recreation and Parks (continued)

Division: Recreation Services	20.5
<i>Cost Center: Recreation Administration and Support</i>	<i>2.0</i>
Administrative Specialist (AD108)	1.0
Superintendent of Recreation (AD117)	1.0
<i>Cost Center: Afterschool</i>	<i>1.5</i>
Program Assistant (AD102)	0.8
Recreation Program Coordinator (AD110)	0.3
Recreation Programs Supervisor (AD113)	0.4
<i>Cost Center: Art in Public Architecture</i>	<i>-</i>
<i>Cost Center: Art in Public Places</i>	<i>-</i>
<i>Cost Center: Arts</i>	<i>1.0</i>
Arts Program Supervisor (AD113)	1.0
<i>Cost Center: Childcare</i>	<i>3.0</i>
Childcare/Preschool Director (AD107)	1.3
Preschool Teacher (AD104)	1.3
Recreation Programs Supervisor (AD113)	0.4
<i>Cost Center: Classes</i>	<i>1.4</i>
Recreation Program Coordinator (AD110)	0.3
Recreation Programs Supervisor (AD113)	1.1
<i>Cost Center: Farmers Market Eat Fresh</i>	<i>-</i>
<i>Cost Center: Friends of the Arts</i>	<i>-</i>
<i>Cost Center: Recreation Fund</i>	<i>-</i>
<i>Cost Center: Skate Park</i>	<i>-</i>
<i>Cost Center: Special Events</i>	<i>5.0</i>
Events Specialist (AD109)	1.0
Special Events Manager (AD114)	1.0
Special Operations Supervisor (AD112)	1.0
Special Operations Technician (AD107)	2.0
<i>Cost Center: Sports</i>	<i>2.8</i>
Assistant Sports Programs Supervisor (AD110)	0.8
Recreation Programs Coordinator II (AD111)	0.5
Secretary (AD105)	0.5
Sports Programs Supervisor (AD113)	1.0
<i>Cost Center: Summer Camps</i>	<i>1.5</i>
Recreation and Parks Program Assistant (AD102)	0.2
Recreation Programs Supervisor (AD113)	1.3
<i>Cost Center: Summer Playgrounds</i>	<i>1.0</i>
Recreation Program Coordinator (AD110)	0.4
Recreation Programs Supervisor (AD113)	0.6

Department: Recreation and Parks (continued)

Division: Recreation Services (continued)	
<i>Cost Center: Teens</i>	<i>1.3</i>
Recreation and Parks Program Specialist (AD108)	0.8
Recreation Programs Coordinator II (AD111)	0.5
Division: Senior Citizen Services	17.8
<i>Cost Center: Senior Center Operations</i>	<i>6.0</i>
Facility Coordinator (AD109)	1.0
Maintenance Worker-R&P I (UN103)	2.0
Secretary (AD105)	1.0
Senior Villages Facilitator (AD110)	1.0
Seniors Program Manager (AD115)	1.0
<i>Cost Center: Senior Assistance Fund</i>	<i>-</i>
<i>Cost Center: Senior Citizen Recreation</i>	<i>2.0</i>
Program Assistant (AD102)	1.0
Recreation Programs Supervisor (AD113)	1.0
<i>Cost Center: Senior Sports and Fitness</i>	<i>2.0</i>
Recreation & Parks Program Specialist (AD108)	1.0
Seniors Sports and Fitness Supervisor (AD113)	1.0
<i>Cost Center: Senior Support Services</i>	<i>7.8</i>
Administrative Assistant (AD106)	1.0
Bus Driver (AD103)	1.8
Fleet Supervisor R&P (AD107)	1.0
Program Outreach Worker (AD106)	2.0
Recreation and Parks Program Specialist (AD108)	0.5
Seniors Program Coordinator (AD111)	0.5
Seniors Program Supervisor (AD113)	1.0



Regular Employee Pay Scales

Administrative Scale (AD)

Pay Grade	Min. Annual	Max. Annual
100	\$30,079	\$45,118
101	\$32,483	\$48,724
102	\$35,081	\$52,622
103	\$37,888	\$56,832
104	\$40,918	\$61,378
105	\$44,191	\$66,287
106	\$47,727	\$71,590
107	\$51,544	\$77,317
108	\$54,636	\$84,687
109	\$57,915	\$89,769
110	\$61,390	\$95,155
111	\$65,073	\$100,864
112	\$68,978	\$106,915
113	\$73,116	\$113,329
114	\$76,771	\$122,834
115	\$80,610	\$128,975
116	\$84,639	\$135,423
117	\$88,873	\$142,196
118	\$93,316	\$149,305
119	\$97,981	\$156,771
120	\$101,901	\$168,136
121	\$105,978	\$174,863
122	\$110,217	\$181,856
123	\$114,625	\$189,132
124	\$119,211	\$204,567

Police Scale (PL)

	Police Officer I	Police Officer II	Police Corporal	Police Sergeant	Police Lieutenant	Police Major
	110	111	112	114	116	119
Step 1	\$61,390	\$65,073	\$68,978	\$76,771	\$84,639	\$97,981
Step 2	\$63,210	\$67,003	\$71,023	\$79,215	\$87,333	\$101,099
Step 3	\$65,084	\$68,989	\$73,129	\$81,737	\$90,114	\$104,318
Step 4	\$67,014	\$71,035	\$75,298	\$84,339	\$92,982	\$107,637
Step 5	\$69,001	\$73,141	\$77,530	\$87,022	\$95,940	\$111,064
Step 6	\$71,046	\$75,310	\$79,829	\$89,793	\$98,994	\$114,599
Step 7	\$73,154	\$77,542	\$82,196	\$92,649	\$102,145	\$118,246
Step 8	\$75,322	\$79,841	\$84,633	\$95,598	\$105,396	\$122,010
Step 9	\$77,557	\$82,208	\$87,143	\$98,641	\$108,751	\$125,893
Step 10	\$79,856	\$84,646	\$89,726	\$101,781	\$112,212	\$129,900
Step 11	\$82,224	\$87,155	\$92,387	\$105,020	\$115,784	\$134,036
Step 12	\$84,663	\$89,740	\$95,126	\$108,363	\$119,470	\$138,302
Step 13	\$87,172	\$92,400	\$97,946	\$111,811	\$123,272	\$142,703
Step 14	\$89,757	\$95,139	\$100,851	\$115,370	\$127,197	\$147,246
Step 15	\$92,418	\$97,959	\$103,841	\$119,042	\$131,244	\$151,931
Step 16	\$95,155	\$100,864	\$106,915	\$122,834	\$135,423	\$156,771

AFSCME Union Scale (UN)

	Maint. Worker I	Maint. Worker II, Sanitation Worker	Sanitation Operator, Traffic Maint. Worker, Tree Climber	Certified Tree Climber, Facilities Maint. Trades Worker
	103	104	105	106
Step 1	\$37,888	\$40,914	\$44,181	\$47,736
Step 2	\$38,926	\$42,040	\$45,396	\$49,039
Step 3	\$39,986	\$43,188	\$46,654	\$50,386
Step 4	\$41,090	\$44,380	\$47,913	\$51,755
Step 5	\$42,216	\$45,595	\$49,238	\$53,168
Step 6	\$43,364	\$46,831	\$50,584	\$54,625
Step 7	\$44,557	\$48,134	\$51,975	\$56,126
Step 8	\$45,771	\$49,436	\$53,389	\$57,672
Step 9	\$47,030	\$50,805	\$54,868	\$59,240
Step 10	\$48,332	\$52,196	\$56,369	\$60,874
Step 11	\$49,657	\$53,609	\$57,915	\$62,529
Step 12	\$51,004	\$55,089	\$59,482	\$64,252
Step 13	\$52,417	\$56,590	\$61,117	\$66,018
Step 14	\$53,852	\$58,158	\$62,794	\$67,829
Step 15	\$55,309	\$59,747	\$64,517	\$69,683
Step 16	\$56,833	\$61,381	\$66,283	\$71,582



Fleet Replacement Schedule

The city's Fleet Services Division continually monitors and maintains the city's fleet to ensure maximum useful life. Staff review the fleet each year and recommend replacement for vehicles meeting specific age, mileage, meter hours, condition, and usefulness criteria. When possible, vehicles will be reassigned within or between departments in order to maximize full unit life under the replacement criteria. Factors such as serviceability and technological life are also taken into consideration when making recommendations for replacement. The vehicles shown below are scheduled for replacement in FY 2022. The FY 2022 budget also includes funding to lease (in lieu of replacing) an additional 32 vehicles as part of the lease program that began in FY 2020.

Fund	Dept	Unit	Est. Cost
General	R&P	02 Cargomate Trailer	\$7,500
General	R&P	02 Cargomate Trailer	\$7,500
General	PW	07 Chevrolet C8500 DT	\$157,650
General	PW	HD Saltbox (HD Dumps)	\$15,000
General	PW	HD Plow (Dumps)	\$7,000
Water	PW	07 John Deere 310SJ Backhoe	\$170,000
Refuse	PW	2008 Crane LET2-26	\$269,000
Refuse	PW	2008 Crane LET2-26	\$269,000
Refuse	PW	08 Ford F750 Petersen GH	\$183,930
Refuse	PW	2004 ODB Leafer Collectore	\$84,500
SWM	PW	Elkin Hi-Tech LP-8 Concrete Mixer	\$98,900



Planned Improvement Projects

Planned improvement projects consist of projects, studies, or major purchases that the city is considering in the future. These items are typically accounted for in the operating budget, but in some cases may be established as projects within the Capital Improvements Program if they meet the criteria found in the CIP Overview of this document. The planned improvements projects are updated on an annual basis and are listed below by department. *Inclusion as a future planned improvement project does not guarantee future funding, as all projects are evaluated against other city priorities each fiscal year.*

Managing Dept.	Project/Description	Funding	Year
City Manager	Redesign the City's Intranet Design and create an intranet focused on self-service, communication, collaboration, and teambuilding that connects all staff on any device and in any place.	\$50,000	2023
HCD	Human Services Needs Assessment Funding for a human services needs assessment as recommended by the Human Services Advisory Commission. The scope of the assessment will be refined in the future, but could cover: physical and behavioral health, youth programs and services, housing and homeless services, food and nutrition, access to clothing, furniture and home essentials, literacy and language services, and access to education and workforce development.	\$80,000	2023
Human Resources	Fall Protection Solutions for Select City Facilities Purchase fall protection for areas where employees are at-risk of falling from high elevations (like roofs). Facilities currently under review include the Swim and Fitness Center and the Senior Center (the Motor Vehicle Maintenance building was funded in FY 2021).	\$80,000	2023
Information Technology	Artificial Intelligence (AI) and Robotic Process Automation (RPA) By using a combination of AI and RPA, the city can drive end-to-end process automation. This would limit the city's workforce from unnecessary exposure and free staff from repetitive tasks. IT has the infrastructure foundation in place to begin leveraging AI and RPA tools to "multiply" staff time and serve the Rockville community from their homes and/or workplaces.	\$250,000	2023
Information Technology	Firewall Replacement Funding for the replacement of firewalls in which support will expire in calendar years 2024 and 2025. The firewalls are located at the Civic Center, Senior Center, Water Treatment Plant, Police Station, and City Hall.	\$1.1 million	2024-2025
Public Works	Glen Mill Pump Station Mothballing Consultant services to recommend an operations and maintenance plan to "mothball" the Glen Mill Pump Station. The goal is to protect the current investment and maximize the useful life of the equipment.	\$150,000	2023
Public Works	Inflatable Shoring Purchase inflatable shoring for the water excavation crew to ensure safety of employees. Inflatable shoring is more desirable for this purpose because it is portable and can be deployed quicker than traditional shoring.	\$30,000	2023
Public Works	SL-RAT Replacement Replacement of the Sewer Line Rapid Assessment Tool (SL-RAT) used to identify blockages in sanitary sewer mains. The current equipment was purchased in FY 2014 and is at the end of its service life.	\$32,000	2023



Managing Dept.	Project/Description	Funding	Year
Public Works	Water Distribution System Large Valve Replacement Funding for the replacement of one of the two remaining Golden Anderson (GA) Valves. The GA valve at Tower Oaks has required rebuilding on three occasions due to the leather parts that wear from the extensive use over the 39 years of service. The last GA valve at the Shady Grove interconnect will be replaced through a future CIP project.	\$25,000	2023
Public Works	WTP Raw Water Pump Variable Frequency Drive Replacement Replace one of the three variable frequency drives (VFD) controlling the raw water pumps at the Water Treatment Plant intake. The VFD is a critical asset and must be replaced as repair parts are no longer available. The other two VFDs were previously replaced and have not yet reached the end of their useful life.	\$150,000	2023
Public Works	WTP Security Implement operational security improvements at the Water Treatment Plant.	\$150,000	2023
Public Works	CCTV Equipment Replacement Replacement of several components of the sanitary sewer CCTV equipment. The sanitary sewer CCTV vehicle and all its equipment was purchased in FY 2019. Certain components including the computer system hardware, the generator and the CCTV cables must be replaced on a sustainable cycle sooner than the vehicle and the CCTV camera. The CCTV camera will be replaced in FY 2027 and the vehicle will be replaced in FY 2034.	\$58,000	2024
Public Works	Montrose/North Farm Redundancy Piping Study Consultant services to analyze and model the City's water distribution system in and around the North Farm and Montrose communities. Currently, this part of the City's water system provides a single feed/pipe to the water customers within these communities that would result in a large number of service outages by a single water main break. The goal is to provide redundancy to these communities to ensure continued reliable water service.	\$125,000	2024
Public Works	WTP Major Equipment Replace several critical components including chemical feed systems, pumps, transfer pumps, instrumentation, control systems, and other components at the Water Treatment Plant. These components installed in the 2013 Water Plant Improvements CIP are now aging. To adequately maintain the integrity of treatment capabilities, the equipment needs to be replaced on a sustainable cycle.	\$100,000	2024-2029
Rec. & Parks	Bleacher Replacement Replace bleachers, concrete pads, and access pathways with ADA compliant amenities at various athletic fields within the city.	\$125,000	2023
Rec. & Parks	Replacement of Wooden Fire Escape Funding for the replacement of a wooden fire escape at the Glenview Mansion.	\$90,000	2023
Rec. & Parks	ADA Audit and Transition Plan Improvements Implement recommended improvements contained in the ADA Audit and Transition Plan at approximately \$500,000 per year.	\$500,000 per year	2023-2026



Managing Dept.	Project/Description	Funding	Year
Rec. & Parks	Croydon Creek Outdoor Exploration Area Design and construct a nature exploration area adjacent to the Croydon Creek Nature Center. This area will emphasize raw materials of wood, stone, and sand and have more emphasis on planted material than a typical playground area.	\$100,000	2024
Rec. & Parks	Elwood Smith Flooring Renovation Install a multipurpose floor over the current concrete floor to provide a safe surface for classes, dance programs, rentals, and fitness activities. This will increase the use of this underutilized facility.	\$60,000	2024
Rec. & Parks	Storage Structure Construct a storage structure to cover the materials bin (mulch, stone dust, sand, ballfield mix) at the Recreation Services building located in Civic Center Park.	\$250,000	2024
Rec. & Parks	Civic Center Entrance Sign Replacement Replace park entrance sign to include facility names, address, and lighting.	\$95,000	2025
Rec. & Parks	Recreation Services Building Renovation Renovate the interior of the Recreation Services building located in Civic Center Park. The fiscal year is dependent on the design and construction of 6 Taft Court.	\$250,000	2025
Rec. & Parks	Park Sign Replacement Redesign and replace park signs and wayfinding signs with modern, low-maintenance, more attractive signs. The signs will be unique to Rockville and distinguish City parks from the school system and other jurisdictions. Cost estimates are based on the wayfinding report 2021. Staff recommends implementation in three phases (FY25 \$134,500; FY27 \$127,000; and FY29 \$140,750)	\$445,000	2025-2029
Rec. & Parks	Twinbrook Parkland Purchase Purchase parkland and open space in the Twinbrook neighborhood consistent with the city's priorities for parkland acquisition. Once land is acquired, determination of use may require a separate project in the future.	TBD	TBD



FY 2022 Caregiver Agency Grants

Each year the city appropriates funds to support Rockville individuals and families who are experiencing difficulty meeting one or more basic needs related to housing, food, clothing, financial resources, health care and/or family well-being. Below is a summary of the grants for FY 2020 through FY 2022. All caregiver agency grants are budgeted in the Department of Housing and Community Development, Community Services Division.

Organization		Adopted FY 2020	Adopted FY 2021	Adopted FY 2022
Shelters				
Home Builders Care Assess. Center	Mont. County Coalition for the Homeless	53,530	59,000	62,000
Hope Housing	Mont. County Coalition for the Homeless	32,000	37,660	37,660
Jefferson House	Community Ministries of Rockville	16,920	18,500	18,500
Rainbow Place	Rainbow Place Shelter for Homeless Women, Inc.	22,500	25,500	25,500
Rockland House	Community Ministries of Rockville	16,920	16,920	16,920
Stepping Stones Shelter	Stepping Stones Shelter	15,000	15,000	15,000
Women's Assessment Center	Interfaith Works	35,000	40,000	40,000
Food/Clothing Services				
Emergency Hunger Relief Program	So What Else, Inc.	-	-	27,300
Interfaith Clothing Center	Interfaith Works	32,000	35,000	47,000
Manna Food Center	Manna Food Center	42,750	44,000	50,000
Multi-Cultural Mobile Food Assistance	Nourish Now	21,000	25,000	31,000
Health Care				
Mansfield Kaseman Health Clinic	Community Ministries of Rockville	107,700	107,700	106,000
Pan Asian Volunteer Health Clinic	Chinese Culture and Comm. Service Center, Inc.	23,860	28,350	32,010
Rockville Primary Care	Mobile Medical Care, Inc.	22,000	30,190	37,740
Outpatient Mental Health Clinic	Cornerstone Montgomery, Inc.	30,000	-	-
Information and Referral				
Comprehensive Community Empowerment	Korean Community Center of Greater Washington	7,000	8,500	10,000
Language and Citizenship Education				
Language Outreach Program	Community Ministries of Rockville	66,530	60,000	30,000
Supportive Services/Youth Development				
Senior Reach	Community Ministries of Rockville	92,700	92,700	92,700
Healthy Families Montgomery	Family Services, Inc.	17,780	21,000	25,000
Mental Health Support and Education	National Alliance on Mental Illness	-	-	15,000
Emergency Funds				
REAP: Emergency Funds ¹	Community Ministries of Rockville	35,000	N/A	N/A
COVID-19 Relief ²	Available to existing grantees	-	45,000	-
TOTAL for Caregiver Agencies (\$)		690,190	710,020	719,330

¹ REAP: Emergency Funds were moved to the Community Services Administration Cost Center operating budget starting in FY 2021.

² This funding is set aside specifically to assist existing grantees with unplanned expenses related to the COVID-19 pandemic. The Mayor and Council directed staff to include this funding again for FY 2022, but to allocate it directly to individual caregiver agencies. Of the \$719,330 in funding shown, \$45,000 is one-time COVID-19 relief, and the remaining \$674,330 is considered ongoing caregiver funding.



FY 2022 Outside Agency Grants

In addition to the caregiver agency grants summarized on the previous page, the city also provides funding to other outside and nonprofit agencies. A summary of the grants included in the FY 2022 budget appears below. Outside agency grants are managed by several departments in the city, including: the Department of Recreation and Parks, City Manager's Office, Office of the Mayor and Council (M&C), Planning and Development Services (PDS), and Housing and Community Development (HCD).

	Responsible Department	Adopted FY 2020	Adopted FY 2021	Adopted FY 2022
Aronson, LLC	City Manager	50,000	-	-
Imagination Library	M&C	3,150	-	-
KID Museum	City Manager	25,000	25,000	25,000
F. Scott Fitzgerald Literary Festival	Rec. & Parks	-	9,450	6,000
Greater Washington Community Foundation	M&C	-	-	10,000
Montgomery College	City Manager	10,000	10,000	10,000
Peace Day	Rec. & Parks	-	5,000	-
Peerless Rockville Historic Pres., Ltd.	PDS	59,500	64,500	64,500
Rockville Housing Enterprises	HCD	46,730	46,730	48,200
Rockville Chamber of Commerce	City Manager	20,000	20,000	25,000
Rockville Little Theatre	M&C	-	5,000	16,600
Rockville Musical Theatre	M&C	-	5,000	16,600
Rockville Science Center	Rec. & Parks	55,000	60,000	60,000
Rockville Sister City Corporation	M&C	-	6,000	6,000
Rockville Volunteer Fire Department	City Manager	60,000	60,000	10,000
The Victorian Lyric Opera Company	M&C	-	5,000	16,200
VisArts ¹	Rec. & Parks	-	17,000	18,100
World of Montgomery Day	M&C	1,000	-	-
Women Who Care Ministries	M&C	3,600	3,600	2,000
TOTAL for Outside Agencies (\$)		333,980	342,280	334,200

1. The FY 2022 appropriation includes \$15,000 for the Rockville ARTS Festival and \$3,100 for VisArts CREATE.



Neighborhood Association Requests

Each year the Community Engagement staff from the City Manager's Office solicit capital budget requests from homeowners' associations and neighborhood groups within the city. For the FY 2022 process, Community Engagement staff mailed and emailed letters to all Rockville neighborhood and homeowners' associations in July 2020 encouraging them to submit ideas for consideration as part of the FY 2022 – FY 2026 Capital Improvements Program development process. The city received requests through this process from the following groups: Cambridge Walk II HOA (CWII), Hungerford Civic Association (HCA), Lincoln Park Civic Association (LPCA), North Farm Citizens Association (NFCA), Rose Hill Falls HOA (RHF), Twinbrook Community Association (TCA), Twinbrook Forest Condo Association (TFCA), Villages at Tower Oaks (VTO), and West End Citizens Association (WECA). These requests are shown below along with staff's response to each.

- **Construct and maintain a tot lot on the city-owned land in the 5800 block of Halpine Rd. (CWII)** – The area adjacent to Halpine Road is a very narrow forested buffer. Staff recommends the area remain a forested buffer. There are numerous significant trees and understory vegetation that would be negatively impacted by the construction of a playground, dog park, or paths. Additionally, the 2020 Recreation and Parks Strategic Plan identifies that the city exceeds benchmarking standards for tot lots/playground elements throughout the community. The Strategic Plan does recommend an additional dog park; however, staff does not believe this is an appropriate location. The city has plans to remove invasive species once the adjacent construction is completed. Twinbrook Park is located approximately 1/4 mile from this location.
- **Install a main entrance sign at the corner of Wootton Pkwy. and W. Edmonston Dr. for proper identification of the Hungerford neighborhood. (HCA)** – Staff does not recommend individual signs for neighborhoods.
- **Create a children's simulative road space at Elwood Smith playground where children can safely learn to ride, practice traffic signs, and engage in physical activities without the fear of vehicle traffic. Update existing structures with natural play areas that encourage imagination, explorative play, and sensory environments. (HCA)** – The playground is scheduled for replacement in Summer 2021. Staff worked with the community to include some requested features as part of the playground replacement project.
- **Enhance the overgrown Elwood Smith Park creek bed by clearing non-native invasive trees and shrubs from the park to encourage native growth; planting deer resistant native gardens (wet shade habitat); incorporating wildlife habitats for pollinators and insects; and creating plaques with information identifying local leaves, birds, bugs, and flower blooms. Install a useful bridge over the creek that connects the Lynnfield-Monroe neighborhood to the Hungerford neighborhood, also conjoining the basketball court to the park area. (HCA)** – During FY 2021, invasive species removal was completed in portions of the stream valley adjacent to Elwood Smith Park. The existing stream buffer is very narrow and not conducive to a trail system. Although we do not limit residents' use of the area, we do not encourage them to be in the stream buffer; therefore, we do not recommend a path in this area. There is an existing bridge approximately 190 feet from the basketball courts. Staff are making repairs to the bridge in Summer 2021. An additional bridge is not recommended.
- **Install covered seating at the basketball and tennis court area in Dogwood Park and add a pickleball court. (HCA)** – Staff will install two additional benches adjacent to the tennis courts, but do not recommend covered seating. All three courts are now lined for pickleball, and there are multiple other locations throughout the city that can be used for pickleball.



Neighborhood Association Requests (continued)

- **Construct a pavilion with picnic tables at Elwood Smith Park. The three current picnic tables are mud-sunken and warped. The drainage issues and tree roots around the area create an unsuitable space for anyone to safely utilize. Install dog waste receptacles and trash cans at all four walkable entrances of the park. (HCA)** – Staff will consider including a picnic shelter/pavilion as a future CIP project. Picnic tables will be addressed during the playground construction project in Summer 2021. Staff does not recommend separate dog waste receptacles. Several of the picnic tables were replaced. Installing some on concrete pads is part of the playground replacement project.
- **Add picnic tables and restroom access to Dawson Farm Park Pavilion, as well as garbage cans near pet waste receptacles. Also consider additional amenities such as BBQ grills, benches, climbing walls, sports courts, and community gardens. (HCA)** – When the shelter was constructed, the community did not want picnic tables. If the community sentiment has changed, staff could install some tables. The city avoids adding garbage cans to parks as they are difficult for crews to service regularly. Staff does not support the addition of the amenities mentioned based on the park's topography and historical designation.
- **Provide general park improvements for Dawson Farm, Dogwood, and Elwood Smith parks including replacement of open trash cans with lidded cans, addition of restroom access, and the addition of a pavilion at Elwood Smith. (HCA)** – Replacement of trash cans in Elwood Smith Park will be considered during the Playground Replacement CIP project. Generally open trash cans are preferred as they don't have to be opened, more piled trash occurs with covered cans, and the employee can see what is in the can before opening. Restroom availability is a citywide issue and has been identified in the strategic plan, awaiting mayor and council direction. Staff will consider including a picnic shelter/pavilion as a future CIP project; picnic tables will be addressed during that process.
- **Install neighborhood signage for the Hungerford neighborhood at the entrance on Wootton and Edmonston as found in other neighborhoods elsewhere in the city. Additionally, post directional signs throughout the city to facilitate travel to major destinations such as Town Center. (HCA)** – Staff does not recommend individual signs for neighborhoods. A wayfinding sign proposal for directional signs to Town Center and other major destinations was presented and discussed by the Mayor and Council in January 2021.
- **Provide the following pedestrian and bicycle improvements: 1) Add railings or other barriers to the bridge between Elwood Smith and Argyle St.; 2) Improve nature trail access in Dogwood Park along streams; 3) Add better markings for bike lanes on Monroe, Lynfield, Cabin John, and Edmonston; and 4) Add a ramp at the entrance to Elwood Smith parking lot for bikers coming from the trail. (HCA)** – The pedestrian bridge between Elwood Smith Community Center and Argyle Street is scheduled for repair in Summer 2021. The stream restoration project within Dogwood Park was constructed to preserve the integrity of the stream and stream buffer. Although we do not limit residents' use of the area, we do not encourage them to be in the stream buffer; therefore, we do not recommend a path in this area. Funding new bike facilities is included in the adopted FY 2021 and FY 2022 CIP budget in accordance with the Bikeway Master Plan. Coordination with RBAC is underway to implement these facilities. Public Works staff will evaluate the proper location for a ramp at Elwood Smith Park.
- **Lincoln Park Community Center modification/reconstruction to add square footage, revamp annex in David Scull, and/or add a new annex on Stonestreet Ave. (LPCA)** – Staff is pursuing outside funding to support the renovation of the old police substation and other rooms depending on funding within the new Lincoln Park Community Center Renovation CIP project to be used as additional programming and community space.



Neighborhood Association Requests (continued)

- **Install a series of disc golf baskets throughout North Farm Park to enable neighbors and City residents to play disc (frisbee) golf. (NFCA)** – The COVID-19 pandemic has brought many challenges to our community, including limitations in the City of Rockville’s projected budget for the fiscal year to come. City staff have reviewed the neighborhood requests for CIP projects and appreciate the input from community leaders. While aspects of certain requests will be evaluated for inclusion within existing operations and projects, budget constraints prevent us from adding a new capital expenses at this time. City staff are first prioritizing CIP allocations for projects related to maintenance of existing infrastructure and/or safety of the community and staff.
- **Repair the wooden bridge on the bike/walking path in the Rose Hill Falls development. (RHF)** – The pedestrian bridge identified in Rose Hill Falls was repaired in Spring 2021.
- **Add a tot lot at the corner of Ardennes and Halpine and provide general improvements like a dog park, tot lot, and walking paths to the city’s portion of the forested area along Halpine between Ardennes and Twinbrook Parkway. (TCA)** – The area adjacent to Halpine Road is a very narrow forested buffer. The Recreation and Parks Department recommends the area remain a forested buffer. There are numerous significant trees and understory vegetation that would be negatively impacted by the construction of a playground, dog park or paths. Additionally, the 2020 Recreation and Parks Strategic Plan identifies that the City exceeds benchmarking standards for tot lots / playground elements throughout the community. The Strategic Plan does recommend an additional dog park; however, staff does not believe this is an appropriate location. The city has plans to remove invasive species once the adjacent construction is completed.
- **Install additional small light poles in Twinbrook Forest Condo Complex near the guest parking area toward the center of the cul de sac on Meadow Hall Dr. (TFCA)** – Currently, there are streetlights on the street that are equivalent to the city standard. Adding new streetlights will require boring to bring power to the other side of the street. Since there are no conduits or cables, this project would be cost prohibitive.
- **Improve the entrance to Dogwood Park near the baseball field, which is currently very steep and difficult to navigate. (VTO)** – Relocation of the existing asphalt path will cause significant tree damage. Staff does not recommend changing the location; however, we will perform tree and shrub maintenance to improve sight lines.
- **This request proposes to improve pedestrian safety by narrowing Maryland Avenue from two lanes to one lane eastbound from Great Falls Road to South Washington Street, creating a buffer between the existing pedestrian walkways and vehicles and will allow for the addition of an eastbound bike lane. (WECA)** – This project is included in the FY 2022 CIP within the Asphalt Repair & Replacement (TA21) project.



Cost Recovery Summary

The city's cost recovery policy describes the methodology through which the city pursues recouping both direct and indirect costs associated with regulatory programs and community and individual benefit services (see the Guiding Documents section of this document). This policy is administered at the cost center level and the amount of cost recovery required varies based on tier. In this visualization, the cost centers are categorized by tiers based on the degree of community versus individual benefit. The cost recovery percentages factor in direct costs and a 22.3 percent overhead cost compared to actual and budgeted program revenues.

Recreation and Parks	Actual FY 2018	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Adopted FY 2022	Notes
TIER 1, Community Benefit, Target 0% or greater						The Senior Center Operations Cost Center continues to be below the target because the Villages program does not generate revenue.
Athletic Fields	0%	0%	0%	0%	0%	
East Parks	0%	0%	0%	0%	0%	
Facilities Maintenance	1%	1%	6%	1%	6%	
Horticulture	0%	0%	0%	0%	0%	
Right-of-Way	4%	1%	2%	2%	2%	
Senior Citizen Support Services	7%	8%	7%	8%	8%	
Skate Park	0%	0%	0%	0%	0%	
Special Events	8%	9%	5%	9%	7%	
Urban Forestry Maintenance	0%	0%	0%	0%	0%	
West Parks	0%	0%	0%	0%	0%	The Lincoln Park Community Center, Afterschool, and Croydon Creek Nature Center are all below the recovery targets partly due to program/facility modifications related to the COVID-19 pandemic. Some of the other programs are also lower in cost recovery compared to previous years for this same reason.
TIER 2, Considerable Community Benefit, Target 20% to 50%						
Arts	22%	22%	26%	22%	23%	
Lincoln Park Community Center	25%	26%	20%	23%	18%	
Senior Center Operations	15%	14%	10%	14%	11%	
Senior Citizen Recreation	26%	34%	18%	31%	27%	
Thomas Farm Community Center	34%	30%	28%	31%	24%	
Twinbrook Recreation Community Center	31%	24%	24%	26%	24%	Overall, there will be some inconsistencies with the cost recovery percentages in FY 2020 through FY 2022 because of the pandemic's impact on the community, recreation programs, and general behaviors.
TIER 3, Balanced Community & Individual Benefit, Target 30% to 70%						
Afterschool	20%	18%	19%	22%	22%	
Civic Center Complex	40%	35%	23%	37%	33%	
Croydon Creek Nature Center	24%	24%	16%	22%	16%	
Senior Citizen Sports & Fitness	61%	51%	37%	46%	43%	
Sports	65%	64%	48%	62%	64%	
Summer Playgrounds	53%	50%	45%	41%	39%	
Teens	46%	55%	51%	47%	44%	
TIER 4, Considerable Individual Benefit, Target 70% to 100%						
Childcare	97%	97%	69%	85%	78%	
Classes	87%	88%	74%	81%	83%	
Summer Camps	79%	76%	70%	71%	72%	
Swim and Fitness Center	87%	82%	62%	72%	68%	
TIER 5, Individual Benefit, Target 100% or greater						
None	N/A	N/A	N/A	N/A	N/A	



Water and Sewer Rates for FY 2022

In FY 2021 the city performed a utility rate study that evaluated the cost of water and sewer service by property classification. The results of this study were publicly presented and discussed in January 2021 and the proposed FY 2022 budget included flat rates and the existing rate structure through December 2021, and new rates and a new rate structure starting in January 2022.

Since March 2021, the Mayor and Council agreed to delay the adoption of the new rates and a new rate structure until staff can analyze how the American Rescue Plan Act (ARPA) funds can be utilized to provide rate relief to City water and sewer customers. Finance and Engineering staff, with the assistance of the city's consultant, will run different scenarios for funding water and sewer capital infrastructure with ARPA funds. During this analysis, staff will also work with the consultant to analyze the occupancy and use factors for the multifamily property class category. Concerns were expressed by some members of the community about the occupancy factors for this class category during the FY 2022 budget development process.

Staff will return to the Mayor and Council in the fall of 2021 with proposed rates and rate structures for water and sewer for the second half of FY 2022, FY 2023, and FY 2024. The adopted water and sewer ordinance expires on December 31, 2021.

Rates and Charges Through December 2021

Note: Charges apply to entire billing cycle and are not prorated.

Quarterly Ready to Serve Charges			Quarterly Usage Charges are per 1,000 Gallons Water Tiers and Charges				
Meter Size	Water	Sewer	Meter Size	Tier 1 - \$5.61	Tier 2 - \$8.63	Tier 3 - \$13.39	Tier 4 - \$18.07
5/8"	\$13.13	\$15.25	5/8"	0 - 15,000	15,001 - 30,000	30,001 - 45,000	45,000 +
3/4"	\$19.70	\$22.87	3/4"	0 - 22,500	22,501 - 45,000	45,001 - 67,500	67,500 +
1"	\$32.83	\$38.12	1"	0 - 37,500	37,501 - 75,000	75,001 - 112,500	112,500 +
1 1/2"	\$65.67	\$76.23	1 1/2"	0 - 75,000	75,001 - 150,000	150,001 - 225,000	225,000 +
2"	\$105.07	\$121.97	2"	0 - 120,000	120,001 - 240,000	240,001 - 360,000	360,000 +
3"	\$210.13	\$243.95	3"	0 - 240,000	240,001 - 480,000	480,001 - 720,000	720,000 +
4"	\$328.33	\$381.17	4"	0 - 375,000	375,001 - 750,000	750,001 - 1,125,000	1,125,000 +
6"	\$656.67	\$762.33	6"	0 - 750,000	750,001 - 1,500,000	1,500,001 - 2,250,000	2,250,000 +
8"	\$1,050.67	\$1,219.73	8"	0 - 1,200,000	1,200,001 - 2,400,000	2,400,001 - 3,600,000	3,600,000 +
10"	\$1,510.33	\$1,753.37	10"	0 - 1,725,000	1,725,001 - 3,450,000	3,450,001 - 5,175,000	5,175,000 +
Sewer Charge							
All Meters				\$10.50			



FY 2022 Budget Ordinance

The annual operating and capital budgets are approved by the Mayor and Council in the form of a budget appropriations ordinance after the Mayor and Council have conducted at least one advertised public hearing. Below is a copy of the FY 2022 budget appropriations ordinance that was introduced by the Mayor and Council on February 22, 2021, and adopted on May 10, 2021.

ORDINANCE NO. 09-21

ORDINANCE: To appropriate Funds and Levy Taxes for Fiscal Year 2022.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE,

MARYLAND as follows:

SECTION I - ANNUAL OPERATING APPROPRIATIONS

There are hereby appropriated for the fiscal year beginning July 1, 2021, and ending June 30, 2022, out of the revenues accruing to the City for the purpose of operations, the several amounts hereinafter listed under the column designated "Amounts Appropriated":

FUNDS	AMOUNTS APPROPRIATED	
General Fund	[\$85,250,000]	\$86,480,000
Water Fund	[\$14,040,420]	\$14,120,150
Sewer Fund	[\$15,829,080]	\$15,886,630
Refuse Fund	[\$7,940,240]	\$7,999,780
Parking Fund	[\$2,745,640]	\$2,882,970
Stormwater Management Fund	[\$6,052,300]	\$6,057,650
RedGate Golf Course Fund		\$102,360
Special Activities Fund		\$1,648,790
Community Development Block Grant		\$263,000
Speed Camera Fund		\$1,140,000
Debt Service Fund		\$4,656,500

The "Amounts Appropriated" by this section totaling \$139,668,330] \$141,237,830 shall be for the annual operating expenses of the departments and agencies of the City and shall be disbursed under the supervision of the City Manager.

ORDINANCE NO. 09-21

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SECTION II - CAPITAL PROJECTS APPROPRIATIONS

There is hereby appropriated out of the revenues accruing to the City for the purpose of capital improvements, the several amounts hereinafter listed under the column designated "Amounts Appropriated":

FUNDS	AMOUNTS APPROPRIATED	
Capital Projects Fund	[\$39,463,565]	\$40,083,506
Water Fund	[\$11,845,975]	\$12,833,184
Sewer Fund	[\$6,437,299]	\$5,810,523
Refuse Fund		\$533,345
Parking Fund		\$45,000
Stormwater Management Fund	[\$13,239,379]	\$13,070,744
Special Activities Fund	[\$2,737,110]	\$2,734,338
Speed Camera Fund		\$836,119

The "Amounts Appropriated" by this section totaling \$75,137,792] \$75,946,759 shall be for improvement projects and shall be disbursed under the supervision of the City Manager.

SECTION III - GENERAL LEVY

There is hereby levied against all assessable real property within the corporate limits of the City a tax at the rate of twenty-nine and two-tenths cents (\$0.292) on each \$100 of assessable value of said property. There is also hereby levied, against all assessable personal property within the corporate limits of the City, a tax at the rate of eighty and one-half cents (\$0.805) on each \$100 of assessable value of said property. These taxes are hereby levied in order, together with other available revenues and funds of the City government, to provide funds for the

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"Amounts Appropriated" as set forth in the foregoing Section I. The tax levies herein provided in this section shall not apply to property in the City of Rockville to the extent that such property is not subject to taxes as provided in any valid and binding annexation agreement.

SECTION IV - TOWN CENTER PARKING DISTRICT LEVY

There is hereby levied against all assessable non-exempt real property within the Town Center Parking District a tax at the rate of thirty-three cents (\$0.33) on each \$100 of assessable value of said property. These taxes are hereby levied in order, together with other available revenues and funds of the City government, to provide funds for the "Parking Fund" as listed in the "Amounts Appropriated" in Section I.

SECTION V - TOWN SQUARE STREET AND AREA LIGHTING DISTRICT LEVY

There is hereby levied against all assessable real property within the Town Square Street and Area Lighting District a tax at the rate of zero cents (\$0.00) on each \$100 of assessable value of said property. These taxes are hereby levied in order, together with other available revenues and funds of the City government, to provide funds for the "Town Center Management District Fund" as listed in the "Amounts Appropriated" in Section I.

SECTION VI - TOWN SQUARE COMMERCIAL DISTRICT LEVY

There is hereby levied against all assessable commercial real property within the Town

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Square Commercial District a tax at the rate of zero cents (\$0.00) on each \$100 of assessable value of said property. These taxes are hereby levied in order, together with other available revenues and funds of the City government, to provide funds for the "Town Center Management District Fund" as listed in the "Amounts Appropriated" in Section I.

SECTION VII - RESERVES

There is hereby committed \$270,000 in General Fund unassigned fund balance to support the full redesign of the City of Rockville's website.

NOTE: [Brackets] indicate material deleted after introduction.
Underlining indicates material added after introduction.

I hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Mayor and Council of Rockville at its meeting of May 10, 2021.


Sara Taylor-Ferrell, City Clerk/Director of Council Operations



Glossary

Accrual Basis of Accounting – The method of accounting where transactions are recognized when they occur, regardless of the timing of related cash flows.

Adequate Public Facilities Standards (APFS) – City ordinance requiring the existence of adequate public infrastructure to support any development or redevelopment, prior to approval.

Advanced Metering Infrastructure (AMI) – An integrated system of smart meters, communications networks, and data management systems that enables two-way communication between utilities and customers.

Affordable Care Act (ACA) – 2010 federal health care legislation that among other requirements, mandated documentation of health insurance coverage as part of individual federal income tax filings.

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

American Public Works Association (APWA) – A professional organization that exists to develop and support the people, agencies, and organizations that plan, build, maintain, and improve our communities through public works.

American Rescue Plan Act (ARPA) – The American Rescue Plan Act of 2021 is a federal \$1.9 trillion coronavirus rescue package designed to facilitate the United States' recovery from the devastating economic and health effects of the COVID-19 pandemic.

American Society of Civil Engineers (ASCE) – A professional organization that provides technical and professional conferences and continuing education, publishes content on civil engineering, and is a primary source for codes and standards that protect the public.

American Water Works Association (AWWA) – The largest nonprofit, scientific, and educational association dedicated to managing and treating water. With approximately 50,000 members, AWWA provides solutions to improve public health, protect the environment, strengthen the economy, and enhance residents' quality of life.

Americans with Disabilities Act (ADA) – A federal act that gives civil rights protections to individuals with disabilities; like those provided to individuals on the basis of race, sex, national origin, and religion.

Amortization – An allocation made for the decrease in value of intangible assets.

Annexation – The incorporation of additional territory within the domain of the city.

Annual Financial Report – An annual report detailing the city's financial condition and activities from the prior fiscal year. It is prepared in accordance with generally accepted accounting principles.

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.



Art in Public Architecture (AIPA) – An ordinance devoted to art that is 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.

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

Assigned Fund Balance – Portion of net resources that are intended to be used for a designated purpose. The authority to assign is designated by the Mayor and Council to the City Manager. Assigning fund balance does not require formal action.

Automated Clearing House (ACH) – A system used to process payments electronically between parties.

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

Best Management Practices (BMP) – A term used to describe a type of water pollution control.

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 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 Amendment – 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 during the year.

Bus Rapid Transit (BRT) – A bus-based mass transit system that uses a dedicated right of way to avoid traffic congestion.

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

Capital Expenditure – Any expenditure incurred within a project contained in the city's CIP. The city sets criteria for inclusion in the budget as a capital project in the Financial Management Policies.

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. The city sets criteria for inclusion in the budget as a capital project in the Financial Management Policies.

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

Chessie Seaboard Multiplier (CSX) – A railroad corporation that provides freight transportation.

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.

City Attorney's Office (CAO) – A department within the city's organizational structure.

Closed Circuit Televised Video (CCTV) – The use of video cameras to transmit a signal to a specific place on a limited set of monitors.

Commission on Accreditation for Law Enforcement Agencies (CALEA) – A credentialing authority whose primary mission is to accredit public safety agencies, namely law enforcement agencies, training academies, communications centers, and campus public safety agencies.

Committed Fund Balance – Portion of net resources limited in use by the highest level of decision-making authority in the city, which is the Mayor and Council.

Community Development Block Grant (CDBG) – Department of Housing and Urban Development grants provided to local communities to benefit low- and moderate-income individuals.

Comprehensive Master Plan (CMP) – A document that describes the city's broad vision for its next 20 years. It guides where and in what form development occurs in the community and frames the city's capital improvement projects. Decisions on land use issues and budget priorities are guided by the extent to which they correspond with the master plan.

Continuity of Operations Plan (COOP) – An effort to ensure that essential functions continue to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

Cost Allocation Plan (CAP) – A systematic approach of identifying, measuring, and allocating administrative or overhead costs to the programs or functions that use those services.

County Impact Tax – A tax imposed by Montgomery County on new residential and commercial buildings and additions to commercial buildings to fund improvements necessary to increase transportation or school capacity. Rockville's share of the County Impact Tax funds portions of several projects in the Transportation Program Area of the CIP.



COVID-19 – Term used to describe a mild to severe respiratory illness that is caused by a coronavirus and is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the virus. COVID-19 was first identified in Wuhan, China in December 2019 and was declared a global pandemic in March 2020.

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.

Department of Public Works (DPW) – A department within the city's organizational structure.

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 – 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.



District of Columbia Water and Sewer Authority (DCWater) – A regional water and sewer authority that provides retail water and wastewater services to the District of Columbia, and provides wholesale treatment service to Montgomery, Prince George’s, Fairfax, and Loudoun counties.

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.

Encumbrance – A 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 the budget appropriation.

Enterprise Content Management (ECM) – A formalized means of organizing and storing an organization's documents and other content that relate to the organization's processes.

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.

Enterprise License Agreement (ELA) – An agreement to allow an entire organization to access software for a specified period of time for a specified value.

Enterprise Resource Planning (ERP) – A category of business-management software—typically a suite of integrated applications—that an organization can use to collect, store, manage and interpret data from many business activities.

Environmental Protection Agency (EPA) – An agency of the United States government created for the purpose of protecting human health and the environment by writing and enforcing regulations based on laws passed by Congress.

Equivalent Residential Unit (ERU) – Unit of measure used in determining the annual Stormwater Management utility fee.

Expenditure – Term used for governmental funds. This represents 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 – Term used for enterprise funds. This represents 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.

Faster, Accountable, Smarter, Transparent (FAST) – Planning and Development Services initiative to improve Rockville’s development review and permitting processes.

Fats, Oils, and Grease (FOG) – Cooking fats, oils, and grease that can clog sewer systems.



Federal Bureau of Investigation (FBI) – The domestic intelligence and security service of the United States, which simultaneously serves as the nation's prime federal law enforcement agency.

Federal Clean Water Act – The Clean Water Act 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.

Federal Communications Commission (FCC) – An independent United States government agency overseen by Congress that regulates interstate and international communications by radio, television, wire, satellite, and cable in all 50 states, the District of Columbia, and U.S. territories.

Federal Emergency Management Agency (FEMA) – A federal agency under the Department of Homeland Security responsible for the preparation, response, and recovery from hazards, including natural disasters.

Federal Realty Investment Trust (FRIT) – The commercial developer of Town Square. FRIT also operates and manages the Town Center parking garages.

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, FY 2022 begins on July 1, 2021, and ends on June 30, 2022.

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.

Forest and Tree Preservation Ordinance (FTPO) – City ordinance designed to comply with the Maryland State Forest Conservation Manual, including requiring the preparation of State mandated reports; providing standards for the protection of the city's existing trees, replacement of trees lost during development, and planting of new trees on non-forested land.

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 term is used for the city's governmental funds.



General Fund – The general operating fund that is used to account for all financial resources except for those required to be accounted for in another fund. This is the principal fund of the city and accounts for the normal recurring activities of the city.

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

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

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

Geographic Information Systems (GIS) – An electronic system designed to capture, store, manipulate, analyze, manage, and present all types of spatial or geographical data.

Gigabit Ethernet (GbE) – A term describing various technologies for transmitting Ethernet frames at a rate of a gigabit per second (1,000,000,000 bits per second).

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.

Government Finance Officers Association (GFOA) – Professional organization whose purpose is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

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.

Healthy Eating Active Living (HEAL) – Initiatives designed to incorporate aspects of healthy eating and exercise into daily life to ensure better public health for residents.



Heating, Ventilation, and Air Conditioning (HVAC) – Term used when referring to the replacement and/or repair of heating, ventilation, and air conditioning systems and equipment.

High Definition (HD) – Television format with substantially higher image resolution than standard formats.

Highway User Revenue (HUR) – Revenue distributed to local jurisdictions for their share of gasoline tax and vehicle registrations collected by the State of Maryland.

Historic District Commission (HDC) – A city commission responsible for recommending city historic district boundaries and reviewing homeowner applications for construction and renovations within such districts.

Home Energy Assistance Program (HEAP) – Program that offers one-time financial assistance in supplementation of local and statewide residential energy programs of up to \$5,000 for utility efficiency retrofits.

Human Resources (HR) – A department within the city's organizational structure.

Income Protection Plan (IPP) – The city's self-funded long-term disability program.

Inflow and infiltration (I/I) – Terms used to describe the ways groundwater and stormwater enters the sanitary sewer system.

Information Technology (IT) – A department within the city's organizational structure.

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.

Institutional Network (I-Net) – A fiber optic network linking key city facilities to enable/enhance telephone, data, and video communications

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.

Internal Revenue Service (IRS) – A United States government agency responsible for the collection of federal taxes.

Journal Voucher (JV) – A recording of financial data processed by the Accounting and Audit Cost Center.

Leadership in Energy and Environmental Design (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.

Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ) – The community of individuals with non-heterosexual sexual orientation or gender preferences.



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.

Light-Emitting Diode (LED) – A semiconductor diode that emits light when conducting current and is used in electronic displays, indoor and outdoor lighting, etc. LEDs have many advantages over incandescent light sources including lower energy consumption, longer lifetime, improved physical robustness, smaller size, and faster switching.

Linkages to Learning (LTL) – A program administered by the city that provides services to at-risk children and their families designed to improve performance in school, home, and community.

Local Government Insurance Trust (LGIT) – A nonprofit organization that provides joint self-insurance programs or pools for cities, towns, and counties in Maryland.

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

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

Manhole Assessment Certification Program (MACP) – A program for the coding of defects within manholes.

Maryland Department of the Environment (MDE) – A department within the State of Maryland's organizational structure.

Maryland National Capital Park and Planning Commission (MNCPPC) – A bi-County agency that administers parks and planning in Montgomery and Prince George's Counties in Maryland.

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

Metropolitan Washington Council of Governments (MWCOCG) – An independent non-profit association comprised of 22 local governments in the greater Washington, DC, metropolitan area

Megabits Per Second (Mbps) – A unit of measurement for bandwidth on a network. One megabit is equal to 1,000,000 bits.

Million Gallons Per Day (MGD) – A unit of measure for water and wastewater.

Minority, Female, or Disabled-Owned (MFD) – A city procurement initiative designed to encourage and increase participation by minority, female, and disabled-owned businesses in city procurement processes.



Moderately Priced Dwelling Unit (MPDU) – Detached and semi-detached homes (duplexes), townhouses, condominium units, and apartments that are for rent or sale through a program that promotes moderately priced units for people of all incomes.

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 the actual financial flow of an organization, rather than capital accumulation (profit or loss).

Montgomery County Public Schools (MCPS) – Montgomery County organizational unit responsible for the education, transportation, and other care services for County children associated with schools.

Multi-Family Residential – Water and sewer accounts serving multiple residential dwelling units that are not individually metered, typically including but not limited to apartments and condominiums.

Municipal Separate Storm Sewer System (MS4) permit – The Clean Water Act permit given to the city by the State of Maryland requiring control of pollution discharged from the municipalities' storm drain system. It is designed to help achieve local, State and regional water quality standards.

National Crime Information Center (NCIC) – The United States' central database for tracking crime-related information.

National Pollutant Discharge Elimination System (NPDES) – Requirements imposed through the Clean Water Act.

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

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.

Non-Residential – Water and sewer accounts that are not included under single family residential or multi-family residential, including but not limited to retail, offices, hotels, motels, manufacturing, industrial, separate irrigation or water only meters, and institutional.

Nonspendable Fund Balance – Portion of net resources that cannot be spent because of their form (such as inventory or buildings) or because they must be maintained intact (such as an endowment fund).

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.

Occupational Safety and Health Administration (OSHA) – An organization within the United States Department of Labor that was established by Congress to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.



Operating Cost Impact (OCI) – Expenses required to operate and maintain the infrastructure, facilities, and properties funded in the Capital Improvements Program (CIP).

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.

Other Postemployment Benefits Plan (OPEB) – Non-pension benefits an employee receives postemployment.

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.

Owner's Representative – A third-party hired to protect the owner's (the city's) interests throughout all phases of a construction project.

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 leasing of parking garages in Town Center.

Part I Crimes – Serious crimes as reported in the Federal Bureau of Investigations Uniform Crime Report (UCR) every year, including murder, forcible rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny-theft, and arson.

Part II Crimes – Lesser crimes, including: simple assault, curfew offenses and loitering, embezzlement, forgery and counterfeiting, disorderly conduct, driving under the influence, drug offenses, fraud, gambling, liquor offenses, offenses against the family, prostitution, public drunkenness, runaways, sex offenses, stolen property, vandalism, vagrancy, and weapons offenses.

Paygo – Capital expenditures included in the CIP that are funded by a contribution from an operating fund.

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

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).



Planned Improvement Project (PIP) – Projects, studies, or major purchases that the city is considering in the next five fiscal years. These items are accounted for in the operating budget because they do not meet the criteria to be included in the Capital Improvements Program budget. The planned improvements projects are updated on an annual basis. Inclusion as a future planned improvement project does not guarantee future funding, as all projects are evaluated against other city priorities each fiscal year.

Planning and Development Services (PDS) – A department within the city's organizational structure.

Point of Sale (POS) – Software that enables tracking of revenues and inventory in real time as transactions are processed.

Popular Annual Financial Report – A more concise and accessible report detailing the data contained in the city's Annual Financial Report.

Potomac Electric Power Company (Pepco) – Electric service provider to customers in Washington DC, and Montgomery and Prince George's counties in Maryland.

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

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

Projected Spend – An estimate of how much will be expended in a fiscal year on a cash basis. Cash basis differs from budget basis, as defined in the city's Financial Management Policies.

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

Property Tax – A tax levied on all real and personal property 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.

Real Estate Effort for Affordable Community Housing (REACH) – Program to provide assistance to low to moderate income first time homebuyers.

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 – An enterprise fund used to account for the financial activity associated with the city's public golf course.

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



Regional Stormwater Management 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.

Request for Proposal (RFP) – Procurement process whereby a good or service is selected through a competitive bidding process by allowing prospective providers to submit proposals to provide those goods or services.

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

Restricted Fund Balance – Portion of net resources limited in use by constitutional provisions or enabling legislation; creditors, grantors, contributors; or the laws and regulations of other governments. Authority to restrict lies with the external parties (such as grantors; bond holders; County, State, or federal governments).

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 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.

Rockville City Police Department (RCPD) – A department within the city's organizational structure.

Rockville Economic Development, Inc. (REDI) – A nonprofit corporation established by the city for the purpose of supporting existing businesses and attracting new businesses to the city.

Rockville Emergency Assistance Program (REAP) – A city program that provides emergency financial assistance to citizens experiencing financial crises related to events such as evictions, utility shut-offs, or medical expenses.

Rockville Housing Enterprises (RHE) – A public housing agency dedicated to enhancing opportunities for self-sufficiency and providing quality, safe, and affordable housing for citizens of the City of Rockville.

Rockville Seniors, Inc. (RSI) – A private nonprofit corporation designed to raise money for the city's Senior Center.

Rockville Swim and Fitness Center (RSFC) – The city's full-service aquatics, fitness, and recreation facility.



Rockville Town Center (RTC) – A mixed-use neighborhood in central Rockville featuring Rockville City Hall, County government buildings, high rise residential buildings, restaurants, shops, and other commercial establishments.

Rockville Volunteer Fire Department (RVFD) – The city’s volunteer fire department consisting of over 200 members serving the Rockville area.

Sanitary Sewer Evaluation Study (SSES) – An inspection of the sanitary sewer system to locate existing problems that could lead to backups and/or overflows.

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

Sewer Line Rapid Assessment Tool (SL-RAT) – A portable onsite assessment tool that provides a sewer line blockage assessment in a short amount of time.

Single Family Residential – Water and sewer accounts for residential dwelling units that are individually metered, typically including but not limited to single-family detached homes, townhomes, duplexes, triplexes, and mobile homes.

Special Activities Fund – A special revenue fund that receives revenues from fund-raising and community activities, payment-in-lieu programs, as well as from a variety of corporations and community service organizations. The amount that is appropriated each year is directly related to the overall revenues received in the past years, and projected revenues for the next year.

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

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

State Department of Assessments and Taxation (SDAT) – A department within the State of Maryland’s organizational structure that is responsible for assessing real and personal property in the City of Rockville.

State Highway Administration (SHA) – A department within the State of Maryland’s organizational structure.

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 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.

System Control and Data Acquisition (SCADA) System – A system that collects data from various sensors at the Water Treatment Plant, water distribution system, and wastewater collection system and then sends this data to a central location to coordinate, manage, and control the systems.

Tax Anticipation Note (TAN) – A short-term note that state and local governments issue with the intent to repay once tax payments are collected. TANs are often issued when state and local governments want to move forward with capital projects but do not have the money on hand.

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.

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

Total Maximum Daily Loads (TMDL) – Measurement 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 Demand Management (TDM) – City program designed to address the demand of transportation resources and make more efficient use of those resources. TDM programs typically consist of education, marketing, outreach to employers and residents, and advocacy for a variety of commuting options.

Transportation Planning Board (TPB) – The federally designated metropolitan planning organization for metropolitan Washington, housed within and staffed by the Metropolitan Washington Council of Governments.

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.



Unassigned Fund Balance – Total fund balance in the General Fund in excess of nonspendable, restricted, committed, and assigned fund balance.

Uniform Crime Report (UCR) – Official United States crime data, published by the Federal Bureau of Investigation.

Unified Computing System (UCS) – A data center platform that unites computing, networking, storage access, and virtualization into one cohesive system.

User Fees – Payment for 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 and sewer projects to provide adequate and safe water for consumption and fire suppression, and adequate sewage conveyance.

Voice Over Internet Protocol (VoIP) – A methodology and group of technologies for the delivery of voice communications and multimedia sessions over Internet Protocol networks, such as the Internet.

Waiver Fees – Fees paid by developers based on the amount of impervious area to be developed to finance the city's construction and maintenance of facilities.

Washington Metropolitan Area Transit Authority (WMATA) – A regional transportation provider responsible for bus and rail public transit in the Washington, D.C. Metropolitan area. Rockville is served by a variety of its bus routes and its METRO rail red line includes two stops within the city limits.

Washington Suburban Sanitary Commission (WSSC) – One of the largest water and wastewater utilities in the nation, with a network of nearly 5,600 miles of fresh water pipeline and over 5,400 miles of sewer pipeline. WSSC's service area spans nearly 1,000 square miles in Prince George's and Montgomery counties, and they serve 1.8 million residents through approximately 460,000 customer accounts. Approximately 30 percent of Rockville residents use WSSC services.

Water Distribution System – The network of water pipes through which drinking water is delivered.

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

Water Treatment Plant (WTP) – City facility responsible for ensuring the quality of Rockville's drinking water.

Working Capital – A term used to describe the unreserved fund balance calculated by subtracting current liabilities from current assets.

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



Acronyms

ACA – Affordable Care Act
ACH – Automated Clearing House
ADA – Americans with Disabilities Act
AFSCME – American Federation of State, County, and Municipal Employees
AIPA – Art in Public Architecture
AMI – Advanced Metering Infrastructure
APFS – Adequate Public Facilities Standards
APWA – American Public Works Association
ARPA – American Rescue Plan Act
ASCE – American Society of Civil Engineers
AWWA – American Water Works Association
BMP – Best Management Practices
BRT – Bus Rapid Transit
CALEA – Commission on Accreditation for Law Enforcement Agencies
CAO – City Attorney’s Office
CAP – Cost Allocation Plan
CCTV – Closed Circuit Televised Video
CDBG – Community Development Block Grant
CIP – Capital Improvements Program
COOP – Continuity of Operations Plan
COVID-19 – Coronavirus Disease of 2019
CMP – Comprehensive Master Plan
CSR – Citizen Service Request
CSX – Chessie Seaboard Multiplier
DCWater – District of Columbia Water and Sewer Authority
DPW – Department of Public Works
ECM – Enterprise Content Management
ELA – Enterprise License Agreement
EPA – Environmental Protection Agency
ERP – Enterprise Resource Planning
ERU – Equivalent Residential Unit
FAST – Faster, Accountable, Smarter, Transparent
FBI – Federal Bureau of Investigation
FCC – Federal Communications Commission
FEMA – Federal Emergency Management Agency
FOG – Fats, Oils, and Grease
FRIT – Federal Realty Investment Trust
FTE – Full-Time Equivalent
FTPO – Forest and Tree Preservation Ordinance
FY – Fiscal Year
GAAP – Generally Accepted Accounting Principles
GASB – Governmental Accounting Standards Board
GbE – Gigabit Ethernet
GFOA – Government Finance Officers Association



GIS – Geographic Information Systems
HD – High Definition
HCD – Housing and Community Development
HDC – Historic District Commission
HEAL – Healthy Eating Active Living
HEAP – Home Energy Assistance Program
HR – Department of Human Resources
HUR – Highway User Revenue
HVAC – Heating, Ventilation, and Air Conditioning
I-Net – Institutional Network
I/I – Inflow and Infiltration
IPP – Income Protection Plan
IRS – Internal Revenue Service
IT – Information Technology
JV – Journal Voucher
LED – Light-Emitting Diode
LEED – Leadership in Energy and Environmental Design
LGBTQ – Lesbian, Gay, Bisexual, Transgender, Queer/Questioning
LGIT – Local Government Insurance Trust
LTL – Linkages to Learning
MACP – Manhole Assessment Certification Program
Mbps – Megabits per second
MCPS – Montgomery County Public Schools
MDE – Maryland Department of the Environment
MFD – Minority, Female, or Disabled-Owned
MGD – Million Gallons per Day
MNCPPC – Maryland National Capital Park and Planning Commission
MPDU – Moderately Priced Dwelling Unit
MPIA – Maryland Public Information Act
MS4 Permit – Municipal Separate Storm Sewer System Permit
MWCOG – Metropolitan Washington Council of Governments
NCIC – National Crime Information Center
NPDES – National Pollutant Discharge Elimination System
OCI – Operating Cost Impact
OPEB – Other Postemployment Benefits
OSHA – Occupational Safety and Health Administration
PDS – Planning and Development Services
Pepco – Potomac Electric Power Company
PIP – Planned Improvement Project
POS – Point of Sale
RAN – Revenue Anticipation Note
RCPD – Rockville City Police Department
REAP – Rockville Emergency Assistance Program
REACH – Real Estate Effort for Affordable Community Housing
REDI – Rockville Economic Development, Inc.
RFP – Request for Proposal
RHE – Rockville Housing Enterprises



RSFC – Rockville Swim and Fitness Center
RSI – Rockville Seniors, Incorporated
RTC – Rockville Town Center
RVFD – Rockville Volunteer Fire Department
SCADA – System Control and Data Acquisition
SDAT – State Dept. of Assessments and Taxation
SHA – State Highway Administration
SL-RAT – Sewer Line Rapid Assessment Tool
SSES – Sanitary Sewer Evaluation Study
SWM – Stormwater Management
TAN – Tax Anticipation Note
TMDL – Total Maximum Daily Loads
TPB – Transportation Planning Board
UCR – Uniform Crime Report
UCS – Unified Computing System
VoIP – Voice Over Internet Protocol
WMATA – Washington Metropolitan Area Transit Authority
WSSC – Washington Suburban Sanitary Commission
WTP – Water Treatment Plant



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